



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

April 10, 2024





Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Wednesday, April 10, 2024

Regular Meeting - Buckingham Terrace, 6:00 PM

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting Country Ridge March 13, 2024
 - b. Special Meeting via Zoom, March 14, 2024
4. Approval of bills paid in April 2024
5. Property Manager's Report
 - a. Available Apartments
 - b. Work Orders
6. New Business
 - a. Discussion on Unit Transfer Policy
7. Resident Commissioner Report
8. Public Participation
9. Executive Session
 - a. Discussion about RSC position
10. Regular Session
 - a. Possible discussion and vote on solution for RSC position.
11. Adjournment

**Regular Meeting Wednesday, March 13, 2024
Country Ridge, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, March 13, 2024, at Country Ridge – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:05 p.m.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
 Dan DiVito – Vice Chairman
 Sharon Pratt – Resident Commissioner
 Denise Russ – Commissioner

Absent:

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

2. Chairwoman’s Report

Chairwoman Janelle Wilk reported: “Happy Early St. Patrick’s Day”. I have been saying for a while we will be getting a commissioner, and his name is Pete; unfortunately, his indorsement did not make it to the Town Council in time to be sworn in as a WHA commissioner. I have double checked, and it will definitely be done at Town Council next week. In the meantime, he is very eager so he decided to come but cannot sit with us right now as he hasn’t been sworn in yet, but he is our new commissioner.

3. Approval of Minutes

a. Regular Meeting, February 14, 2024

A motion was made by Dan DiVito and seconded by Densie Russ to approve the Regular meeting minutes of February 14, 2024.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid in March 2024

A question was asked about the \$700.00 for office supplies, if it is in another line item?

Lori Finke, Property Manager answered it was under office supplies because we do not have the RSC yet. She would normally get \$300.00 and the \$400.00 for cameras and it was put under office supplies.

Russ Antonacci, Manager added we should reclassify the cameras with the office supplies under security.

Discussion with the commission on having a credit card for the Housing Authority.

A motion was made by Dan DiVito and seconded by Sharon Pratt to accept the bills for March 2024.

By voice vote the motion was passed unanimously

5. Property Manager's Report

Lori Finke, Property Manager reported:

- a. Update on Buckingham Windows – the job is 100% complete.
- b. Available apartments – We did have eight, two and a half months ago. We are down to four open right now, two at Country Ridge, Buckingham Ridge is full and two at Truman Terrace. I may hear by next week if we have a new resident for Truman Terrace.
- c. Update on recertifications - Out of 116, I have 89 of them done.

Discussion on the walk-in showers and prices.

Questions were asked about the cameras, who can have access to them and do we have cameras in the community room.

More discussion about steps in getting a credit card for the Housing Authority.

Russ Antonacci, Manager gave an update in regard to the architect providing a capital needs assessment for Country Ridge. It came to a dollar amount of over 3 million dollars. There is The Small Cities Community Block Grant provided by HUD to capture this money. With the funds we will do the roofs, replace all the sidewalks, and a number of other projects are available. We need the Town of Watertown to participate, I have drafted a Request for Proposal for grant writers in Connecticut. I have drafted an advertisement for the Town when they

solicit the proposals with these grant writers. I have provided all this information to the Town Manager's Office with steps. Hopefully that will start next week, once that takes place the grant consultant will assist us with the application.

6. Resident Commissioner Report

Sharon Pratt reported:

1. I went down to Buckingham Terrace last week and there was a Q&A session. I tried to answer everyone's question.
2. She has been making calls with RSC's stuff and directing people.

Denise Russ spoke in regard to SNAP due to personal information. There is access for help in Town with Laura at the Senior Center and the Social Service Office. Appointments can be made with the senior bus.

7. Public Participation

Joyce DeMarest CR 18 spoke
Debra Manley CR 13 spoke
Susan DuBay CR 29 spoke
Joy Goldfarb BT C-8 spoke
Sharon Pratt TT C-3 spoke
Phyllis West BT B-7 spoke

It was noted there will be clarity at the next meeting on the election process and the votes.

