



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
December 29, 2021
Special Meeting





WHA Chairwoman's Report

PILICY & RYAN, P.C.

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May 18, 2018

Via: Email

Watertown Housing Authority
1091 Buckingham St.
Watertown, CT 06795

RE: Role of Tenant Commissioner

Dear WHA Commissioners,

The purpose of this letter is to clarify the role of a Tenant Commissioner a/k/a Resident Commissioner.

The role of a Tenant Commissioner ("TC") is authorized and mandated by General Statutes §8-41. The relevant portion reads:

"At least one of such commissioners of an authority having five members... shall be a tenant...of the authority selected pursuant to subsection (c) of this section."

The role of the TC is identical to that of the other Commissioners of the Housing Authority. The only defining characteristic is that the TC is a resident of the Housing Authority community. This provides a unique "tenant's perspective" regarding any issues which may arise.

For the benefit of both the TC and the rest of the Board, the TC should not become the complaint platform for resident issues. This can easily overburden the TC and blur their role as a Commissioner. All resident business, issues and complaints should be directed to either the Board Chairperson or through whatever standard operating procedures are adopted to address such issues. Again, the role of the TC is that of the rest of the Commissioners, with the additional benefit of their personal living perspective.

If you have any questions or concerns, or would like to discuss any topics further, please do not hesitate to contact this office. Thank you.

RESPECTFULLY,

Jeffrey George, Esq.

PILICY & RYAN, P.C.
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June 25, 2018

Via: US Mail

Watertown Housing Authority
1091 Buckingham St.
Watertown, CT 06795

RE: Election of Tenant Commissioner
Voting Process
Watertown Housing Authority ("Authority")


Dear WHA Commissioners,

The purpose of this letter is to clarify an aspect of the tenant election procedure when electing a tenant commissioner. The issue raised is whether one vote is collected from each individual resident of the Authority or whether one vote is collected per Unit of the Authority.

It is my opinion that in voting for a tenant commissioner, each Unit shall be entitled to one vote. *General Statutes* §8-41 governs the election procedure. Section (a) of this statute determines the number of commissioners based on the number of Units located within the Authority. Therefore, this specific designation of Units, rather than individuals, appears to convey the intent of the legislature pertaining to this process.

If you have any questions or concerns, or would like to discuss any topics further, please do not hesitate to contact this office. Thank you.

RESPECTFULLY,


Franklin G. Pilicy, Esq.



WHA Meeting Minutes

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, November 10, 2021
VIA Zoom Meeting – 7:00 P.M.

A regular zoom meeting was held by the Housing Authority on Wednesday, November 10, 2021 at – 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

Absent:

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

2. Chairwoman’s Report – Acting Executive Director – no report at this time.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – October 13, 2021

A motion was made by Sharon Pratt, and seconded by Dan DiVito to approve the minutes for the Regular Meeting for October 13, 2021.

By voice vote the motion was passed unanimously

4. Approval of bills paid for

a. November 2021

A motion was made by Sharon Pratt, and seconded by Dan DiVito to approve the bills for November 2021.

By voice vote the motion was passed unanimously

5. Property Manager’s Report:

a. Capital Reserve Cash Redistribution

Russell Antonacci, Manager reported:

Budget - CHAFA has an extension for the 2022 budget at the end of the month and it will be presented to the commission with greater detail and broken down into three community categories.

Capitol Replacement Plan – A report was reviewed in the packet detailing the accounts in the banks for the Housing Authority. It was discussed about the reorganization of the accounts with FDIC insurance protection and having a reserve for each community.

The consensus of the commission is to check with banks for any further information and to discuss it at the next meeting.

b. RFQ for On-call Services Architect and Engineer

For the Small Cities program, we need for the initial phase an architect and an engineer on board with an RFQ for the commission to review. If you have any questions, additions or deletions to contact Mr. Antonacci, he would like to have it in the newspapers within the next week or two to start the process.

c. Vacancy Updates

Lori Finke, Property Manager reported:

Country Ridge and Buckingham Terrace are full.

Truman Terrace has four available apartments. One unit was shown on Wednesday, they are very interested and would like to sign the lease, leaving three units available.

The total number of applications is 196 with 94 coming back. We are looking at a 5-year waiting period to date.

The question was asked if the application list should be closed due to the backlog. The office will talk to Penny for advice.

d. Work Order Updates

For the month of October there was twenty-four works order and six remain open at this, the numbers are smaller due to a medical emergency with maintenance.

