



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

February 7, 2023





Watertown Housing Authority

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Watertown, CT 06795

**Regular Meeting Wednesday, February 8th, 2023
Truman Terrace, 6:00 P.M.**

Agenda

1. Roll Call
2. Election of Officers
3. Chairwoman's Report
4. Approval of Minutes
 - a. Regular Meeting Buckingham, January 11th
5. Approval of bills paid for
 - a. February 2023
6. Property Manager's Report
 - a. Truman Terrace Window Project
 - b. Banking
 - c. Capital Needs Assessment
 - d. Recertification Updates
 - e. Available Apartments
7. New Business
8. Old Business
 - a. Discussion and possible action on 2023 proposed budget
 - b. Discussion and possible action on proposed new Bylaws
9. Resident Commissioner Report
10. Public Participation
11. Adjournment



Meeting Minutes

MINUTES

WATERTOWN HOUSING AUTHORITY Regular Meeting: Wednesday, January 11, 2023

A regular meeting was held by the Housing Authority on Wednesday, January 11, 2023 at Buckingham Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:02 p.m.

1. ROLL CALL

Members Present:

Janelle Wilk – Chairwoman
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ – Commissioner
Carmine Verno – Commissioner

Absent:

Others Present: Russ Antonacci - Manager
Lori Finke, Property Manager

2. Chairwoman’s Report – “Happy New Year” I hope everyone had a nice and restful holiday. I want to apologize for not being at the last meeting and want to thank Dan DiVito for running the last meeting in my absence. I have no report tonight because everything I have to say is on the agenda tonight.

3. Approval of Minutes

a. Regular Meeting Country Ridge – December 14th

A motion was made by Denise Russ, and seconded by Carmine Verno to approve the Regular meeting minutes of December 14, 2022 as amended.

Aye: 4 DiVito, Pratt, Russ, Verno
Nay: 0
Abstain: 1 Wilk

Motion passes

4. Approval of bills paid for:

- a. January 2023

Discussion: none.

A motion was made by Carmine Verno, and seconded by Denise Russ to accept the bills for January 2023.

By voice vote the motion was passed unanimously

5. Property Manager's Report

- a. 2023 Budget Presentation – Mr. Antonacci reviewed the handout with the commission showing the budget for 2022 with actuals and what was budgeted for the year with individual line items and description of the expenditure. He also reviewed the proposed 2023 budget which will be submitted to CHFA for approval once the commission approves.
- b. Banking Changes/Update – Mr. Antonacci handed out a balance sheet for 2022, this year the authority will be moving money to ensure that WHA capitol is FDIC insured.
- c. Truman Terrace Window Update

The scope of work will go out in January with plans entailing a blend of single hung windows, double casements and casements hearing what the tenants had to say at Truman Terrace. Mr. Antonacci passed out to the commission the window count and wanted to lock in a number for the scope of work that goes out and then start to advertise for bids.

- d. Updated Available Apartments List – Country Ridge, Apartment 40 will be showing soon. Buckingham Terrace we are not doing anything with right now. At Truman Terrace we have 5 that are available, I met with two people, one accepted and one rejected they said it was too small. Lori Finke has two appointments tomorrow and Monday.

6. New Business - none.

7. Old Business

- a. Discussion and possible action on the proposed new Bylaws. – there is a hold to streamline everything for better communication.

A motion was made by Dan DiVito, and seconded by Carmine Verno to table line item a discussion and action on proposed on new Bylaws.

By voice vote the motion was passed unanimously

- b. Discussion and possible action on Resident Commissioner Election - We received 51 nominations electing Sharon Pratt as Resident Commissioner.
- c. Standard Operating Agreement – Commission and Management – Mr. Antonacci stated he is working on the agreement for the commission in terms of roles and responsibilities with a procedure’s manual.
- d. Stand Operating Agreement – RSC – We will have a guide as to what the RSC does and does not do.

Over the course of the next few months, we can bring our ideas to the table and set up a plan of action for the procedure manual.

8. Resident Commissioner Report

Sharon Pratt reported:

1. Met with most of the tenants, one of the items that came up was the internet and it was learned that they do not do the internet connection with underground wiring.
2. Talked about the RSC’s time with the three communities

Sharon Pratt asked about repairs with emergency situations and the internet process through streaming.

