



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

August 24, 2022

Special Meeting





Meeting Minutes

WATERTOWN HOUSING AUTHORITY MINUTES

Regular Meeting, Wednesday, June 8, 2022
Country Ridge, 6:00 P.M.

A regular meeting was held by the Housing Authority on Wednesday, June 8, 2022 at Country Ridge – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:01 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 June! I hope everyone enjoyed the beautiful weather we had these past few days. Just like I said at our last housing meeting instead of me rambling on I added some of what I was going say to the agenda this evening. Hoping this will allow all commissioners an opportunity to comment, ask questions and have conversation if need be. Believing this will help improve communication between commissioners and all parties. With that being said my report tonight will be short. I would like to point out on the agenda we added a Resident Commissioner Report to our agenda, this will be on our agenda every month. This will give Sharon, our Resident Commissioner, an opportunity to give a report if she has one to all commissioners. Again, improving communication between all parties, all of us continue to come up with ideas and ways that will have WHA run more efficiently and will help us to improve, stay well.

3. Approval of Minutes

a. Regular Meeting Truman – May 11th

A motion was made by Denise Russ and seconded by Carmine Verno to accept the Regular Meeting minutes of May 11, 2022, as presented.

By voice vote the motion passes unanimously

b. Special Meeting VIA Zoom June 1, 2022

A motion was made by Denise Russ and seconded by Sharon Pratt to accept the Special Meeting minutes of June 1, 2022, as presented.

By voice vote the motion passes unanimously

4. Approval of bills paid for:

a. June 2022

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

By voice vote the motion was passed unanimously

5. Property Manager's Report

a. Updated Vacancy Report

Lori Finke, Property Manager reported:

Buckingham Terrace – is full

Truman Terrace – 6 open and we are working on those units to show.

Country Ridge – 2 open, I did have a couple for Unit 34, but the grandchildren talked him out of it.

b. Variance Requests

1. Truman Terrace, Unit C8, they have one already they want to replace existing fan. They have an electrician that will do it and are waiting for okay to do it.

Vice Chair Dan DiVito noted we need to make sure they have a fan rated box.

Lori Finke, Property Manager: I will mention it to the electrician.

A motion was made by Carmine Verno and seconded by Dan DiVito to accept.

By voice vote the motion was passed unanimously

2. Buckingham Terrace, D-6 for a brand-new fan she will purchase and hire a licensed electrician.

3. Buckingham Terrace, A-1 replacing kitchen fan.

A motion was made by Dan DiVito and seconded by Janelle Wilk to accept.

By voice vote the motion was passed unanimously

c. Maintenance Work Order Update

Lori Finke, Property Manager reported:

From May 11th to June 14th, we had 43 work orders with 4 open.

d. Sidewalks-Update

Russ Antonacci, Manager reported:

We talked about the scopes of work at our last meeting I took the content that I added to the original scopes of work, and I utilized that for almost everything that we do for a third-party vendor. The sidewalks are in need of attention for all 3 properties, and I am working to get that expedited at this point in time. We have a detailed specification document in your report with a breakdown of granulated details in terms of location, size for each location in terms of width, length and where it is and potentially what needs to be done. Based on our procurement policy I am able to go out and get bids on this, getting bids from three contractors. They will walk the property and submit it to the commission for approval to get work going. The scope of work is going out to contractors that are reputable, reliable, insured and licensed in hopes that we can get this work done ASAP. The contractor will sign this document based on the contractor that we select, that the details are in and ensures that the contractors are coming on the property. The number we get from them will be apples to apples, oranges to oranges, as opposed to saying we need to get this done and we get random numbers. As soon as we get the numbers, I will present them to you. I may not want to wait until the next meeting if that is the case, I will shoot off an email to everybody. If we need to have a special zoom meeting to get this done sooner. Right now, I just want to see what the details are in order to get the work done. We should have numbers by the end of next week or the beginning of next week so we can move forward.

Chair Janelle Wilk; I agree with you, the sidewalks are bad it should not wait at all and you are confident we are under the procurement and we are fine.

Russ Antonacci, Manager: I anticipate on the scope of this work that we are withing our rights.

Vice Chair Dan DiVito: Where it says under definitions - manager it says contact person Lori Finke should we include contact commissioner. Under scope of work to property preform necessary repairs for the bid we should know what they are doing. Under general requirements contractor shall obtain all permits necessary for this work, I think we should have records provided to you of permits being pulled and closed for the work this way it is on record. Under insurance c we have for claims of property damage that seems low, is that typical? Could you change it to \$500,000?

Russ Antonacci, Manager: That will potentially narrow the market of vendors, maybe we could say 100 or so.

Vice Chair Dan DiVito: Under contractor shall supply a certificate of insurance to owner shall supply prior to work, that certificate should name the Housing Authority as additionally insured. We should also do a release of lien; they would also have to do a W9. Under working hours, should we have them checking in when they are on the property so we can know who is here.

Chair Janelle Wilk: I know most people will check in to the office. I don't think they should be wearing badges but if you are checking in to work on our property, they should have something saying they are working, whatever our contractor is.

Russ Antonacci, Manager: Identifiable gear or apparel. I just want to go through this, all good ideas. Granulating the definition properly, clarifying that records will be held on site, some kind of identifiable gear or apparel, clarifying that we would like to have the W9 through HA as insured, increasing the dollar amount for the insurance for claims to property damage, clarifying that we want the W9. That is more general for all the scopes, maybe we can do an approval contingent upon these additional incorporations.

Chair Janelle Wilk: Is there anything else?

Russ Antonacci, manager: I would like to propose the idea of the Resident Commissioner meeting with management once a month during regular business hours.

Sharon Pratt was okay to meet. Lori will call for a consistent time to meet, to get current feedback.

