



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
August 11, 2021
Regular Meeting





WHA Meeting Minutes

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, July 14, 2021
VIA Zoom Meeting – 7:00 P.M.

1. Roll Call.

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

Other Present: Russell Antonacci – Manager
Lori Finke – Property Manager

2. Chairwoman's Report – Acting Executive Director

Chair Janelle Wilk: I hope everyone had a great fourth of July. I hope everybody and mother nature will be kind to us for our picnic. From 11:30 to 1:30 we will have some hotdogs, hamburgers and chicken and I hope we have a great time. I just want to reiterate if anyone has any questions or concerns and wants to reach out to any of the commissioners, we all have email addresses, it is located on our website. Please understand that we are all volunteers and we do care but you would have to give us a couple of days or up to a week because we do not check it all the time. If it is something that is urgent it needs to be taken care, Lori Finke is in the office all the time and you can call or stop by the office. If you have question or concerns or want to say hi to us, please feel free to email anyone of us. Again, please understand we are all working and we are volunteers it will take a couple of days up to a week to respond back to you.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – June 9, 2021

A motion was made Denise Russ, and seconded by Dan DiVito to approve the minutes for the Regular Meeting for June 9, 2021.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. July 2021

A motion was made Dan DiVito, and seconded by Denise Russ to approve bills for July 2021.

By voice vote the motion was passed unanimously

5. Property Manager's Report

Russell Antonacci, Manager reported:

- a. ACH/Direct Debit of Rent becoming available. – It is a convenience for residents, instead of writing out a check. We are working with Thomaston Bank, if the unit owner supplies us with their bank account number, a routing number and signs the agreement we have drafted, it will allow us to automatically debit their rents on a monthly basis. It is an optional offer; the residents do not have to participate into it. I would like to present this to the communities with a September 1st start date.

A motion was made Carmine Verno, and seconded by Sharon Pratt to approve ACH/Direct Debit 2021.

By voice vote the motion was passed unanimously

- b. Financial Audit – New Auditor proposed – David Cappelletti with Clermont & Associates, LLC, Previous auditor – Jason Geel with Maletta & Company, CPAs.

Russell Antonacci, Manager reported: The Housing Authority has an audit every two years and is up for another audit in 2021 which was due last month. We got an extension from CHAFA, they understand the transition that is taking place. The former auditor never reached out and contacted us, I have not spoken to him, there has been no effort to contact me. I was contacted by an auditor who was made aware, I had not worked with before they have great referrals and great recommendations. They manage many Housing Authorities in the State of Connecticut and asked if they could do the 2021 audit. I have met with him they are reputable and eager to go. If approval is given, they would have our audit completed on or before the day the extension will expire which is July 31st. The former auditor gave a verbal estimate of \$7,500 and the \$7,500 is the same price the Clermont Associates can do it. It is a professional service we do not need to bid it out.

A motion was made Denise Russ, and seconded by Carmine Verno to hire Clermont & Associates LLC as the auditors for 2021.

By voice vote the motion was passed unanimously

- c. Community Interior/Exterior Inspections – Reserve & Budget Planning

Russell Antonacci, Manager: It is a progress report showing the efforts being taken doing the assessments for the properties with interior and exterior inspections. Once we have the reports done, we would put a proposal together on how we envision moving forward with a budgetary standpoint for operations and capital reserves plan.

Lori Finke, Property Manager: I have reached out to contractors and I am working on getting pricing on a few of the different line items. As soon as I have that I will present that to the commission.

d. Vacancy Update

Lori Finke, Property Manager reported:

Truman Terrace – 7 open apartments with one being rented by August 1st.

Buckingham Terrace – Unit #A6 we are leaving alone right now.

Country Ridge – No vacancies. One will be open soon and will be ready to show.

Waiting List Update

Lori Finke, Property Manager reported:

There are 117 applications filled out and 62 have been returned and I am working off that list.

e. Variance Request Form

Lori Finke, Property Manager: In your packets we have put together a variance request. If someone wants to do a modification it is for the commission to know what their intentions are and to make sure it will be safe. I will need to distribute if it is approved from the commission.