9. Public Participation

Sue Dubay spoke

Dave Leblanc spoke

Gerry Gilbert spoke

Debra Manley spoke

10. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt to adjourn meeting at 7:10 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority



WHA PAYABLES

2/7/2023
3:56 PM

Watertown Housing Authority
Accounts Payable
February 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	01/25/2023	TT B7	3J's Painting LLC	TT B7 prep & paint	Truman Terrace	2,230.00
Bill	01/25/2023	012523 TT B7	3J's Painting LLC	TT B7 - paint	Truman Terrace	253.92
Bill	01/24/2023	123007 012423	Ace Hardware of Watertown	Statement ending 01/24/23	All	482.37
Bill	02/03/2023	063595	Alarm Masters Inc	CR - service call		155.00
Bill	01/04/2023	35816	AllStar Appliance Inc	BT D-1 replaced thermal control oven switch	Buckingham Terrace	348.00
Bill	12/20/2022	35770	AllStar Appliance Inc	CR 10 - fridge	Country Ridge	799.00
Bill	01/01/2023	i128990 093022	American Rooter LLC	BT- water jet main line	Buckingham Terrace	1,800.00
Bill	01/01/2023	i132874	American Rooter LLC	BT- snake bathroom sink drain (12/30/22)	Buckingham Terrace	238.50
Bill	01/10/2023	4547426	Arthur J. Gallagher Risk Mgt Serv, Inc	Renewal premium-crime policy	All	378.36
Bill	01/24/2023	47805	BTS Graphics & Printing, LLC	type & layout	All	445.46
Bill	01/17/2023	46965	Carpets Plus, Inc.	Bathroom floor TT C-2	Truman Terrace	430.00
Bill	01/01/2023	518382	Complete LLC	monthly contracted services	All	6,750.00
Bill	02/01/2023	518459	Complete LLC	monthly contracted services	All	6,750.00
Bill	12/22/2022	089609	Dumouchel Paper	supplies	All	77.30
Bill	12/22/2022	089485A	Dumouchel Paper	supplies	All	79.20
Bill	01/06/2023	089485	Dumouchel Paper	supplies	All	61.68
Bill	02/01/2023	230201496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.50
Bill	01/03/2023	5139 798 3032	Eversource	Service 12/01/22-01/03/23	Truman Terrace	115.26
Bill	01/04/2023	5160 546 4056	Eversource	Service 12/28/22-12/29/22	Truman Terrace	5.13
Bill	01/17/2023	5150 466 4038	Eversource	Service 12/29-01/07/23	Truman Terrace	12.48
Bill	01/27/2023	5113 818 3082	Eversource	Service 12/29/22-01/27/23	Truman Terrace	531.96
Bill	01/27/2023	5125 298 3036	Eversource	Service 12/29/22-01/27/23	Buckingham Terrace	647.55
Bill	01/27/2023	5127 946 4093	Eversource	Service 12/29/22-01/27/23	Buckingham Terrace	43.97
Bill	01/27/2023	5129 979 3026	Eversource	Service 12/29/22-01/27/23	Country ridge	30.86
Bill	01/27/2023	5131 089 3094	Eversource	Service 12/29/22-01/27/23	Country ridge	31.05
Bill	01/27/2023	5135 689 3081	Eversource	Service 12/29/22-01/27/23	Country Ridge	448.52
Bill	01/27/2023	5141 028 3030	Eversource	Service 12/29/22-01/27/23	Truman Terrace	115.84
Bill	01/27/2023	5141 089 3093	Eversource	Service 12/29/22-01/27/23	Country ridge	34.81
Bill	01/27/2023	5144 889 3081	Eversource	Service 12/29/22-01/27/23	Country ridge	28.78
Bill	01/27/2023	5147 056 4014	Eversource	Service 12/29/22-01/27/23	Country ridge	40.44
Bill	01/27/2023	5152 818 3080	Eversource	Service 12/29/22-01/27/23	Truman Terrace	76.83
Bill	01/27/2023	5154 889 3080	Eversource	Service 12/29/22-01/27/23	Country ridge	28.03
Bill	01/27/2023	5155 789 3047	Eversource	Service 12/29/22-01/27/23	Country ridge	59.22
Bill	01/27/2023	5159 366 4089	Eversource	Service 12/29/22-01/27/23	Truman Terrace	39.16
Bill	01/27/2023	5160 536 4041	Eversource	Service 12/29/22-01/27/23	Country ridge	22.62
Bill	01/27/2023	5160 546 4056	Eversource	Service 12/29/22-01/27/23	Truman Terrace	31.61
Bill	01/27/2023	5160 799 3003	Eversource	Service 12/29/22-01/27/23	Country ridge	39.88
Bill	01/27/2023	5161 089 3091	Eversource	Service 12/29/22-01/27/23	Country ridge	27.86
Bill	01/27/2023	5172 826 4052	Eversource	Service 12/29/22-01/27/23	Truman Terrace	52.74
Bill	01/27/2023	5175 889 3077	Eversource	Service 12/29/22-01/27/23	Country ridge	36.49