6. New Business

a. Discussion about WHA Picnics

Sharon Pratt reported:

Will have picnics on each site on the perspective day the RSC is there:

Buckingham Terrace – Friday, July 15th

Country Ridge – Wednesday, July 13th

Truman Terrace – Monday, July 11th

The picnic will be catered by LaBonne's, and the menu will be posted. There will be charge of \$10.00 per resident due to the rising cost of food prices. There will be a sign-up sheet and Lori will be collecting the money.

A donation box will be set up with Lori for residents. There will be delivery for residence who cannot get out, arrangements can be made.

b. Discussion on proposed new Bylaws

Chair Janelle Wilk: Attorney Pilicy has drafted the By-laws for the commission to review. If there are any concerns, questions or changes contact Janelle Wilk or Franklin Pilicy so it can be included in the final draft to be approved.

7. Old Business

a. Discussion and possible action for Scopes of Work

Vice Chair Dan DiVito: The changes we talked about earlier under inspection, do we do a sign off sheet and under the painting for specifications we should have caulking.

Chair Janelle Wilk: We should add in if the contractors have appropriate identification of who the contractor is, the insurance could be bumped up more and then the working hours.

Sharon Pratt asked currently who is in charge of cleaning gutters?

Russ Antonacci, Manager: Complete Landscaping right now.

A resident asked if it is done annually?

Lori Finke, Property Manager: Usually in the fall once the leaves are down.

A resident talked about the gutters being too small and they get backed up easily.

Russ Antonacci, Manager: In a capital needs assessment larger gutters will be mentioned.

Sharon Pratt mentioned the ramps at Truman Terrace underneath are crumbling.

A resident asked if anyone cleans the dryer vents.

A resident also talked about the floor where the washers and dryers are needing replacement at Country Ridge.

A motion was made by Carmine Verno and seconded by Sharon Pratt, to approve the scopes of work that we have in our packets with the adjustments and corrections made.

By voice vote the motions passes

B. Follow up on WHA Handbook – Sharon Pratt sent the old and new handbook to commissioners for review. If there are any changes or deletions send them to Sharon Pratt for a final draft.

Chair Janelle Wilk: We have in the handbook regarding transfers, there is a policy and it was really upsetting because when I first got on the board and I remember this day very well it was “Meet on Main Street and a resident came up to me who was extremely upset

thinking she had to move because her spouse had just passed away. I no idea what was really going on because I just got on this board with Mark Raimo. I was appalled to hear that this resident was so upset because her spouse passed away and they were worried about us evicting them or moving them because that was in the handbook. I don't want to make this call on my own. I think that is the most horrible thing in my eyes. When your spouse is dying, I would not want to know this pain, that would be the last thing on my mind that you would have to move out of your place that you lived in with your significant other. In my eyes if you pay your rent and a good person it's your place unless you want to move. I can't go against my gut it is a horrible thing I think you should be able to stay where you live and not have to be move. I am just making conversation because I think that should be removed.

Denise Russ: Noted that with the applications coming in with a husband and wife or two people you are shortening the scope of who can move in.

Sharon Pratt: I was one of those people my issue was that when I moved in, I knew my husband was ready to pass and I said when he passes do I have to move. I was told at that point once your there you are there. I believe Truman is the only complex that we have this issue. They put up walls in the efficiencies and now most all of them have a bedroom. If people since then have been put in apartments with single, that people consider doubles, they were not told that. So now we put them in there and turn around and say you can be here, I don't think it is fair. If you are going to make a policy with that, I strongly suggest you grandfathering everyone currently in there before you move on to do something like that. You make memories in that apartment, you are going through the devastation of losing a spouse, or your mom or dad whatever it is I don't think it is fair. They moved in there thinking they were going to stay there and say you have to move.

Sharon Pratt: I want it on the record that I stand strongly on that and I won't change my mind.

Carmine Verno and Dan DiVito left meeting at 6:50 p.m.

i. Truman Window projects update - The architect will provide construction drawings on the work that will be done. That document will then be taken as a scope of work for the window contractors to bid on the job.

Denise Russ asked for the list of projects that are done.

Lori Finke, Property Manager: I will send the list to Denise of what we done.

8, Resident Commissioner Report

Sharon Pratt reported:

- Asked if she could meet with the tenants a week before at the site of meeting.

- The tenants can meet with their concerns and suggestions, and I will write them down for that meeting.

Chair Janelle Wilk: We are trying to move forward and get things done. Ms. Wilk thanked Sharon for time and appreciated her work.

9, Public Participation

A resident asked about when the exhaust fans for the bathrooms will be installed.

A resident stated she is hearing noises in the attic.

10. Adjournment

A motion was made by Denise Russ, and seconded by Dan DiVito to adjourn at 7:12 p.m.

