



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

October 25, 2022





# Meeting Minutes

# **WATERTOWN HOUSING AUTHORITY MINUTES**

**Regular Meeting, Wednesday, September 14, 2022  
Country Ridge, 6:00 P.M.**

A regular meeting was held by the Housing Authority on Wednesday, September 14, 2022 at Country Ridge – 6:00 P.M.

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

1. Roll Call

Members Present: Janelle Wilk – Chairman/Acting Executive Director  
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. Chairman's Report

Janelle Wilk reported:

Happy September! I hope everyone enjoyed the beautiful weather and is ready for fall. My report will be short and I will add what I am going to say in the agenda.

3. Approval of Minutes

a. Special Meeting Truman – August 24<sup>th</sup>

A motion was made by Denise Russ, and seconded by Carmine Verno to accept the Special Meeting minutes of August 24, 2022 as presented.

By voice vote the motion passes unanimously

4. Approval of bills paid for:

a. September 2022

A motion was made by Carmine Verno and seconded by Sharon Pratt to accept the bills for September.

By voice vote the motion was passed unanimously

5. Property Manager's Report

a. Windows – TT – Russ Antonacci answered questions asked at the last meeting:

Questions:

Why are we putting in the same window?

Answer: We are not putting in the same window, the windows at Truman Terrace are single paned windows, they are leaking and wind is traveling through them. The ones we are putting in are double paned, more modern, more energy efficient that are not going to have leak and drafts.

What style?

Answer: They are the same style, we never talked about design. If there is a concern or issue with the design, we can address it. The architects can modify the specifications.

Chair Janelle Wilk stated the residents from Truman are not here we might have to call for another meeting.

Sharon Pratt had concerns with the storage of the windows in the garage and the installation of the air conditioners.

It was noted to the possibility of exploring sleeves for the air conditioners.

Dan DiVito discussed concerns from the residents from the last meeting about people walking into them and asked did the architect come out to measure them and at what time of year.

Lori Finke, Property Manager answered they did measure them.

Sharon Pratt stated half the time they are in because it is too much to take them in and out.

b. Plumber – Our existing plumber does not want to sign a contract. A scope of work will be sent out to the plumbers. It is good to have an on-call service contract with a larger company.

c. Scope of Work – Landscaping/Snowplowing – September is the best time to start putting an ad out soliciting contractors for bids. The commission will review the scope for any modifications.

d. Scope of Work – Arborist/Tree Services – Would like to have an arborist for an on-call services for tree work and to put the bid out to find a vendor that will give us an hourly rate for on demand type of service.

e. Reminder of Office Hours letter – A letter will be sent out to the three communities with contact information, phone numbers, email addresses and office hours. It will be sent out a couple times a year with any updates.

Lori Finke, Property Manager stated when a new tenant comes in she will give them a copy of the letter up front.

f. Exhaust Fan Install – Buckingham Terrace Unit - 2<sup>nd</sup> fan installed to prevent moisture issues and circulation which is having some success.

g. Updated Vacancy Report

Lori Finke, Property Manager reported:

5 open units at Truman (2 new people came in September 1<sup>st</sup>), 1 vacancy starting tomorrow at Buckingham Terrace.

h. Variance Requests - (1) request

1. Unit 20 Country Ridge Tub cutout done (the same company would be installing it and she would be paying half)

A motion was made by Sharon Pratt and seconded by Carmine Verno to approve.

By voice vote the motion was passed unanimously

i. Maintenance Work Order Updates – From August 25<sup>th</sup> to September 16<sup>th</sup> having 24 workorders with 5 open.

j. Sample of Spreadsheet for keeping track of upgrades to apartments. – This is a draft and any suggestions are welcome. It is broken down by the 3 communities and at the top is the headers by units for appliances, floors, and toilets etc.

Sharon Pratt suggested putting the warranties on the spreadsheet and having the Housing Authority name on the warranties.

A motion was made by Dan DiVito and seconded by Sharon Pratt to approve the spreadsheet for upgrades.