6. Old Business

a. Follow up on WHA Handbook

A thank you went to Sharon Pratt and Denise Russ for their work on the handbook. Hopefully it will be done by January for the commission's review.

7. New Business

a. Discussion and possible action for Truman Terrace thermostats and Call to Aides switches.

It was brought to the commission's attention to do it correctly to put it out to bid. The first bid came back with two bids and it was then put out to bid again to get more

quotes. It was determined that all of Truman Terrace units will get new thermostats.

It was put on the web page for the Housing Authority on 10/19, and in the Waterbury paper and the Town Times for 10/21 and 10/28. The bids consisted of two projects at Truman Terrace, the replacement of 78 thermostats and 66 call to aide switches. We received five quotes back from licensed and insured electrical contractors. The bids were reviewed with the commission.

Questions asked by the commission were the dates of quotes, the breakdown of the work being done, and the specification for the thermostat to be used.

After discussion with the commission it will be readdressed in December.

It was suggested to have a special meeting specific with this bid for discussion, to move it faster due to colder weather. It was also noted to look at a timeframe when the project would be done.

A motion was made by Carmine Verno, and seconded by Dan DiVito to table Truman Terrace thermostats and call to aide switches.

By voice vote the motion was passed unanimously

8. Public Participation

David LeBlanc, Middlebury Road spoke.

9. Adjournment

A motion was made Dan DiVito, and seconded by Sharon Pratt to adjourn the meeting at 8:05 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority

WATERTOWN HOUSING AUTHORITY
Minutes
Special Meeting: Tuesday, November 23, 2021
VIA Zoom Meeting – 3:00 P.M.

A special zoom meeting was held by the Housing Authority on Tuesday, November 23, 2021 at – 3:00 P.M.

1. Roll Call.

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

Absent: Janelle Wilk – Chairwoman/Acting Executive Director
Denise Russ - Commissioner

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

2. New Business

a. Discussion and possible action for Truman Terrace thermostats and Call to Aides switches.

Russell Antonacci, Manager: Mr. Antonacci reviewed the two draft documents that were sent to the commission and posted on the website for review in regards to the advertising of bids for transparency. The invitation for bids that he would like to post are for are the thermostats and the Call to Aide switches with a detailed scope of work to be done, a breakdown of labor, product materials to be used and a timeline for work to be completed. To minimize contact with the bidders Mr. Antonacci reviewed how bidders can download the bid sheets from the website and how they should be sent for review.

The consensus of the commission said it was a great idea and liked the explanation of the utilization of the documents for transparency and thanked staffed for their hard work.

Dan DiVito asked if it can be updated to put total job labor and total materials to be listed.

A motion was made by Carmine Verno, and seconded by Sharon Pratt to move forward.

Motion passed unanimously

4. Adjournment

A motion was made by Sharon Pratt, and seconded by Carmine Verno to adjourn the meeting at 3:16 p.m.

By voice vote the motion was passed unanimously

Housing Authority
Special Meeting
November 23, 2021
Page 2 of 2

Carmine Verno, Secretary
Watertown Housing Authority



WHA PAYABLES

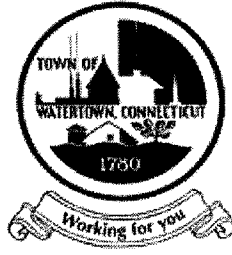
Watertown Housing Authority Accounts Payable December 2021

