



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
March 9, 2022
Regular Meeting





Meeting Minutes

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, February 9, 2022
VIA Zoom Meeting – 6:00 P.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ – Commissioner (left 6:58)
Carmine Verno – Commissioner (left 6:58)

Other Present: Russell Antonacci – Interim Manager
Lori Finke – Interim Property Manager

2. Election of Officers

I am going to turn this over to Russell Antonacci.
Russell Antonacci asked for nominations for Chairman for the Housing Authority.

Dan DiVito I would like to nominate Janelle Wilk for Chairman.
Sharon Pratt seconded the nomination.
All in favor of Janelle Wilk as Chairman.
Motion passes unanimously

Janelle Wilk is Chairman.

Russell Antonacci turned it over to Janelle Wilk.

Chair Janelle Wilk asked are for nominations for Vice Chair.
Carmine Verno I would like to nominate Dan DiVito for Vice Chair.
Denise Russ seconded the nomination.
Are there any other nominations? Are there any other nominations?
Hearing none.
Nominations are closed.
Motion passes unanimously

Dan DiVito is Vice Chairman

Janelle asked for nominations for Secretary/Treasurer.
Sharon Pratt I would like to nominate Carmine Verno for Secretary/Treasurer.
Denise Russ seconded the nomination
Are there any other nominations? Are there any other nominations? Are there any other nominations?
Hearing none.

Motion passed unanimously

Carmine Verno is Secretary/Treasurer

3. Chairwoman's Report – Acting Executive Director

Janelle Wilk reported: I am wishing everyone well. We are going in the right direction with the numbers going down for COVID and hopefully we are able see each other and to do some fun things for our Watertown Housing Authority. Enjoy the nice weather we are having and have a Happy Valentine's Day.

4. Approval of Minutes

a. Special Meeting VIA Zoom – December 29, 2021

A motion was made Denise Russ, and seconded by Dan DiVito to accept the minutes for the Special Meeting for December 29, 2021.

By voice vote the motion was passed unanimously

b. Special Meeting VIA Zoom – January 25, 2022

A motion was made Denise Russ, and seconded by Sharon Pratt to accept the minutes for the Special Meeting for January 25, 2022.

By voice vote the motion was passed unanimously

c. Special Meeting VIA Zoom – January 24, 2022

A motion was made Carmine Verno, and seconded by Sharon Pratt to accept the minutes for the Special Meeting for January 24, 2022.

By voice vote the motion was passed unanimously

5. Approval of bills paid for:

A. January 2022

A motion was made Carmine Verno, and seconded by Dan DiVito to approve bills for January 2022.

By voice vote the motion was passed unanimously

B. February 2022

A motion was made Denise Russ, and seconded by Sharon Pratt to approve bills for February 2022.

By voice vote the motion was passed unanimously

6. Property Manager's Report

Russell Antonacci reported:

- a. 2021 Year-end Financials – *to be produced and published 2/9/2022*. – The financials are broken down with operating expenses for each community & how each property is performing.

The commission asked for comparison of past years in regards to information.

- b. Reintroduction of discussion regarding FDC insurance of funds. – Mr. Antonacci review Option A and Option B with the commission.

Option A: Take the cash assets breaking it down into 34 sections leaving \$78,000 in our operating account at Thomaston Savings Bank then take the remaining balance spread it evenly across the 3 communities and to provide each community with \$720,000 in reserve. Then we can break it down in 3 accounts for each community capital reserve by opening up an account and putting in \$240,000. We would pick the 3 accounts that would represent Truman Terrace, Buckingham Terrace and Country Ridge. We will have 9 accounts in our capital reserve money and our reserve will be less than \$250,000 having all of our cash being insured in case something was to happen to the banking system.

Option B: State of Connecticut's Treasurer Short Term Investments Fund and we would be investing our money, it has a AAA rating and we would basically give money to the Treasurer of the State of Connecticut and they use the fund as an investment fund for the State of Connecticut having earnings. We would be getting monthly, quarterly and annual reports and have online access to make deposits and withdrawals as needed. I would have to do more research if the commission picks this Option.

The consensus of the commission is Option A and if the commission needs to look at other options at a later point when more is known.

