



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

July 12, 2023





# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

**Regular Meeting Wednesday, July 12th 2023  
Buckingham Terrace, 6:00 P.M.**

## Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
  - a. Regular Meeting Truman Terrace, May 10th
4. Approval of bills paid for
  - a. June 2023
  - b. July 2023
5. Property Manager's Report
  - a. Available Apartments
  - b. Work Orders
6. New Business
7. Old Business
  - a. Truman Terrace Window Update
  - b. Banking Activity
8. Resident Commissioner Report
9. Public Participation
10. Adjournment

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

**Regular Meeting Wednesday, April 12, 2023  
Buckingham Terrace, 6:00 P.M.**

**MINUTES**

A regular meeting was held by the Housing Authority on Wednesday, April 12, 2023 at Buckingham Terrace – 6:00 P.M.

Vice Chair Dan DiVito called the meeting to order at 6:00 p.m.

1. Roll Call

Members Present: Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ – Commissioner  
Carmine Verno – Commissioner

Absent: Janelle Wilk – Chairwoman

Others Present: Lori Finke, Property Manager

2. Chairwoman's Report – none.

3. Approval of Minutes

- a. Regular Meeting Country Ridge, March 8, 2023
- b. Special Meeting via Zoom, March 16, 2023

A motion was made by Denise Russ, and seconded by Carmine Verno to accept the Regular meeting minutes of March 8, 2023 and the Special meeting minutes of March 16, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for

- a. April 2023

Discussion: none.

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the bills for April 2023.

By voice vote the motion was passed unanimously

5. New Business- none.

6. Property Manager's Report

Lori Finke reported:

- a. Available Apartments (listings in packets)  
Buckingham Terrace 2 apartments have been painted and currently have carpeting. Next week the carpeting will be removed and new flooring will be installed. The third apartment will be painted tomorrow.

Truman Terrace, I have met with 3 people and they have declined due to the apartments being too small and having stairs.

C6 we are not going to touch (further update below)

- b. Workorder Update – 3/13/23 through 4/28/23 totaling 42 work orders with 9 open.

7. Old Business

- a. Truman Terrace Update – Lori Finke met with representatives from AHova last week regarding C6 with the trim taken down and they are in the process of measuring. The windows have been ordered for that one apartment for right now. In two weeks, they are going to come and install the new windows to get all the bugs out. Once that is all set it is about a 4 to 5 week wait time on the windows. Hopefully they will all be in stock and starting to install by the end May. They are planning on doing one apartment a day. Lori will do a graph with a schedule and give the tenants notice of when their day will be.

Dan DiVito noted before they put the trim in place, I would like them to sign off that it is fully insulated for all the windows.

Sharon Pratt asked about the timeline for letting tenants know due to the issue with the air conditioners. Some of the people paid for carpenters to install their air conditioners and to pull them out themselves is going to be an issue.

Lori Finke answered I will draw up a schedule, I will go around and mark the spreadsheet to show the apartments that do have air conditioners. We will work with everyone and we will work as organized as possible.

Sharon Pratt asked the people who cannot use the existing air conditioners what are they supposed to do with them, how are they supposed to handle it.

Lori Finke noted if I can get a dumpster from Albert Brothers strictly for the air conditioners and they could be stacked in that.

Lori Finke showed the 4 requests for the containers talked about earlier for outside storage for items such as shovels, whatever they need to store.

A motion was made by Carmine Verno and seconded by Denise Russ to approve the 4 requests.

By voice vote the motion passed

Sharon Pratt noted the locations where the containers will be placed are not obstructive.

Lori Finke took a variance request today for Country Ridge, Unit 21 requesting to do the cutout for the tub due to medical issues and for her safety.

A motion was made by Denise Russ and seconded by Carmine Verno to approve.

By voice vote the motion pass

Dan DiVito asked got an update with the Country Ridge Roof?

Lori Finke answered Diamond Ridge was suppose to call back and they did not, she will call them again.

Dan DiVito asked for an update for the Housing Authority monies.

