



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
January 14, 2026





Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Regular Meeting
Buckingham Terrace
January 14, 2026 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Country Ridge, December 10, 2025
4. Approval of bills paid for
 - a. January 2026
5. New Business
 - a. Discussion and possible action on adding the building letter to the front of the buildings at Truman Terrace
 - b. Discussion and possible action on adding charging stations to each community center
 - c. Discussion and possible action on putting a sign that says WHA Visitor Parking Only.
6. Old Business
 - a. Discussion and possible action on Grievance Policy
 - b. Discussion and possible action on alarm system for Truman Terrace
7. Property Manager's Report
8. Resident Service Coordinator Report
9. Resident Commissioner Report
10. Public Participation
11. Adjournment

Regular Meeting Wednesday, December 10, 2025
Truman Terrace 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, December 10, 2025, at Country Ridge– 6:00 P.M.

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

1. Roll Call

Members Present:

Sharon Pratt – Resident Commissioner
Peter Mucciarone – Commissioner
Dan DiVito – Vice-Chair
Janelle Wilk – Chairwoman
Russ Antonacci, Manager

Members Absent: Denise Russ – Commissioner

Absent: Lori Finke, Property Manager
Lance Valentino, Property Manager

2. Chairwoman's Report

“Happy December everyone, I hope everyone had a nice Thanksgiving. I am going to try and keep the meeting short so that people will not have to drive on ice. I wished everyone a safe and happy Holiday. Everything that I have to say is already on the agenda.”

3. Approval of Minutes

a. Regular Meeting – Truman Terrace, November 12, 2025

Chair Janelle Wilk asked for a motion to approve the Minutes from the regular meeting held on November 12, 2025.

A motion was made by Dan DiVito, and second by Peter Mucciarone to approve the Regular meeting minutes of November 12, 2025.

Discussion: none.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

4. Approval of bills paid in December 2025

Chair Janelle Wilk asked if there were any questions on the bills for December 2025.

Janelle asked for a motion to approve the bills for December 2025.

A motion was made by Dan DiVito, and second by Peter Mucciarone to accept the bills for December 2025.

5. New Business

a. 2026 Meeting Dates

Chair Janelle Wilk asked for a motion to approve the 2026 Meeting Dates.

A motion was made by Dan DiVito, and second by Peter Mucciarone to approve the 2026 Meeting Dates

Discussion: none.

Aye: Wilk, DiVito, Mucciarone, Pratt

Nay: 0

Abstain: 0

Motion Carries

b. Discussion and possible action on the adjustment of the monthly RSC money.

Chair Janelle Wilk explained that Lori as the RSC was receiving a monthly check of \$300.00 per month and that amount was changed to \$400.00 per month. Janelle went on to explain that there would normally be a motion made to make the change in the monthly dollar amount. This never happened.

Chair Janelle Wilk asked for a motion to be made to adjust the RSC monthly dollar amount from \$300.00 to \$400.00.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to adjust the RSC monthly dollar amount to \$400.00

Discussion: none.

Aye: Wilk, DiVito, Mucciarone, Pratt

Nay: 0

Abstain: 0

Motion Carries

c. Discussion and possible action on WHA Budget

Chair Janelle Wilk turned the meeting over to the Manager Russell Antonacci to explain the proposed 2026 budget.

A document was distributed to the Commissioners and Property Management. Russell explained the flow of the budget document which you will find attached to these minutes.

- On the left-hand side you will see the description of the services.
- The second column shows the projected FYE 2025.
- The third column shows the budget for FYE 2025.
- The fourth column shows the variance between columns two and three.

Russell said that right now we are projecting that we will come in at \$897,850.16 in terms of income. We budgeted \$848,700.00 for 2025. This gives a projected income just shy of \$50,000.00 over the budget number in terms of revenue.

The breakdown for the \$897,750.16 is as follows: \$773,157.00 of rent revenue along with \$75,203.30 for the interest income. The interest did come in lower than budgeted due to the reduced interest rates.

There was a conversation about the overage on General Maintenance & Repairs and Painting. It was explained that there were roughly eight apartments that were turned over during 2025 causing extra painting and maintenance hours.

Also, there were extra charges that had to do with the small cities grant. Extra environmental work had to be performed such as radon and asbestos testing.

There was a question about the line item for appliances that came in at \$600.00 with a budget of \$10,000.00. Through the course of the year appliances were being purchased through Home Depot instead of an appliance store. This will be looked at to see where the purchased amounts were shown incorrectly on the budget.

Russell proposed a budget of \$820,000.00 for the FY 2026. This is comprised of \$679,300.00 of total expenses plus an income of \$140,700.00.

Chair Janelle Wilk brought up the concern about the water and sewer budget. It was discussed between Janelle, Dan and Russ. They decided to raise the water budget to \$10,500.00 and the sewer budget to \$22,000.00.