Russell Antonacci, Manager: The idea of the variance request is we want to have a process where the tenants need to come through management and the commission before they do the modifications. It is a way of managing and controlling it to have a better understanding of what is going to take place so we are protected from an insurance and liability standpoint. The tenants will submit the variance request, the request will be in your report and a portion of the meeting will be dedicated to reviewing and discussing the variances, then you vote in favor of or deny. It is a great way to tract the history.

f. Maintenance

Lori Finke, Property Manager reported:

Updated Report from June 9th to July 13th with 59 workorders assigned and 8 still open.

- i. Possible Speed Bumps at Buckingham Terrace – concerns with speeding vehicles at all 3 sites. They would be removable so they will not get hit by the snowplows.

- ii. Possible purchase of storage containers for Truman Terrace – Truman Terrace is in need of storage containers in the common area for tenants to store their shovels and rakes.
- iii. Flagpole – Complete – the job was done nicely.
- iv. Country Ridge Patching – Complete – patching done in front of the dumpsters.

6. New Business

a. Discussion about upcoming projects

- i. Discussion about Truman Terrace window project
- ii. Discussion about new roof project at Country Ridge
- iii. Discussion about Buckingham Terrace window project.

Chair Janelle Wilk: In March of last year, projects were discussed and approved but due to COVID it was halted.

Vice Chair Dan DiVito: Supply availability is low with lead times long and prices are astronomical. Roof shingle colors are reduced focusing on the most popular colors.

Russell Antonacci, Manager: Once the assessment is done, I will have a proposal for all 3 communities with timelines and cost. At Country Ridge we do have a few roof leaks and it is something we can go in and patch, stop the leak and then we can move on. I think the roof at Country Ridge could probably wait another year it is not an emergency. The windows at Truman Terrace I know is a pre-approved project and is something that would affect our ability to move forward on any funding, if we could not use our own capital, we would like that.

A letter will be sent to all tenants at all three sites letting them know that the commission is working on the projects and it is delayed due to COVID.

Chair Janelle Wilk will contact the State Representatives for any thoughts on giving the commission some directions on funding.

b. Discussion and possible action to terminate contract with Scholar Painting.

Lori Finke, Property Manager: In November they were in the middle of the job and they thought the job was done. I went into the apartments and it was not done. Projects were scheduled and they were not showing up and this was a continuous pattern for months. They have not been here for a month and a half now. We have apartments coming up shortly that need to be painted.

Chair Janelle Wilk: This is a constant problem they do not show up, delaying other contractors work needing to be done. There were other concerning issues that were documented.

Lori Finke, Property Manager: There has been multiple complaints on every job.

A motion was made Carmine Verno, and seconded by Daniel DiVito to terminate the contract with Scholar Painting.

By voice vote the motion was passed unanimously

Chair Janelle Wilk: We will terminate the contract with Scholar Painting on July 14th.

- c. Discussion and possible action to award interior paint contract for all three sites to the next lowest bidder.

Chair Janelle Wilk: You have in your packet the next qualified bidder; it would be 3 J's Painting and they will hold the prices they bid on.

A motion was made Carmine Verno, and seconded by Sharon Pratt to award interior painting contract for all 3 sites to 3J's painting.

By voice vote the motion was passed unanimously

- d. Discussion and possible action to increase hours and hourly wage (per national minimum wage increase) for Pastor Estrada.

Chair Janelle Wilk: We had discussions to increase hours, by two extra hours on Tuesday and two extra hours on Wednesday with a total of 19 hours for the maintenance person.

Lori Finke, Property Manager: It would be great to have him for the apartments to try to get them open due to the maintenance person running with all the calls. It would be nice to have Pat for a few extra hours to get him started on cleaning.

Chair Janelle Wilk: The next part of it he will get an increase August 1st due to a Federal National Minimum Wage Increase. Pat right now makes \$12.50 for minimum wage he will get \$13.00 an hour starting August 1st. He would get 4 more hours from 15 to 19.

The consensus of the commission is that he does a good job, he works very hard, he is very reliable and has a great personality.

A motion was made Carmine Verno, and seconded by Sharon Pratt Pastor Estrada would get 4 more hours.

By voice vote the motion was passed unanimously

7. Old Business

a. Discussion on Community Buildings.

Chair Janelle Wilk: They are already open but right now with masks on.

The consensus of the commission there is no way of patrolling the wearing of masks and will have signs put up that say masks are optional if you are fully vaccinated.

Lori Finke, Property Manager: Will look at other signs put up by businesses for verbiage.

Chair Janelle Wilk: With the extra hours Pat can sanitize the community rooms.