Type	Date	Num	Name	Memo	Location	Amount
Bill	11/15/2021	34303	AllStar Appliance Inc	Appliance repairs		269.00
Bill	12/01/2021	51537	Complete LLC	December 2021 snow maintenance	All	5,916.00
Bill	11/11/2021	04030-00006	Delta Dental	Final bill	All	951.37
Bill	10/25/2021	080878	Dumouchel Paper	Maintenance supplies	All	280.68
Bill	12/01/2021	211201496101	Edwards Answering Service	December 2021 service	All	33.50
Bill	11/29/2021	5113 818 3082	Eversource	Service 10/27/2021-11/27/2021	Truman Terrace	568.50
Bill	11/24/2021	5125 298 3036	Eversource	Service 10/26/2021-11/24/2021	Buckingham Terrace	542.79
Bill	11/26/2021	5129 979 3026	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	28.12
Bill	11/26/2021	5131 089 3094	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	30.17
Bill	11/24/2021	5135 689 3081	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	453.88
Bill	11/29/2021	5141 028 3030	Eversource	Service 10/27/2021-11/27/2021	Truman Terrace	79.49
Bill	11/26/2021	5141 089 3093	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	35.92
Bill	11/26/2021	5144 889 3081	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	27.69
Bill	11/26/2021	5147 056 4014	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	42.30
Bill	11/29/2021	5152 818 3080	Eversource	Service 10/27/2021-11/27/2021	Truman Terrace	83.89
Bill	11/26/2021	5154 889 3080	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	27.10
Bill	11/26/2021	5155 789 3047	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	50.51
Bill	11/29/2021	5160 546 4056	Eversource	Service 10/27/2021-11/27/2021	Truman Terrace	39.50
Bill	11/26/2021	5160 799 3003	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	37.98
Bill	11/26/2021	5161 089 3091	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	26.66
Bill	11/17/2021	5163 746 4082	Eversource	Service 10/26/2021-11/16/2021	Truman Terrace	24.51
Bill	11/29/2021	5172 826 4052	Eversource	Service 10/27/2021-11/27/2021	Truman Terrace	31.63
Bill	11/26/2021	5175 889 3077	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	34.68
Bill	11/26/2021	5181 389 3054	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	33.47
Bill	11/26/2021	5190 799 3000	Eversource	Service 10/26/2021-11/26/2021	Country Ridge	38.60
Bill	11/29/2021	5191 018 3029	Eversource	Service 10/27/2021-11/27/2021	Truman Terrace	85.36
Bill	11/29/2021	5194 056 4081	Eversource	Service 10/27/2021-11/27/2021	Truman Terrace	30.93
Bill	11/26/2021	5760 163 0056	Eversource - Gas	Service 10/26 - 11/26/2021	Country Ridge	273.84
Bill	11/01/2021	November 2021	Janice Connor	November 2021 RSC supplies	All	300.00
Bill	12/01/2021	December 2021	Janice Connor	December 2021 - supplies	All	300.00
Bill	11/10/2021	07881-138731-01-1	Optimum BT	Service 11/15-12/14/2021	Buckingham Terrace	178.95
Bill	11/10/2021	07881-134130-01-9	Optimum CR	Service 11/15-12/14/2021	Country Ridge	218.01

Watertown Housing Authority Accounts Payable December 2021

Type	Date	Num	Name	Memo	Location	Amount
Bill	11/10/2021	07881-138730-01-3	Optimum TT	Service 11/15-12/14/2021	Truman Terrace	188.95
Bill	11/05/2021	3828	Pilicy & Ryan, PC	Smoking policy	All	137.50
Bill	11/05/2021	3816	Pilicy & Ryan, PC	Bus trip	All	572.00
Bill	11/11/2021	5918	PJ Electric, Inc.	TT Unit B-2 no cable access	Truman Terrace	195.00
Bill	12/01/2021	3898	Propertyworx LLC	December management services	All	6,600.00
Bill	11/30/2021	Reimbursement	Sharon.Pratt	Reimbursement for Christmas TT	Truman Terrace	12.18
Bill	11/04/2021	DOH185	State of CT-Dept of Housing	Grant refund 2018-2019	All	2,465.00
Bill	11/04/2021	DOH186	State of CT-Dept of Housing	Grant refund 2019-2020	All	838.00
Bill	12/01/2021	0602768461	USA Hauling & Recycling Inc	December 2021 - trash removal	Truman Terrace	404.02
Bill	12/01/2021	0602768462	USA Hauling & Recycling Inc	December 2021 refuse removal - BT	Buckingham Terrace	362.10
Bill	12/01/2021	0602768463	USA Hauling & Recycling Inc	December 2021 refuse removal - CR	Country Ridge	362.10
Bill	11/24/2021	1020740	Watertown Fire District	Water & Sewer 10/15-11/15/2021	Truman Terrace	306.45
Bill	10/31/2021	1002	Western CT Area Agency on Aging, Inc.	October 2021 RSC Services	All	2,133.33
Bill	11/30/2021	1004	Western CT Area Agency on Aging, Inc.	November 2021 RSC Services	All	2,133.33

27,784.99



Property Manager Update

- a. 2022 Budget
- b. Vacancy Updates
- c. Work Order Updates

WHA 2020 Budget

Income	
Total Rent Revenue	681,420.00
Elderly & Congregate Serv. Income	0.00
Total Financial Revenue	6,000.00
Total Other Revenue	33,684.00
Total Revenue	721,104.00