A motion was made Carmine Vero, and seconded by Janelle Wilk to go with Option A.

By voice vote the motion was passed unanimously

- c. Review of proposals from architects and engineers – *to be produced and published 2/9/22*

Four proposals received from Architects:

1. Kenneth Boroson, New Haven
2. O' Riorodan Migani, Seymour
3. QA & M Architecture, Farmington
4. AEPMI, Watertown

The commission will review the documents looking at the criteria and having a more in-depth discussion at the next meeting. The next step would be to set up a short list and start interviews.

- d. Vacancy Updates – 2 open units and at the end of February we are going to have two more for Truman Terrace.
- e. Work Order Updates – There are 36 work orders with 25 completed.

7. New Business

- a. Discussion and possible action on internal washing machines - It has been brought to the commission's attention a request to put in a washing machine in their unit. It would be a portable machine hooked up to the sink. There was a concern about flooding if you did not keep an eye on it with the emptying of water. It was discussed having it as a variance request on a case-by-case basis, to have it done professionally and for a permanent machine at their expense. The commission will bring back to the March meeting for more discussion will the full commission.

A motion was made Janelle Wilk, and seconded by Sharon Pratt to table.

By voice vote the motion was passed unanimously

- b. Discussion about surveillance cameras. – It was noted that there was nothing to make the commission talk about it with an incident that might have happened. It is a thought going with the times that it would be for the best for security cameras in the common areas for the housing authority and residents.

A statement was made about security cameras being okay but they don't prevent crime. What they do is allow is you to witness the crime being committed to help you gain

information. There was a question about procedures, protocol, what the expectations would be and to have a policy and procedures in place.

The commission will review the information and revisit this at the next meeting.

There were discussions about Ring Doorbells outside your door for viewing the hall. They are removable, not permanent and easy to hookup and use. It was noted any change to the exterior of the building would need a variance request that it is conforming and done properly.

A note was made to put a memo out for the Ring Doorbell you would have to a variance request for it.

8. Old Business

- a. Follow up on WHA Handbook. – There was one question about clarification on the issue of smoking in your vehicles on the property. The Chair will call Franklin Pilicy to get a legal opinion and have that the commission review the handbook.
- b. Follow up on Truman Terrace thermostat and Call-to-Aide switches. – It is one hundred percent completed.
- c. Discussion and possible action regarding community rooms. – The consensus of the commission is to leave it the same way until the March meeting for discussion.