Lori Finke answered Russ is in Florida and will get back to the commission next week.

8. Resident Commissioner Report

Sharon Pratt reported:

1. I met with some tenants at Truman and one of the issues they had and I have talked to Lori about it, the appliances that are not working are stored around the garage and asked if they could be removed.

Lori Finke answered Property Worxs has a new box truck with a ramp she will see if it could be loaded and brought down to Albert Brothers.

2. The removal of a loose branch due to safety in case of a wind storm.

9. Public Participation

Tom St. Onge, Buckingham Terrace, Unit B2 spoke.

10. Adjournment

A motion was made by Denise Russ and seconded by Carmine Verno to adjourn meeting at 6:17 p.m.

By voice vote the motion was passed unanimously

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Dan DeVito  
Watertown Housing Authority



# WHA PAYABLES

7/10/2023  
3:20 PM

Watertown Housing Authority  
Accounts Payable  
July 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	06/24/2023	123007 062423	Ace Hardware of Watertown	Statement ending 06/24/23	All	197.22
Bill	06/13/2023	TT2023	AHOVA Home Improvement LLC	TT window replacement project	Truman Terrace	46,706.75
Bill	06/23/2023	TT2023	AHOVA Home Improvement LLC	TT window replacement project	Truman Terrace	111,881.50
Bill	06/21/2023	064085	Alarm Masters Inc	CR - Annual fire alarm inspection	Country Ridge	875.00
Bill	06/22/2023	064086	Alarm Masters Inc	BT - Annual fire alarm inspection	Buckingham Terrace	875.00
Bill	05/31/2023	36349	AllStar Appliance Inc	CR 23 - cleared drain and buildup in fridge	Country Ridge	149.00
Bill	05/12/2023	36376	AllStar Appliance Inc	BT C-8 replaced stove burner	Buckingham Terrace	254.00
Bill	06/26/2023	36430	AllStar Appliance Inc	BT comm room - install 12,000 BTU wall unit	Buckingham Terrace	788.00
Bill	06/27/2023	36432	AllStar Appliance Inc	TT 12 cu ft refrig	Truman Terrace	704.00
Bill	06/20/2023	36404	AllStar Appliance Inc	CR 23 14 cu ft refrig	Country Ridge	854.00
Bill	06/30/2023	i137986	American Rooter LLC	CR - snake tub drain	Country Ridge	238.50
Bill	07/01/2023	519029	Complete LLC	monthly contracted services	All	6,750.00
Bill	06/15/2023	092828	Dumouchel Paper	supplies	All	113.38
Bill	04/01/2023	230301496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.50
Bill	04/03/2023	230401496101	Edwards Answering Service Enterprises Inc	monthly service	All	35.08
Bill	05/01/2023	230501496101	Edwards Answering Service Enterprises Inc	monthly service	All	35.08
Bill	06/01/2023	230601496101	Edwards Answering Service Enterprises Inc	monthly service	All	35.08
Bill	07/01/2023	230701496101	Edwards Answering Service Enterprises Inc	monthly service	All	35.08
Bill	06/14/2023	5132 666 4075	Eversource	Service 05/27/23-06/14/23	Country Ridge	24.03
Bill	06/21/2023	5106 556 4007	Eversource	Service 05/24/23-06/20/23	Truman Terrace	-15.16
Bill	06/26/2023	5113 818 3082	Eversource	Service 05/25/23-06/26/23	Truman Terrace	317.45
Bill	06/26/2023	5116 636 4083	Eversource	Service 05/25/23-06/26/23	Buckingham Terrace	40.52
Bill	06/26/2023	5125 298 3036	Eversource	Service 05/25/23-06/26/23	Buckingham Terrace	511.23
Bill	06/26/2023	5127 946 4093	Eversource	Service 05/25/23-06/26/23	Buckingham Terrace	37.28
Bill	06/26/2023	5135 689 3081	Eversource	Service 05/25/23-06/26/23	Country Ridge	547.88
Bill	06/26/2023	5141 028 3030	Eversource	Service 05/25/23-06/26/23	Truman Terrace	42.91
Bill	06/26/2023	5141 089 3093	Eversource	Service 05/25/23-06/26/23	Country ridge	26.80
Bill	06/26/2023	5144 889 3081	Eversource	Service 05/25/23-06/26/23	Country ridge	22.72
Bill	06/26/2023	5147 056 4014	Eversource	Service 05/25/23-06/26/23	Country ridge	39.60
Bill	06/26/2023	5152 818 3080	Eversource	Service 05/25/23-06/26/23	Truman Terrace	91.30
Bill	06/26/2023	5154 346 4002	Eversource	Service 05/25/23-06/26/23	Truman Terrace	38.91
Bill	06/26/2023	5154 889 3080	Eversource	Service 05/25/23-06/26/23	Country ridge	22.20
Bill	06/26/2023	5155 789 3047	Eversource	Service 05/25/23-06/26/23	Country ridge	39.06
Bill	06/26/2023	5160 546 4056	Eversource	Service 05/25/23-06/26/23	Truman Terrace	31.80
Bill	06/26/2023	5160 799 3003	Eversource	Service 05/25/23-06/26/23	Country ridge	30.77
Bill	06/26/2023	5161 089 3091	Eversource	Service 05/25/23-06/26/23	Country ridge	24.60
Bill	06/26/2023	5175 889 3077	Eversource	Service 05/25/23-06/26/23	Country ridge	34.25
Bill	06/26/2023	5179 136 4060	Eversource	Service 05/25/23-06/26/23	Buckingham Terrace	51.80
Bill	06/26/2023	5181 389 3054	Eversource	Service 05/25/23-06/26/23	Country ridge	34.51
Bill	06/26/2023	5182 936 4033	Eversource	Service 05/25/23-06/26/23	Truman Terrace	37.61