Discussion: none

By voice vote the motion was passed unanimously

Janelle Wilk – Chairwoman



WHA PAYABLES

**Watertown Housing Authority
Accounts Payable
July 2022**

1:55 PM
8/22/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	07/01/2022	123007 0624	Ace Hardware of Watertown	Statement ending 06/24/22	All	452.98
Bill	05/24/2022	35015	AllStar Appliance Inc	TT - 12 cuft refrig	Truman Terrace	649.00
Bill	06/06/2022	35076	AllStar Appliance Inc	BT - 14 cuft refrig	Buckingham Terrace	808.00
Bill	06/07/2022	35075	AllStar Appliance Inc	CR - 12 cuft refrig	Country ridge	649.00
Bill	04/21/2022	34894	AllStar Appliance Inc	TT - 2 electric stoves	Truman Terrace	1,478.00
Bill	05/25/2022	i127164	American Rooter LLC	CR- water jetted from manhole	Country ridge	500.00
Bill	06/01/2022	i127483	American Rooter LLC	CR- uncovered buried basins	Country ridge	330.00
Bill	06/01/2022	i127484	American Rooter LLC	BT - marked & located 2 buried manholes	Buckingham Terrace	330.00
Bill	06/22/2022	i127934	American Rooter LLC	BT - Excavation around manholes	Buckingham Terrace	900.00
Bill	06/22/2022	i127928	American Rooter LLC	CR - Excavation around manholes	Country ridge	1,800.00
Bill	06/28/2022	46497	BTS Graphics & Printing, LLC	resident handbook	All	135.00
Bill	07/01/2022	517951	Complete LLC	July 2022 monthly contracted services	All	5,916.00
Bill	06/20/2022	085816	Dumouchel Paper	supplies	All	138.27
Bill	07/01/2022	220701496101	Edwards Answering Service Enterprises Inc	Service 07/01-07/31/22	All	33.50
Bill	06/20/2022	5147 546 4053	Eversource	Service 05/26-06/17/22	Country ridge	34.77
Bill	06/28/2022	5113 216 4021	Eversource	Service 05/26-06/28/22	Buckingham Terrace	66.45
Bill	06/28/2022	5113 818 3082	Eversource	Service 05/26-06/28/22	Truman Terrace	343.92
Bill	06/28/2022	5125 298 3036	Eversource	Service 05/26-06/28/22	Buckingham Terrace	477.11
Bill	06/30/2022	5129 516 4024	Eversource	Service 05/26-06/28/22	Truman Terrace	28.89
Bill	06/28/2022	5129 979 3026	Eversource	Service 05/26-06/28/22	Country ridge	20.13
Bill	06/28/2022	5131 089 3094	Eversource	Service 05/26-06/28/22	Country ridge	21.60
Bill	06/30/2022	5135 689 3081	Eversource	Service 05/27-06/26/22	Country ridge	439.20
Bill	06/30/2022	5139 798 3032	Eversource	Service 06/01-07/01/22	Truman Terrace	101.98
Bill	06/28/2022	5141 028 3030	Eversource	Service 05/26-06/28/22	Truman Terrace	35.32
Bill	06/28/2022	5141 089 3093	Eversource	Service 05/26-06/28/22	Country ridge	26.75
Bill	06/28/2022	5142 646 4038	Eversource	Service 05/26-06/28/22	Country ridge	15.29
Bill	06/28/2022	5144 889 3081	Eversource	Service 05/26-06/28/22	Country ridge	20.76
Bill	06/28/2022	5147 056 4014	Eversource	Service 05/26-06/28/22	Country ridge	30.84
Bill	06/28/2022	5152 818 3080	Eversource	Service 05/26-06/28/22	Truman Terrace	64.49
Bill	06/28/2022	5154 889 3080	Eversource	Service 05/26-06/28/22	Country ridge	19.08
Bill	06/28/2022	5155 789 3047	Eversource	Service 05/26-06/28/22	Country ridge	47.87
Bill	06/28/2022	5159 366 4089	Eversource	Service 05/26-06/28/22	Truman Terrace	35.16
Bill	06/28/2022	5160 799 3003	Eversource	Service 05/26-06/28/22	Country ridge	25.80

**Watertown Housing Authority
Accounts Payable
July 2022**

1:55 PM
8/22/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	06/28/2022	5161 089 3091	Eversource	Service 05/26-06/28/22	Country ridge	19.90
Bill	06/28/2022	5175 889 3077	Eversource	Service 05/26-06/28/22	Country ridge	27.70
Bill	06/28/2022	5181 389 3054	Eversource	Service 05/26-06/28/22	Country ridge	22.86
Bill	06/29/2022	5182 936 4033	Eversource	Service 06/07-06/27/22	Truman Terrace	22.53
Bill	06/28/2022	5184 906 4027	Eversource	Service 05/26-06/28/22	Truman Terrace	32.02
Bill	06/28/2022	5190 799 3000	Eversource	Service 05/26-06/28/22	Country ridge	24.54
Bill	06/28/2022	5191 018 3029	Eversource	Service 05/26-06/28/22	Truman Terrace	66.77
Bill	06/28/2022	5194 056 4081	Eversource	Service 05/26-06/28/22	Truman Terrace	3.40
Bill	06/20/2022	5740 921 0002	Eversource - Gas	Service 05/26-06/17/22	Country ridge	25.91
Bill	06/28/2022	5743 964 0046	Eversource - Gas	Service 05/26-06/28/22	Country ridge	24.68
Bill	06/28/2022	5760 163 0056	Eversource - Gas	Service 05/26-06/28/22	Country ridge	133.00
Bill	07/05/2022	5733 842 0086	Eversource - Gas	Service 05/26-06/28/22	Country ridge	13.70
Bill	06/24/2022	6035 3220 0591	Home Depot	Statement ending 06/24/22	Country ridge, Truman Terrace	3,427.78
Bill	07/01/2022	HG00115627	Housing Authority Risk Retention Group	Liability Insurance 7/1/2022 - 7/1/2023	All	8,541.00
Bill	07/01/2022	HP00113947	Housing Insurance Services, Inc.	07/01/22 - 07/01/2023	All	16,199.00
Bill	04/01/2022	06 2022	Janice Connor	Jun 2022 - supplies	All	300.00
Bill	04/01/2022	375374	Kaufman Dolowich Voluck, LLP	Billing 07.01.21 to 07.27.21 Claim #0006813010	All	4,371.00
Bill	06/30/2022	Picnic food	LaBonne's Market	Picnic Food	All	1,349.88
Bill	06/09/2022	060922	Lance, Valentino	reimburse for Home Depot purchase - exhaust fan D^	Buckingham Terrace	96.67
Bill	06/10/2022	07881-138731-01	Optimum BT	Service 06/15-07/14/2022	Buckingham Terrace	204.70
Bill	06/10/2022	07881-134130-01	Optimum CR	Service 06/15-07/14/2022	Country ridge	243.45
Bill	06/10/2022	07881-138730-01	Optimum TT	Service 06/15-07/14/2022	Truman Terrace	175.39
Bill	06/01/2022	4967	Pliley & Ryan, PC	Amendment to Bylaws	All	687.50
Bill	06/01/2022	4995	Pliley & Ryan, PC	General representation	All	825.00
Bill	06/10/2022	6384	PJ Electric, Inc.	BT - junction box in attic, bathroom fan	Buckingham Terrace	271.30
Bill	06/24/2022	6417	PJ Electric, Inc.	TT C8 - Replacement of ceiling fan	Truman Terrace	143.60
Bill	07/01/2022	4166	Propertyworx LLC	July 2022 management services	All	6,600.00
Bill	05/27/2022	24674	Ray Palmer Plumbing & Heating, Inc.	CR - check all outside faucets	Country ridge	275.62
Bill	05/04/2022	24673	Ray Palmer Plumbing & Heating, Inc.	TT - Replace pressure & temperature relief	Truman Terrace	465.39
Bill	06/15/2022	24679	Ray Palmer Plumbing & Heating, Inc.	CR - check water heater, replace broken drain valve	Country ridge	371.39
Bill	06/17/2022	24682	Ray Palmer Plumbing & Heating, Inc.	BT - check water heater, thermoastat	Buckingham Terrace	112.59
Bill	06/20/2022	24680	Ray Palmer Plumbing & Heating, Inc.	TT - replace shower head C10	Truman Terrace	80.00
Bill	05/13/2022	6035 5178 1216	Staples Credit Plan	STMT 03/27-04/29/22	Country ridge	216.99