By voice vote the motion was passed unanimously

A motion was made by Janelle Wilk and seconded by Dan DiVito to add to our agenda under New Business 6b Discussion and possible action for the window replacement project for Truman Terrace.

By voice vote the motion was passed unanimously

6. New Business

a. Discussion on programs for safety, bullying, etc. – We want to be proactive instead of reactive for conversations on behaviors. There has been concerns about situations happening.

Russ Antonacci, Manager stated he has scheduled appointments with the tenants to have conversations on the quality of life.

b. Discussion and possible action for the window replacement project for Truman Terrace

Stanley Construction LLC. stamped 9/14/2022, 1:48p.m.

Base Bid - \$299,500 Alt 1 - \$22,950 Alt 2 - \$17,950 Alt 3 - \$1,950

Pelletier Construction Management stamped 9/14/2022, 12:14 p.m.

Base Bid - \$696,364 Alt 1 - \$29,900 Alt 2 - \$42,900 Alt 3 - \$3,800

Four You LLC. stamped 9/14/2022, 12:45 p.m.

Base Bid - \$717,703 Alt 1 - \$25,950 Alt 2 - \$67,104 Alt 3 - \$4,080

The sealed bids were opened and the information will be reviewed and explored. The commission will have a special meeting in the next couple of weeks.

7. Old Business

a. Follow up on WHA Handbook – To give Janelle the changes for the By-Laws and Handbook and she will then talk to Franklin Pilicy.

b. Follow up on proposed new Bylaws. Janelle asked if there could be “and/or” in the Bylaws for any future seating and to add service dogs.

c. Follow up on sealed bids for electrician, plumber, interior/exterior painting, and law fertilization. Sealed bids were done along with the plumbers.

d. Follow up on possible replacement timeline for floors, paint, appliances, etc. Discussed in line item 5j on the spread sheet.

8. Resident Commissioner Report – Russ Antonacci stated we are reinitiating the monthly report now. We had a good meeting today, one item brought up was to implement a tracking policy for in person wellness check on a regular basis with the RSC. For now, we are targeting units where there are active issues present just to get it started.

Sharon Pratt noted it will help the Housing Authority in the long run.

9. Public Participation  
David LeBlanc, Middlebury Road spoke  
Joy Goldfarb, Buckingham Terrace Unit C-8  
Deborah Manley, Country Ridge Unit 13

10. Adjournment.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to adjourn at 7:18 p.m.

Discussion: none

By voice vote the motion was passed unanimously

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Janelle Wilk – Chairman

**WATERTOWN HOUSING AUTHORITY**  
**1091 Buckingham Street**  
**Watertown, CT 06795**  
**Minutes**

**Special Meeting: Friday, September 30, 2022**  
**VIA Zoom Meeting – 10:00 A.M.**

A special zoom meeting was held by the Housing Authority on Friday, September 30, 2022 at – 10:03 A.M.

1. Roll Call.

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

Absent:

Other Present: Lori Finke – Property Manager

2. Old Business

- a. Discussion and possible action on new Scope of Works for Landscaping/Snowplowing and Arborist/Tree Services.

Chair Janelle Wilk asked the commissioners to use the email that Lori sent last night. Russell Antonacci asked the commission at the last meeting to look it over for any changes or corrections. She asked the commissioners if they had any comments or thoughts on Landscaping/Snowplowing and Arborist/tree Services.

Landscaping/Snowplowing:  
Additions or Changes

- Snow removal on balconies at Truman Terrace for an access out in case of a fire.

Lori Finke I am going to add on page two where it says: included fire hydrants etc., there will be a bullet front balcony at Truman Terrace.

- Under the scope of work to include a map showing the properties. Having a clear indication of what needs to be mowed and maintained, so there is no confusion.

Lori Finke I have maps on all three sites to be included.



- Page one snow removal, regarding the parking then spreading ice melt for the front walks and asked do we currently use ice melt on the roadways or do they just plow, is there any sand and salt going down?