Pete questioned why the interest rate for 2026 was lowered in the budget. It was explained that in 2025 interest rates had dropped therefore a lower budget number has been put into the 2026 projected budget.

Chair Janelle Wilk as for a motion to be made to approve the proposed budget for 2026.

A motion was made by Dan DiVito, and seconded by Peter Mucciarone to approve the 2026 proposed budget which will include the amendments as discussed.

6. Old Business

7.

a. Discussion and possible action on Grievance Policy

Chair Janelle Wilk brought up the Grievance Policy for conversational purposes. There will not be a motion made tonight but she stated that the residents need to be aware of the grievance policy. Once there have been meetings at all three sites a motion will be made to possibly modify the policy.

Sharon Pratt explained that she had visited all three sites prior to tonight's meeting. Sharon explained during these meetings that the commission might change the policy to have possibly two commissioners meet with the resident who has a grievance instead of one commissioner. It was

suggested by residents that they would like Denise Russ to be the commissioner to listen to the grievance and record the session.

Buckingham Terrace felt that if there were only 3 grievances in the past, why fix a policy if it isn't broken.

Chair Janelle Wilk asked for a motion to be made to table any action on the grievance policy until a meeting has been held at all three sites.

A motion was made by Dan DiVito, seconded by Sharon Pratt to table the action on the grievance policy until there has been Commissioner meetings at all three sites.

8. Property Manager's Report

- a. Lance reported that there are currently 5 open apartments.
 - (1) apartment is open at Country Ridge which is being painted and a new floor will be installed.
 - (1) apartment is open at Buckingham Terrace which is being painted and cleaned.
 - (3) apartments open at Truman Terrace. One is being painted and will be shown. The other two are being shown but haven't had any takers.

Chair Janelle Wilk mentioned that Lori sent out letters to everyone on the waiting list. Once the responses are received, we will see where we stand. This will be reviewed at the next meeting.

Lance had one Variance Request for a Ring doorbell. This request is for Sam Orsini at Truman Terrace. This request has been approved. Lance to notify Sam that he can install the wireless Ring doorbell.

9. Resident Service Coordinator Report

- a. Lori reported that from November 11, 2025 through December 4, 2025, she had interactions with 15 residents. The breakdown is (5) at Truman Terrace, (6) at Buckingham Terrace, and (4) at Country Ridge.
- b. In December there will be one week to celebrate the 4th quarter birthdays with pizza and cake.
- c. There will also be a Christmas luncheon at all three sites during the week of December 15, 2025.

- d. Carolers will be visiting all three sites on December 19, 2025. These are children from Swift Junior High School.

10. Resident Commissioner Report

- a. Sharon Pratt had already reported on her visits at all three sites to discuss the grievance report.
- b. Sharon asked Russ if he investigated the group texting. This would help cut down on making copies and physical delivery of notices to all 120 apartments. Russ said that there are applications that can be downloaded to accomplish this texting issue.
- c. Sharon mentioned that both the Agenda and Minutes need to be posted at all three sites every month.
- d. Sharon mentioned that during her visit with Country Ridge, the question came up about the timeline for the small cities grant. Sharon couldn't answer the question and feels that there is a lack of communication between property management and the residents. She feels that updates should be given to keep the residents informed.
- e. Sharon asked about the Energy Assistant program. Lori responded that she completed 13 applications and sent them to NOW. NOW called and said they can no longer receive the hard copies from WHA as they are short-handed.

Even though Lori and Janelle have spoken to Mark Raimo about having the WHA laptop loaded with the necessary software, this has not been done. Lori did find out that forms can be filled out and sent directly to Eversource. Lori will follow up with the residents that were on the list asking for assistance.

11. Public Participation

- a. The following residents spoke at this time.
 - i. Tanya Johnson, BT D4
 - ii. Debbie Manley, CR 13
 - iii. Nancy Brooks, CR 4
- b. Comments that were made at this time:
 - i. The washers and dryers have been working well over the past month at Buckingham Terrace.
 - ii. A request was made to replace the old thermostats with digital thermostats. This will be investigated.

- iii. The residents would like to sign off on workorders when they are completed in their apartments. This was done in the past but stopped when the workorders began being processed on the computer. At this time signatures were no longer requested. Lance will make two copies going forward. Once the repair is completed, the resident will sign the workorder and a copy will be left with the resident, and the second copy will go in the residence individual file.
- iv. The question was brought up about the bathtubs in the apartments and wondering if they can be changed into showers. Pricing for this will be looked at by asking the newly hired plumber for suggestions.
- v. The question was asked why the RSC money was raised to \$400.00 per month instead of \$300.00. It was decided that it would be better to have the monthly allowance be raised to \$450.00, which divides evenly amongst the three sites.
 - 1. Dan DiVito made a motion to amend the original request of \$400.00 to be modified to \$450.00. This was seconded by Peter Mucciarone.

Motion to adjourn meeting at 7:21 PM by Dan DiVito and second by Peter Mucciarone.