**Watertown Housing Authority
Accounts Payable
July 2022**

1:55 PM
8/22/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	05/30/2022	6035 5178	1216 (Staples Credit Plan	STMT 04/29-05/30/22	All	318.73
Bill	06/24/2022	6035 5178	1216 (Staples Credit Plan	STMT 06/02-06/24/22	All	608.71
Bill	07/01/2022	0602852463	USA Hauling & Recycling Inc	monthly service	Country ridge	416.41
Bill	07/01/2022	0602852462	USA Hauling & Recycling Inc	monthly service	Buckingham Terrace	541.41
Bill	07/01/2022	0602852461	USA Hauling & Recycling Inc	monthly charge	Truman Terrace	464.62
Bill	06/24/2022	1020740	Watertown Fire District	Service 05/16 - 06/15/2022	Truman Terrace	302.77
Bill	05/31/2022	2728	Western CT Area Agency on Aging, Inc.	May 2022 RSC services	All	2,133.33
Bill	06/01/2022	2771	Worxshop LLC	toilet fill valve - TT clubhouse	Truman Terrace	29.35
Bill	06/10/2022	2774	Worxshop LLC	Apr 2022 - Repairs & Maintenance	All	5,148.01

71,315.76

**Watertown Housing Authority
Accounts Payable
August 2022**

11:01 AM
8/10/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	07/29/2022	062722	3J's Painting LLC	reimbursement - paint for vacant units at TT	Truman Terrace	231.20
Bill	07/01/2022	TT B12	3J's Painting LLC	TT - B2 prep & paint	Truman Terrace	2,300.00
Bill	07/24/2022	123007 0724	Ace Hardware of Watertown	Statement ending 07/24/22	All	421.60
Bill	07/15/2022	062957	Alarm Masters Inc	CR 22,23,24 inspect/test smoke detectors	Country Ridge	95.00
Bill	07/07/2022	#0202-3836	Blumenthal & Donahue Insurance, LLC	Professional Liability policy 8/1/2022-8/1/2023	All	3,794.00
Bill	07/12/2022	46287	Carpets Plus, Inc.	TT B12 install vinyl plant & base	Truman Terrace	1,400.00
Bill	07/21/2022	518001	Complete LLC	BT remove bushes behind B1	Buckingham Terrace	300.00
Bill	08/01/2022	518025	Complete LLC	monthly contracted services	All	5,916.00
Bill	08/02/2022	086658	Dumouchel Paper	supplies	All	73.47
Bill	08/01/2022	220801496101	Edwards Answering Service Enterprises Inc	Service 08/01-08/31/22	All	33.50
Bill	07/28/2022	5113 216 4021	Eversource	Service 06/28-07/28/22	Buckingham Terrace	91.26
Bill	08/03/2022	5113 216 4021	Eversource	Service 07/28-08/04/22	Buckingham Terrace	15.19
Bill	07/28/2022	5113 818 3082	Eversource	Service 06/28-07/28/22	Truman Terrace	324.20
Bill	07/28/2022	5125 298 3036	Eversource	Service 06/28-07/28/22	Buckingham Terrace	523.36
Bill	07/28/2022	5129 516 4024	Eversource	Service 06/28-07/28/22	Truman Terrace	31.53
Bill	07/28/2022	5129 979 3026	Eversource	Service 06/28-07/28/22	Country ridge	18.97
Bill	07/28/2022	5131 089 3094	Eversource	Service 06/28-07/28/22	Country ridge	18.97
Bill	07/29/2022	5135 689 3081	Eversource	Service 06/27-07/27/22	Country Ridge	502.54
Bill	08/01/2022	5139 798 3032	Eversource	Service 07/01-08/01/22	Truman Terrace	103.33
Bill	07/28/2022	5141 028 3030	Eversource	Service 06/28-07/28/22	Truman Terrace	34.56
Bill	07/28/2022	5141 089 3093	Eversource	Service 06/28-07/28/22	Country ridge	25.99
Bill	07/28/2022	5142 646 4038	Eversource	Service 06/28-07/28/22	Country ridge	14.90
Bill	07/28/2022	5144 889 3081	Eversource	Service 06/28-07/28/22	Country ridge	19.20
Bill	07/28/2022	5147 056 4014	Eversource	Service 06/28-07/28/22	Country ridge	28.34
Bill	07/28/2022	5152 818 3080	Eversource	Service 06/28-07/28/22	Truman Terrace	61.10
Bill	07/28/2022	5154 889 3080	Eversource	Service 06/28-07/28/22	Country ridge	18.13
Bill	07/28/2022	5155 789 3047	Eversource	Service 06/28-07/28/22	Country ridge	44.49
Bill	07/28/2022	5159 366 4089	Eversource	Service 06/28-07/28/22	Truman Terrace	35.65
Bill	07/28/2022	5160 799 3003	Eversource	Service 06/28-07/28/22	Country ridge	23.89
Bill	07/28/2022	5161 089 3091	Eversource	Service 06/28-07/28/22	Country ridge	18.75
Bill	07/28/2022	5175 889 3077	Eversource	Service 06/28-07/28/22	Country ridge	26.20
Bill	07/28/2022	5181 389 3054	Eversource	Service 06/28-07/28/22	Country ridge	21.09
Bill	07/28/2022	5182 936 4033	Eversource	Service 06/28-07/28/22	Truman Terrace	32.67
Bill	07/28/2022	5184 906 4027	Eversource	Service 06/28-07/28/22	Truman Terrace	32.91
Bill	07/28/2022	5190 799 3000	Eversource	Service 06/28-07/28/22	Country ridge	21.52
Bill	07/28/2022	5191 018 3029	Eversource	Service 06/28-07/28/22	Truman Terrace	63.00
Bill	07/28/2022	5194 056 4081	Eversource	Service 06/28-07/28/22	Truman Terrace	29.00