Lori Finke added contractor will plow snow including sanding/salting, preferably salt, sand if necessary.

- Under the snow removal specifications, they have to plow the driveway. Parking areas, spread ice melt and shovel front walk steps but it doesn't speak of all the sidewalks throughout the whole area. It should say all sidewalks, emergency egress and shovel all the decks.

Lori Finke adding all sidewalks including front and back doors to each apartment.

- Page two, the contractor will begin snow removal at or before end of snow fall and then will complete it 4 to 8 hours. I believe if we are typically plowing through the storm keeping it open and then the final cleanup with the 4 to 8 hours.

Lori Finke the last sentence, the contractor will keep the street and main entrance ways open to traffic during each storm. I will put that first and then put the balance of that.

- Maybe swap during with throughout.
- On the top of page three to be clear, the parking areas to correct the typo changing piers to cars.
- To add in return of keys.
- Under miscellaneous the second area, it says contractor must provide a means of communication during day and evening hours it should be 24 hours for storms.
- Page four we are talking about mowing and trimming, the last section it says all clippings are to be removed from housing property.
- Pruning, are we talking about shrubs and trees, maybe on the map it should indicate the trees, maybe to put in decorative trees, smaller trees.

Lori Finke will add low hanging trees, she also noted the arborist would handle the larger trees or the larger jobs.

- Page six, the property damage insurance especially for snow removal to up the amount from 100 to 250.
- The working hours below it should be made clearer for snow removal that is a 24-hour window.

Lori Finke added snow removal 24/7 as needed.

- Page eight to provide the size of the payload, that should be under their equipment schedule.

It was also noted in the meeting when we have a lot of snow, tenants have to understand that no one is going to come right in when the storm is happening. After the storm for emergency access purposes the driveways, we will have them plowed to make sure you get in. The parking spaces and shoveling are not going to happen while the storm is going on.

It was also noted we need to post something at all three sites regarding the moving of cars. Every year we should have constant communication putting a notice up.

The consensus of the commission they are in agreement with all the corrections that have been added.

A motion was made by Dan DiVito and seconded by Denise Russ to approve the Scope of Works with the additions.

By voice the motion was passed unanimously

Chair Janelle Wilk stated we will do the Scope of Works that have been brought to us the last version, with the additions discussed here.

Arborist/Tree Services  
Additions and Changes:

- We should qualify them as far as equipment.

Chair Janelle Wilk stated in addition that we have for the snowplowing to know the equipment they have.

- To bump the insurance.
- The working hours, if emergency it's 24 hours. They don't have to conform to hours.
- Under the hourly rate they should qualify what is showing up for that hourly rate. Under fee it would say please provide an hourly rate with a description of equipment that will show up for this hourly rate. To know what they are coming with.

The consensus of the commission they are in agreement with all the corrections that have been added.

A motion was made by Carmine Verno and seconded by Sharon Pratt to approve the Scope of Works that was given to us with the additions just discussed.

By voice the motion was passed unanimously

Chair Janelle Wilk stated we will now have a Scope of Work for an Arborist and the Scope of Work for Snowplowing and Landscaping. This could be put in the newspaper for two weeks in the Town Times and five consecutive days in the Waterbury Republican. At a different time, I would like to be able to come up with some other ideas where we can start doing some social media and other avenues which might open it up to more contractors.

A question was asked who will be in charge of cleaning of the gutters?

Chair Janelle Wilk it will be under pressure washing.

It was noted that it was not mentioned anywhere that this was for elderly housing.

Chair Janelle Wilk maybe in the Scope of Work we can put this for 120-unit elderly population.

Lori Finke I will make all the changes so we can put in the paper starting next week.

Chair Janelle Wilk asked if Lori can send the final copy to the commission.

3. Adjournment

A motion was made by Dan DiVito and seconded by Carmine Verno, to adjourn the meeting at 10:35 a.m.