7/10/2023  
3:20 PM

Watertown Housing Authority  
Accounts Payable  
July 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	06/26/2023	5190 799 3000	Eversource	Service 05/25/23-06/26/23	Country ridge	27.29
Bill	06/26/2023	5191 018 3029	Eversource	Service 05/25/23-06/26/23	Truman Terrace	78.77
Bill	06/26/2023	5129 979 3026	Eversource	Service 05/25/23-06/26/23	Country ridge	23.80
Bill	06/26/2023	5131 089 3094	Eversource	Service 05/25/23-06/26/23	Country ridge	25.41
Bill	06/23/2023	6035 3220 0591 6832	Home Depot	monthly charges	All	392.03
Bill	07/01/2023	HG00120931	Housing Authority Risk Retention Group	07/01/2023 - 07/01/2024 Comm Liab	All	8,925.00
Bill	07/01/2023	HP00120686	Housing Insurance Services, Inc.	07/01/23 - 07/01/2024 Comm Prop & Terrorism	All	19,488.00
Bill	07/01/2023	07 2023	Janice Connor	July 2023 - supplies	All	300.00
Bill	07/05/2023	Picnic food	LaBonne's Market	Picnic food	All	1,469.27
Bill	06/13/2023	251829	Millette Pest Control LLC	TT treatment for ants, bees 7 wasps nests	Truman Terrace	525.00
Bill	06/13/2023	07881-138731-01-1	Optimum BT	Service 06/15-07/14/23	Buckingham Terrace	214.45
Bill	06/13/2023	07881-134130-01-9	Optimum CR	Service 06/15-07/14/23	Country Ridge	253.51
Bill	06/13/2023	07881-138730-01-3	Optimum TT	Service 06/15-07/14/23	Truman Terrace	224.45
Bill	07/05/2023	Reimb petty cash	Petty Cash	Reimburse petty cash	All	195.00
Bill	06/01/2023	7942	Pilicy & Ryan, PC	new KAPA for nuisance & material non complian	All	305.00
Bill	06/23/2023	261950	Plymouth Glass	BT D-4 installed clear annealed inuslated unit	Buckingham Terrace	413.40
Bill	07/01/2023		Propertyworx LLC	Jul 2023 management services	All	6,930.00
Bill	06/21/2023	24885	Ray Palmer Plumbing & Heating, Inc.	BT B-3 replace water heater	Buckingham Terrace	984.21
Bill	05/31/2023	24886	Ray Palmer Plumbing & Heating, Inc.	CR 13 replace tub spout	Country Ridge	104.25
Bill	06/29/2023	6035 5178 1216 6394	Staples Credit Plan	monthly charges	All	172.84
Bill	06/08/2023	164683390	Uline	speedbumps	Buckingham Terrace & Country Ridge	2,199.47
Bill	06/21/2023	165104852	Uline	speedbumps	Buckingham Terrace & Country Ridge	218.05
Credit	06/08/2023	CM165419147	Uline	speedbumps	Buckingham Terrace & Country Ridge	-180.00
Bill	07/01/2023	0602981979 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	07/01/2023	0602981980 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	07/01/2023	0602981978 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85
Bill	06/26/2023	1020740 0523	Watertown Fire District	TT Service 05/15 - 06/15/2023	Truman Terrace	316.70
Bill	07/01/2023	108420	Woker's Compensation Trust	Worker's comp-installment paym ent	All	129.00
Bill	06/27/2023	3324	Worxshop LLC	May 2023 - Maintenance & Repairs BT	Buckingham Terrace	1,806.75
Bill	06/27/2023	3325	Worxshop LLC	May 2023 - Maintenance & Repairs CR	Country Ridge	1,670.63
Bill	06/27/2023	3326	Worxshop LLC	May 2023 - Maintenance & Repairs TT	Truman Terrace	804.38
Bill	06/29/2023	3339	Worxshop LLC	CR cement hole patches	Country Ridge	19.13