It was also noted that when the thaw has come with the weather, there will be a walk through will all three communities looking at the roads and trees.

Lori Finke, Property Manager said the reason we took the tree down was due to people slipping on the sidewalk.

Discussion on single- and double-unit placement and the waiting list.

8. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt to adjourn meeting at 6:52 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority

WATERTOWN HOUSING AUTHORITY
Minutes
Special Meeting Thursday, March 14, 2024
Via Zoom Meeting – 11:00 A.M.

A special zoom meeting was held by the Housing Authority on Thursday March 14, 2024 at – 11:00 A.M.

Meeting was called to order by Janelle Wilk at 11:01 A.M.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
 Dan DiVito – Vice Chairman
 Sharon Pratt – Resident Commissioner

Absent: Denise Russ – Commissioner

Others Present: Russell Antonacci - Manager
 Lori Finke, Property Manager
 Sam Orsini, Resident
 Susan Dubay, Resident
 Phyllis West, Resident

2. Executive Session:

Janelle Wilk, I move that the board go into Executive Session for the purpose of a discussion and interview with a potential candidate for our open Resident Service Coordinator position the executive session will be Dan DiVito, Sharon Pratt, Russ Antonacci, Lori Finke, Sam Orsini, Sue Dubay, Phyllis West, Keysha Wade, and myself Janelle Wilk.

*At this time, we are now in Executive Session and will return to regular session once we are done for possible discussion and vote on selecting a candidate for RSC position and to adjourn the meeting.

Went into Executive Session at 11:01 A.M.
Time out – 11:50 A.M

3. Regular Session

Time – 11:50 A.M.
Time out – 11:52 A.M.

Dan DiVito made the motion to hire the interviewed candidate, Keysha Wade, a start date to be determined with a 90 day trial period . The RSC schedule will be three days a week. Tuesday, Wednesday, and Thursday 8:00 am – 4:00 pm.

Sharon seconded the motion

All in favor: Aye

Time – 11:50 A.M.
Time out – 11:52 A.M.

4. Adjournment

A motion was made by Dan DiVito, and seconded by Sharon Pratt to adjourn meeting at 11:52 A.M.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman
Watertown Housing Authority