Administrative Expenses	
Conventions & Meetings	252.00
Advertising & Marketing	1,200.00
Office Salaries	85,500.00
RSC - Salaries	29,460.00
RSC Supplies	0.00
Office Supplies	4,200.00
Legal	2,496.00
Audit Expense	6,156.00
Bookkeeping / Accounting	9,000.00
Telephone / Answering Service	4,236.00
Misc. Admin	0.00
Total	142,500.00

Utility Expense	
Electricity	29,000.00
Water	14,496.00
Gas	2,652.00
Sewer	852.00
Cable	1,800.00
Total	48,800.00

Operations & Maintenance	
General Maintenance & Repair	18,450.00
Maintenance Supplies	7,500.00
Repairs Contracts	13,500.00
Janitor & Cleaning Payroll	39,000.00
HVAC / Plumbing	0.00
Painting	49,500.00
Appliances Repairs & Material	0.00
Carpet Material & Installation	0.00
Security	1,200.00
Refuse Removal	12,360.00
Extermination	550.00
Grounds Maintenance	75,000.00
Miscellaneous	0.00
Total	217,060.00

Taxes & Insurance	
Real Estate Tax	0.00
Payroll Taxes	12,000.00
Property & Liability Insurance	20,712.00
Fidelity Bond	0.00
Workmen's Comp	6,400.00
Health Insurance & Benefits	6,850.00
Pension Expense	2,700.00
Post Employment Benefits	0.00
Total	48,662.00

TOTAL EXPENSES 457,022.00

Operating Income (LOSS) 264,082.00

WHA 2021 Budget

Income	
Total Rent Revenue	681,420.00
Elderly & Congregate Serv. Income	0.00
Total Financial Revenue	6,000.00
Total Other Revenue	33,684.00
Total Revenue	721,104.00

Administrative Expenses	
Conventions & Meetings	0.00
Advertising & Marketing	0.00
Management Co. fee	79,200.00
RSC - Salaries	29,460.00
RSC - Supplies	0.00
Office Supplies	4,500.00
Legal	2,000.00
Audit Expense	6,500.00
Bookkeeping / Accounting	0.00
Telephone / Answering Service	500.00
Internet	0.00
Misc. Admin	0.00
Total	122,160.00

Utility Expense	
Electricity	29,000.00
Water	14,496.00
Gas	2,652.00
Sewer	852.00
Cable	1,800.00
Total	48,800.00

Operations & Maintenance	
General Maintenance & Repair	40,000.00
Maintenance Supplies	7,500.00
Repairs Contracts	13,500.00
Janitor & Cleaning Payroll	12,000.00
HVAC / Plumbing	0.00
Electrical	0.00
Painting	49,500.00
Appliances Repairs & Material	0.00
Carpet Material & Installation	0.00
Security	1,200.00
Refuse Removal	12,360.00
Extermination	550.00
Grounds Maintenance	75,000.00
Miscellaneous	0.00
Total	211,610.00

Taxes & Insurance	
Real Estate Tax	0.00
Payroll Taxes	0.00
Property & Liability Insurance	20,712.00
Fidelity Bond	300.00
Workmen's Comp	0.00
Health Insurance & Benefits	0.00
Pension Expense	2,700.00
Post Employment Benefits	0.00
Total	23,712.00

TOTAL EXPENSES 406,282.00

Operating Income (LOSS) 314,822.00

WHA 2022 Budget

Income	
Total Rent Revenue	681,420.00
Elderly & Congregate Serv. Income	0.00
Total Financial Revenue	6,000.00
Total Other Revenue	33,684.00
Total Revenue	721,104.00

Administrative Expenses	
Conventions & Meetings	0.00
Advertising & Marketing	2,000.00
Management Co. fee	79,200.00
RSC - Salaries	29,460.00
RSC - Supplies	5,000.00
Office Supplies	3,000.00
Legal	2,000.00
Audit Expense	0.00
Bookkeeping / Accounting	6,000.00
Telephone / Answering Service	2,000.00
Internet	3,500.00
Misc. Admin	2,500.00
Total	134,660.00

Utility Expense	
Electricity	29,000.00
Water	8,000.00
Gas	2,500.00
Sewer	9,000.00
Cable	1,800.00
Total	50,300.00