9. Public Participation – none.

10. Adjournment – The meeting adjourned 7:30 at p.m.

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority



WHA PAYABLES

Watertown Housing Authority Accounts Payable March 2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	02/22/2022	TT B-4	3J's Painting LLC	TT B-4	Truman Terrace	86.19
Bill	01/24/2022	123007	Ace Hardware of Watertown	STMT 12/27/21-01/24/22	All	672.91
Bill	02/24/2022	123007 0224	Ace Hardware of Watertown	Statement ending 02/24/22	All	221.14
Bill	03/01/2022	1380	Alarm Masters Inc	Annual inspection	All	2,525.00
Bill	01/21/2022	8128	Anderson Wildlife Control	BT E-08 Investigate scratching noises, replaced	Buckingham Terrace	319.05
Bill	02/01/2022	51659	Complete LLC	Feb 2022 monthly contracted services	All	5,916.00
Bill	03/01/2022	51716	Complete LLC	Mar 2022 monthly contracted services	All	5,916.00
Bill	02/01/2022	51662	Complete LLC	BT - 1/31/22 Snow removal and relocate piles	Buckingham Terrace	750.00
Bill	02/09/2022		Dumouchel Paper	supplies	All	48.03
Bill	02/01/2022	220201496101	Edwards Answering Service Enterprises Inc	Feb 2022 service	All	33.50
Bill	03/01/2022	3010	Edwards Answering Service Enterprises Inc	Service 03/01/-03/31/22	All	33.50
Bill	01/27/2022	5125 298 3036	Eversource	Service 12/28/21-01/26/22	Buckingham Terrace	649.45
Bill	01/27/2022	5129 979 3026	Eversource	Service 12/28/21-01/27/22	Country Ridge	32.96
Bill	01/27/2022	5131 089 3094	Eversource	Service 12/28/21-01/27/22	Country Ridge	35.34
Bill	01/27/2022	5135 689 3081	Eversource	Service 12/28/21-01/26/22	Country Ridge	462.73
Bill	01/27/2022	5141 089 3093	Eversource	Service 12/28/21-01/27/22	Country Ridge	37.32
Bill	01/27/2022	5144 889 3081	Eversource	Service 12/28/21-01/27/22	Country Ridge	33.87
Bill	01/27/2022	5147 056 4014	Eversource	Service 12/28/21-01/27/22	Country Ridge	46.19
Bill	01/27/2022	5154 889 3080	Eversource	Service 12/28/21-01/27/22	Country Ridge	30.98
Bill	01/27/2022	5155 789 3047	Eversource	Service 12/28/21-01/27/22	Country Ridge	55.95
Bill	01/27/2022	5160 799 3003	Eversource	Service 12/28/21-01/27/22	Country Ridge	44.55
Bill	01/27/2022	5161 089 3091	Eversource	Service 12/28/21-01/27/22	Country Ridge	32.79
Bill	01/27/2022	5175 889 3077	Eversource	Service 12/28/21-01/27/22	Country Ridge	35.68
Bill	01/27/2022	5181 389 3054	Eversource	Service 12/28/21-01/27/22	Country Ridge	41.11
Bill	01/27/2022	5190 799 3000	Eversource	Service 12/28/21-01/27/22	Country Ridge	44.73
Bill	01/27/2022	5760 163 0056	Eversource	Service 12/28/21-01/27/22	Country Ridge	393.54
Bill	01/27/2022	5113 818 3082	Eversource	Service 12/29/21-01/28/22	Truman Terrace	669.68
Bill	01/27/2022	5139 798 3032	Eversource	Service 01/03-02/01/22	Truman Terrace	110.34
Bill	01/27/2022	5141 028 3030	Eversource	Service 12/29/21-01/28/22	Truman Terrace	146.11
Bill	01/27/2022	5152 818 3080	Eversource	Service 12/29/21-01/28/22	Truman Terrace	76.66
Bill	01/27/2022	5172 826 4052	Eversource	Service 12/29/21-01/28/22	Truman Terrace	220.45
Bill	01/27/2022	5184 906 4027	Eversource	Service 12/29/21-01/28/22	Truman Terrace	146.73