By voice the motion was passed unanimously

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Janelle Wilk, Chairwoman/Acting Executive Director  
Watertown Housing Authority



# WHA PAYABLES

**Watertown Housing Authority**  
**Accounts Payable**  
**October 2022**

2:58 PM  
10/20/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	08/14/2022	TT A3	3J's Painting LLC	TT - A3 prep & paint	Truman Terrace	2,050.00
Bill	08/21/2022	TT C9	3J's Painting LLC	TT - C9 prep & paint	Truman Terrace	2,050.00
Bill	08/17/2022	TT C9	3J's Painting LLC	TT - paint	Truman Terrace	239.87
Bill	09/24/2022	123007 09244	Ace Hardware of Watertown	Statement ending 09/24/22	All	349.07
Bill	10/11/2022	063190	Alarm Masters Inc	CR 8-11 replaced batteries	Country Ridge	139.00
Bill	09/17/2022	35449	AllStar Appliance Inc	TT C17 - cleared drain, frost build up on refrig	Truman Terrace	159.00
Bill	09/17/2022	35450	AllStar Appliance Inc	TT C17 - parts	Truman Terrace	48.00
Bill	09/26/2022	35479	AllStar Appliance Inc	TT - C7 electric stoves	Truman Terrace	1,608.00
Bill	10/03/2022	35505	AllStar Appliance Inc	TT - C9 12cuft refrig	Truman Terrace	679.00
Bill	08/24/2022	1128984	American Rooter LLC	CR - Water jet main sanitary sewer line	Country Ridge	2,300.00
Bill	10/17/2022	1130873	American Rooter LLC	CR - snake tub drain	Country Ridge	208.50
Bill	09/08/2022	46518	Carpets Plus, Inc.	TT C6 Flooring	Truman Terrace	1,400.00
Bill	10/03/2022	46604	Carpets Plus, Inc.	CR community Center	Country Ridge	6,379.00
Bill	09/01/2022	518129	Complete LLC	All - Concrete repairs	All	8,957.72
Bill	09/01/2022	518130	Complete LLC	CR Unit 18 - repair rear pad	Country Ridge	675.00
Bill	09/01/2022	518131	Complete LLC	TT B5 & B6 - repair concrete slab	Truman Terrace	1,960.00
Bill	10/01/2022	518205	Complete LLC	monthly contracted services	All	5,916.00
Bill	10/03/2022	221001496101	Edwards Answering Service Enterprises Inc	Service 10/01-10/31/22	All	33.50
Bill	09/01/2022	5139 798 3032	Eversource	Service 08/01-09/01/22	Truman Terrace	105.82
Bill	09/12/2022	5184 906 4027	Eversource	Service 08/29-09/09/22	Truman Terrace	13.75
Bill	09/27/2022	5113 818 3082	Eversource	Service 08/29-09/27/22	Truman Terrace	278.27
Bill	09/27/2022	5129 516 4024	Eversource	Service 08/29-09/27/22	Truman Terrace	32.26
Bill	09/27/2022	5141 028 3030	Eversource	Service 08/29-09/27/22	Truman Terrace	36.42
Bill	09/27/2022	5150 466 4038	Eversource	Service 08/29-09/27/22	Truman Terrace	33.77
Bill	09/27/2022	5152 818 3080	Eversource	Service 08/29-09/27/22	Truman Terrace	68.76
Bill	09/27/2022	5159 366 4089	Eversource	Service 08/29-09/27/22	Truman Terrace	37.48
Bill	09/27/2022	5182 936 4033	Eversource	Service 08/29-09/27/22	Truman Terrace	34.00
Bill	09/27/2022	5191 018 3029	Eversource	Service 08/29-09/27/22	Truman Terrace	66.58
Bill	10/03/2022	5139 798 3032	Eversource	Service 09/01-10/03/22	Truman Terrace	107.52
Bill	09/28/2022	5135 689 3081	Eversource	Service 08/29-09/28/22	Country Ridge	400.63
Bill	09/28/2022	5141 089 3093	Eversource	Service 08/29-09/28/22	Country ridge	29.00
Bill	09/28/2022	5144 889 3081	Eversource	Service 08/29-09/28/22	Country ridge	20.63
Bill	09/28/2022	5147 056 4014	Eversource	Service 08/29-09/28/22	Country ridge	31.65
Bill	09/28/2022	5154 889 3080	Eversource	Service 08/29-09/28/22	Country ridge	19.42
Bill	09/28/2022	5155 789 3047	Eversource	Service 08/29-09/28/22	Country ridge	49.00
Bill	09/28/2022	5160 799 3003	Eversource	Service 08/29-09/28/22	Country ridge	26.76
Bill	09/28/2022	5161 089 3091	Eversource	Service 08/29-09/28/22	Country ridge	20.23