Operations & Maintenance	
General Maintenance & Repair	60,000.00
Maintenance Supplies	15,000.00
Repairs Contracts	0.00
Janitor & Cleaning Payroll	7,000.00
HVAC / Plumbing	12,500.00
Electrical	10,000.00
Painting	15,000.00
Appliances Repairs & Material	5,000.00
Carpet Material & Installation	5,000.00
Security	2,500.00
Refuse Removal	13,500.00
Extermination	1,000.00
Grounds Maintenance	75,000.00
Miscellaneous	0.00
Total	221,500.00

Taxes & Insurance	
Real Estate Tax	0.00
Payroll Taxes	0.00
Property & Liability Insurance	21,000.00
Fidelity Bond	0.00
Workmen's Comp	0.00
Health Insurance & Benefits	0.00
Pension Expense	0.00
Post Employment Benefits	0.00
Total	21,000.00

TOTAL EXPENSES 427,460.00

Operating Income (LOSS) 293,644.00

	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

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



76 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
11/10/2021	642	Complete	BT C-7 Toilet is making a loud noise when flushed	HIGH	Lori Finke	Ronald Baker, Unit C-7, 860-483-0110		11/10/2021	11/10/2021
11/10/2021	649	Complete	CR 7 Toilet tank parts need replacing	HIGH	Lori Finke	James Walters, Unit 7, 860-274-5383		11/10/2021	11/10/2021
11/11/2021	650	Complete	TT B-1 Toilet is leaking water on the floor	NONE	Lori Finke	Unit B-1, Available needs full remodel		11/12/2021	11/11/2021
11/12/2021	641	Complete	BT A-6 Broken blind	NONE	Lori Finke	Unit A-6 - Thomas St. Onge 203-982-4426		11/12/2021	11/10/2021
11/12/2021	643	Complete	TT B-2 - B-7 swap toilets	NONE	Lori Finke	Karen Searles, Unit B-7, 203-525-1947		11/19/2021	11/10/2021
11/12/2021	646	Complete	CR 9 tub needs recaulking	MEDIUM	Lori Finke	Mary Stack, Unit 9, 860-274-0387		11/22/2021	11/10/2021
11/12/2021	648	Complete	BT E-3 Storm door is hard to close	NONE	Lori Finke	Tammy Emmons-Martell, Unit E-3, 860-274-8967		11/12/2021	11/10/2021
11/15/2021	652	Complete	CR-36 Cabinet door bracket came off.	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177		11/16/2021	11/15/2021
11/15/2021	653	Complete	TT C-10 Door will not open from either side	HIGH	Lori Finke	Wayne Clark, Unit C-10, 860-945-9341		11/15/2021	11/15/2021
11/15/2021	640	Complete	CR CC, TT C-9, A-3	MEDIUM	Lori Finke	Watertown Housing Authority - Truman Terrace		12/06/2021	11/10/2021
11/15/2021	645	Complete	BT D-6 Hang plastic cover windows	NONE	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356		11/19/2021	11/10/2021
11/17/2021	654	Complete	BT A-6 Bedroom blind needs replacing	NONE	Lori Finke	Unit A-6 - Thomas St. Onge 203-982-4426		11/19/2021	11/15/2021
11/17/2021	655	Complete	BT D-1 Outside light not working	NONE	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821		11/19/2021	11/15/2021
11/17/2021	647	Complete	BT D-8 Caulking behind toilet	NONE	Lori Finke	Suzanne Griffin, Unit D-8, 860-417-6147		11/19/2021	11/10/2021
11/19/2021	651	Complete	CR 18 Bathroom Radiator is rusted	NONE	Lori Finke	Rita Ronalter, Unit 18, 860-274-4819		11/16/2021	11/11/2021
11/24/2021	657	Complete	CR - 26 Tub needs recaulking	NONE	Lori Finke	Joyce DeMarest, Unit 26, 860-283-7238		11/22/2021	11/19/2021
11/24/2021	664	Complete	BT D-1 Toilet keeps running	HIGH	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821		11/24/2021	11/24/2021
11/24/2021	644	Complete	CR 35 Multiple items	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274		11/19/2021	11/10/2021
11/24/2021	660	Complete	BT B-6 Toilet will not flush	MEDIUM	Lori Finke	Jeanne O'Brien, Unit B-6, 860-417-2134		11/24/2021	11/22/2021
11/24/2021	661	Complete	TT C-18 Bathroom light flickering	NONE	Lori Finke	Martha Nemiccola, Unit C-18, 860-274-6956		11/24/2021	11/22/2021

