



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

May 14, 2025





Watertown Housing Authority

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Watertown, CT 06795

**Regular Meeting Wednesday, May 14, 2025
Truman Terrace, 6:00 P.M.**

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Country Ridge, March 12, 2025
 - b. Special Meeting via Zoom, April 1030, 2025
4. Approval of bills paid for
 - a. April 2025
 - b. May 2025
5. Property Manager's Report
 - a. Available Apartments
 - b. Work Orders
 - c. Variance Request
6. Resident Service Coordinator Report
7. Resident Commissioner Report
8. Public Participation
9. Adjournment

**Regular Meeting Wednesday, March 12, 2025
Country Ridge 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, March 12, 2025, at Country Ridge – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:00 p.m.

1. Roll Call

Members Present: Sharon Pratt – Resident Commissioner
Peter Mucciarone - Commissioner
Janelle Wilk – Chairwoman

Absent: Dan DiVito – Vice Chairman
Denise Russ – Commissioner

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

2. Chairwoman’s Report

Janelle Wilk added to the agenda: 5b. Discussion and possible action for Scope of Work and Bid Process for sidewalk and paving work at Country Ridge.

Chairwoman Janelle Wilk reported:

“Everything I have to say is added to our agenda this evening. I hope everyone has a happy and safe St. Patrick’s Day.

3. Approval of Minutes

a. Regular Meeting, February 12, 2025

A motion was made by Peter Mucciarone, and second by Sharon Pratt to approve the Regular meeting minutes of February 12, 2025.

Discussion: none.

Aye: Mucciarone, Wilk, Pratt

Nay: 0

Abstain: 0

Motion Carries

4. Approval of bills paid in March 2025

A motion was made by Sharon Pratt, and second by Peter Mucciarone to accept the bills for March 2025.

Discussion: none.

Aye: Russ, Mucciarone, Wilk, Pratt

Nay: 0

Abstain: 0

Motion Carries

5. New Business

- a. Discussion and possible action on Grant.
- b. Discussion and possible action for Scope of Work and Bid Process for Sidewalk and Asphalt work at Country Ridge

Janelle Wilk announced that Country Ridge did receive the 2-million-dollar grant. Janelle wanted to thank everyone involved, especially Lisa Cattaneo of the town of Watertown, our state Governor and everyone involved.

Janelle Wilk turned the meeting over to Russell Antonacci who explained the grant and the next steps that will be taken going forward.

Russell Antonacci reiterated that Country Ridge has been awarded, the small cities grant from the State of Connecticut. This comes through the Federal Government.

Russ believes that the state would not have announced and awarded Watertown Housing Authority, the grant if they did not have the funds in place.

The Town of Watertown will receive the funds from the state, and this will be kept in a separate account for the Housing Authority. WHA will not have this money in their account. The town will be distributing the funds to the contractors as work as invoices are received.

Russ handed out a Tentative Timeline for the work to be performed at Country Ridge.

- Sidewalk Improvements (funding from WHA)
- Reclaim and Pave driveway (funding from WHA)
- Line & Number Painting (funding from WHA)
- Replace Roofs/Gutters
- Window Replacement
- Vinyl Siding Replacement
- Replace Unit #'s / Doorbells/ Exterior LED Lighting
- Exterior Door & Storm Door

- Fire Alarm / Smoke detections Systems/ Call for Aid

Russ is recommending to the Commission that the first step to be taken should be the improvement of the sidewalks. Russ has a scope of work but will not be presenting it at this meeting as there are two Commissioners absent.

Russ would like to suggest that a special meeting be scheduled for some time next week. This would be via Zoom to discuss the scope of work for bids concerning the sidewalk improvements and reclaiming/repaving all asphalt surfaces.

Janelle will contact the Commissioners to see their availability to meet via zoom.

Russ would like to get this bid as soon as possible so that work can begin on both the sidewalks and reclaiming/paving. The hope is to have the bids received in April. Time frame for work would be sidewalks completed by June and reclaiming/paving completed by July.

Russ is recommending to the Commission that we hold off on the original roof replacement bid received for the (1) building. The scope of work will be adjusted and advertised for all buildings at Country Ridge.