**Watertown Housing Authority**  
**Accounts Payable**  
**October 2022**

2:58 PM  
10/20/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	09/28/2022	5175 889 3077	Eversource	Service 08/29-09/28/22	Country ridge	29.00
Bill	09/28/2022	5181 389 3054	Eversource	Service 08/29-09/28/22	Country ridge	22.68
Bill	09/28/2022	5190 799 3000	Eversource	Service 08/29-09/28/22	Country ridge	22.68
Bill	09/29/2022	5116 536 4027	Eversource	Service 09/15-09/28/22	Buckingham Terrace	15.27
Bill	09/28/2022	5125 298 3036	Eversource	Service 08/26-09/27/22	Buckingham Terrace	469.47
Bill	09/28/2022	5129 979 3026	Eversource	Service 08/26-09/27/22	Country ridge	20.03
Bill	09/28/2022	5131 089 3094	Eversource	Service 08/26-09/27/22	Country ridge	21.24
Bill	09/28/2022	5760 163 0056	Eversource - Gas	Service 08/29-09/28/22	Country Ridge	138.32
Bill	09/23/2022	6035 3220 0591	Home Depot	Statement ending 09/23/22	All	1,443.72
Bill	10/01/2022	10 2022	Janice Connor	Oct 2022 - supplies	All	300.00
Bill	09/18/2022	7968	Lawkeepers LLC	9/10 fertilization and insect control	Country Ridge	350.00
Bill	09/18/2022	7970	Lawkeepers LLC	9/10 fertilization and insect control	Truman Terrace	220.00
Bill	09/18/2022	7969	Lawkeepers LLC	9/10 fertilization and insect control	Buckingham Terrace	280.00
Bill	10/13/2022	10132022	Lori Flnke	CR - reimbursement for PO Box lock	Country Ridge	35.00
Bill	09/12/2022	07881-138731-01	Optimum BT	Service 09/15-10/14/2022	Buckingham Terrace	194.68
Bill	10/14/2022	07881-138731-01	Optimum BT	Service 10/15-11/14/2022	Buckingham Terrace	194.44
Bill	09/12/2022	07881-134130-01	Optimum CR	Service 09/15-10/14/2022	Country Ridge	233.97
Bill	10/14/2022	07881-134130-01	Optimum CR	Service 10/15-11/14/2022	Country Ridge	233.49
Bill	09/12/2022	07881-138730-01	Optimum TT	Service 09/15-10/14/2022	Truman Terrace	204.68
Bill	10/14/2022	07881-138730-01	Optimum TT	Service 10/15-11/14/2022	Truman Terrace	204.44
Bill	10/13/2022	Reimb petty cash Petty Cash		Reimburse petty cash	All	199.53
Bill	09/10/2022	5372	Pilcy & Ryan, PC	Tenant disability	All	150.00
Bill	09/07/2022	6572	P J Electric, Inc.	TT C8 - new bathroom fan and light	Buckingham Terrace	283.60
Bill	10/14/2022	6657162.38	P J Electric, Inc.	BT D5 - replace thermostat	Buckingham Terrace	162.38
Bill	08/31/2022	3206 0831	Prime Publishers, Inc.	Legal notice- request for bids	All	726.88
Bill	09/01/2022	4249	Propertyworx LLC	Oct 22 management services	All	6,600.00
Bill	08/31/2022	31193	Quisenberry Arcant Malik LLC	TT - Window replacement	Truman Terrace	2,269.68
Bill	09/30/2022	14684	Quisenberry Arcant Malik LLC	TT - Window replacement	Truman Terrace	501.25
Bill	08/30/2022	24709	Ray Palmer Plumbing & Heating, Inc.	CR - Unit 22 repair tub & shower valve	Country Ridge	202.36
Bill	08/25/2022	24708	Ray Palmer Plumbing & Heating, Inc.	BT - E8 unplug toilet & A8 replace water heater	Buckingham Terrace	1,052.76
Bill	09/07/2022	24725	Ray Palmer Plumbing & Heating, Inc.	CR - Unit 17 repair shower valve	Country Ridge	139.11
Bill	09/14/2022	24724	Ray Palmer Plumbing & Heating, Inc.	BT - C7 Replace water heater	Buckingham Terrace	945.87
Bill	09/29/2022	6035 5178 1216	Staples Credit Plan	STMT 08/29-09/29/22 All	All	223.36
Bill	10/01/2022	0602884485	USA Hauling & Recycling Inc	monthly service	Buckingham Terrace	416.41
Bill	10/01/2022	0602884486	USA Hauling & Recycling Inc	monthly service	Country Ridge	416.41
Bill	10/01/2022	06028844848	USA Hauling & Recycling Inc	monthly charge	Truman Terrace	464.62
Bill	09/26/2022	1020740 09	Watertown Fire District	Service 08/15 - 09/15/2022	Truman Terrace	315.55