Sharon Pratt asked about opening up the kitchens. The residents want the kitchens open. I think before we start stocking the refrigerator with food it needs a thorough cleaning and also the coffee pots.

Chair Janelle Wilk: If we sanitize the kitchens, cleaning everything up we can open up the kitchen with a start of August 1st.

Sharon Pratt: If we could put a sign up if you are handling food stating "Please put on gloves" and have boxes of gloves in the kitchen.

Chair Janelle Wilk: All 3 kitchens will have signs with restrictions for August 1st.

8. Executive Session

9. Regular Session

10. Adjournment

A motion was made Denise Russ, and seconded by Daniel DiVito to adjourn the meeting at 8:35 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority



WHA PAYABLES

Watertown Housing Authority Accounts Payable August 2021

Type	Date	Num	Name	Memo	Class	Amount
Bill	07/24/2021	123007	Ace Hardware of Watertown	Ant killer	All	22.97
Bill	06/10/2021	33609	AllStar Appliance Inc	CR #22 - refrigerator	Country Ridge	579.00
Bill	07/30/2021	#0202-3836	Blumenthal & Donahue Insurance LLC	Professional Liability Policy renewal	All	3,024.00
Bill	08/01/2021	51295	Complete LLC	August 2021 landscaping	All	5,916.00
Bill	05/01/2021	51086	Complete LLC	May 2021 landscaping	All	5,916.00
Bill	07/01/2021	210701496101	Edwards Answering Service Enterprises Inc	Service 7/1 - 7/31/2021	All	32.00
Bill	07/27/2021	5106 556 4007	Eversource	Service 6/28-7/27/2021	Truman Terrace	30.21
Bill	07/27/2021	5113 818 3082	Eversource	Service 6/25-7/27/2021	Truman Terrace	336.75
Bill	07/27/2021	5115 336 4062	Eversource	Service 6/25-7/27/2021	Truman Terrace	36.74
Bill	07/27/2021	5125 298 3036	Eversource	Service 6/25-7/27/2021	Buckingham Terrace	493.03
Bill	07/27/2021	5127 946 4093	Eversource	Service 6/28-7/27/2021	Buckingham Terrace	24.97
Bill	07/27/2021	5129 979 3026	Eversource	Service 6/28-7/27/2021	Country Ridge	18.60
Bill	07/27/2021	5131 089 3094	Eversource	Service 6/28-7/27/2021	Country Ridge	18.60
Bill	07/27/2021	5135 689 3081	Eversource	Service 6/25-7/27/2021	Country Ridge	484.56
Bill	07/01/2021	5139 798 3032	Eversource	Service 6/1-7/1/2021	Truman Terrace	100.14
Bill	07/27/2021	5141 028 3030	Eversource	Service 6/25-7/27/2021	Truman Terrace	34.84
Bill	07/27/2021	5141 089 3093	Eversource	Service 6/28-7/27/2021	Country Ridge	25.52
Bill	07/28/2021	5144 656 4031	Eversource	Service 7/17-7/27/2021	Truman Terrace	11.56
Bill	07/27/2021	5144 889 3081	Eversource	Service 6/28-7/27/2021	Country Ridge	18.60
Bill	07/27/2021	5147 056 4014	Eversource	Service 6/28-7/27/2021	Country Ridge	27.35
Bill	07/27/2021	5152 818 3080	Eversource	Service 6/25-7/27/2021	Truman Terrace	63.54
Bill	07/27/2021	5154 889 3080	Eversource	Service 6/28-7/27/2021	Country Ridge	18.18
Bill	07/27/2021	5155 789 3047	Eversource	Service 6/28-7/27/2021	Country Ridge	31.42
Bill	07/27/2021	5160 546 4056	Eversource	Service 6/25-7/27/2021	Truman Terrace	34.28
Bill	07/27/2021	5160 799 3003	Eversource	Service 6/28-7/27/2021	Country Ridge	23.47
Bill	07/27/2021	5161 089 3091	Eversource	Service 6/28-7/27/2021	Country Ridge	19.40
Bill	07/27/2021	5172 826 4052	Eversource	Service 6/25-7/27/2021	Truman Terrace	33.05
Bill	07/27/2021	5175 889 3077	Eversource	Service 6/28-7/27/2021	Country Ridge	24.68
Bill	07/27/2021	5181 389 3054	Eversource	Service 6/28-7/27/2021	Country Ridge	20.82
Bill	07/27/2021	5184 246 4018	Eversource	Service 6/25-7/27/2021	Truman Terrace	37.62
Bill	07/27/2021	5185 156 4047	Eversource	Service 6/25-7/27/2021	Truman Terrace	43.41
Bill	07/27/2021	5190 799 3000	Eversource	Service 6/28-7/27/2021	Country Ridge	20.63