2/7/2023
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Watertown Housing Authority
Accounts Payable
February 2023

Bill	01/27/2023	5181 389 3054	Eversource	Service 12/29/22-01/27/23	Country ridge	38.00
Bill	01/27/2023	5182 936 4033	Eversource	Service 12/29/22-01/27/23	Truman Terrace	35.39
Bill	01/27/2023	5190 799 3000	Eversource	Service 12/29/22-01/27/23	Country ridge	40.63
Bill	01/27/2023	5191 018 3029	Eversource	Service 12/29/22-01/27/23	Truman Terrace	73.99
Bill	01/26/2023	5722 384 0034	Eversource - Gas	Service 12/28/22-01/26/23	Country Ridge	113.70
Bill	01/26/2023	5760 163 0056	Eversource - Gas	Service 12/28/22-01/26/23	Country Ridge	381.37
Bill	12/20/2022	CR 20	Fiberglass Repair & Bath Remodeling, LLC	CR 20 install new step-thru tub	Country Ridge	900.00
Bill	01/25/2023	6035 3220 0591 6832	Home Depot	monthly charges	All	2,681.15
Bill	01/18/2023	22812	J & J Lock LLC	TT B-4 service call	Truman Terrace	100.00
Bill	02/01/2023	02 2023	Janice Connor	Feb 2023 - supplies	All	300.00
Bill	01/30/2023	INV-1507	Kurt J. Krauland, CPA	Accounting services	All	1,950.00
Bill	01/10/2023	07881-138731-01-1	Optimum BT	Service 01/15-02/14/23	Buckingham Terrace	194.65
Bill	01/10/2023	07881-134130-01-9	Optimum CR	Service 01/15-02/14/23	Country Ridge	233.91
Bill	01/10/2023	07881-138730-01-3	Optimum TT	Service 01/15-02/14/23	Truman Terrace	204.65
Bill	02/01/2023	4399	Propertyworx LLC	Feb 2023 management services	All	6,930.00
Bill	01/13/2023	24800	Ray Palmer Plumbing & Heating, Inc.	CR 14 - check heat recharge expansion tank an	Country Ridge	615.27
Bill	01/17/2023	24801	Ray Palmer Plumbing & Heating, Inc.	TT C-2 Bathtub installation	Truman Terrace	756.77
Bill	01/12/2023	TT C-2	Steven L. Clark	TT C-2 remove & replace tub & shower enclosur	Truman Terrace	4,000.00
Bill	02/01/2023	0602929344	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	464.62
Bill	02/01/2023	0602929346	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	416.41
Bill	02/01/2023	0602929345	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	416.41
Bill	01/24/2023	1020740 0123	Watertown Fire District	TT Service 12/15/22 - 01/17/2023	Truman Terrace	315.32
Bill	01/01/2023	0304132000CR	Watertown WSA	CR 10/31/22-12/31/22	Country Ridge	2,505.00
Bill	01/01/2023	0304130000BT	Watertown WSA	BT 10/31/22-12/31/22	Buckingham Terrace	1,853.32
Bill	12/31/2022	5128	Western CT Area Agency on Aging, Inc.	4Q 2022 RSC services	All	6,375.00
Bill	10/01/2022	5127	Western CT Area Agency on Aging, Inc.	3Q 2022 RSC services	All	6,375.00
Bill	01/31/2023	5301	Western CT Area Agency on Aging, Inc.	Jan 2023 RSC services	All	2,125.00
Bill	01/18/2023	3076	Worxshop LLC	Dec 2022 Repairs & Maintenance	Buckingham Terrace	2,017.13
Bill	01/18/2023	3077	Worxshop LLC	Dec 2022 Repairs & Maintenance	Country Ridge	1,905.75
Bill	01/18/2023	3078	Worxshop LLC	Dec 2022 Repairs & Maintenance	Truman Terrace	2,784.38
Bill	02/07/2023	3112	Worxshop LLC	Jan 2023 Repairs & Maintenance		705.38
Bill	02/07/2023	3113	Worxshop LLC	Jan 2023 Repairs & Maintenance		2,561.63
Bill	02/07/2023	3114	Worxshop LLC	Jan 2023 Repairs & Maintenance		2,202.75