Sharon Pratt, Resident Commissioner
Watertown Housing Authority

Watertown Housing Authority
Accounts Payable
January 2026

Type	Date	Num	Name	Memo	Location	Amount
BIII	12/12/2025	CR 33	3J's Painting LLC	CR33 paint&prep	Country Ridge	2,970.00
BIII	12/17/2025	BT paint	3J's Painting LLC	BT paint	Buckingham Terrace	1,087.18
BIII	12/17/2025	BT B-5	3J's Painting LLC	BT B-5 paint&prep	Buckingham Terrace	2,470.00
BIII	12/29/2025	TT A8	3J's Painting LLC	TT A3 paint&prep	Truman Terrace	2,330.00
BIII	10/07/2025	2310634	Ace Hardware	saw blade, cable, lightbulb	Truman Terrace	55.47
BIII	10/08/2025	2310652	Ace Hardware	lightbulbs, lysol wipes	Truman Terrace	18.35
BIII	10/02/2025	2310597	Ace Hardware	mulch	Country Ridge	5.99
BIII	12/25/2025	753350 1225	Ace Hardware	monthly charges	All	347.09
BIII	11/21/2025	90091577	Allegion Access Tech, LLC	CR service call - transmitter	Country Ridge	468.78
BIII	12/10/2025	i160942	American Rooter LLC	TT bldg A & B snake main line	Truman Terrace	1,008.50
BIII	01/06/2026	40576	Assured Partners	Crime policy #01-346-90-35 2026-2027	All	471.31
BIII	12/17/2025	54039	BTS Graphics & Printing, LLC	envelopes	All	131.27
BIII	12/22/2025	487861	Carpets Plus, Inc.	CR 33 installation	Country Ridge	2,848.00
BIII	01/01/2026	520100	Complete LLC	monthly contracted services	All	7,333.33
BIII	12/09/2025	11639	DJ Melodia Plumbing & Heating	CR 35 emergency call	Country Ridge	599.47
BIII	12/16/2025	11649	DJ Melodia Plumbing & Heating	CR40 service all	Country Ridge	831.14
BIII	12/17/2025	11653	DJ Melodia Plumbing & Heating	TT B4 service call	Truman Terrace	456.88
BIII	12/22/2025	11663	DJ Melodia Plumbing & Heating	CR 35 service call	Country Ridge	320.00
BIII	11/25/2025	11622	DJ Melodia Plumbing & Heating	TT B4 service call	Truman Terrace	1,689.14
BIII	01/01/2026	260101496101	Edwards Answering Service Enterprises Inc	monthly service	All	41.72
BIII	11/26/2025	5100 636 4038	Eversource	Service 10/24-11/25/25	Buckingham Terrace	49.56
BIII	11/26/2025	5106 556 4007	Eversource	Service 10/24-11/25/25	Truman Terrace	33.70
BIII	11/26/2025	5112 556 4047	Eversource	Service 10/24-11/25/25	Truman Terrace	34.64
BIII	11/26/2025	5115 336 4062	Eversource	Service 10/24-11/25/25	Truman Terrace	120.11
BIII	11/26/2025	5139 236 4014	Eversource	Service 10/24-11/25/25	Country Ridge	17.20
BIII	11/26/2025	5144 889 3081	Eversource	Service 10/24-11/25/25	Country Ridge	34.75
BIII	11/26/2025	5151 256 4030	Eversource	Service 10/24-11/25/25	Truman Terrace	35.12
BIII	11/26/2025	5193 646 4072	Eversource	Service 10/24-11/25/25	Buckingham Terrace	33.42
BIII	11/24/2025	51138183082	Eversource	Summary billing 10/24/25-11/24/25	All	2,756.84
BIII	12/08/2025	5100 636 4038	Eversource	Service 11/25-12/05/25	Buckingham Terrace	65.52
BIII	12/29/2025	5106 556 4007	Eversource	Service 11/25-12/29/25	Truman Terrace	58.57
BIII	12/29/2025	5112 556 4047	Eversource	Service 11/25-12/29/25	Truman Terrace	41.98
BIII	12/29/2025	5115 336 4062	Eversource	Service 11/25-12/29/25	Truman Terrace	181.91
BIII	12/29/2025	5139 236 4014	Eversource	Service 11/25-12/29/25	Country Ridge	22.96
BIII	12/29/2025	5144 889 3081	Eversource	Service 11/25-12/29/25	Country Ridge	45.73
BIII	12/29/2025	5151 256 4030	Eversource	Service 11/25-12/29/25	Truman Terrace	64.95
BIII	12/29/2025	5193 646 4072	Eversource	Service 11/25-12/29/25	Buckingham Terrace	173.86
BIII	11/24/2025	5760 163 0056	Eversource - Gas	Service 10/24-11/25/25	Country Ridge	302.54
BIII	11/28/2025	5798 873 0057	Eversource - Gas	Service 10/31-11/25/25 CR33	Country Ridge	24.95
BIII	12/29/2025	5760 163 0056	Eversource - Gas	Service 11/25-12/29/25	Country Ridge	517.91
BIII	12/29/2025	5798 873 0057	Eversource - Gas	Service 11/25-12/29/25 CR33	Country Ridge	111.28
BIII	11/24/2025	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	786.60
BIII	12/25/2025	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	3,145.41
BIII	12/11/2025	1210.25	Lori Finke	meeting minutes	All	80.00
BIII	12/08/2025	07881-138731-01-1	Optimum	BT Service - 12/15/25-01/14/26	Buckingham Terrace	277.64
BIII	12/08/2025	07881-134130-01-9	Optimum	CR Service - 12/15/25-01/14/26	Country Ridge	317.30
BIII	12/08/2025	07881-138730-01-3	Optimum	TT Service - 12/15/25-01/14/26	Truman Terrace	287.64
BIII	12/29/2025	INV-2855	Padgett Business Services	accounting services	All	747.50
BIII	01/01/2026	5861	Propertyworx LLC	Jan 2026 management services	All	7,352.00
BIII	01/01/2026	01012026	RSC funds	funding for RSC activities	All	450.00
BIII	01/01/2026	0603276485BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
BIII	01/01/2026	0603276486CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
BIII	01/01/2026	0603276484TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
BIII	12/24/2025	1020740 122425	Watertown Fire District	TT Service 11/14-12/15/25	Truman Terrace	398.55
BIII	12/22/2025	4970	Worxshop LLC	Nov 2025 - Maintenance & Repairs BT	Buckingham Terrace	1,636.25
BIII	12/22/2025	4971	Worxshop LLC	Nov 2025 - Maintenance & Repairs CR	Country Ridge	3,052.50
BIII	12/22/2025	4972	Worxshop LLC	Nov 2025 - Maintenance & Repairs TT	Truman Terrace	1,773.75
BIII	01/08/2026	5007	Worxshop LLC	Dec 2025 - Maintenance & Repairs BT	Buckingham Terrace	1,485.00
BIII	01/08/2026	5008	Worxshop LLC	Dec 2025 - Maintenance & Repairs CR	Country Ridge	3,258.75
BIII	01/08/2026	5009	Worxshop LLC	Dec 2025 - Maintenance & Repairs TT	Truman Terrace	1,787.50