11/29/2021	667	Complete	TT Lights that are not working	HIGH	Lori Finke	Watertown Housing Authority - Truman Terrace	11/30/2021	11/29/2021
11/29/2021	662	Complete	BT E-7 Stove top burner	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804	12/01/2021	11/23/2021
11/29/2021	663	Complete	BT C-1 Window seal is broken	NONE	Lori Finke	Joseph and Barbara Labeck, Unit C-1, 860-417-8872	11/30/2021	11/23/2021
11/30/2021	670	Complete	BT C-2 Leaking faucet in bathroom	NONE	Lori Finke	Margret Hilman, Unit C-2, 959-209-4702 (ENTER ANYTIME)	11/30/2021	11/30/2021
11/30/2021	668	Complete	TT C-1 Night Light in room is out	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	11/30/2021	11/29/2021
11/30/2021	669	Complete	TT C-11 Toilet keeps running	NONE	Lori Finke	Robin Lynn Teach, Unit C-11, 203-879-2720	11/30/2021	11/29/2021
11/30/2021	665	Complete	CR 17 Tub needs to be caulked	NONE	Lori Finke	Clair and Vivian Upson, Unit 17, 860-417-3166	12/01/2021	11/24/2021
12/01/2021	671	Complete	CR 14 Exhaust Fan diversion	HIGH		Gloria Rossi, Unit 14, 860-921-7619	12/01/2021	12/01/2021
12/01/2021	673	Complete	TT C-20 Radiator under window	NONE	Lori Finke	William Damicis, Unit C-20, 860-483-2756	12/01/2021	12/01/2021
12/01/2021	674	Complete	TT B-11 Replace battery in smoke detector	NONE	Lori Finke	Frank Brickett, B-11, 860-483-1154	12/01/2021	12/01/2021
12/02/2021	679	Complete	TT C-18 install Tub Shroom	NONE	Lori Finke	Martha Nemiccola, Unit C-18, 860-274-6956	12/03/2021	12/02/2021
12/02/2021	678	Complete	TT C-4 Bathroom faucet needs replacing	NONE	Lori Finke	Karen Whitten, Unit C-4, 860-417-8322	12/03/2021	12/01/2021
12/03/2021	672	Complete	TT C5-C6 outer door	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	12/01/2021	12/01/2021
12/03/2021	676	Complete	BT A-7 Bad shower hose. Please replace.	NONE	Lori Finke	Sharyn Sovia, Unit A-7, 860-417-2963	12/03/2021	12/01/2021
12/03/2021	677	Complete	TT C-9 Please replace smoke detector battery	NONE	Lori Finke	John Rock, Unit C-9, 203-560-7709 (ENTER ANYTIME)	12/06/2021	12/01/2021
12/06/2021	680	Complete	CR behind Unit 20 Faucet	NONE		Watertown Housing Authority - Country Ridge	12/06/2021	12/06/2021
12/06/2021	681	Complete	TT Lights outside at 3-4	HIGH	Lori Finke	Watertown Housing Authority - Truman Terrace	12/07/2021	12/06/2021
12/06/2021	683	Complete	CR 33 Kitchen cabinet door is off hinge	HIGH	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028	12/07/2021	12/06/2021
12/06/2021	684	Complete	BT D-1 Toilet leaking on the floor	HIGH	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821	12/07/2021	12/06/2021
12/08/2021	690	Complete	CR Community Center	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	12/08/2021	12/08/2021
12/08/2021	691	Complete	TT C-5 Cover needed over AC unit	NONE	Lori Finke	Ayriye Osman Unit C-5 203-525-3268	12/08/2021	12/08/2021
12/08/2021	685	Complete	TT C-18 Tub is draining extremely slow.	MEDIUM	Lori Finke	Martha Nemiccola, Unit C-18, 860-274-6956	12/08/2021	12/06/2021
12/08/2021	658	Complete	TT B-4 Makeover	NONE	Lori Finke	Unit B-4, Empty at this time. Prep for showing apartment.	12/20/2021	11/19/2021