WHA PAYABLES

4/8/2024
2:46 PM

Watertown Housing Authority
Accounts Payable
April
2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	03/03/2024	TT 0303	3J's Painting LLC	TT B7, B8, C6, C7 repair & paint	Truman Terrace	350.00
Bill	03/24/2024	123007 032424	Ace Hardware of Watertown	monthly charges	Buckingham Terrace & Country Ridge	150.02
Bill	01/01/2024	064495	Alarm Masters Inc	BT and TT - Fire alarm monitoring	Buckingham & Truman Terrace	1,320.00
Bill	03/08/2024	064858	Alarm Masters Inc	TT C-4 service call	Truman Terrace	103.00
Bill	03/07/2024	37393	AllStar Appliance Inc	BT B7 new burners	Buckingham Terrace	280.00
Bill	03/07/2024	37401	AllStar Appliance Inc	12 cu ft refrig	Buckingham Terrace	799.00
Bill	03/21/2024	37465	AllStar Appliance Inc	CR & TT - refrig and stove	Country Ridge & Truman Terrace	1,468.00
Bill	03/01/2024	240301496101	Edwards Answering Service Enterprises Inc	Mar monthly service	All	33.08
Bill	04/01/2024	240401496101	Edwards Answering Service Enterprises Inc	Apr monthly service	All	33.08
Bill	03/04/2024	5150 936 4022	Eversource	Service 01/25/24-02/26/24	Country Ridge	13.94
Bill	03/01/2024	5139 798 3032	Eversource	Service 02/01/24-03/01/24	Truman Terrace	127.71
Bill	03/27/2024	5113 818 3082	Eversource	Service 02/25/24-03/26/24	Truman Terrace	729.08
Bill	03/27/2024	5114 726 4022	Eversource	Service 02/25/24-03/26/24	Truman Terrace	36.98
Bill	03/27/2024	5125 298 3036	Eversource	Service 02/25/24-03/26/24	Buckingham Terrace	707.07
Bill	03/27/2024	5129 979 3026	Eversource	Service 02/25/24-03/26/24	Country ridge	38.86
Bill	03/27/2024	5131 089 3094	Eversource	Service 02/25/24-03/26/24	Country ridge	37.96
Bill	03/27/2024	5135 689 3081	Eversource	Service 02/25/24-03/26/24	Country Ridge	539.79
Bill	03/27/2024	5141 028 3030	Eversource	Service 02/25/24-03/26/24	Truman Terrace	79.78
Bill	03/27/2024	5141 089 3093	Eversource	Service 02/25/24-03/26/24	Country ridge	49.85
Bill	03/27/2024	5144 889 3081	Eversource	Service 02/25/24-03/26/24	Country ridge	36.18
Bill	03/27/2024	5147 056 4014	Eversource	Service 02/25/24-03/26/24	Country ridge	57.15
Bill	03/27/2024	5152 818 3080	Eversource	Service 02/25/24-03/26/24	Truman Terrace	114.88
Bill	03/27/2024	5154 889 3080	Eversource	Service 02/25/24-03/26/24	Country ridge	34.41
Bill	03/27/2024	5155 789 3047	Eversource	Service 02/25/24-03/26/24	Country ridge	59.80
Bill	03/27/2024	5160 799 3003	Eversource	Service 02/25/24-03/26/24	Country ridge	50.08
Bill	03/27/2024	5161 089 3091	Eversource	Service 02/25/24-03/26/24	Country ridge	35.01
Bill	03/27/2024	5164 136 4054	Eversource	Service 02/25/24-03/26/24	Buckingham Terrace	151.89
Bill	03/27/2024	5175 889 3077	Eversource	Service 02/25/24-03/26/24	Country ridge	55.38
Bill	03/27/2024	5179 146 4068	Eversource	Service 02/25/24-03/26/24	Country Ridge	14.61
Bill	03/27/2024	5181 389 3054	Eversource	Service 02/25/24-03/26/24	Country ridge	52.14
Bill	03/27/2024	5190 799 3000	Eversource	Service 02/25/24-03/26/24	Country ridge	55.67
Bill	03/27/2024	5191 018 3029	Eversource	Service 02/25/24-03/26/24	Truman Terrace	105.36
Bill	03/27/2024	5760 163 0056	Eversource - Gas	Service 02/26/24-03/26/24	Country Ridge	264.85
Bill	03/27/2024	5773 365 0071	Eversource - Gas	Service 03/07/24-03/26/24	Country Ridge	16.08
Bill	03/27/2024	5774 820 0037	Eversource - Gas	Service 02/26/24-03/26/24	Country Ridge	76.12
Bill	03/27/2024	5784 051 0028	Eversource - Gas	Service 02/26/24-03/26/24	Country Ridge	86.74
Bill	03/22/2024	104058	Fire Equipment Headquarters	Inspect & recharge extinguishers	All	108.80
Bill	03/12/2024	031324	Good Old Boys Tree Service, LLC	CR removal of trees, brush, stumps	Country Ridge	1,500.00
Bill	03/25/2024	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	Country Ridge & Truman Terrace	2,298.24
Bill	03/20/2024	23304	J & J Lock LLC	CR service call	Country Ridge	110.00
Bill	03/18/2024	031724	LaBonne's Market	St. Patricks day	Country Ridge	139.86
Bill	03/11/2024	07881-138731-01-1	Optimum BT	Service 03/15-04/14/24	Buckingham Terrace	246.22
Bill	03/11/2024	07881-134130-01-9	Optimum CR	Service 03/15-04/14/24	Country Ridge	296.22