Watertown Housing Authority Accounts Payable August 2021

Bill	07/27/2021	5191 018 3029	Eversource	Service 6/25-7/27/2021	Truman Terrace	66.82
Bill	07/27/2021	5194 056 4081	Eversource	Service 6/25-7/27/2021	Truman Terrace	32.19
Bill	07/27/2021	5760 163 0056	Eversource - Gas	Service 6/28-7/27/2021	Country Ridge	120.60
Bill	07/25/2021	6035 3220 0591 6832	Home Depot	STMT 6/25-7/25/2021	All	858.39
Bill	07/20/2021	Picnic supplies	Janelle Wilk	Picnic supplies	All	19.00
Bill	07/15/2021	supplies	Janelle Wilk	picnic supplies	All	33.50
Bill	07/09/2021	postage	Janelle Wilk	postage	All	26.35
Bill	08/02/2021	Accounting Services	Janet S Wortman CPA LLC	Accounting services	All	1,062.50
Bill	08/02/2021	August 2021	Janice Connor	August 2021 RSC Allowance	All	300.00
Bill	07/27/2021	Stamps	LaBonne's Market	Stamps	All	55.00
Bill	07/20/2021	7335	Lawnkeepers LLC	Fertilization and weed control 7/15/2021	Truman Terrace	174.00
Bill	07/20/2021	7334	Lawnkeepers LLC	Fertilization and weed control 7/15/2021	Buckingham Terrace	225.00
Bill	07/20/2021	7333	Lawnkeepers LLC	Fertilization and weed control 7/15/2021	Country Ridge	280.00
Bill	07/20/2021	Picnic supplies	Lori Finke	Picnic supplies	All	40.00
Bill	07/15/2021	07881-138731-01-1	Optimum BT	Service 7/15 - 8/14/2021	Buckingham Terrace	179.11
Bill	07/15/2021	07881-134130-01-9	Optimum CR	Service 7/15 - 8/14/2021	Country Ridge	218.33
Bill	07/15/2021	07881-138730-01-3	Optimum TT	Service 7/15 - 8/14/2021	Truman Terrace	189.11
Bill	07/06/2021	3190	Pilicy & Ryan, PC	CHRO - 1797	All	235.75
Bill	07/06/2021	3240	Pilicy & Ryan, PC	Pull cord alarm systems	All	412.50
Bill	07/06/2021	3197	Pilicy & Ryan, PC	management agreement	All	550.00
Bill	07/19/2021	5688	PJ Electric, Inc.	TT D-5, outlet on rear deck	Truman Terrace	125.00
Bill	07/15/2021	5675	PJ Electric, Inc.	BT emergency lights	Buckingham Terrace	525.51
Bill	07/15/2021	5685	PJ Electric, Inc.	CR emergency lights	Country Ridge	719.60
Bill	06/17/2021	5639	PJ Electric, Inc.	CR #33 GFI outlet	Country Ridge	265.30
Bill	07/06/2021	5660	PJ Electric, Inc.	Wireless door switch	Truman Terrace	90.00
Bill	08/01/2021	3755	Propertyworx LLC	August 2021 management fee	All	6,600.00
Bill	06/30/2021	24489	Ray Palmer Plumbing & Heating, Inc.	Country Ridge plumbing repairs	Country Ridge	353.88
Bill	06/30/2021	24488	Ray Palmer Plumbing & Heating, Inc.	Buckingham Terrace plumbing repairs	Buckingham Terrace	1,893.94
Bill	06/07/2021	24490	Ray Palmer Plumbing & Heating, Inc.	Unit C-9 toilet leak	Truman Terrace	87.12
Bill	07/25/2021	498	Secure Investigations	Background checks	All	200.00
Bill	06/30/2021	6035 5178 1216 6394	Staples Credit Plan	Office supplies	All	130.10
Bill	08/01/2021	0602712348	USA Hauling & Recycling Inc	August 2021 refuse removal	Buckingham Terrace	362.10
Bill	08/01/2021	0602712349	USA Hauling & Recycling Inc	August 2021 refuse removal	Country Ridge	362.10