**Watertown Housing Authority
Accounts Payable
August 2022**

11:01 AM
8/10/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	07/05/2022	5733 842 0086	Eversource - Gas	Service 06/17-06/28/22	Country Ridge	13.70
Bill	07/28/2022	5760 163 0056	Eversource - Gas	Service 06/28-07/28/22	Country ridge	118.58
Bill	07/28/2022	5743 964 0046	Eversource - Gas	Service 06/28-07/28/22	Country ridge	22.81
Bill	07/25/2022	6035 3220 0591	Home Depot	Statement ending 07/25/22	All	794.57
Bill	07/01/2022	06 2022	Janice Connor	July 2022 - supplies	All	300.00
Bill	08/01/2022	08 2022	Janice Connor	Aug 2022 - supplies	All	300.00
Bill	07/31/2022	INV-1172	Kurt J. Krauland, CPA	Accounting services	All	1,218.75
Bill	07/01/2022	INV-1024 04.18.2	Kurt J. Krauland, CPA	Accounting services	All	937.50
Bill	05/24/2022	224493	Millette Pest Control LLC	CR Bees & Wasps Nests	Country Ridge	700.00
Bill	07/10/2022	07861-138731-01	Optimum BT	Service 07/15-08/14/2022	Buckingham Terrace	194.68
Bill	07/10/2022	07861-134130-01	Optimum CR	Service 07/15-08/14/2022	Country Ridge	233.97
Bill	07/10/2022	07881-138730-01	Optimum TT	Service 07/15-08/14/2022	Truman Terrace	204.68
Bill	07/07/2022	5159	Pilicy & Ryan, PC	review of scope of work	Truman Terrace	412.50
Bill	07/15/2022	6465	PJ Electric, Inc.	TT A6 - repaired & replaced broken wires	Truman Terrace	97.50
Bill	07/15/2022	6459	PJ Electric, Inc.	TT B12 - replace GFI outlet	Truman Terrace	150.20
Bill	07/15/2022	6466	PJ Electric, Inc.	CR 11 - repaired wiring in bedroom	Country Ridge	97.50
Bill	08/01/2022	4191	Propertyworx LLC	Aug 22 management services	All	6,600.00
Bill	08/09/2022	blabeck	Propertyworx LLC	reimbursement for check to B Labeck	Buckingham Terrace	570.00
Bill	07/01/2022	14515	Quisenberry Arcart Malik LLC	TT - Window replacement	Truman Terrace	8,518.45
Bill	06/20/2022	24660	Ray Palmer Plumbing & Heating, Inc.	TT - replace shower head C10	Truman Terrace	80.00
Bill	06/15/2022	24679	Ray Palmer Plumbing & Heating, Inc.	CR - check water heater, replace broken drain valve	Country Ridge	371.39
Bill	06/17/2022	24692	Ray Palmer Plumbing & Heating, Inc.	BT - check water heater, thermoastat	Buckingham Terrace	112.59
Bill	07/19/2022	24696	Ray Palmer Plumbing & Heating, Inc.	CR - Unit 6 check for leak in kitchen area	Country Ridge	80.00
Bill	07/29/2022	6035 5178 1216	Staples Credit Plan	STMT 06/25-07/29/22 CR	Country ridge	104.17
Bill	08/01/2022	0602863105	USA Hauling & Recycling Inc	monthly charge	Truman Terrace	464.62
Bill	08/01/2022	0602863106	USA Hauling & Recycling Inc	monthly service	Buckingham Terrace	416.41
Bill	08/01/2022	0602863107	USA Hauling & Recycling Inc	monthly service	Country Ridge	416.41
Bill	07/25/2022	1020740 07	Watertown Fire District	Service 06/15 - 07/15/2022	Truman Terrace	315.21
Bill	07/01/2022	0304130000BT	Watertown WSA	03/31/22-06/30/22	Buckingham Terrace	1,650.35
Bill	07/01/2022	0304132000CR	Watertown WSA	03/31/22-06/30/22	Country Ridge	2,475.48
Bill	07/01/2022	3306	Western CT Area Agency on Aging, Inc.	June 2022 RSC services	All	2,133.37
46,850.90						



Property Manager Update

Open Apartments as of August 22, 2022

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
Full			
Buckingham Terr.			
Full			
Truman Terrace			
5 Available			
	C-15	Showing	2 rejections for TT apartments moving down the list.
	C-14	Waiting for reply.	Possible Tenant, waiting for response.
	C-6		Painting, flooring etc. needs to be done.
	B-12	Showing	2 rejections week of 8/8. Still showing.
	C-9	Resident passed away.	Full remodel needed. Painting completed balance of work is being scheduled.