4/8/2024
2:46 PM

Watertown Housing Authority
Accounts Payable
April
2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	03/11/2024	07881-138730-01-3	Optimum TT	Service 02/15-03/14/24	Truman Terrace	256.22
Bill	03/12/2024	INV-2205	Padgett Business Services	accounting services	All	390.00
Bill	03/26/2024	032524	Petty Cash	office supplies, RSC supplies	Buckingham Terrace	28.49
Bill	03/26/2024	032524	Petty Cash	office supplies, RSC supplies, security	Country Ridge	110.09
Bill	03/26/2024	032524	Petty Cash	office supplies, RSC supplies	Truman Terrace	161.42
Bill	03/06/2024	7767	PJ Electric, Inc.	BT B5- service call	Buckingham Terrace	624.98
Bill	03/13/2024	7787	PJ Electric, Inc.	BT B5- service call	Buckingham Terrace	739.07
Bill	03/11/2024	7777	PJ Electric, Inc.	BT Pole light 15	Buckingham Terrace	301.90
Bill	03/14/2024	4905	Propertyworx LLC	reimbursement for Amazon purchases	All	368.91
Bill	04/01/2024	4938	Propertyworx LLC	Apr 2024 management services	All	6,930.00
Bill	03/23/2024	18301	ProSource Pest Solutions LLC	service call	Country Ridge	451.99
Bill	03/26/2024	18345	ProSource Pest Solutions LLC	service call	Country Ridge	451.99
Bill	02/29/2024	16036	Quisenberry Arcari Malik LLC	CR - Architectural Services	Country Ridge	82.50
Bill	03/26/2024	25005	Ray Palmer Plumbing & Heating, Inc.	CR 5, 7, 10 service calls	Country Ridge	553.59
Bill	03/15/2024	25004	Ray Palmer Plumbing & Heating, Inc.	BT A-5 repair leak in bathroom	Buckingham Terrace	183.87
Bill	04/08/2024	040824	RSC - petty cash	funding for RSC activities	All	300.00
Bill	03/25/2024	60119143	Stewart & Stevenson Power Products	CR- Generator service call	Country Ridge	1,730.82
Bill	04/01/2024	0603074150 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	04/01/2024	0603074151 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	04/01/2024	0603074149 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85
Bill	03/25/2024	1020740 0324	Watertown Fire District	TT Service 02/15-03/15/24	Truman Terrace	307.88
Bill	03/11/2024	3793	Worxshop LLC	Feb 2024 - Maintenance & Repairs BT	Buckingham Terrace	1,677.50
Bill	03/11/2024	3794	Worxshop LLC	Feb 2024 - Maintenance & Repairs CR	Country Ridge	4,468.75
Bill	03/11/2024	3795	Worxshop LLC	Feb 2024 - Maintenance & Repairs TT	Truman Terrace	1,883.75
Bill	04/08/2024	3828	Worxshop LLC	Mar 2024 - Maintenance & Repairs BT	Buckingham Terrace	921.25
Bill	04/08/2024	3829	Worxshop LLC	Mar 2024 - Maintenance & Repairs CR	Country Ridge	5,266.25
Bill	04/08/2024	3830	Worxshop LLC	Mar 2024 - Maintenance & Repairs TT	Truman Terrace	1,608.75
						44,025.17



Property Manager Update

Open Apartments as of April 12, 2024

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
2			
	CR 4	Resident has moved to Convalescent home	Painting is completed and flooring is scheduled
	CR 20		In the process of updating the apartment.
Buckingham Terr.			
1	D-2	Will be open 4/15/24	
Truman Terrace			
1 Available			
	C-16		Showing
New Tenants since 11/1/2020			
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
	7	Edward & Lynn Marti	3/1/2024
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