Watertown Housing Authority Accounts Payable March 2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	01/27/2022	5191 018 3029	Eversource	Service 12/29/21-01/28/22	Truman Terrace	76.66
Bill	01/27/2022	5194 056 4081	Eversource	Service 12/29/21-01/28/22	Truman Terrace	86.86
Bill	01/25/2022	6035 3220 0591	(Home Depot	STMT 12/28/21 - 01/25/22	All	1,748.75
Bill	02/22/2022	6035 3220 0591	(Home Depot	Statement ending 02/22/22	All	731.83
Bill	01/27/2022	222428	J & J Lock LLC	Adjust locks	Buckingham Terrace	110.00
Bill	02/17/2022	370653	Kaufman Dolowich Voluck, LLP	Billing thru 06.30.21 Claim #0006813010	All	2,500.00
Bill	02/17/2022	370653	Kaufman Dolowich Voluck, LLP	Billing thru 06.30.21 Claim #0006813010	All	1,603.00
Bill	01/31/2022	INV-08230	Kurt J. Krauland, CPA	Jan 2022 Accounting services	All	906.25
Bill	02/01/2022	3993 22-23	NAHRO	Membership 6/1/2022 - 5/31/2023	All	187.20
Bill	03/01/2022	07881-138731-01	Optimum BT	Service 2/15-3/14/2022	Buckingham Terrace	194.23
Bill	03/01/2022	07881-134130-01	Optimum CR	Service 2/15-3/14/2022	Country Ridge	233.07
Bill	03/01/2022	07881-138730-01	Optimum TT	Service 2/15-3/14/2022	Truman Terrace	204.23
Bill	02/03/2022	4269	Pilicy & Ryan, PC	1/10/22 damage to car during snow storm TT	Truman Terrace	159.50
Bill	02/01/2022	6103	PJ Electric, Inc.	Mat & Labor -wire, install & supply 66 call to aid	Truman Terrace	5,839.80
Bill	02/04/2022	6119	PJ Electric, Inc.	TT B-09 Installed new 100 AMP breakers	Truman Terrace	527.41
Bill	02/04/2022	6120	PJ Electric, Inc.	TT A-07 Installed new 100 AMP breakers	Truman Terrace	592.41
Bill	02/14/2022	6144	PJ Electric, Inc.	TT B-01 Replaced outlets	Truman Terrace	167.86
Bill	02/14/2022	6145	PJ Electric, Inc.	TT B-04 Replaced wiring off of branch circuit	Truman Terrace	134.22
Bill	02/15/2022	6148	PJ Electric, Inc.	BT E7 & E8 - Install outlets in attic for rodents	Buckingham Terrace	134.52
Bill	02/15/2022	6149	PJ Electric, Inc.	B T - Comm Ctr - trouble shoot main entrance d	Buckingham Terrace	130.00
Bill	02/16/2022	6155	PJ Electric, Inc.	TT B-04 - Trouble shoot outlet, repaired and rep	Truman Terrace	74.30
Bill	01/31/2022	3206 0122	Prime Publishers, Inc.	Legal notice	All	614.88
Bill	02/17/2022	Reimb Web site r	Propertyworx LLC	Reimbursement - Annual website renewal	All	124.42
Bill	03/01/2022	3999	Propertyworx LLC	Mar 2022 management services	All	6,600.00
Bill	02/18/2022	24624	Ray Palmer Plumbing & Heating, Inc.	BT E-8 Repaired toilet shut and Comm Ct check	Buckingham Terrace	148.84
Bill	02/23/2022	24625	Ray Palmer Plumbing & Heating, Inc.	CR - Repairs	Country Ridge	1,389.14
Bill	01/31/2022	43746 0122	Republican-American	01/01 - 01/31/22	All	462.32
Bill	01/30/2022	6035 5178 1216	(Staples Credit Plan	STMT 01/01-01/30/22	All	448.68
Bill	03/01/2022	0602803830	USA Hauling & Recycling Inc	monthly charge	Truman Terrace	404.02
Bill	03/01/2022	0602803831	USA Hauling & Recycling Inc	monthly service	Buckingham Terrace	362.10
Bill	03/01/2022	0602803832	USA Hauling & Recycling Inc	monthly service	Country Ridge	362.10
Bill	02/24/2022	1020740	Watertown Fire District	Service 01/18/2022-02/15/2022	All	302.49

**Watertown Housing Authority
Accounts Payable
March 2022**

Type	Date	Num	Name	Memo	Location	Amount
Bill	01/31/2022	1268	Western CT Area Agency on Aging, Inc.	Jan 2022 RSC services	All	2,133.33
Bill	02/28/2022	1533	Western CT Area Agency on Aging, Inc.	Feb 2022 RSC services	All	2,133.33
Bill	01/31/2022	2594	Worxshop LLC	Jan 2022 Repairs & Maintenance	Truman Terrace	2,437.88
Bill	01/31/2022	2595	Worxshop LLC	Jan 2022 Repairs & Maintenance	Buckingham Terrace	3,588.75
Bill	01/31/2022	2596	Worxshop LLC	Jan 2022 Repairs & Maintenance	Country Ridge	1,843.88
						59,566.74



Property Manager Update

Open Apartments as of March 7, 2022

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
Full as of 10/1/21			(1) will be open in April. A resident passed away on 2/24/22.
Buckingham Terr.			
Full as of 9/1/2021			(1) will be open in April. A resident passed away on 3/6/22
Truman Terrace			
2 Available			
	C-15	Appliances were delivered on 3/3/2022	Start showing week of 3/7/22
	C-19	Cleaning needed to have ready to show	
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
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
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 & Roseann Behr	12/17/2021

Transfers			
Buckingham Terr.	A-1	Marza Noss relocated from A-6	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021



Variance Requests

006

Watertown Housing Authority Variance Request

COMMUNITY: Buckingham Terrace

Unit Number: C-8

Date Submitted: 3/3/22

First Name: Joy

Last Name: Goldfarb

Home Phone: 860-462-6135

Cell Phone: _____

Describe in full the work you are requesting permission to have done. Please include name of contractor, copy of contractor's license and insurance certificate and an estimated time of completion.