Funding will probably not be received until July as an estimated time frame. Work cannot be performed before the funds are received. WHA cannot pay up front and then be reimbursed after the funds are received. We can go through the bidding process, but NO contracts can be signed until the funds are received. Once the money is in the account with the town, we can then sign contracts and get the work started.

Russ is anticipating that everything listed above will be completed by Thanksgiving if all goes according to plan. Variables that might affect this timeline are bad weather, complications with contractors etc.

Russ will keep everyone updated with newsletters as the process moves forward. Once completed at the end of the year Russ will be proposing that the money remaining in our capital will be redistributed for future plans at Buckingham Terrace and Truman Terrace.

Russ believes that the sidewalks and reclaiming of the asphalt and paving will cost an estimated \$250K which will come out of the Housing Authority's savings. Currently we have approximately \$2.3 million in the account.

Janelle mentioned that this is a better way to be financially responsible. Janelle mentioned that we should be considerate of the contractors that have already put in a bid

for the (1) roof by calling and letting them know we are pausing at this time. Calls will be made tomorrow to notify the five contractors that the scope of work will be rewritten in more detail and the new bid will now be for all (13) buildings at Country Ridge.

Janelle has spoken to Dan DiVito about pausing the roof plans for the (1) building. They are both in agreement that we are better waiting and having the quote to include the replacement of all (13) roofs at the same time. Russ added that there should be substantial savings by replacing all roofs at the same time.

Russ mentioned that just like the windows at Truman, specifications will need to be made for the new windows at Country Ridge. A meeting will be held, in the near future so that decisions can be made to decide on the type of windows that will be installed at Country Ridge. Janelle would like to be at this meeting along with Dan DiVito.

6. Old Business

- a. Discussion and possible action on sealed bids for roof replacement for Country Ridge Building 12- 15.
 - i. This was addressed in the New Business portion of the meeting.

7. Property Manager's Report

- a. Available apartments:
 - i. Country Ridge is full; Buckingham Terrace, April 1 a new resident will be moving into D2. Buckingham will be full at that time.
Truman Terrace has one open apartment.
- b. Work Orders opened from 2/11/2025 – 3/1/2025 were a total of 34 with 4 open at the time the report was run.

8. Resident Service Coordinator Report

- a. Lori Finke gave an update on her first month and a half as the new RSC.
 - i. (2) Guest speakers in February
 - 1. Verizon – talked about signing up for Wireless Internet
 - a. A few residents signed up with Verizon. Some had a good experience and some did not.
 - i. Problems with getting the residents connected properly and prices that were given out did not reflect the bills received.
 - ii. No call backs
 - b. I am working with Verizon to correct these issues.
 - 2. Oak Street Health
 - a. Specializes in primary care. They work with their patients to prevent health problems through regular checkups, thorough exams and connecting the

patient with other services that the patient might need.

ii. Wellness Checks

1. January, I performed 6
2. February, I performed 5
3. March to date, I have performed 8

iii. March Speakers (3)

1. Powerback Rehab is scheduled for all three communities.
 - a. This is a group of Physical Therapists that will come to the clients at their home and work with the client one on one for their specific needs.
 - b. They will be performing a Balance Clinic to identify fall risks, fall assessments and risk interventions.
 - c. Truman Terrace had their visit yesterday and this went well. (6) Residents had their balance checked.
2. Jeanne Vichioli for town Social Services
 - a. Jeanne spoke to all three communities about the services that she performs such as the Food Bank, Renter Rebate, Mursion Fund Applications, Snap and passed out a brochure with the important phone numbers that the residents might need.
3. Jason Coppola is the local Veterans Service Officer, and he will be visiting on March 25th at Truman Terrace. Jason will be talking with veterans and relatives of veterans. All are welcome to attend.

9. Resident Commissioner Report

Sharon Pratt had a few questions:

- a. If a tenant does electrical work without a Variance Request what should be done. These steps will be taken.”
 - i. A letter to the resident explaining that a Variance Request should have been submitted to the office for the Commission to approve before work could be done.
 1. The installer must be licensed and insured.
 - ii. PJ Electric will be called to come and inspect the two ceiling lights wiring to make sure it was done properly.
 - iii. A “Notice” will be distributed as a reminder that any work that a resident would like done in his or her apartment must fill out a Variance Request and submit it to the office. Once the office

receives the request, it will be brought to the next monthly meeting for the Commission to review and approve or decline the request.