**Watertown Housing Authority  
Accounts Payable  
October 2022**

Type	Date	Num	Name	Memo	Location	Amount
Bill	10/07/2022	2907	Worxshop LLC	May 2022 - Maintenance & Repairs	Buckingham Terrace	952.88
Bill	10/07/2022	2908	Worxshop LLC	May 2022 - Maintenance & Repairs	Truman Terrace	1,237.50
Bill	10/07/2022	2909	Worxshop LLC	May 2022 - Maintenance & Repairs	Country Ridge	2,945.25
Bill	10/07/2022	2910	Worxshop LLC	June 2022 - Maintenance & Repairs	Buckingham Terrace	1,175.63
Bill	10/07/2022	2911	Worxshop LLC	June 2022 - Maintenance & Repairs	Truman Terrace	4,294.13
Bill	10/07/2022	2912	Worxshop LLC	June 2022 - Maintenance & Repairs	Country Ridge	2,549.25

69,421.13





# Property Manager Update

## Open Apartments as of October 20, 2022

Complex	Unit #	Condition / Necessary Work	Comment
<b>Country Ridge</b>			
Full			
<b>Buckingham Terr.</b>			
2 Available			
	A-2	Painting and getting ready for 11/1/22	New tenant will be signing lease for 11/1/22
	B-2	Resident passed away.	A current resident will be transferring to this apartment DTB
<b>Truman Terrace</b>			
5 Available			
	A-3	Showing	
	B-12		November 1, 2022 new tenant
	C-6		Resident will be transferring once the paperwork is received from her doctor.
	C-9	Resident passed away.	Final clean up is in process.
	B-1		Minor cleaning and it will be ready to show. Current resident is getting married and needed a 1 bdrm apartment. Transfer from B-1 to C14.
<b>New Tenants since 11/1/2020</b>			
<b>Country Ridge</b>			
	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
<b>Buckingham Terr</b>			
	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
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>Transfers</b>			
Buckingham Terr.	A-1	Marza Noss relocated from A-6	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