221,990.34



# Property Manager Update

## Open Apartments as of July 10, 2023

Complex	Unit #	Condition / Necessary Work	Comment
<b>Country Ridge</b>			
Full			
<b>Buckingham Terr.</b>			
3 Open 2 Available			
	A-6	Currently unrentable	
	B-7		Showing 6/12/23 - First decline
	D-4		Showing
<b>Truman Terrace</b>			
3 Available			
	C-6	Showing - using for window storage	
	B-7	Showing - using for window storage	One decline so far. Cannot have concrete under the flooring.
	B-4	Showing - using for window storage	One decline in May, person wasn't ready to down size.
<b>New Tenants since 11/1/2020</b>			
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
	40	Arnold Torretta	3/1/2023
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
	A-2	Josephine Brantmeyer	11/1/2022
	A-3	Kevin Kiefer	6/1/2023
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-12	Janice Gentil	11/1/2022
	A-3	Patricia Nielson	3/1/2023
	B-1	Janine Kiefer	5/1/2023
	A-8	Samuel McCleary	5/15/2023
<b>Transfers</b>			
Buckingham Terr.	A-6 - A1	Marza Noss	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
Buckingham Terr.	A- 6 - B-2	Tom St. Onge	12/15/2022
Truman Terr	B-7 - C-9	Karen Searles	1/4/2023
Truman Terr	C-16- B4	Richard Gaynor	7/1/2023