I would like to paint the walls in my apartment to freshen up the faded walls. I will use the same color paint WHA uses in the Buckingham Terrace apartments.

I understand the Watertown Housing Authority is NOT responsible for maintenance or replacement of items requested by this variance unless otherwise specified. Should you replace existing equipment such as a refrigerator, counter top etc., you understand that if you vacate the apartment all items stay with the apartment.

If this variance is a request to change the paint color of the walls within the specified apartment, you may be asked to return the walls to the original color if you decide to vacate the apartment. Responsibility for maintenance and/or replacement of items relative to this variance is a renter's responsibility.

Approval of this *Variance Request* shall not be interpreted, as a waiver of any permit or license required by law. A Variance Request can be rescinded after the fact if there is a problem with the result which can lead to removal.

Resident Signature: Joyce Goldfarb

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____

007

Watertown Housing Authority Variance Request

COMMUNITY: Truman Terrace

Unit Number: C-12 Date Submitted: 3/3/22

First Name: Thomas Last Name: Wills

Home Phone: _____ Cell Phone: _____

Describe in full the work you are requesting permission to have done. Please include name of contractor, copy of contractor's license and insurance certificate and an estimated time of completion.

Please see the attached picture of the tub in Unit C-12. This tub is deteriorating and would like to have it replaced.

Requested by Lori Finke

I understand the Watertown Housing Authority is NOT responsible for maintenance or replacement of items requested by this variance unless otherwise specified. Should you replace existing equipment such as a refrigerator, counter top etc., you understand that if you vacate the apartment all items stay with the apartment.

If this variance is a request to change the paint color of the walls within the specified apartment, you may be asked to return the walls to the original color if you decide to vacate the apartment.

Responsibility for maintenance and/or replacement of items relative to this variance is a renter's responsibility.

Approval of this *Variance Request* shall not be interpreted, as a waiver of any permit or license required by law. A Variance Request can be rescinded after the fact if there is a problem with the result which can lead to removal.

Resident Signature: _____

LF

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____



008

Watertown Housing Authority Variance Request

COMMUNITY: Truman Terrace

Unit Number: B2 Date Submitted: 03/05/2022

First Name: Diane Last Name: Lautenschlager

Home Phone: _____ Cell Phone: 203 577 8859

Describe in full the work you are requesting permission to have done. Please include name of contractor, copy of contractor's license and insurance certificate and an estimated time of completion.

① * No Bathroom paint Benjamin Moore Bassett Hall Green

② would like to put a washer & dryer in my apt. B-2

I understand the Watertown Housing Authority is NOT responsible for maintenance or replacement of items requested by this variance unless otherwise specified. Should you replace existing equipment such as a refrigerator, counter top etc., you understand that if you vacate the apartment all items stay with the apartment.

If this variance is a request to change the paint color of the walls within the specified apartment, you may be asked to return the walls to the original color if you decide to vacate the apartment.

Responsibility for maintenance and/or replacement of items relative to this variance is a renter's responsibility.

Approval of this *Variance Request* shall not be interpreted, as a waiver of any permit or license required by law.

Resident Signature: Diane Lautenschlager

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____

* I will do all painting myself and sign a waiver to release WHA from liability.