# WHA MAINTENANCE

## 48 Work Orders

DUE	WO#	STATUS	WORKORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
09/16/22	1032	Complete	TTC-3Chain broken in toilet tank	HIGH	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769		09/19/22	09/16/22
09/19/22	1031	Complete	8TB-3Check light switch for bathroom light	NONE	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)		09/21/22	09/16/22
09/19/22	1033	Complete	EF E-3Airin Hot Water tank	MEDIUM	Lori Finke	Tammy Emmons-Martell, Unit E-3, 860-274-8967		09/21/22	09/16/22
09/20/22	1034	Complete	EF Building A- Area of AI	NONE	Lori Finke	Watertown Housing Authority- Buckingham Terrace		09/21/22	09/19/22
09/20/22	1035	Complete	EF B1 light bulbs out and mini blind problem	NONE	Lori Finke	Margaret "Bunny" Delucca, Unit B-1, 860-417-2963		09/21/22	09/19/22
09/27/22	1038	Complete	TTC-1 Bedroom blind is broken	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063		09/29/22	09/27/22
09/27/22	1036	Complete	QR 17 Outside light out	NONE	Lori Finke	Clair and Vivian Upson, Unit 17, 860-417-3166		09/28/22	09/26/22
09/27/22	1037	Complete	TTB-8 Bathroom light over the sink is out.	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882		09/28/22	09/26/22
09/27/22	1040	Complete	EF B1 Water overflow in the bathroom	HIGH	Lori Finke	Margaret "Bunny" Delucca, Unit B-1, 860-417-2963		09/28/22	09/27/22
09/28/22	1041	Complete	TT A-1 Smoke detector needs batteries. Install new 10 year	NONE	Lori Finke	Ricky Spino, Unit A-1, 860-417-3478		09/29/22	09/28/22
10/02/22	1042	Complete	TT A-6 Light bulbs need replacing over Med Cabinet	NONE	Lori Finke	Antoinette Palmieri, Unit A-6, 203-695-4163		10/04/22	09/28/22
10/03/22	1046	Complete	QR 23 Bath tub is backed up.	HIGH		Ralph Lee Meyers, Unit 23, 203-819-2133		10/04/22	10/03/22
10/03/22	1047	Complete	CR20Toilet flapper is shot	HIGH	Lori Finke	Carol Lavoie, Unit 20, 860-945-0500		10/04/22	10/03/22
10/03/22	1045	Complete	CR34Stove problems, kitchen sprayer	NONE	Lori Finke	Louella Plaut, CR 34, 203-565-3332		10/04/22	09/30/22
10/03/22	1048	Complete	EF B-6 Ceiling light is out	NONE	Lori Finke	Jeanne O'Brien, Unit B-6, 860-417-2134		10/04/22	10/03/22
10/03/22	1049	Complete	Buckingham Community Room	NONE	Lori Finke	Watertown Housing Authority- Buckingham Terrace		10/04/22	10/03/22
10/03/22	1051	Complete	EF A-8Tubis draining slowly	NONE	Lori Finke	Michael Boyce, Unit A-8, 203-217-5753		10/04/22	10/03/22
10/03/22	1052	Complete	Truman Terrace behind upper dumpsters	HIGH	Lori Finke	Watertown Housing Authority- Truman Terrace		10/04/22	10/03/22
10/03/22	1043	Complete	CR24Screen door - screen needs replacing	NONE	Lori Finke	Michele Desrosiers, Unit 24, 860-274-9934		10/05/22	09/29/22
10/03/22	1044	Open	EF E-7 and E8 Attic noises	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804		09/29/22	09/29/22