# New Business



# Old Business



## 27 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
06/13/23	1350	Complete	Tt C-3 Bring new refrigerator	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769		06/14/23	06/13/23
06/14/23	1354	Complete	CR 5 Kitchen light is out	NONE	Lori Finke	David Reda, Unit 5, 860-274-4429		06/20/23	06/14/23
06/14/23	1352	Complete	BT C-4 needs a light bulb for the triple wall mount	NONE	Lori Finke	Domenic Petro, Unit C-4, 959-209-4297		06/20/23	06/13/23
06/19/23	1356	Complete	TT A-8 Slow drains	NONE	Lori Finke	Samuel McCleary, Unit A-8, 203-757-0567		06/22/23	06/16/23
06/19/23	1355	Complete	CR 13 Light in the kitchen needs a bulb	NONE	Lori Finke	Deborah Manley, Unit 13, 959-209-4322		06/22/23	06/14/23
06/19/23	1351	Complete	BT E-1 Outside light at front door	NONE	Lori Finke	Gloria Bradshaw, Unit E-1, 860-945-3097		06/20/23	06/13/23
06/19/23	1353	Complete	BT C-Building Fire panel room	NONE	Lori Finke	Watertown Housing Authority - Buckingham Terrace		06/20/23	06/13/23
06/20/23	1359	Complete	TT C-9 Rehang curtain hooks	NONE	Lori Finke	Karen Searles; Unit C-9; 203-525-1947		06/22/23	06/20/23
06/20/23	1358	Complete	BT E-7 Floor issue under the toilet	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804		06/22/23	06/19/23
06/22/23	1360	Complete	TT C-16 Toilet issues and bathroom light out	NONE	Lori Finke	Richard Gaynor, Unit C-16, 860-417-2227		06/28/23	06/22/23
06/23/23	1361	Complete	CR 2 Bathroom light bulbs over sink	NONE	Lori Finke	Shirley Belinski, Unit 2, 860-274-1952 (cell: 860-417-7526)		06/28/23	06/22/23
06/26/23	1362	Complete	CR 33 Bathroom light needs replacing	NONE	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028		06/28/23	06/26/23
06/26/23	1363	Complete	CR 36 Please replace the light bulb over kitchen sink	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177		06/28/23	06/26/23
06/26/23	1364	Complete	CR 9 Toilet is leaking	NONE	Lori Finke	Mary Stack, Unit 9, 860-274-0387		06/29/23	06/26/23
06/27/23	1365	Complete	BT D-6 Bulb needs to be replaced at the back door	NONE	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356		06/28/23	06/26/23
06/27/23	1366	Complete	TT C-1 pull refrigerator away from the wall a few inches	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063		07/05/23	06/26/23
06/29/23	1367	Complete	BT D-5 Install new 10 year smoke detector	NONE	Lori Finke	Elio Ciarlo, Unit D-5, 203-598-9941		07/06/23	06/28/23
07/06/23	1370	Complete	TT B-12 Front door sticking	NONE	Lori Finke	Janice Gentil; Unit B-12; 475-377-1480		07/06/23	07/06/23
			TT B-11 Toilet			Frank Brickett, B-			

07/06/23	1371	Complete	seat is loose	NONE	Lori Finke	11, 860-483-1154	07/06/23	07/06/23
07/06/23	1372	Open	CR28Two faceplates are broken	NONE	Lori Finke	JudyThibeau, Unit 28, 860-483-1976	07/06/23	07/06/23
07/06/23	1369	Complete	TT Community Center- Power Wash	NONE	Lori Finke	Watertown Housing Authority -Truman Terrace	06/30/23	06/29/23
07/10/23	1374	Open	TT B-9 Install smaller towel rack	NONE	Lori Finke	Samuel Orsini, Unit B-9, 203-578-6976	07/07/23	07/07/23
07/10/23	1375	Open	CR2Wasp nest on gutter to the right of door	NONE	Lori Finke	Shirley Belinski, Unit 2, 860-274-1952 (cell: 860-417-7526)	07/07/23	07/07/23
07/10/23	1376	Open	TT C-9 Bulb in bathroom- ceiling	NONE	Lori Finke	Karen Searles; Unit C-9; 203-525-1947	07/07/23	07/07/23
07/10/23	1373	Open	CR24Remove kitchen light fixture	NONE	Lori Finke	Michele Desrosiers, Unit 24, 860-274-9934	07/06/23	07/06/23
07/11/23	1377	Open	TT B-8 Kitchen light needs bulb/ broken towel rack	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882	07/10/23	07/10/23
08/07/23	1357	Open	Truman Terrace- window project	NONE	Lori Finke	Watertown Housing Authority -Truman Terrace	06/16/23	06/16/23