12/09/2021	697	Complete	toilet seat	NONE	Lori Finke	Unit 16, 860-274-1445	12/09/2021	12/09/2021
12/09/2021	687	Complete	BT E-7 Front storm door	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804	12/08/2021	12/07/2021
12/10/2021	686	Complete	CR 39 Light over sink isn't working	NONE	Lori Finke	Georgianna Duval, Unit 39, 860-417-2893	12/08/2021	12/06/2021
12/10/2021	693	Complete	TT Community Center	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	12/09/2021	12/08/2021
12/10/2021	688	Complete	CR-26 Front storm door and bathtub	NONE	Lori Finke	Joyce DeMarest, Unit 26, 860-283-7238	12/09/2021	12/07/2021
12/10/2021	699	Complete	TT C-6 Loose mirror on medicine cabinet	HIGH	Lori Finke	Anne Marie VanAllen, Unit C-6, 860-274-0518	12/14/2021	12/10/2021
12/13/2021	692	Complete	TT B-8 Refrigerator door	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882	12/09/2021	12/08/2021
12/13/2021	700	Complete	TT B-10 Screen door handle is broken	NONE	Lori Finke	B-10, Open apartment - needs remodel	12/17/2021	12/10/2021
12/15/2021	702	Complete	TT C-1 Toilet seat needs to be replaced	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	12/17/2021	12/13/2021
12/16/2021	706	Complete	CR Basement - Thursday clean up	HIGH	Lori Finke	Watertown Housing Authority - Country Ridge	12/17/2021	12/14/2021
12/17/2021	707	Complete	TT B-11 Shower head needs to be replaced	NONE	Lori Finke	Frank Brickett, B-11, 860-483-1154	12/17/2021	12/15/2021
12/17/2021	698	Complete	All Three Communities	NONE	Lori Finke	Watertown Housing Authority - Buckingham Terrace	12/20/2021	12/09/2021
12/23/2021	715	Complete	BT D-6 Kitchen sink is leaking	NONE	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356	12/27/2021	12/23/2021
12/27/2021	712	Complete	BT E-7 Front interior door needs a new weather strip.	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804	12/27/2021	12/20/2021
12/27/2021	713	Complete	CR 19 Oven door	NONE	Lori Finke	Donata Perugini, Unit 19, 860-274-6604	12/27/2021	12/20/2021
12/29/2021	682	Complete	TT B-1 Prep apartment for new tenant	HIGH	Lori Finke	Unit B-1, Available needs full remodel	12/27/2021	12/06/2021
12/29/2021	716	Open	TT B-12 Ceiling Light is out in the bathroom	NONE	Lori Finke	Ann Cuttitta, Unit B-12, 860-274-2068	12/27/2021	12/23/2021
12/29/2021	717	Complete	CR 2 Faucet in shower is leaking	NONE	Lori Finke	Shirley Belinski, Unit 2, 860-274-1952	12/27/2021	12/23/2021
12/29/2021	718	Open	BT D-1 Mice	NONE	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821	12/28/2021	12/28/2021
12/29/2021	701	Open	CR 31 Closet door fell off	NONE	Lori Finke	Irene Lucewicz, Unit 31, 203-558-1510	12/27/2021	12/13/2021
12/29/2021	714	Complete	BT B-3 Slow drains	NONE	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)	12/27/2021	12/22/2021
12/29/2021	709	Complete	BT B-2 Kitchen light is not working	NONE	Lori Finke	Wendy Cote, Unit B-2, 475-235-7483	12/27/2021	12/20/2021
12/29/2021	710	Complete	TT B-5 Door sticks	NONE	Lori Finke	Unit B-5 - Currently Empty - Awaiting New Tenant	12/27/2021	12/20/2021

12/29/2021 703	Complete	BT D-4 Bathroom light needs a new bulb	NONE	Lori Finke	Dolores Pescetelli, Unit D-4, 860-274-5992	12/27/2021	12/14/2021
12/29/2021 694	Open	CR 18 Broken closet bi-fold door	NONE	Lori Finke	Rita Ronalter, Unit 18, 860-274-4819	12/27/2021	12/08/2021
12/29/2021 695	Complete	CR 12 Ceiling light doesn't always turn on.	NONE	Lori Finke	Alice Hughes, Unit 12, 339-201-3509	12/27/2021	12/08/2021
12/29/2021 689	Complete	CR 26 Recaulk the bathtub	NONE	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212	12/28/2021	12/07/2021
12/29/2021 666	Open	CR 31 Exhaust Fan over stove	NONE	Lori Finke	Irene Lucewicz, Unit 31, 203-558-1510	12/27/2021	11/24/2021
12/29/2021 696	Open	CR 36 Kitchen cabinet door needs repair	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177	12/27/2021	12/08/2021
12/29/2021 711	Open	TT B-12 Bathroom light isn't working	NONE	Lori Finke	Ann Cuttitta, Unit B-12, 860-274-2068	12/27/2021	12/20/2021
12/29/2021 659	Open	CR-9 Back screen door need replading	HIGH	Lori Finke	Mary Stack, Unit 9, 860-274-0387	12/27/2021	11/22/2021
12/29/2021 704	Open	TT A-1 Ceiling light in bathroom - bulb needs replading	NONE	Lori Finke	Ricky Spino, Unit A-1, 860-417-3478	12/27/2021	12/14/2021
12/29/2021 705	Open	CR 14 (3) items to be taken care of.	NONE	Lori Finke	Gloria Rossi, Unit 14, 860-921-7619	12/27/2021	12/14/2021