58,493.24



New Business



Old Business



Property Manager Report

Available units as of 1/12/2026

Community	Unit #	Condition / Necessary Work	Comment
Country Ridge			
1	33	In process of cleaning.	Actively showing unit.
Buckingham Terr.			
1	B-5	In process of cleaning.	Actively showing unit.
Truman Terrace			
3	A-8	In process of cleaning.	Actively showing unit.
	C-13	All work done.	Actively showing unit.
	C-11	All work is done.	Actively showing unit.

Watertown Housing Authority - Work Orders

Entered Date	Status	NoteDate	Description	Address1	Notes
12/16/2025	Complete	12/17/2025	Need to fix a few things.	BT Apt. C-6	Went in and fixed a few things.
12/16/2025	Complete	12/17/2025	Need to fix leaking shower head.	CR Apt. 17	Replaced shower handle feed line.
12/16/2025	Complete	12/17/2025	Need to change out bulb in rear of building.	CR Apt. 38	Replaced light bulb.
12/16/2025	Complete	12/17/2025	Need to check thermostat not working.	TT Apt. A-2	Went in and checked thermostat. Everything seems to be running correctly.
12/16/2025	Complete	12/17/2025	Need to change out light bulb at main entrance.	TT	Replaced bulb.
12/17/2025	Complete	12/19/2025	Need to check handle for shower.	CR Apt. 21	Replaced shower handle wall attachment.
12/17/2025	Complete	12/18/2025	Need to swap out stove not working.	BT Apt. E-5	Replaced stove with new one picked up from Home Depot.
12/18/2025	Complete	12/19/2025	Need to check shower drain going down slow.	CR Apt. 36	Went to snake out drain.
12/18/2025	Complete	12/19/2025	Need to check shower drain that is going down slow.	CR Apt. 32	Had to snake out shower drain.
12/18/2025	Complete	12/19/2025	Need to replace all broken blinds in unit.	BT Apt. D-5	Replaced all (x3) broken blinds in unit
12/19/2025	Complete	12/23/2025	Need to fix entrance door handle not opening.	BT Apt. B-5	Replaced door handle inside latch.
12/24/2025	Complete	12/24/2025	Need to replace light bulbs in kitchen.	BT Apt. B-4	Replaced bulbs in kitchen.
12/29/2025	Complete	01/08/2026	Need to change out broken shade in bedroom.	TT Apt. C-8	Replaced shade in bedroom.
12/29/2025	Complete	12/30/2025	Need to go check where water leak is coming from in tub.	BT Apt. D-4	Went in to put in splash guard to prevent water getting out from shower onto floor.
01/08/2026	Complete	01/13/2026	Need to check bathroom sink clogged and going down slow.	CR Apt. 7	Unclogged bathroom sink. Had to snake to get it going.
01/09/2026	Complete	01/13/2026	Need to check toilet not flushing and overflowing.	CR Apt. 38	Went in and unclogged toilet.
01/13/2026	Complete	01/13/2026	Need to unclog toilet.	CR Apt. 2	Went in and unclogged toilet.