Janelle publicly announced that a Variance Request must go through the office and Commissioners.

- b. Would it be possible to have the monthly meeting packets distributed on the Monday prior to the Wednesday night meeting. This would give the Commissioners more time to review the information prior to the meeting.
 - i. Janelle agreed that the packets can be handed out on Monday's going forward.
- c. Sharon had a question for Russ about the RSC line item on in the budget for 2025. Sharon would like to know what the amount was in the budget. Russ did not have the information at the meeting.

Sharon addressed the tenants and thanked them for you for being welcoming to her during her visit to Country Ridge.

Sharon addressed the question about the RSC money. Sharon explained that there is \$300.00 per month, \$25 per site per week. While there wasn't an active RSC, Lori would only ask for the difference from the on-hand dollars at the end of each month so that the following month would have \$300.00 on hand. Example: If \$100.00 was spent during a given month and there was still \$200.00 on hand, Lori would only ask for a reimbursement of \$100.00 for the following month. Sharon would like to have the \$300.00 check cut per month going forward now that we have an RSC to make monthly purchase for the coffee hour snacks. Sharon asked if the \$300.00 check could be increased going forward. Russ said there was wiggle room and would look into raising the amount.

Sharon explained that she does not work for PropertyWorx or the Watertown Housing Authority. Sharon said she is an elected by the residents for her Resident Commissioner position and therefore works for the residents. She will always be fair in her decisions for the residents when warranted and fair with the housing authority when warranted. Sharon said that she does not take sides.

Sharon also mentioned that she visits the residents because she wants to be the voice of the residents and that she treats all three sites the same.

When Sharon votes on anything that the Commissioners vote on, Sharon said that her decision is based on the best interest of the residents. Sharon said that she does not allow anyone to bully her or sway her decision one way or the other. Sharon makes her decisions with all 120 units in mind and tries to be the voice of the residents.

10. Public Participation

Deborah Manley	CR 13 spoke
Susan Dubay	CR 29 spoke
Sharon Pratt	TT C-2 spoke
Helen Gizzi	CR 21

11. Adjournment

Motion to adjourn meeting at 6:52 PM by Sharon Pratt and second by Peter Mucciarone.

Sharon Pratt
Watertown Housing Authority

Special Meeting Friday March 21, 2025
Zoom 10:00 A.M.

MINUTES

A special meeting was held by the Housing Authority on Friday, March 21, 2025 via Zoom – 10:00 A.M.

Chairwoman Janelle Wilk called the meeting to order at 10.12 A.M.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
Denise Russ – Commissioner
Peter Mucciarone - Commissioner
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Russell Antonacci, Manager

Absent:

Others Present: Lori Finke, Property Manager
Lance Valentino, Property Manager

2. New Business

- a. Discussion and possible action on Scopes of Work for paving and sidewalks for Country Ridge
 - i. Scopes of work had been given to the Commissioners for their review prior to the meeting. Russ reviewed the information on the both sidewalks and also the paving at Country Ridge.
 - ii. Conversation between the Property Management and Commissioners brought up some questions and corrections will need to be made on both Scopes of Work for paving and sidewalks.
- b. A motion was made by Janelle Wilk to adjust the Scopes of Work per suggestions from the Commissioners. Once the changes are completed, the revised Scopes of Work will be sent out to the Commissioners for their review. Denise Russ second the motion.
- c. A second special meeting (via zoom) will be scheduled within the next week or two for another discussion and possible action.

3. Adjournment

Motion to adjourn meeting at 11:09 PM by Dan DiVito and second by Peter Mucciarone.

Sharon Pratt
Watertown Housing Authority

Special Meeting Wednesday April 30, 2025
Zoom 10:00 A.M.

MINUTES

A special meeting was held by the Housing Authority on Wednesday, April 30, 2025 via Zoom – 10:00 A.M.

Vice Chairman Dan DiVito called the meeting to order at 10:06 A.M.