Watertown Housing Authority Accounts Payable August 2021

Bill	08/01/2021	0602712347	USA Hauling & Recycling Inc	August 2021 refuse removal	Truman Terrace	404.02
Bill	07/01/2021	0602697939	USA Hauling & Recycling Inc	Service 7/1 - 7/31/2021	Country Ridge	362.10
Bill	07/01/2021	0602697938	USA Hauling & Recycling Inc	Service 7/1 - 7/31/2021	Buckingham Terrace	362.10
Bill	07/29/2021	1020740	Watertown Fire District	Water & Sewer 6/15-7/15/2021	Truman Terrace	299.99
Bill	07/01/2021	0304132000	Watertown WSA	Water & Sewer 3/31/2021 - 6/30/2021	Country Ridge	2,630.48
Bill	07/01/2021	0304130000	Watertown WSA	Water & Sewer 3/31/2021 - 6/30/2021	Buckingham Terrace	1,967.73
Bill	06/30/2021	2749	Western CT Area Agency on Aging, Inc.	June 2021 RCS services	All	2,133.34
						42,474.50



Property Manager Update

Open Apartments as of August 1, 2021

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
1 Available			
	32	Will be available/process of moving out. Resident is going to stay in Conv. Home.	A new tenant is lined up to fill this apartment when it is ready.
Buckingham Terr.			
1 Available			
	C-4	Vacated 8/1/21 Prep for new tenant	New tenant will move in on Sept 1, 2021
Truman Terrace			
7 Available			
	A-8	Ready for occupancy	
	B-2	Ready for occupancy	
	B-4	Cleaning needed to have ready to show	
	B-5	Ready for occupancy	
	C-15	Open 8/1/21 Cleaning needed to show	
	C-19	Cleaning needed to have ready to show	
	B-1	Full makeover needed	
New Tenants since 11/1/2020			
Country Ridge			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
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

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

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



Watertown Housing Authority

Communities Update (August 2021)

The Board of Commissioners and PropertyWorx would like to provide the residents of Truman Terrace, Buckingham Terrace and Country Ridge with an update on activities that have taken place within our three communities, as well as plans for the future.

1. We are pleased to announce that our efforts to offer residents more convenience when paying rent has been well received. So far, more than 40 residents have enrolled in the ACH initiative which allows the WHA to automatically debit accounts thus eliminating the need to write checks or make trips to the bank. We hope our enrolled residents enjoy this convenience and encourage more of you to take advantage of this offering.

2. Since the arrival of PropertyWorx in November of 2020 we have received and completed 434 service requests (work orders) within a ten month period. We're proud of this accomplishment and hope the residents of our communities feel an improved level of service.

3. We discovered that the "Call to Aide" system at Truman Terrace had been abandoned and was not functioning. The system has been repaired and is now fully operational.

4. The Watertown Deputy Fire Marshal recently inspected the Community Centers at all three Communities. An electrician was hired to make the necessary repairs to a few emergency lights and exit signs. A final inspection was conducted and all three buildings passed.

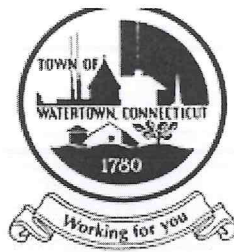
5. The flagpole at Country Ridge was came down in high winds during a winter storm. It has been replaced.

6. The outside painting project has been completed at Country Ridge.

7. Sidewalks at all three communities have been edged.

8. Since January 2021 we have welcomed 10 new tenants. One at Country Ridge. Four at Truman Terrace. And, five at Buckingham Terrace.

9. A 20' x 20' section of the Country Ridge roadway had become a safety concerned. This repair has been made.



Ongoing Projects & Future Plans

10. PropertyWorx is currently performing a physical assessment of both the exterior and interior conditions of all three communities. Inspections have been completed for Truman Terrace. An exterior inspection has been completed for Buckingham Terrace and interior inspections will occur and be completed before the end of August. Country Ridge inspections will be performed in early September. Once the inspections are completed the information gathered will be used to provide the Commission with a long-term preventative maintenance and capital replacement plan.

11. The window replacement project for Truman Terrace is active again. PropertyWorx is actively pursuing quotes for materials and installation labor. We cannot provide delivery dates at this time.