74 Work Orders assigned to **WorxShop**
2 Work Orders assigned to **Lori Finke**

10 Open Work Orders
0 On Hold Work Orders
0 In Progress Work Orders
66 Closed Work Orders



Old Business

Watertown Housing Authority

Bid Sheet

Replacement of thermostats and emergency switches at Truman Terrace, 100 Steele Brook Road, Watertown, CT 06795.

I. Thermostats

Replace 78 white electric heat thermostats with thermometer's built in (220 volts each). We request a Honey Well Thermostat (Part #HWT4398B-1029 or comparable product in price and function) Check all high voltage wires, check all circuit breakers, and replace thermostats.

The following fees are to include the cost of labor, disposal, as well as sales tax, transportation, permits and insurance.

Labor: _____

Material: _____

II. Emergency / Call to Aide Switches

Replace 66 Call-to-Aide low voltage emergency switches with pull chord. This is just a switch and light replacement. Rewiring should not be required. But please check all wiring, high/low voltage checks, remove old switches and dispose of them when installing new pull switches. Some switches have been replaced with the following product kit (Bridgeport Fittings #BRI-CA-101-24-DMLT with buzz and switch so we request this product kit or a comparable product in price and function).

The following fees are to include the cost of labor, disposal, as well as sales tax, transportation, permits and insurance.

Labor: _____

Material: _____

Start Date

Scheduling is important. Please supply us with an estimated time for the following:

Project Start Date: _____

Project Completion Date: _____

Instructions: This contract will be awarded to the lowest qualified, responsible, and eligible bidder complying with the conditions of this scope of work. All bids must be submitted by filling out and submitting this bid sheet in a 'Sealed' envelope to the Watertown Housing Authority on-site office located in the Meeting House at the 1091 Buckingham Street Watertown, CT by **5PM Friday December 17th, 2021**. Winning bidder will be required to supply the WHA with a certificate or insurance naming WHA as an additional insured.

Watertown Housing Authority Bid Spreadsheet

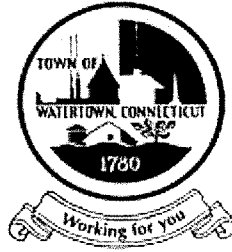
Replacement of Thermostats and Emergency Switches at Truman Terrace.

Thermostat replacement

Contractor	Labor	Material	Total	Project Start Date	Project Completion Date
Copeland					
Pro Electric					
PJ Electric					

Emergency Switch Replacement

Contractor	Labor	Material	Total	Project Start Date	Project Completion Date
Copeland					
Pro Electric					
PJ Electric					



New Business

2022

WATERTOWN HOUSING AUTHORITY

JANUARY 12

7:00 P.M. Buckingham Terrace

FEBRUARY 9

7:00 P.M. Truman Terrace

MARCH 9

7:00 P.M. Country Ridge

APRIL 13

7:00 P.M. Buckingham Terrace

MAY 11

7:00 P.M. Truman Terrace

JUNE 8

7:00 P.M. Country Ridge

JULY 13

7:00 P.M. Buckingham Terrace

AUGUST 10

7:00 P.M. Truman Terrace

SEPTEMBER 14

7:00 P.M. Country Ridge

OCTOBER 12

7:00 P.M. Buckingham Terrace

NOVEMBER 9

7:00 P.M. Truman Terrace

December 14

7:00 P.M. Country Ridge

WHA BOARD MEMBERS

Janelle Wilk – Chairwoman
Dan Devito – Vice Chairman
Carmen Verno – Treasure/Secretary
Denise Russ – Commissioner
Sharon Pratt – Resident Comm.