



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

February 14, 2024





# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

**Wednesday, February 14, 2024**

**Regular Meeting - Truman Terrace, 6:00 p.m.**

## Agenda

1. Roll Call
2. Election of Officers
3. Chairwoman's Report
4. Approval of Minutes
  - a. Special Meeting – January 31, 2024
5. Approval of bills paid in February 2024
6. Property Manager's Report
  - a. Update on Sampled Cameras
  - b. Update on glass replacement at Buckingham Terrace
7. Resident Commissioner Report
8. Public Participation
9. Adjournment

**WATERTOWN HOUSING AUTHORITY  
1091 Buckingham Street  
Watertown, Ct 06795**

**Special Meeting Wednesday, January 31, 2024  
Buckingham Terrace, 6:00 P.M.**

**MINUTES**

A special meeting was held by the Housing Authority on Wednesday, January 31, 2024 at Buckingham Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:03 p.m.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman  
Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ – Commissioner (arrived 6:06)  
Vacant

Absent:

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

A motion was made by Dan DiVito and seconded by Sharon Pratt to add under New Business 5b. Discussion and possible action on painting and cleaning of the Truman Terrace Hallways.

By voice vote the motion was passed unanimously

2. Chairwoman's Report –

Janelle Wilk stated Happy January! I want to let everyone know that a complaint was made and sent to CHFA. The report stated there was a conflict of interest between one of Watertown Housing Authority's contracts and our manager. This complaint was not sent directly to the Watertown Housing Authority, but CHFA made us aware of it. This matter has since been closed out by CHFA.

I would also like to answer some questions publicly that Commissioner Russ asked me the other week, that she was asked by a resident. Those questions were,

Where does the Watertown Authority receive money from the state on a yearly basis or did we just get supplemented when the buildings were built? If the state helped with money, who legally owns the complex? And how often do we send reports to the state?

To the best of my knowledge the way Watertown Housing Authority is set up, whoever the commissioners are on the board at the time are the “general managers” of housing. The commissioners operate pursuant to state statute. The name of the authority shall be “The Housing Authority of the Town of Watertown” pursuant to Sections 8-40 and 8-41 of the Housing Laws of the State of Connecticut effective October 5, 1970. We report to the state. CHFA is the state agency we report to. We file with them quarterly and submit our budget to them. We, the commissioners, discuss, make changes, and approve this budget at our public meetings before it gets sent to CHFA. We do not get any money from the state on a yearly basis. At one point Watertown Housing Authority received state funding to help build Watertown Housing Authority. I did confirm with Watertown’s Assessor’s office that the title of the property at all three sites is Watertown Housing Authority. I would like to publicly thank Denise for fielding these questions for us and then asking for clarification on them. I would also like to thank Sharon for stepping up and helping residents with paperwork and things that the RSC would be doing. I want to remind everybody that all commissioners, including myself, are volunteers.

### 3. Approval of Minutes

#### a. Special Meeting, December 20, 2023

A motion was made by Dan DiVito and seconded by Sharon Pratt to accept the special meeting minutes of December 20, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

### 4. Approval of bills paid for January 2024

#### a. January 2024

A motion was made by Dan DiVito and seconded by Denise Russ to approve the bills for January 2024.

By voice vote the motion was passed unanimously

## 5. New Business

- a. Defibrillators – I had spoken to Eric Berthel at the state level, they did not have anything that could help us with the defibrillators. I spoke to the Town and they did not have anything but go to Thomaston Savings Bank. I did want to go to them because I didn't want to take anything from the VFW. They said they are not going to favor one to another, we could go to them. I did talk to Torrington Area Health; they gave me some information on them, and they did say they would come out to each site and we would coordinate how many people would be signed up, they will teach CPR and learn how to use it. We will go to Thomaston Savings Bank and see if we can get a grant and we will start the process.
  
- b. Discussion and possible action on painting and cleaning of Truman Terrace Hallways. – in front of you there is a quote from our contractor now who does our painting. There is a lot of cracking, mildew, and peeling. I do feel there needs to be conversation for people to discuss it and a motion if there is going to be one to either to approve or to do something with it. That would be the scraping of the paint, cleanup, and caulking. They would do the black doors (outside doors) and the hallways.

Discussion amongst the commission on the cost, maintenance in the years and mold issues at the other sites.

A motion was made by Dan DiVito and seconded by Sharon Pratt to approve.

Aye: 3 Pratt, DiVito, Wilk

Nay: 1 Russ

Abstain: 0

Motion passes

## 6. Old Business

- a. Discussion and possible action on cameras – we have had a few incidents where we should have had a camera. If something were to happen, we can at least have something to go back to.

Lori Finke looked at Wise cameras they turn around 180 degrees, we can setup three cameras for less than \$200.00 for each site. You can download and see it on your phone.