New Tenants since 11/1/2020			
Complex	Unit #	Tenant Name	Move In Date
Country Ridge			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
	32	Claire Cipriano	10/1/2021
	26	Mario Mancini	7/1/2022
	34	Louella Plaut	8/15/2022
Buckingham Terr			
	B-5	Chiarini Orsini	11/15/2020
	B-2	Wendy Cote	1/15/2021
	C-2	Margret Hillman	3/1/2021
	C-6	Valerie Whitford	5/1/2021
	C-5	Steven Pappineau	6/1/2021
	A-6	Thomas St. Onge	8/15/2021
	C-4	Domenic Petro	9/1/2021
	D-2	Mark Rayel	6/1/2022

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
	B-1	Keivn Pzafer		8/1/2022
	C-19	Edmond Charette		9/1/2022

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

Watertown Housing Authority
Variance Request

COMMUNITY: Truman Terrace

Unit Number: C3 Date Submitted: 07/26/2022

First Name: Sharon Last Name: Pratt

Home Phone: (860) 274-6769 Cell Phone: (203) 217-3978

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.

Install Ring Doorbell on
front and back door of my unit.

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: Sharon Pratt

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: _____

015

Watertown Housing Authority
Variance Request

COMMUNITY: Country Ridge

Unit Number: 34

Date Submitted: 8/8/22

First Name: Louella

Last Name: Plaut

Home Phone: _____

Cell Phone: 203 565-3332

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 am looking to have my unit 34 painted with the attached swatch color. Bedroom, living/dining area and kitchen. Can I please get a price quote prior? Thanks!

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: _____

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: _____



AH 10



NAVAJO WHITE



1035W4216



WHA MAINTENANCE



70 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	960	Complete	BT A-2 Backdoor will not open.	HIGH	Lori Finke	Wendy Orsini, Unit A-2, 860-417-9742 ALWAYS CALL BEFORE ENTERING CAT IN THE APARTMENT		07/13/22	07/11/22
	930	Complete	BT E-7 Kitchen faucet handle to the spray hose.	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804		06/14/22	06/13/22
06/09/22	927	Complete	BT C-8 Replace large burner on the stove	NONE		Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		06/10/22	06/09/22
06/13/22	928	Complete	BT E-5 Toilet issues	MEDIUM	Lori Finke	James Bovat, Unit E-5, 860-274-5760		06/14/22	06/10/22
06/14/22	931	Complete	BT D-2	NONE		Mark J Rayel, D-2, 203-578-6881		06/16/22	06/14/22
06/14/22	929	Complete	BT E-4 Gutters must be full	NONE	Lori Finke	Claire Roberts, Unit E-4, 860-274-0918		06/14/22	06/10/22
06/15/22	936	Complete	TT C-10 Replace stove with spare in stock	NONE	Lori Finke	Wayne Clark, Unit C-10, 860-945-9341		07/11/22	06/15/22
06/20/22	935	Complete	BT D-2 screen door lock needs adjusting	NONE	Lori Finke	Mark J Rayel, D-2, 203-578-6881		06/21/22	06/15/22
06/20/22	943	Complete	CR16 Living room window will not close all the way.	NONE	Lori Finke	Lorraine Wilson, Unit 16, 860-274-1445		06/21/22	06/17/22
06/21/22	944	Complete	CR14 Screen on front door needs repair	NONE	Lori Finke	Gloria Rossi, Unit 14, 860-921-7619		06/21/22	06/20/22
06/21/22	945	Complete	BT D-6 Shower head needs replacing	NONE	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356		06/22/22	06/21/22
06/22/22	939	Complete	TT C-15 Minor repairs before showing apartment	NONE	Lori Finke	Unit C-15, Available - Need to prep for showing		06/22/22	06/17/22
06/22/22	946	Complete	TT C-20 Bathroom light is flickering	NONE	Lori Finke	William Damicis, Unit C-20, 860-322-7732		06/23/22	06/22/22
06/24/22	947	Complete	BT E-5 Toilet is leaking	NONE	Lori Finke	James Bovat, Unit E-5, 860-274-5760		06/30/22	06/24/22
06/24/22	938	Complete	CR 34 Minor cleaning to have ready for show	NONE	Lori Finke	Louella Plaut, CR 34, 203-565-3332		06/21/22	06/17/22
06/28/22	937	Complete	CR 26 Empty Apartment. Get ready to be shown for new resident.	NONE	Lori Finke	Mario Mancini, CR 26, 203-721-3632		06/22/22	06/16/22
06/29/22	950	Complete	CR 23 install supplied toilet seat	NONE	Lori Finke	Ralph Lee Meyers, Unit 23, 203-819-2133		06/30/22	06/29/22
06/30/22	949	Complete	TT B-7 Window hardware issue.	NONE	Lori Finke	Karen Searles, Unit B-7, 203-525-1947		06/30/22	06/29/22
			TT C-17 Toilet			Francis Membrino,			