WHA MAINTENANCE

25 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	794	Complete	CC Office clean up of files to storage, flags and shelf	NONE	Lori Finke	Watertown Housing Authority -CountryRidge		03/01/22	02/21/22
02/09/22	786	Complete	TT C-11 Bathroom tub will not drain	HIGH	Lori Finke	Robin Lynn Teach, Unit C-11, 203-808-8087		02/10/22	02/09/22
02/10/22	784	Complete	CR Large draft coming from living room window	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274		02/11/22	02/09/22
02/10/22	785	Complete	TT B-10 Front door draft	NONE	Lori Finke	Maureen Murray Unit B 10; 203-910-8161		02/24/22	02/09/22
02/14/22	788	Complete	CR 2 Toilet dogged	HIGH	Lori Finke	Shirley Belinski, Unit 2, 860-274-1952 (cell: 860-417-7526)		02/15/22	02/14/22
02/15/22	789	Complete	CR 25 Please change the stove top trays.	NONE	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212		02/16/22	02/15/22
02/15/22	787	Complete	TT C-15 Prep for showing to new tenant	NONE	Lori Finke	Unit C-15, Available - Need to prep for showing		02/22/22	02/14/22
02/15/22	790	Complete	BT B-7 Bathroom sink draining slowly - window will not close	HIGH	Lori Finke	Violette Ayoub, Unit B-7, 860-417-7934		02/16/22	02/15/22
02/18/22	797	Complete	TT A-7 Light bulb out over sink	NONE	Lori Finke	Carl Miscavage, Unit A-7, 203-558-8604		02/24/22	02/23/22
02/18/22	792	Complete	CR 40 Toilet overflow	HIGH	Lori Finke	Ghita Aureli, Unit 40, 860-274-4693		02/23/22	02/18/22
02/18/22	793	Complete	BT E-8 Rodent defense	HIGH	Lori Finke	Daniel and Patricia Quatrella, Unit E-8, 203-522-3837		02/18/22	02/18/22
02/21/22	791	Complete	CR 26 Replace toilet seat and add knobs	NONE	Lori Finke	Joyce DeMarest, Unit 26, 860-283-7238		03/01/22	02/17/22
02/23/22	796	Complete	TT C-3 Kitchen cabinet doors coming off.	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769		03/01/22	02/23/22
02/24/22	800	Complete	BT A-7 Slow draining sink	NONE	Lori Finke	Carol Wiltshire, Unit A-3, 860-274-0121		03/01/22	02/24/22
02/24/22	801	Complete	BT E-8 Stove top	NONE	Lori Finke	Daniel and Patricia Quatrella, Unit E-8, 203-522-3837		03/01/22	02/24/22
02/24/22	802	Complete	CR 32 Ceiling leak bathroom	NONE	Lori Finke	Claire Cipriano, Unit 32, 860-274-0370 (Would like to be notified when work is going to be done.)		02/24/22	02/24/22
02/24/22	795	Complete	CR 28 Broken blind	NONE	Lori Finke	Judy Thibeau, Unit 28, 860-483-1976		03/01/22	02/22/22
03/01/22	803	Complete	CR 16-18 Mice in the attic	NONE	Lori Finke	Clair and Vivian Upson, Unit 17, 860-417-3166		03/01/22	03/01/22
03/01/22	798	Complete	TT C-12 Ceiling repair/paint and knobs	NONE	Lori Finke	Thomas Wills, Unit C-12, 860-483-2777		02/24/22	02/23/22

03/01/22	804	Complete	TT C-12 Kitchen faucet needs to be replaced	NONE	Lori Finke	Thomas Wills, Unit C-12, 860-483-2777	03/01/22	03/01/22
03/01/22	806	Complete	TT C-8 Replace bulbs in bathroom ceiling light	NONE	Lori Finke	Angelo and Barbara Rinaldi, Unit C-8, 860-274-1294	03/02/22	03/01/22
03/03/22	807	Complete	TT B-7 Kitchen Ceiling light isn't working	NONE		Karen Searles, Unit B-7, 203-525-1947	03/04/22	03/03/22
03/11/22	808	Open	BT A-3 Kitchen sink isn't draining again.	HIGH		Carol Wiltshire, Unit A-3, 860-274-0121	03/07/22	03/04/22
03/18/22	805	Open	TT C-19 Prep for showing	NONE	Lori Finke	Unit C-19 - Currently Empty - Awaiting New Tenant	03/01/22	03/01/22
03/25/22	799	Open	BT Front of left dumpster - mark off	NONE		Watertown Housing Authority - Buckingham Terrace	03/07/22	02/23/22

25 Work Orders assigned to WorxShop

- 3** Open Work Orders
- 0** On Hold Work Orders
- 0** In Progress Work Orders
- 22** Closed Work Orders