Discussion amongst commission regarding how the cameras works, an incident that happened there, to keep a check on people that do not belong there, the location of the cameras, if there are fees, length of recording and cost.

A motion by Denise Riss, seconded by Dan DiVito go forward with the cameras.

By voice vote the motion was passed unanimously

## 7. Property Manager's Report

Lori Finke reported:

- a. Available Apartments – Country Ridge, there are two open apartments, one is being rented by March 1<sup>st</sup> and the second is having the new flooring installed on Friday. Buckingham Terrace, we have C7 that is still open we have a resident coming in on March 1<sup>st</sup>. Truman Terrace – we have a couple, I am meeting on Friday morning to look at the one bedroom that is available. The second apartment is going to have the tub replacement before it is needed. .
- b. Update on resumes for RSC replacement – we had two hundred resumes that we received; we had eight that were qualified. Sharon and I sat down with four and we came up with two that we felt were very qualified and would like to propose that they come in for the second interview with the committees. Questions asked were according to state guidelines. Sharon Pratt suggested giving a welcome package to new residents coming in.

Lori will check the availability with the two applicants for times to meet.

- c. Work Orders – 33 work orders through the course of the month.

- d. Update on Buckingham Terrace window project – a resident stated the noise is blocked out and it appears warmer in the units. Lori Finke reported they did A1 through 4 today and they are going to do 4 more units every day and it should be done by the 13<sup>th</sup>.
  
- e. Update on Capital Needs Assessment – the capital needs assessment for Country Ridge is completed. We have come up with a potential improvement project of 3.1 million that would go towards Country Ridge. I have been in contact with the town grant consultant and that would be the next step in the process to begin the application. This is a state funded program, the state gets the money from HUD then they look at the applications from candidates, then they distribute the money to the towns. The Town of Watertown would be submitting the application to the State of Connecticut and hopefully we will succeed in getting the funds. If we do, we will take the funds and make the improvements to Country Ridge and then the money that we have in our capital right now will be distributed to the other two properties.

Chair Janelle Wilk stated there is movement on this because the town asked her to come in for easements to start the process.

- f. Variance Report - one variance request is to replace the original tub in C-7 it at Truman Terrace. The existing is impossible to clean, it is old and cracking. While the apartment is empty, I would like to put a regular standard tub shower before the apartment is rented.

Discussion amongst the commission regarding water issues and a suggestion was made for walk in showers with a seat. Lori will look into the options.

A motion by Dan DiVito and seconded by Sharon Pratt that we approve the variance report.

By voice vote the motion was passed unanimously

## 8. Resident Commissioner Report

Sharon Pratt reported:

1. That in the past two weeks there have been people with RSV and the flu, if you feel sick to wear a mask
2. My resource for coffee for the tenants has dried out and I am looking for someone to donate the coffee to us.
3. Talked on refrigerators issues.

9. Public Participation

Debbie Manley, Country Ridge spoke.  
Susan, Dubai, Country Ridge spoke  
Joyce DeMarest, Country Ridge spoke.

10. Adjournment

A motion was made by Dan DiVito and seconded by Denise Russ to adjourn meeting at 7:04 p.m.

By voice vote the motion was passed unanimously

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Chairwoman Janelle Wilk  
Watertown Housing Authority