12. Many window 'seals' at Buckingham Terrace have been identified for replacement.

13. Further roadway repairs have been identified at all three communities.

14. Pricing is being collected to add speed bumps at all three communities to slow down drivers.

15. New ten (10) year smoke detectors have been purchased and will be installed in all 40 apartments at Truman Terrace.

We're pleased to provide this information and share that there's much more to come.

Thank you.

The Board of Commissioners & PropertyWorx



Variance Requests

Watertown Housing Authority
Variance Request

COMMUNITY: Country Ridge

Unit Number: 17 Date Submitted: 7-26-21

First Name: Vivian Last Name: Lupson

Home Phone: 860-477-3166 Cell Phone: 203-206-9559

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.

Fiberglass Repairs - Master Bath (8/14 one day complete)
Steel tub \$750-

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: Vivian Lupson

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: _____

Watertown Housing Authority
Variance Request

COMMUNITY: Country Bridge

Unit Number: 32 Date Submitted: 8/9/21

First Name: CLARE Last Name: Cipriano

Home Phone: 860-274-0370 Cell Phone: -

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. Living Rm - Bedroom, front hall - Amazing Grey #7044

3 J's Painting - Bathroom - Magnetic Grey #7058

Evening Shadow - Kitchen #7662

#7551 Greek Villa or Pure White - Kitchen cabinets - ~~either~~ Either one.

would like to paint over purple with Formica paint. Change to gray to match countertop in kitchen #6236

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: CLARE M. Cipriano

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.

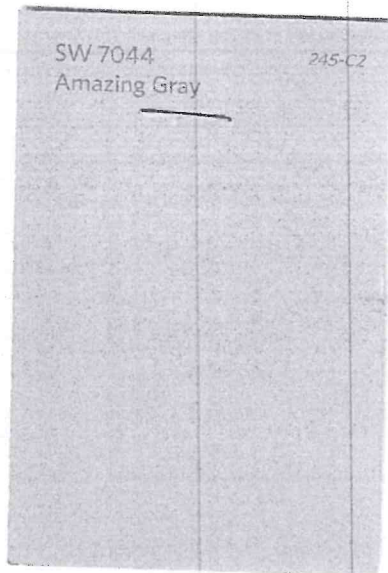
For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