1. Roll Call

Members Present: Denise Russ – Commissioner
Peter Mucciarone - Commissioner
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Russell Antonacci - Manager

Absent: Janelle Wilk – Chairwoman
Lori Finke - Property Manager

Others Present: Lance Valentino - Assistant Property Manager

2. New Business

- a. Discussion and possible action on Scope of Work for paving and sidewalks at Country Ridge
- b. A motion was made by Denise Russ to approve both Scope of Work for paving and sidewalk work at Country Ridge. This motion was second by Sharon Pratt.
- c. Bids will be advertised in the Waterbury Republican-American paper for five consecutive days and the Town Times for two straight weeks.

3. Adjournment

Motion to adjourn meeting at 10:29 PM by Dan DiVito and second by Peter Mucciarone.

Sharon Pratt
Watertown Housing Authority

5/9/2025
12:08 PM

Watertown Housing Authority
Accounts Payable
May 2025

Type	Date	Num	Name	Memo	Location	Amount
Bill	04/24/2025	123007 042425	Ace Hardware of Watertown	monthly charges	All	200.90
Bill	04/11/2025	ILD1-3WYJ-CC4M	Amazon.com	HDMI converter	All	21.98
Bill	04/16/2025	1KLH-6N4Q-QV7M	Amazon.com	Games	All	35.22
Bill	04/19/2025	19LF-V96W-HR3N	Amazon.com	Wheel of fortune game	All	26.52
Bill	04/27/2025	1W13-T1KT-TWXC	Amazon.com	American flag	All	43.94
Bill	04/29/2025	1L67-PW1J-C7VY	Amazon.com	paper plates	All	31.69
Bill	05/05/2025	1V1V-N3TD-W37X	Amazon.com	printer paper	All	35.21
Bill	04/23/2025	1JQK-HX7F-1GMM	Amazon.com	printer ink	All	205.77
Bill	05/05/2025	i155774	American Rooter LLC	CR snake main line	Country Ridge	473.50
Bill	04/11/2025	487049	Carpets Plus, Inc.	TT C12 - installation	Truman Terrace	1,555.00
Bill	04/01/2025	519789	Complete LLC	monthly contracted services	All	6,750.00
Bill	03/07/2025	519758	Complete LLC	snow removal and salting, branch clean up	All	3,500.00
Bill	01/01/2025	51993 12.18.24	Complete LLC	BT water line valve curb box repair	Buckingham Terrace	2,550.00
Bill	05/01/2025	519818	Complete LLC	monthly contracted services	All	6,750.00
Bill	04/22/2025	519794	Complete LLC	pothole repair	Country Ridge	1,650.00
Bill	05/06/2025	519823	Complete LLC	mulch beds	All	5,000.00
Bill	05/06/2025	519825	Complete LLC	CR clean up pine tree branches	Country Ridge	3,500.00
Bill	05/01/2025	250501496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	04/15/2025	5113 216 4021	Eversource	Service 03/26-04/01/25	Buckingham Terrace	33.92
Bill	04/25/2025	5102 066 4066	Eversource	Service 03/26-04/25/25	Truman Terrace	58.41
Bill	04/25/2025	5112 556 4047	Eversource	Service 04/24-04/25/25	Truman Terrace	1.36
Bill	04/25/2025	5113 818 3082	Eversource	Service 03/26-04/25/25	Truman Terrace	642.54
Bill	04/25/2025	5125 298 3036	Eversource	Service 03/26-04/25/25	Buckingham Terrace	737.75
Bill	04/25/2025	5129 979 3026	Eversource	Service 03/26-04/25/25	Country Ridge	36.35
Bill	04/25/2025	5131 089 3094	Eversource	Service 03/26-04/25/25	Country Ridge	33.51
Bill	04/25/2025	5135 689 3081	Eversource	Service 03/26-04/25/25	Country Ridge	506.77
Bill	04/25/2025	5141 028 3030	Eversource	Service 03/26-04/25/25	Truman Terrace	43.67
Bill	04/25/2025	5141 089 3093	Eversource	Service 03/26-04/25/25	Country Ridge	53.33
Bill	04/25/2025	5144 889 3081	Eversource	Service 03/26-04/25/25	Country Ridge	34.15
Bill	04/25/2025	5147 056 4014	Eversource	Service 03/26-04/25/25	Country Ridge	54.91
Bill	04/25/2025	5152 818 3080	Eversource	Service 03/26-04/25/25	Truman Terrace	104.60
Bill	04/25/2025	5154 889 3080	Eversource	Service 03/26-04/25/25	Country Ridge	30.71
Bill	04/25/2025	5155 789 3047	Eversource	Service 03/26-04/25/25	Country Ridge	69.07
Bill	04/25/2025	5160 799 3003	Eversource	Service 03/26-04/25/25	Country Ridge	47.36
Bill	04/25/2025	5161 089 3091	Eversource	Service 03/26-04/25/25	Country Ridge	32.28
Bill	04/25/2025	5175 889 3077	Eversource	Service 03/26-04/25/25	Country Ridge	39.50
Bill	04/25/2025	5181 389 3054	Eversource	Service 03/26-04/25/25	Country Ridge	41.71
Bill	04/25/2025	5190 799 3000	Eversource	Service 03/26-04/25/25	Country Ridge	51.13
Bill	04/25/2025	5191 018 3029	Eversource	Service 03/26-04/25/25	Truman Terrace	111.54
Bill	04/25/2025	5760 163 0056	Eversource - Gas	Service 03/26-04/25/25	Country Ridge	243.19
Bill	04/24/2025	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	3,494.36
Bill	04/30/2025	9441 BT	Lawnkeepers LLC	Fertilization	Buckingham Terrace	280.00
Bill	04/30/2025	9442 CR	Lawnkeepers LLC	Fertilization	Country Ridge	350.00