76,385.96



WHA MAINTENANCE

34 Work Orders

DUE	WO#	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
01/10/23	1171	Complete	CR C C remove Christmas light from outside	NONE	Lori Finke	Watertown Housing Authority-Country Ridge		01/11/23	01/10/23
01/12/23	1173	Complete	BT C-8 Replace broken blind in bathroom	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		01/24/23	01/12/23
01/17/23	1175	Complete	TT C-2 Remove toilet for flooring and then replace	NONE	Lori Finke	Francis Servidas, Unit C-2, 860-945-8010		01/18/23	01/18/23
01/17/23	1174	Complete	TT C-11 outlet in bathroom may have a problem	NONE	Lori Finke	Robin Lynn Teach, Unit C-11, 203-808-8087		01/18/23	01/16/23
01/23/23	1178	Complete	CR 27 Replace cracked toilet seat	NONE	Lori Finke	Carol Lavoie, Unit 20, 860-945-0500		01/24/23	01/23/23
01/23/23	1179	Complete	BTD-2 Replace broken chain in toilet	NONE	Lori Finke	Mark] Rayel, D-2, 203-578-6881		01/24/23	01/23/23
01/24/23	1172	Complete	TT C-12 Please repair kitchen ceiling	NONE	Lori Finke	Thomas Wills, Unit C-12, 860-483-2777		01/18/23	01/10/23
01/24/23	1176	Complete	BT A-2 Install a vanity in the bathroom	NONE	Lori Finke	Josephine Brandtmeyer, Unit A-2, 860-417-2075		01/24/23	01/19/23
01/25/23	1180	Complete	CR24Please replace the broken blind - bedroo	NONE	Lori Finke	Michele Desrosiers, Unit 24, 860-274-9934		01/30/23	01/24/23
01/25/23	1181	Complete	CR C C Ladies room. Water leaking	MEDIUM	Lori Finke	Watertown Housing Authority-Country Ridge		01/30/23	01/24/23
01/25/23	1188	Complete	TTC-20 Replace burnt bulbs in the bathroom.	NONE	Lori Finke	William Damicis, Unit C-20, 860-322-7732		01/30/23	01/25/23
01/25/23	1186	Complete	CR 35 Kitchen Cabinet door is falling off	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274		01/30/23	01/24/23
01/25/23	1187	Complete	TTC-2 Needs another grab bar-shower	HIGH	Lori Finke	Francis Servidas, Unit C-2, 860-945-8010		01/30/23	01/24/23
01/30/23	1196	Complete	CR IITub stopper needs replacing	NONE	Lori Finke	Norma Kennedy, Unit 11, 860-484-4812		01/31/23	01/30/23
01/30/23	1197	Complete	CR38Snake out tub. Very slow draining	NONE	Lori Finke	Judith Calca, Unit 38, 203-565-2761 or 959-209-4414		01/31/23	01/30/23
01/30/23	1198	Complete	CR 18 Toilet - sewage smell is coming up from the toilet	HIGH	Lori Finke	Joyce DeMarest, CR 18, 860-283-7238(h) 959-209-0612(c)		01/31/23	01/30/23
01/30/23	1194	Open	TT Roof over Bl.	NONE				01/27/23	01/27/23
01/30/23	1195	Complete	CR37 Check for roof leak	NONE	Lori Finke	Bill Wheelahan, Unit 37, Jackie (860-945-9113)		02/02/23	01/27/23
01/31/23	1199	Complete	TT B-3 Mold in	NONE	Lori Finke	Joyce and David Perkins, Unit B-3,		02/02/23	01/31/23