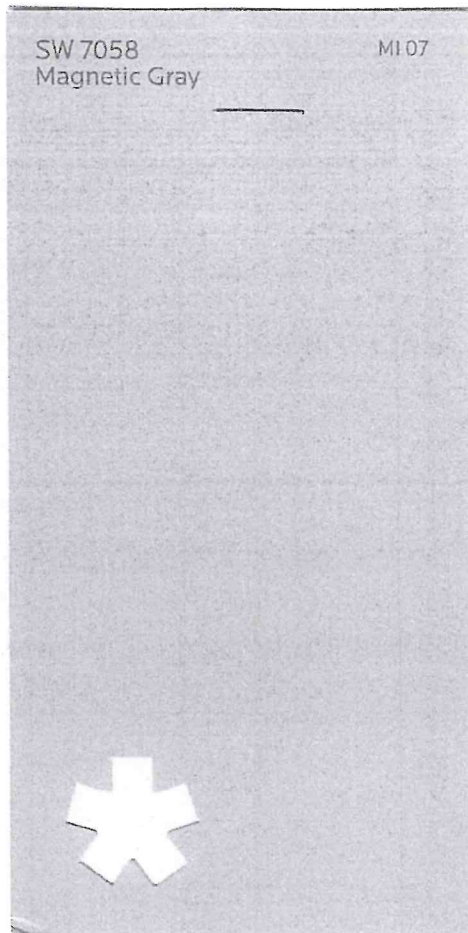
Explanation: _____

Approved by: _____ Date: _____

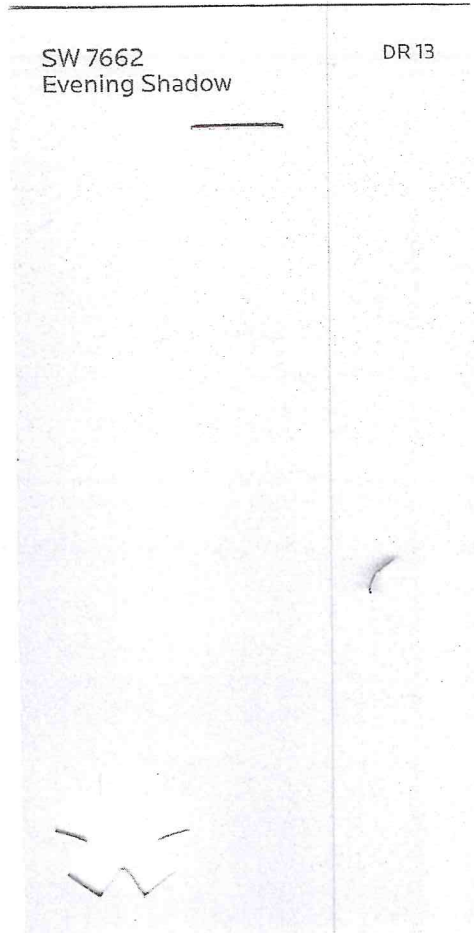
Living, Bedroom, front entry



Bathroom



Kitchen



Kitchen Cabinets
Either White



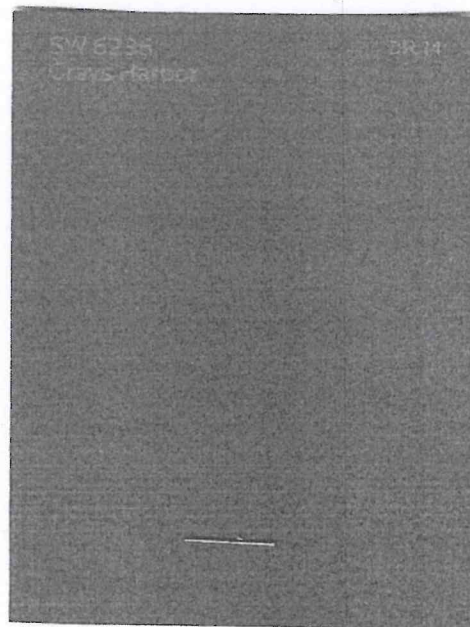
SW 7005
Pure White

DR 01

SW 7551
Greek Villa

FS 15

Counter trim-cover Purple





WHA MAINTENANCE

Highlights

- 35 Assigned work orders since 7/14/21
- 28 Assigned work orders have been completed and closed
- 2 Assigned work orders are in progress
- 5 Assigned work orders remain open



35 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	509	Complete	CR 13 Azalea bush - bugs	MEDIUM	Lori Finke	Deborah Manley, Unit 13, 959-209-4322		08/09/2021	07/26/2021
07/15/2021	491	Complete	CR 26 & 14 Ants Please spray exterior for ants	HIGH	Lori Finke	Watertown Housing Authority - Country Ridge		07/19/2021	07/15/2021
07/16/2021	490	Complete	BT E-8 Toilet Running	MEDIUM	Lori Finke	Daniel and Patricia Quatrella, Unit E-8, 203-522-3837		07/19/2021	07/15/2021
07/19/2021	492	Complete	CR 25 Roof Leak	HIGH	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212		08/02/2021	07/19/2021
07/19/2021	496	Complete	BT B-3 Bubbling sound under front door.	HIGH	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)		07/20/2021	07/19/2021
07/19/2021	489	Complete	CR 9 Tub needs to be rechaulked	MEDIUM	Lori Finke	Mary Stack, Unit 9, 860-274-0387		07/22/2021	07/14/2021
07/19/2021	497	Complete	TT B-3 Bad large burner	HIGH	Lori Finke	Joyce and David Perkins, Unit B-3, 959-209-4105		07/20/2021	07/19/2021
07/19/2021	499	Complete	TT C-2 Rotted Kitchen faucet and running toilet	HIGH	Lori Finke	Francis Servidas, Unit C-2, 860-945-8010		07/22/2021	07/19/2021
07/22/2021	493	Open	BT "B" Building.	MEDIUM	Lori Finke	Watertown Housing Authority - Buckingham Terrace		07/19/2021	07/19/2021
07/22/2021	498	Complete	BT C-5 Exhaust fan cover fell, back storm door hanging up	LOW	Lori Finke	Steven Pappineau Unit C-5 860-417-7957		07/22/2021	07/19/2021
07/23/2021	505	Complete	TT A-8 Toilet tank cover needs replacing	HIGH	Lori Finke	Margret Anderson Unit A-8 210-792-5300		07/22/2021	07/22/2021
07/23/2021	495	Complete	TT B-7	LOW	Lori Finke	Karen Searles, Unit B-7, 203-525-1947		07/20/2021	07/19/2021
07/23/2021	500	Complete	BT B-3 Light bulbs	MEDIUM				07/22/2021	07/19/2021
07/23/2021	503	Complete	TT C-1 New Tenant Prep	HIGH	Lori Finke			07/26/2021	07/20/2021
07/26/2021	508	Complete	CR 10 Toilet is running	HIGH	Lori Finke	Domenic Squillace, Unit 10, 203-558-7109		07/26/2021	07/26/2021
07/29/2021	504	Complete	CR 15 crack under window	LOW	Lori Finke	Judy Andrews, Unit 15, 203-525-1256		07/26/2021	07/22/2021
07/29/2021	506	Complete	BT B-7 closet ceiling light needs to be replaced	MEDIUM	Lori Finke	Violette Ayoub, Unit B-7, 860-417-7934		07/26/2021	07/22/2021
07/29/2021	507	Complete	CR 21 Screen door is slamming shut	MEDIUM	Lori Finke	Helen Gizzi, Unit 21, 860-417-6159		08/09/2021	07/26/2021
07/29/2021	501	Complete	CR 25 multiple repairs	NONE	Lori Finke	Marilyn Bensavage, Unit		08/09/2021	07/20/2021