06/30/22	952	Complete	isn't properly	NONE	Lori Finke	Unit C-17, 203-592-4174	07/01/22	06/30/22
06/30/22	951	Complete	TT C-11 Toilet keeps running	NONE	Lori Finke	Robin Lynn Teach, Unit C-11, 203-808-8087	07/01/22	06/29/22
07/01/22	948	Complete	All three communities - Replace lags for all speed bumps	NONE	Lori Finke		07/11/22	06/29/22
07/01/22	953	Complete	CR 35 Toilet handle is flushing toilet	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274	07/11/22	07/01/22
07/01/22	942	Complete	Tt B-1 Multiple items on task list	NONE	Lori Finke	Kevni Dzafer, Unit B-1, 203-841-8080	07/01/22	06/17/22
07/06/22	955	Complete	BT C-2 Leak Under Sink	MEDIUM	Lori Finke	Margret Hilman, Unit C-2, 959-209-4702 (ENTER ANYTIME)	07/11/22	07/05/22
07/08/22	957	Complete	Lightbulb Flickering - Please replace	HIGH	Scott Thompson	Sharon Pratt, Unit C-3, 860-274-6769	07/11/22	07/08/22
07/08/22	958	Complete	TT A-6 - Electricity Out	HIGH	Scott Thompson	Antoinette Palmieri, Unit A-6, 203-695-4163	07/11/22	07/08/22
07/11/22	959	Complete	CR 24 Front screen door, handle is falling off	HIGH	Lori Finke	Michele Desrosiers, Unit 24, 860-274-9934	07/12/22	07/11/22
07/12/22	954	Complete	BT D-8 Black mold on wall in back of toilet	MEDIUM	Lori Finke	Suzanne Griffin, Unit D-8, 860-417-6147	07/11/22	07/05/22
07/13/22	956	Complete	Bathroom light is dying out	HIGH	Scott Thompson	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)	08/22/22	07/06/22
07/13/22	962	Complete	CR 22 light bulb needs changing in the bathroom	NONE	Lori Finke	Verna Hughes, Unit 22, 860-274-0144	07/13/22	07/12/22
07/13/22	963	Complete	CR 25 Toilet is loose on the floor	NONE	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212	07/13/22	07/12/22
07/14/22	964	Complete	CR 32 Bathroom Faucet needs repair	NONE	Lori Finke	Claire Cipriano, Unit 32, 860-274-0370 (Would like to be notified when work is going to be done.)	07/19/22	07/13/22
07/18/22	965	Complete	TT C-3 C-4 Hallway light is flickering.	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	07/19/22	07/18/22
07/18/22	961	Complete	TT Community Center office	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	07/15/22	07/12/22
07/19/22	966	Complete	CR 21 Toilet seat replacement	NONE	Lori Finke	Helen Gizzi, Unit 21, 860-417-6159	07/21/22	07/18/22
07/21/22	967	Complete	TT C-17 Ceiling fan in the living room.	NONE	Lori Finke	Francis Membrino, Unit C-17, 203-592-4174	07/26/22	07/20/22
07/21/22	968	Complete	CR 26 Gap at the top of pillar.	NONE	Lori Finke	Mario Mancini, CR 26, 203-721-3632	07/26/22	07/20/22
07/21/22	969	Complete	CR 9 Rehang medicine cabinet	MEDIUM		Mary Stack, Unit 9, 860-274-0387	07/22/22	07/20/22
07/22/22	941	Complete	TT C-14 Multiple items on task list	NONE	Lori Finke	C-14 EMPTY apartment as of April 1, 2022	07/11/22	06/17/22
07/22/22	970	Complete	CR 38 Screen door window	NONE	Lori Finke	Judith Calca, Unit 38, 203-565-2761 or 959-209-4414	07/26/22	07/20/22
			CR 1 Outside light by the					

07/25/22 972	Complete	door needs a new bulb	NONE	Lori Finke	Marian Kalpin, Unit 1, 203-525-0777	07/26/22	07/22/22
07/25/22 973	Complete	CR 6 Outside drain	HIGH	Lori Finke	Leo Chevrier, Unit 6, 860-417-9032	07/26/22	07/22/22
07/25/22 974	Complete	TT C-7 Please replace the large burner on the stove top	HIGH	Lori Finke	Sofie and Stephen Besse, Unit C-7, 860-945-3098	07/26/22	07/22/22
07/25/22 971	Complete	CR 32 Gutter blocked	NONE	Lori Finke	Claire Cipriano, Unit 32, 860-274-0370 (Would like to be notified when work is going to be done.)	07/26/22	07/21/22
07/27/22 975	Complete	TT B-4 Front door will not close	NONE	Lori Finke	William Behr, Unit B-4, 475-323-9692	08/01/22	07/26/22
07/27/22 976	Complete	CR 18 Fascia came loose during storm	NONE	Lori Finke	Joyce DeMarest, CR 18, 860-283-7238	08/01/22	07/26/22
07/28/22 977	Complete	TT A-2 Threshold - Loose	NONE	Lori Finke	Gerald Gilbert, Unit A-2, 203-695-5931	08/02/22	07/28/22
07/31/22 934	Complete	TT B-12 Empty apartment that needs repairs and cleaning.	NONE	Lori Finke	B-12 EMPTY as of June 1, 2022	08/02/22	06/15/22
08/01/22 978	Complete	BT E-8 Please replace rotting P Pipe under kitchen sink	NONE	Lori Finke	Daniel and Patricia Quatrella, Unit E-8, 203-522-3837	08/02/22	08/01/22
08/01/22 979	Complete	BT C-8 Bathroom sink is clogged	HIGH	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST	08/02/22	08/01/22
08/02/22 980	Complete	BT C-4 Ceiling lights need new bulbs	NONE	Lori Finke	Domenic Petro, Unit C-4, 959-209-4297	08/08/22	08/02/22
08/03/22 981	Complete	CR 19 Check to see where sawdust is coming from.	NONE	Lori Finke	Donata Perugini, Unit 19, 860-274-6604	08/08/22	08/02/22
08/08/22 985	Complete	CR 5 Block hole under sink - mice	NONE	Lori Finke	David Reda, Unit 5, 860-274-4429	08/08/22	08/08/22
08/08/22 986	Complete	CR 33 Replace kitchen light bulb	NONE	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028	08/08/22	08/08/22
08/08/22 984	Complete	TT C-11 Toilet is running more frequently	HIGH	Lori Finke	Robin Lynn Teach, Unit C-11, 203-808-8087	08/09/22	08/05/22
08/09/22 987	Complete	CR 27 Bathroom ceiling light is out.	NONE	Lori Finke	Carol Minicucci, Unit 27, 860-274-5026	08/10/22	08/08/22
08/09/22 988	Complete	TT C-20 Blinds are tangled	NONE	Lori Finke	William Damicis, Unit C-20, 860-322-7732	08/10/22	08/09/22
08/09/22 983	Complete	TT B-7 Change mini blinds to shades	NONE	Lori Finke	Karen Searles, Unit B-7, 203-525-1947	08/10/22	08/05/22
08/09/22 982	Complete	BT B-1 Living room blind	NONE	Lori Finke	Margaret "Bunny" Delucca, Unit B-1, 860-417-2963	08/08/22	08/04/22
08/15/22 990	Complete	CR 12 AC in bedroom	MEDIUM	Lori Finke	Alice Hughes, Unit 12, 339-201-3509	08/16/22	08/10/22
08/15/22 991	Complete	TT B-7 Three windows will not open	NONE	Lori Finke	Karen Searles, Unit B-7, 203-525-1947	08/16/22	08/12/22
08/16/22 993	Complete	BT D7 Hot water faucet will not shut off	HIGH	Lori Finke	Diane Hardt, Unit D-7, 203-805-9102	08/17/22	08/16/22