# WHA PAYABLES

Watertown Housing Authority  
Accounts Payable  
February 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	01/24/2024	123007 012424	Ace Hardware of Watertown	monthly charges	All	758.84
Bill	01/25/2024	37235	AllStar Appliance Inc	BT C7 14 cu ft refrig	Buckingham Terrace	704.00
Bill	01/31/2024	37250	AllStar Appliance Inc	BT C8 service call	Buckingham Terrace	149.00
Bill	02/02/2024	48315	Carpets Plus, Inc.	CR 4	Country Ridge	2,973.00
Bill	02/01/2024	519279	Complete LLC	monthly contracted services	All	6,750.00
Bill	02/01/2024	240201496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	01/25/2024	5113 818 3082	Eversource	Service 12/27/23-01/25/24	Truman Terrace	798.28
Bill	01/25/2024	5114 726 4022	Eversource	Service 12/27/23-01/25/24	Truman Terrace	64.24
Bill	01/25/2024	5125 298 3036	Eversource	Service 12/27/23-01/25/24	Buckingham Terrace	874.15
Bill	01/25/2024	5129 979 3026	Eversource	Service 12/27/23-01/25/24	Country ridge	48.00
Bill	01/25/2024	5131 089 3094	Eversource	Service 12/27/23-01/25/24	Country ridge	45.65
Bill	01/25/2024	5135 689 3081	Eversource	Service 12/27/23-01/25/24	Country Ridge	591.87
Bill	01/25/2024	5141 028 3030	Eversource	Service 12/27/23-01/25/24	Truman Terrace	193.22
Bill	01/25/2024	5141 089 3093	Eversource	Service 12/27/23-01/25/24	Country ridge	49.11
Bill	01/25/2024	5144 889 3081	Eversource	Service 12/27/23-01/25/24	Country ridge	43.57
Bill	01/25/2024	5147 056 4014	Eversource	Service 12/27/23-01/25/24	Country ridge	66.59
Bill	01/25/2024	5150 936 4022	Eversource	Service 12/27/23-01/25/24	Country Ridge	12.38
Bill	01/25/2024	5152 818 3080	Eversource	Service 12/27/23-01/25/24	Truman Terrace	124.67
Bill	01/25/2024	5154 889 3080	Eversource	Service 12/27/23-01/25/24	Country ridge	42.69
Bill	01/25/2024	5155 789 3047	Eversource	Service 12/27/23-01/25/24	Country ridge	72.49
Bill	01/25/2024	5160 799 3003	Eversource	Service 12/27/23-01/25/24	Country ridge	62.76
Bill	01/25/2024	5161 089 3091	Eversource	Service 12/27/23-01/25/24	Country ridge	42.39
Bill	01/25/2024	5164 136 4054	Eversource	Service 12/27/23-01/25/24	Buckingham Terrace	127.25
Bill	01/25/2024	5175 889 3077	Eversource	Service 12/27/23-01/25/24	Country ridge	63.65
Bill	01/25/2024	5179 146 4068	Eversource	Service 12/27/23-01/25/24	Country Ridge	16.26
Bill	01/25/2024	5181 389 3054	Eversource	Service 12/27/23-01/25/24	Country ridge	60.70
Bill	01/25/2024	5190 799 3000	Eversource	Service 12/27/23-01/25/24	Country ridge	65.12
Bill	01/25/2024	5191 018 3029	Eversource	Service 12/27/23-01/25/24	Truman Terrace	101.55
Bill	02/01/2024	5139 798 3032	Eversource	Service 01/02/24-02/01/24	Truman Terrace	134.33
Bill	01/25/2024	5760 163 0056	Eversource - Gas	Service 12/27/23-01/25/24	Country Ridge	347.85
Bill	01/25/2024	5774 820 0037	Eversource - Gas	Service 12/27/23-01/25/24	Country Ridge	86.44
Bill	01/25/2024	5784 051 0028	Eversource - Gas	Service 12/27/23-01/25/24	Country Ridge	81.91
Bill	01/25/2024	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	297.78
Bill	01/31/2024	23241	J & J Lock LLC	TT service call	Truman Terrace	110.00
Bill	01/12/2024	8047	Marino's Waterbury Glass LLC	BT Window replacement project	Buckingham Terrace	14,375.00
Bill	02/02/2024	INV-2158	Padgett Business Services	accounting services	All	227.50
Bill	01/31/2024	013124	Petty cash	office supplies	All	300.00
Bill	02/08/2024	4863	Propertyworx LLC	reimbursement for Amazon purchases	All	368.91
Bill	01/26/2024	25002	Ray Palmer Plumbing & Heating, Inc.	TT B7, C5,C7,C16 service calls	Truman Terrace	818.99
Bill	01/29/2024	25001	Ray Palmer Plumbing & Heating, Inc.	CR 16 and 35 service calls	Country Ridge	662.19
Bill	02/01/2024	0603054486 BT	USA Hauling & Recycling Inc	BT monthly service & extra pickup	Buckingham Terrace	437.23
Bill	02/01/2024	0603054487 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	02/01/2024	0603054485 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85

2/9/2024  
10:12 AM

Watertown Housing Authority  
Accounts Payable  
February 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	01/24/2024	1020740 0124	Watertown Fire District	TT Service 11/15 - 12/15/2023	Truman Terrace	308.45
Bill	12/31/2023	0304130000BT	Watertown WSA	BT 09/30/23-12/31/23	Buckingham Terrace	1,620.83
Bill	12/31/2023	0304132000CR	Watertown WSA	CR 09/30/23-12/31/23	Country Ridge	2,486.55
Bill	12/31/2023	6913	Western CT Area Agency on Aging, Inc.	Dec 2023 RSC services	All	184.87
Bill	02/08/2024	3725	Worxshop LLC	Jan 2024 - Maintenance & Repairs BT	Buckingham Terrace	2,928.75
Bill	02/08/2024	3726	Worxshop LLC	Jan 2024 - Maintenance & Repairs CR	Country Ridge	1,182.50
Bill	02/08/2024	3727	Worxshop LLC	Jan 2024 - Maintenance & Repairs TT	Truman Terrace	4,551.25
						<u>47,370.92</u>



# Property Manager Update