needed

. 25, 203-577-8212

07/29/2021 511	Complete	CR 25-28 Clean gutters in the back of the building	HIGH	Lori Finke	Watertown Housing Authority -Country Ridge	07/29/2021	07/29/2021
07/30/2021 502	Complete	CR 9 Screen Door is cracked	MEDIUM		Mary Stack, Unit 9, 860-274-0387	08/09/2021	07/20/2021
08/02/2021 517	Complete	BT E-8 Bathroom Sink is leaking	HIGH	Lori Finke	Daniel and Patricia Quatrella, Unit E- 8, 203-522-3837	08/05/2021	08/02/2021
08/05/2021 519	Complete	CR 17 Kitchen sprayer leaking	MEDIUM	Lori Finke	Clair and Vivian Upson, Unit 17, 860-417-3166	08/05/2021	08/03/2021
08/06/2021 515	In Progress	CR 38 Screen door needs the screen to be replaced.	LOW	Lori Finke	Judith Calca, Unit 38, 203-565-2761 or 959-209-4414	08/09/2021	08/02/2021
08/06/2021 510	Open	TT B-1 Empty	NONE	Lori Finke		07/27/2021	07/27/2021
08/06/2021 512	Open	BT all buildings Gutters need to be cleared	MEDIUM	Lori Finke		07/29/2021	07/29/2021
08/06/2021 513	Open	CR all buildings - clean gutters as needed	NONE	Lori Finke		07/29/2021	07/29/2021
08/06/2021 521	Complete	CR 16 Stove top needs new element	HIGH	Lori Finke	Lorraine Wilson, Unit 16, 860-274- 1445	08/09/2021	08/05/2021
08/09/2021 522	Complete	CR 40 Sunday call in - Toilet wouldn't flush	HIGH	Lori Finke	Ghita Aureli, Unit 40, 860-274-4693	08/09/2021	08/09/2021
08/09/2021 516	Complete	BT C-2 Lighting, Weatherstrip need replacing.	LOW	Lori Finke	Margret Hilman, Unit C-2, 959- 209-4702 (ENTER ANYTIME)	08/05/2021	08/02/2021
08/09/2021 523	Complete	TT C-2 Toilet Valve	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	08/09/2021	08/09/2021
08/09/2021 525	Complete	TT A-2 Bathroom light not working	NONE	Lori Finke	Gerald Gilbert, Unit A-2, 203- 695-5931	08/09/2021	08/09/2021
08/20/2021 520	Open	TT C-15 Prep for new tenant	NONE	Lori Finke	Unit C-15, Available - Need to prep for showing	08/05/2021	08/05/2021
08/20/2021 514	Complete	CR 25 Roof exhaust pipe boot to be replaced	NONE	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212	08/03/2021	07/29/2021
08/27/2021 518	In Progress	CR 26 Back Screen door needs replacing	LOW	Lori Finke	Joyce DeMarest, Unit 26, 860-283- 7238	08/09/2021	08/03/2021

35 Work Orders assigned to WorxShop

5 Open Work Orders
0 On Hold Work Orders
2 In Progress Work Orders
28 Closed Work Orders