Watertown Housing Authority
Variance Request

COMMUNITY: Buckingham Garden

Unit Number: A-7

Date Submitted: 12/10/25

First Name: Elsa

Last Name: Williams

Home Phone: _____

Cell Phone: 914 486 5077

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'm requesting to place a bench on
my front porch in lieu of table + chairs

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: Elsa Williams

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

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____



67 Britton Ave., Torrington, CT 06790

P-860-489-1456 / F-860-626-7098

FIRE ALARM – SECURITY – CAMERAS – ACCESS – DESIGN -MONITORING – TEST & INSPECTION (CT LIC 0201312-L5)

NAME: FIRE ALARM UPGRADE / ADDS

JOB NAME: WATERTOWN HOUSING APTS

DATE: 11/10/2025

ADDRESS: 100 STEELE BROOK RD

CITY: WATERTOWN

SALESPERSON: Russ Longley

PAGE: 1

QUANTITY

DESCRIPTION

FIRE ALARM UPGRADES / ADDS.

(3) NEW ADDRESSABLE FIRE ALARM SUB PANELS W/ WIRELESS CONNECTIONS FOR BLDGS: A, B & C

(40) NEW ADDRESSABLE WIRELESS HEAT DETECTORS, ONE FOR EACH UNIT

(40) NEW WIRELESS HORN STROBES, ONE FOR EACH UNIT

INCLUDES FULL INSTALL, PERMIT FEES, SUBMITTALS, PROGRAMMING, TESTING

LOT PRICE: \$ 45,900.00

EXCLUDES:

CT TAX

CONFIDENTIAL INFORMATION, PLEASE TREAT THIS QUOTE VALID FOR 30 DAYS. This quotation is based solely on the equipment and pricing as indicated above, no other equipment or services are included. Unless otherwise indicated taxes and freight are NOT included, Payment terms shall be net 30 days or COD as approved by **IMPACT FIRE**, any past due invoices will be charged a 1% monthly service charge.

APPROVED BY:

DATE:

CRIME HAPPENS.



PROTECT YOURSELF.

STERLING SECURITY SYSTEMS, INC.

211 Schraffts Drive

Waterbury, CT 06705-3222

Office (203)757-5800

www.sterlingsecuritysystems.com

AUTHORIZED PROPOSAL

November 10, 2025

Truman Terrace
100 Steele Brook Rd
Watertown, CT 06795

Re: Fire Alarm
Attn: Lance

Sterling Security Systems hereby proposes the following equipment for the installation of additional equipment and upgrade of Fire Alarm System at the location listed above:

- 1 – Napco Fire Alarm Control Panel
- 1 – Cellular communicator
- 8 – Addressable pull stations
- 40 – Addressable heat detectors (1 per unit)
- 3 – RNAC remote power supplies (1 per building)
Building electrician will be needed to provide power to remote power supplies when final locations determined
- 40 – Horn Strobe units (1 per unit)

Installation including equipment, labor, programming and setup will be **\$32,340.00**

Monthly Commercial Fire Alarm monitoring, including a daily communication test is **\$68.00**.

****Pricing does not include any permit or associated fees.**

****Design based upon our conversation and subject to change by A.H.J.**

If you have any questions, please call our office at **203-757-5800**.

Sincerely,

Peter Marcinko
Operations Manager
Sterling Security Systems
Pete@sterlingsecuritysystems.com
ELC.0204800-L5

STERLING SECURITY... systems and service of the highest quality



Facility Compliance Services LLC

Facilities Compliance Fire Protection LLC

License # FRP.0041541-F1

License # 0181999- E1

Facilities Compliance Fire Protection LLC

Fire Protection Contractors

License # FRP.0041541-F1

License # 0181999- E1

Quote # 2347

Date: 04/10/2025

Property Worx

100 Steele Brook Rd

Watertown, CT 06795

Attention: Lance Valentino

Job: Install Bell

Facilities Compliance Fire Protection LLC is pleased to provide our estimated cost with the work based on the following.