08/17/22	992	Complete	BT B-3 Mulch small area at front door.	NONE	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)	08/22/22	08/15/22
08/22/22	994	Complete	TT B-3 Bathroom ceiling light is out	NONE	Lori Finke	Joyce and David Perkins, Unit B-3, 959-209-4105	08/22/22	08/19/22
08/24/22	997	Open	CR 34 Kitchen cabinet doors are loose	NONE	Lori Finke	Louella Plaut, CR 34, 203-565-3332	08/22/22	08/22/22
08/26/22	995	Open	CR 1 Mice	HIGH	Lori Finke	Marian Kalpin, Unit 1, 203-525-0777	08/22/22	08/22/22
08/26/22	996	Open	BT B-2 Help remove hospital bed	HIGH	Lori Finke	Wendy Cote, Unit B-2, 475-235-7483	08/22/22	08/22/22
08/26/22	989	Open	CR 28 Rusted radiator covers , broken blind	NONE	Lori Finke	Judy Thibeau, Unit 28, 860-483-1976	08/22/22	08/10/22
08/31/22	933	Open	TT C-6 Empty apartment that needs repairs and cleaning	NONE	Lori Finke	C-6 EMPTY as of June 1, 2022	08/17/22	06/15/22
08/31/22	940	Open	TT A-3 Multiple items on task list	NONE	Lori Finke	A-3 EMPTY as of May 2022	08/17/22	06/17/22

70 Work Orders assigned to WorxShop

- 6** Open Work Orders
- 0** On Hold Work Orders
- 0** In Progress Work Orders
- 64** Closed Work Orders



New Business

FIRE EVACUATION PLAN

Country Ridge

Buckingham Terrace

Fire alarms are activated by smoke detectors located in each apartment. When activated, the alarm signals an audible alarm in the building it is located in. An alarm signal is also sent to an alarm company's (central station) receiving point, who is responsible for sending both the Fire Department and Police Department to the complex to investigate the reason for the alarm.

Upon hearing a fire alarm sounding the residents of the building from which the alarm is coming shall immediately evacuate the building. A common area, preferably the community building/recreation area, shall be designated by the WHA as the gathering point for all residents evacuating from a building or buildings. Residents shall exit their apartment through the front door if possible. (If this is not possible, exit any safe way you can)

Tenants and management for the WHA shall not silence or reset an alarm until the arrival of the Fire Department. Fire Department personnel shall perform the silence or reset procedures or instruct the WHA representative to do so. (This is required so the Fire Department personnel will be able to find the cause of the alarm and to assure that residents do not re-enter the building until it is conformed to be clear of any danger.)

All facilities/buildings shall hold a fire drill at least twice a year and shall document the time and date of such drills. A copy of this record shall be sent to the Watertown Fire Marshal's office on an annual basis.

Every occupant of this complex should be given a written copy of the fire emergency evacuation plan. Also, a complete explanation of the plan to each occupant must be accomplished by the WHA. Additionally, signs explaining basic procedures should be posted near the front doors of each apartment. Occupants of each apartment should be reminded not to block EXITS within or outside their apartments.

FIRE EVACUATION PLAN

Truman Terrace

Upon hearing a fire alarm sounding, the residents of the "A" building from which the alarm is coming shall immediately evacuate the building. A common area, preferably near the dumpster around the parking lot circle, shall be designated by the WHA as the gathering point for all residents evacuating from a building or buildings. Residents shall exit their apartment through the front door if possible. (If this is not possible, exit any safe way you can).

The residents of the "B" building from which the alarm is coming shall immediately evacuate the building. A common area, preferably at the end of the sidewalk near the clothesline, shall be designated by the WHA as the gathering point for all residents evacuating from a building or buildings.

The residents of the "C" building from which the alarm is coming shall immediately evacuate the building. A common area, preferably the community room and/or around the circle in parking area next to the community room, shall be designated by the WHA as the gathering point for all residents evacuating from a building or buildings.

Tenants and management for the WHA shall not silence or reset an alarm until the arrival of the Fire Department. Fire Department personnel shall perform the silence or reset procedures or instruct the WHA representative to do so. (This is required so the Fire Department personnel will be able to find the cause of the alarm and to assure that residents do not re-enter the building until it is conformed to be clear of any danger.)

All facilities/buildings shall hold a fire drill at least twice a year and shall document the time and date of such drills. A copy of this record shall be sent to the Watertown Fire Marshal's office on an annual basis.

Every occupant of this complex should be given a written copy of the fire emergency evacuation plan. Also, a complete explanation of the plan to each occupant must be accomplished by the WHA. Additionally, signs explaining basic procedures should be posted near the front doors of each apartment. Occupants of each apartment should be reminded not to block EXITS within or outside their apartments.