10/04/22	1053	Complete	CR Community Center Restrooms	HIGH	Lori Finke	Watertown Housing Authority- Country Ridge	10/06/22	10/04/22
10/04/22	1050	Complete	Country Ridge Community Center	NONE	Lori Finke	Watertown Housing Authority- Country Ridge	10/04/22	10/03/22
10/04/22	1055	Complete	BTD-6 Bathroom sink needs to be looked at will not drain.	NONE	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356	10/06/22	10/04/22
10/05/22	1056	Complete	BT B-3 Toilet keeps running	NONE	Lori Finke	Janet Ayotte, Unit B-3, B60-503-9069 (ENTER ANYTIME)	10/06/22	10/05/22
10/05/22	1054	Complete	BT D-4 Cold air coming in both front and back doors.	NONE	Lori Finke	Dolores Pescetelli, Unit D-4, B60-274-5992	10/06/22	10/04/22
10/10/22	1057	Complete	TT Install water bag for new tree in circle	NONE	Lori Finke	Watertown Housing Authority-Truman Terrace	10/11/22	10/10/22
10/10/22	105B	Complete	BT Remove speed bumps and store for the winter.	NONE		Watertown Housing Authority-Buckingham Terrace	10/11/22	10/10/22
10/10/22	1059	Complete	CR Remove and store speed bumps for the winter	NONE	Lori Finke	Watertown Housing Authority- Country Ridge	10/11/22	10/10/22
10/10/22	1060	Complete	TT Remove and store speed bumps for the winter.	NONE	Lori Finke	Watertown Housing Authority-Truman Terrace	10/11/22	10/10/22
10/10/22	1062	Complete	TT B-2 Air Conditioner in the hallway	NONE	Lori Finke	Diane Lautenschlager, Unit B-2, 203-577-BB59	10/11/22	10/10/22
10/11/22	1061	Complete	TTB-1 Bathroom light	NONE	Lori Finke	Kevin Dzafer, Unit B-1, 203-841-8080	10/11/22	10/10/22
10/11/22	1064	Complete	CR2 Toilet issues	HIGH	Lori Finke	Watertown Housing Authority- Country Ridge	10/12/22	10/11/22
10/12/22	1066	Open	TT A-7 Multiple items	NONE	Lori Finke	Sharyn Sovia, Unit A-7, 860-417-2963	10/12/22	10/12/22
10/12/22	1065	Open	BTB-3 Ceiling exhaust fan	NONE	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)	10/11/22	10/11/22
10/12/22	1067	Complete	TT B11 Toilet handle broke	NONE	Lori Finke	Frank Brickett, B-11, 860-483-1154	10/17/22	10/12/22
10/13/22	1039	Open	BTA-2 Empty Apartment	NONE	Lori Finke		09/27/22	09/27/22
10/17/22	1071	Complete	CR 27 Replace leg on Bathroom sink	NONE	Lori Finke	Carol Minicucci, Unit 27, 860-274-5026	10/18/22	10/17/22
10/17/22	1068	Complete	CR35 Closet door is broken	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274	10/19/22	10/13/22
10/17/22	1069	Complete	TT C-5 Faucet is leaking	NONE	Lori Finke	Ayriye Osman Unit C-5 203-525-3268	10/18/22	10/13/22
10/18/22	1070	Open	CR26 Broken toilet tank cover	NONE	Lori Finke	Mario Mancini, CR 26, 203-721-3632	10/13/22	10/13/22
10/19/22	1072	Open	TT B-5 Water leak under cabinet	NONE	Lori Finke	Edmond Charette, Unit C-19, 203-560-8374	10/19/22	10/19/22
10/19/22	1074	Complete	BT D-8 Shower head - no water coming out	HIGH	Lori Finke	Suzanne Griffin, Unit D-8, 860-417-6147	10/24/22	10/19/22
10/24/22	1073	Open	TT B-5 Broken kitchen blind	NONE	Lori Finke	Roger Anctil, Unit B-5, 203-721-0248	10/19/22	10/19/22
10/25/22	1075	Open	CR39 Draft from front doors.	NONE	Lori Finke	Georgianna Duval, Unit 39, 860-417-2893	10/20/22	10/20/22

10/25/22	1076	Open	CR24 Front screen door needs to be replaced	NONE		Michele Desrosiers, Unit 24, B60-274-9934	10/20/22	10/20/22
10/25/22	1077	Open	Buckingham TerraceCC- Set up for Tuesday night's meeting	HIGH	Lori Finke	Watertown Housing Authority- Buckingham Terrace	10/20/22	10/20/22
10/26/22	107B	Open	CR 36 Replace toilet seat	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177	10/20/22	10/20/22
11/25/22	1063	Open	TT Daily fill water bag for new bush in circle.	NONE	Lori Finke	Watertown Housing Authority- Truman Terrace	10/11/22	10/11/22