Scope of Work:

FCS will make the following corrections to the fire protection system in accordance with all NFPA codes and regulations

- FCS to install bell on ES-200X panel
- Site states that there are bells on one end of the building that the tenants on the other end are unable to hear in the event of an alarm. Site would like a bell added to the other end of the building
- FCS will label all equipment, document any findings and communicate with staff prior to leaving the property

Excluded from this quote:

- Any off hour, over time labor caused by defective equipment found during (install/Repair).
- Additional work requested by a Fire Marshal/Water Department outside of the scoped work above.
- Any work outside the scope above or not included in the scope above.
- Defective equipment or repairs will be billed at normal service rates upon approval from site contact.
- Any unknown defective parts or non-passing items found after retest.
- All fire alarm or electrical related work, unless included in job scope above.
- Any concrete core drilling, cutting patching painting of any walls or ceiling.
- Excluding cost of any lift rentals.
- Any asbestos testing, removal, and/or remediation. (All work will stop if found)
- Testing for foreign materials is the responsibility of facility owner.



Facility Compliance Services LLC

Facilities Compliance Fire Protection LLC

License # FRP.0041541-F1

License # 0181999- E1

- Permit and/or engineered stamped designed drawings.
- Any fire watch procedures.

[Payment/Terms page follows]



Facility Compliance Services LLC

Facilities Compliance Fire Protection LLC

License # FRP.0041541-F1

License # 0181999- E1

Pricing and Payment Terms:

- Total Cost - NTE \$2,250.00
- CT sales tax will be added to all invoices.
- Final payment is due within (30) thirty days after completion of the test.
- Proposal will null and void in (30) thirty days from posted date.

Acknowledgement of Emergency Service or Non- Emergency Service Rates:

FCS Fire Protection Services repairs/services are to be complete during normal business hours: 7:00am to 3:00pm with the normal labor rate of \$145.80 an hour per man. Owner understands and agrees that any request for after hour (24) twenty-four-hour emergency service calls (after 3:00 pm or weekends) are a minimum of 4 hours per technician dispatched, at a labor rate of \$265.00 an hour, a travel charge of \$89.00 per trip, and may include material to complete project. Holiday emergency service rates are a minimum of 4 hours per technician dispatched, at a labor rate of \$299.00 per hour, with a \$89.00 travel charge. All requests for same day service will be charged a minimum of 4 hours per technician dispatched, at a labor rate of \$155.00 per hour, with a service charge of \$124.00. All requests for estimating of repairs and projects are free of charge. Any additional work not specified in quote in job scope will be done at our time and material labor rate of \$145.80 per man, and only completed after an estimated cost is approved on by both parties. FCS Fire Protection Services thanks you for your business.

Respectfully Submitted,

Matt DiNello, CT F1 Division Manager

Facilities Compliance Fire Protection LLC

www.facility-compliance.com

[Agreement/Terms page follows]



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Service Agreement Terms:

REPAIR SERVICES AGREEMENT

For good and valuable consideration, the sufficiency of which the Parties hereby acknowledge, the Parties agree to each of the following:

1.Services. FCS agrees to provide the services (the “**Services**”) described in the description of services (“**Description of Services**”) attached as Schedule A hereto and incorporated by this reference into this Agreement to Client during the Term (as defined below). In the event Client requests that FCS provide additional services in addition to those described on the Description of Services, the Parties shall negotiate the terms and fees of such additional services in good faith, provided that FCS shall have no obligation to provide any additional services unless it agrees to do so in writing.

2. Fees; Payment.

a.Client shall pay FCS fees (the "Service Fees") for the Services at the rates described in the Description of Services attached as Schedule A hereto and incorporated by this reference into this Agreement. Service Fees (plus applicable taxes) will be invoiced to Client promptly upon the performance of the Services or as otherwise provided by the Description of Services and are due and payable within thirty (30) days from the date of an applicable invoice. There shall be added to all Service Fees amounts equal to any applicable taxes levied or based on such Services, exclusive of taxes based on FCS' income. Client shall provide FCS with any applicable tax-exemption certificate(s) promptly following the execution of this Agreement.

b.In addition to paying FCS the Service Fees, Client shall promptly reimburse FCS, upon request from time to time, for all out-of-pocket expenses paid or incurred by FCS in connection with the Services to the extent required by this Agreement. Except as otherwise expressly agreed by Client, all other expenses incurred by FCS shall be paid by FCS, including without limitation all overhead and other internal operating costs of FCS.

c.Client shall pay to FCS all Service Fees and other amounts due FCS on or before the date stated in this Agreement or any invoice. Client shall pay an interest charge of one- and one-half percent (1.5%) per month on any unpaid past due balance plus any costs incurred by FCS including, but not limited to, all legal fees and costs incurred by FCS in the collection of any past due sum owed by the Client. FCS and Client acknowledge and agree that FCS may suspend any or all of the Services without liability at any time and without notice if payment is not received within 45 days following the date due.

3.Representations and Warranties of FCS. FCS represents and warrants the following to Client:

a.The employees or agents of FCS utilized to perform the Services shall have the requisite skill, experience, and, to the extent applicable, licenses, necessary to perform the Services.