	B-7	Phyllis West	9/15/2023
	D4	Tanya Johnson	11/1/2023
	A-6	Mark Docchio	1/1/2024
	A-7	Elsa Williams	1/1/2024
	C-7	Menuhkisqua Benedict	3/1/2024
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-7	Jeffery Grenier	9/1/2023
	C-6	Nancy Woodward	10/15/2023
	B-5	Anthony Raimo	1/1/2023
Transfers			
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
Buckingham Terr.	BT D2 - TT C7	Mark Rayel	4/15/2024

20 Work Orders

DUE	WO#	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	1663	Complete	BF B-3 Needs a new larger burner	NONE	Lori Finke	Janet Ayotte, Unit B-3, B60-503-9069(ENTER ANYTIME)		03/18/24	03/13/24
	1680	Complete	BF B7 Screw at the bottom of the refrigerator doorfell off.	NONE	Lori Finke	Phyllis West Unit B-7, 203-910-5637		04/09/24	04/05/24
	1676	Complete	BTD-5Add handicap handle at the back door-outside	NONE	Lori Finke	Elio Ciarlo, Unit D-5, 203-598-9941		04/02/24	04/01/24
	1664	Complete	CR3 Replace shower head with supplied	NONE	Lori Finke	Sophie Calo, Unit 3, 203-725-6490		03/18/24	03/13/24
	1673	Complete	CR 1 please check door. Doesn't seem to be closing properly.	NONE	Lori Finke	Marian Kalpin, Unit 1, 203-525-0777		03/28/24	03/27/24
	1674	Complete	CR 13 Leak in the kitchen area during storm.	NONE	Lori Finke	Deborah Manley, Unit 13, 959-209-4322		04/09/24	03/27/24
	1681	Complete	CR 16 Hole for mouse to block, leaking faucet	NONE	Lori Finke	Lorraine Wilson, Unit 16, 860-274-1445		04/09/24	04/08/24
	1668	Open	CR 20 Upgrade apartment for new resident	NONE		Carol Lavoie, Unit 20, 860-945-0500		03/19/24	03/19/24
	1672	Complete	CR24Please replace the chain on the toilet.	NONE	Lori Finke	Michele Desrosiers, Unit 24, 860-274-9934		03/27/24	03/26/24
	1679	Open	CR33 Please install a new shower head and fix front storm door.	NONE	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028		04/05/24	04/05/24
	1670	Complete	CR 36 Kitchen sink is not draining properly.	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177		03/26/24	03/25/24
	1667	Complete	CR40 Umbrella clothes line is starting to fall	NONE	Lori Finke	-Arnold Torrella, Unit 40, 203-217-8453		03/19/24	03/18/24
	1677	Complete	General wo to check recording on cameras	NONE	Lori Finke			04/02/24	04/01/24
	1682	Complete	TT C-3 Kitchen light-bulb replacement needed	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769		04/09/24	04/08/24
	1678	Complete	TTC-7Final cleaning for new tenant	NONE	Lori Finke	Sofie and Stephen Besse, Unit C-7, 860-945-3098		04/09/24	04/02/24
	1675	Complete	TT D Few repairs needed.	NONE	Lori Finke	Mark] Rayel, D-2, 203-578-6881		04/02/24	04/01/24
	1671	Complete	TT Office. Please set up the printer with the computer.	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace		03/26/24	03/25/24
			TT and BF Hang			Watertown			

1669	Complete	and start up cameras	NONE	Lori Finke	Housing Authority - Buckingham Terrace	03/19/24	03/19/24
03/13/24 1665	Complete	BT D-5 Stopper i th bathroom smk,sn't working	NONE	Lori Finke	Elio Ciarlo, Unit D-5, 203-598-9941	03/28/24	03/13/24
03/18/24 1666	Complete	CR 10 Toilet is running and the exhaust fan in bathroom not working	NONE	Lori Finke	Domenic Sqillace, Unit 10, 203-558-7109	03/19/24	03/15/24



New Business