closet

959-209-4105

02/01/23	1193	Open	BT C-8 Replace sink with vanity	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FRST	01/27/23	01/27/23
02/01/23	1200	Complete	BTE-4 Bathroom window needs repair.	NONE	Lori Finke	Claire Roberts, Unit E-4, 860-274-0918	02/02/23	02/01/23
02/01/23	1182	Complete	CR 11 Please add knobs	NONE	Lori Finke	Norma Kennedy, Unit 11, 860-484-4812	01/31/23	01/24/23
02/01/23	1183	Open	CR12Add knobs	NONE	Lori Finke	Alice Hughes, Unit 12, 339-201-3509	01/24/23	01/24/23
02/01/23	1185	Open	CR4Add Knobs	NONE	Lori Finke	Carol Durante, Unit 4, 860-945-7463	01/24/23	01/24/23
02/01/23	1191	Complete	CR 28 Kitchen knobs exist but need repair	NONE	Lori Finke	JudyThibeau, Unit 28, 860-483-1976	02/02/23	01/25/23
02/02/23	1201	Complete	TTC-17Toilet handle broke.	NONE	Lori Finke	Francis Membrino, Unit C-17, 203-592-4174	02/06/23	02/02/23
02/02/23	1202	Complete	CR, BT, TT escort State Boiler inspector	NONE	Lori Finke		02/06/23	02/02/23
02/06/23	1203	Complete	BT BI The screen door window will not close	NONE	Lori Finke	Margaret "Bunny" Delucca, Unit B-1, 860-417-2963	02/07/23	02/06/23
02/06/23	1184	Open	CR8Add knobs	NONE		Beverly Monterosso, Unit 8, 860-274-5841	01/24/23	01/24/23
02/07/23	1204	Open	TTC-14Air leak around front door	NONE	Lori Finke	C-14 Kevni Dzafer 203-841-8080	02/06/23	02/06/23
02/07/23	1205	Open	TT B-12 leak under kitchen sink	NONE	Lori Finke	Janice Gentil; Unit B-12; 475-377-1480	02/06/23	02/06/23
02/08/23	1189	Open	CR 10 Please install knobs	NONE	Lori Finke	Domenic Sqillace, Unit 10, 203-558-7109	01/25/23	01/25/23
02/08/23	1190	Open	CR14Please install knobs	NONE	Lori Finke	Gloria Rossi, Unit 14, 860-921-7619	01/25/23	01/25/23
02/08/23	1192	Open	CR 29 Kitchen Knobs needed	NONE	Lori Finke	Susan Dubai, Unit 29, 860-417-9259	01/25/23	01/25/23



Property Manager Update

Open Apartments as of February 6, 2023

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
1 Available			
	40		New Resident will be moving in on March 1, 2023
Buckingham Terr.			
1 Available			
	A-6	Currently unrentable	
Truman Terrace			
5 Available			
	A-3	Showed/Showing	2 declines - to small. Still showing
	C-6	Showing	
	B-7		Showing - waiting for answer as of 2/6
	B-4		One couple was interested but stairs were a problem. Still showing
	B-1	Showed/ continuing to show	Apartment was shown on 1/4/23. Office received a call on 1/5/23 that the apartment was to small. Making more appointments to show the apartment.
New Tenants since 11/1/2020			
Country Ridge			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
	32	Claire Cipriano	10/1/2021
	26	Mario Mancini	7/1/2022
	34	Louella Plaut	8/15/2022
Buckingham Terr			
	B-5	Chiarini Orsini	11/15/2020
	B-2	Wendy Cote	1/15/2021
	C-2	Margret Hillman	3/1/2021

	C-6	Valerie Whitford	5/1/2021
	C-5	Steven Pappineau	6/1/2021
	A-6	Thomas St. Onge	8/15/2021
	C-4	Domenic Petro	9/1/2021
	D-2	Mark Rayel	6/1/2022
	A-2	Josephine Brantmeyer	11/1/2022
Truman Terr.			
	C-13	Judith Wrogg	12/1/2020
	C-11	Robin Lynn Teach	4/1/2021
	C-17	Francis Membrino	4/1/2021
	C-1	Gertrude Druan	8/15/2021
	A-8	Lisa Perrucci	9/1/2021
	B-2	Diane Lautenschlager	9/1/2021
	B-5	Roger Anctil	10/15/2021
	B-10	Maureen Murray	11/12/2021
	B-1	Rosemary Ann LoRusso	12/17/2021
	B-4	William Behr	12/17/2021
	B-1	Keivn Pzafer	8/1/2022
	C-19	Edmond Charette	9/1/2022
	C-15	Madeline DiStiso	9/1/2022
	B-12	Janice Gentil	11/1/2022
Transfers			
Buckingham Terr.	A-6 - A1	Marza Noss	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021
Truman Terr.	B-1 - C-14	Keivn Dzafer	11/1/2022
Buckingham Terr.	A- 6 - B-2	Tom St. Onge	12/15/2022
Truman Terr	B-7 - C-9	Karen Searles	1/4/2023