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b.FCS is able to provide the Services to Client without violating any contract or obligation it owes, directly or indirectly, to any other person or entity.

c.that: (i) the provision of the Services does not and will not conflict with or violate any obligation or duty FCS may have to any individual, entity, company or institution (including but not limited to associations, trusts or government instrumentalities), whether such obligation or duty results from a current or prior affiliation as a stockholder, owner, officer, director, employee, FCS, by contract or otherwise; (ii) FCS will not directly or indirectly disclose to Client or use in performing the Services any confidential or proprietary information, material, documents or other property of any nature of any other person; and (iii) all information FCS provides to Client shall not (A) have been obtained through any act of misappropriation or unlawful means by any person or (B) violate any obligation of confidentiality or other duty owed to the source thereof.

4.**Insurance.** FCS shall maintain insurance covering all of its employees, contractors, and agents as follows: (a) Workers Compensation and Employer's Liability Insurance as required by applicable law, and (b) Comprehensive General Liability (Bodily Injury and Property Damage) Insurance, in an amount not less than \$1,000,000 in the aggregate. FCS will provide evidence of insurance in the event so requested by Client.

5.Disclaimer and Warranties.

FCS EXPRESSLY DISCLAIMS, AND CLIENT HEREBY EXPRESSLY WAIVES, ALL WARRANTIES AND REPRESENTATIONS, EXPRESSED OR IMPLIED, WITH RESPECT TO THE SERVICES, INCLUDING WARRANTIES OF MERCHANTABILITY, TITLE, NONINFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, ERROR-FREE OPERATION, UNINTERRUPTED ACCESS, AND ANY OTHER IMPLIED WARRANTY ARISING FROM COURSE OF DEALING OR COURSE OF PERFORMANCE.

FCS MAKES NO WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, AS TO THIRD PARTY PRODUCTS INCLUDING, WITHOUT LIMITATION, QUALITY, CAPABILITIES, OPERATIONS, PERFORMANCE, SUITABILITY MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT AND ALL OTHER WARRANTIES WITH RESPECT TO THIRD PARTY PRODUCTS ARE HEREBY EXPRESSLY DISCLAIMED. THIRD PARTY PRODUCTS OR SERVICES PROVIDED UNDER THIS AGREEMENT ARE EXPRESSLY PROVIDED "AS IS."

6.Limitation of Liability

EXCEPT FOR CLAIMS ARISING FROM CLIENT'S NON-PAYMENT OR UNDERPAYMENT OF FEES, ANY AND ALL CLAIMS ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE PARTIES' RELATIONSHIP WILL BE BARRED UNLESS A JUDICIAL PRECEDING IS COMMENCED WITHIN ONE (1) YEAR FROM THE DATE ON WHICH THE PARTY ASSERTING THE CLAIM KNEW OR SHOULD HAVE KNOWN OF THE FACTS GIVING RISE TO THE CLAIM. IN NO EVENT SHALL FCS' AGGREGATE LIABILITY UNDER THIS AGREEMENT EXCEED THE SUM OF ALL AMOUNTS



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ACTUALLY PAID UNDER THIS AGREEMENT TO FCS BY CLIENT IN THE SIX (6) MONTH PERIOD PRECEDING THE DATE OF THE EVENT GIVING RISE TO SUCH CLAIM OR, IF THIS AGREEMENT HAS NOT BEEN IN EFFECT FOR SIX (6) MONTHS, THEN AN AMOUNT EQUAL TO THE AVERAGE MONTHLY AMOUNT ACTUALLY PAID TO FCS BY CLIENT (CALCULATED BY DIVIDING THE TOTAL AMOUNT PAID BY THE NUMBER OF MONTHS DURING WHICH THIS AGREEMENT HAS BEEN IN EFFECT) TIMES THREE (3). IN NO EVENT SHALL FCS HAVE ANY LIABILITY FOR DAMAGES OR LOSSES RESULTING FROM VIRUSES, ILLNESS, INJURY, DEATH OR FROM THIRD PARTY ACTS OR OMISSIONS BEYOND FCS' CONTROL OR FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, COST OF COVER, PUNITIVE OR EXEMPLARY DAMAGES, HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, ARISING OUT OF THIS AGREEMENT, INCLUDING LOSS OF BUSINESS, REVENUE OR ANTICIPATED PROFITS, EVEN IF FCS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. WHENEVER POSSIBLE .

EACH PROVISION OF THIS SECTION SHALL BE INTERPRETED IN SUCH MANNER AS TO BE EFFECTIVE AND VALID UNDER APPLICABLE LAW, BUT IF ANY PROVISION OF THIS SECTION SHALL BE PROHIBITED BY OR INVALID UNDER APPLICABLE LAW, SUCH PROVISION SHALL BE INEFFECTIVE TO THE EXTENT OF SUCH PROHIBITION OR INVALIDITY, WITHOUT INVALIDATING THE REMAINDER OF SUCH PROVISION OR THE REMAINING PROVISIONS OF THIS SECTION.

1. Indemnification. As further consideration under the Agreement, Client agrees to indemnify and hold harmless FCS and its affiliates, and each of their respective officers, directors, managers, members, partners, employees and agents, and any other persons controlling FCS or any of its affiliates (collectively, "Indemnified Persons"), to the fullest extent lawful, from and against, and Client agrees that no Indemnified Persons shall have any liability for, any claims, liabilities, losses, damages and expenses (or actions in respect thereof), as incurred ("Losses"), related to or arising out of or in connection with the FCS's Services under the Agreement or any activities or transactions contemplated by Client or any Indemnified Person's role in connection therewith, whether or not resulting from an Indemnified Person's negligence; provided, however, that Client shall not be responsible for any Losses of any Indemnified Person that are determined, by a final, non-appealable judgment by a court or arbitral tribunal, to have resulted solely from such Indemnified Person's gross negligence or willful misconduct. It is understood that FCS's responsibility to Client is solely contractual in nature and that FCS does not owe Client, or any other party, any fiduciary duty as a result of the engagement under this Agreement.

2. Investigations. FCS agrees that it shall cooperate with Client (and its counsel, if applicable) in connection with any inquiry, investigation, administrative proceeding or litigation related to any matter that occurred during the Term and relating to the Services. The provisions of this Section shall survive the expiration or termination of this Agreement.

3. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut, without regard to any conflicts of law principles that would cause the laws of any other jurisdiction to



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apply. For purposes of this Agreement, references to ‘applicable law’ shall mean the laws of the State of Connecticut and any federal laws or regulations applicable to the provision of the Services.

4. Dispute Resolution. The Parties shall meet in good faith to resolve any dispute that may arise between them regarding this Agreement or any and all matters relating, directly or indirectly, to the Agreement or the performance thereof. If the parties are unable to resolve any such dispute within thirty (30) days of the first meeting held to resolve such dispute, or if a Party refuses to meet within the thirty (30) days of a request by the other Party for a meeting to resolve such dispute, then either Party may initiate an arbitration in accordance with the terms of this Section 17. Any and all actions, disputes, claims and controversies under common law, statutory law, or in equity of any type or nature whatsoever, including, without limitation, all torts, all contract actions, whether regarding express or implied terms, such as implied covenants of good faith, fair dealing, and the commercial reasonableness of any term, or any other contract claim, and all claims questioning the reasonableness or lawfulness of any act relating to this Agreement or the performance thereof shall be referred to and finally resolved by confidential arbitration, before a single arbitrator to be selected by FCS, administered by and under the rules then in effect of the American Arbitration Association [Construction Rules] (the “Rules”), and such Rules are deemed to be incorporated by reference into this clause. The seat of arbitration shall be Hartford, Connecticut. Judgment on any arbitration award may be entered in any court of competent jurisdiction. For the avoidance of doubt and without limiting the generality .

5. of the foregoing, the foregoing agreement to arbitrate shall apply in the event that any dispute between the Parties is not resolved through negotiation or mediation.

6. Independent Contractor Status. The Parties acknowledge that FCS is an independent contractor for purposes of this Agreement and nothing in this Agreement shall be construed to constitute the parties as partners, co-owners or otherwise as participants in a joint enterprise with respect to the matters set forth herein. FCS shall be solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including, but not limited to, workers’ compensation insurance. Neither party has the power to bind the other party in any manner whatsoever by virtue of this Agreement.

7. Counterparts. This Agreement may be executed simultaneously in one or more counterparts (including by means of facsimile or PDF signature pages), and by different parties hereto in separate counterparts, each of which when executed will be deemed an original, but all of which taken together will constitute one and the same instrument.

8. Entire Agreement. The Parties agree that this Agreement, including all Schedules hereto, (i) is a complete and exclusive statement between the Parties with respect to the subject matter hereof, (ii) supersedes all related discussions, understandings, prior agreements and other communications between the Parties with respect to the subject matter hereof, and (iii) may not be modified, amended or rescinded unless set forth in writing and signed by both Parties. This Agreement shall be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted.



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[Signature page follows]



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In Witness Whereof, the Parties have entered into this Agreement, intending to be legally bound hereby, effective as of the Effective Date.

FCS:

Facilities Compliance Fire Protection LLC

Jon Maroney

By: Jon Maroney

Title:

Initial Address for Notices to FCS:

Client:

Property Worx

By:

Title:

Initial Address for Notices to Client:

Name: Facilities Compliance Fire Protection LLC

Address: 1492 Berlin Turnpike, Berlin, CT 06037

Attention: Facility Management

Email: Rboulanger@facility-compliance.com

Telephone: 203-440-0550

Name: Property Worx

Address: 100 Steele Brook Rd, Watertown, CT 06795

Attention: Lance Valentino

Email: lance@propertyworx.com

Telephone: (475) 559-6569