5/9/2025
12:08 PM

Watertown Housing Authority
Accounts Payable
May 2025

Type	Date	Num	Name	Memo	Location	Amount
Bill	04/30/2025	9443 TT	Lawnkeepers LLC	Fertilization	Truman Terrace	220.00
Bill	04/21/2025	299999	Millette Pest Control LLC	CR treatment for ants, bees & wasps nests	Country Ridge	775.00
Bill	04/22/2025	300000	Millette Pest Control LLC	BT treatment for ants, bees & wasps nests	Buckingham Terrace	575.00
Bill	04/10/2025	07881-138731-01-1	Optimum BT	Service - 04/15-05/14/25	Buckingham Terrace	277.57
Bill	04/10/2025	07881-134130-01-9	Optimum CR	Service - 04/15-05/14/25	Country Ridge	317.16
Bill	04/10/2025	07881-138730-01-3	Optimum TT	Service - 04/15-05/14/25	Truman Terrace	287.57
Bill	05/05/2025	050525	Petty Cash	office supplies	All	241.50
Bill	04/28/2025	8631	PJ Electric, Inc.	BT E1, E2 exhaust fans	Buckingham Terrace	1,697.76
Bill	05/01/2025	8640	PJ Electric, Inc.	CR 33 repaired counter plugs	Country Ridge	75.00
Bill	05/01/2025	5498	Propertyworx LLC	May 2025 management services	All	7,138.00
Bill	04/19/2025	25232	Ray Palmer Plumbing & Heating, Inc.	CR 16,25 shower valve, check heat	Country Ridge	540.26
Bill	04/22/2025	25233	Ray Palmer Plumbing & Heating, Inc.	TT C-14 bathtub installation	Truman Terrace	477.37
Bill	05/01/2025		RSC - petty cash	funding for RSC activities	All	400.00
Bill	05/02/2025	TT C-10, C-14	Steven L. Clark	TT C-10, C-14 remove and replace tub shower walls	Truman Terrace	8,825.00
Bill	05/01/2025	0603201127BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	05/01/2025	0603201128CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	05/01/2025	0603201126TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	502.40
Bill	04/24/2025	1020740 0424	Watertown Fire District	TT Service 02/14-03/14/25	Truman Terrace	317.74
Bill	03/31/2025	0304130000BT	Watertown WSA	BT 12/31/2024-03/31/2025	Buckingham Terrace	1,900.21
Bill	03/31/2025	0304132000CR	Watertown WSA	CR 12/31/24-03/31/25	Country Ridge	2,730.21
Bill	04/09/2025	25-26 1	Worker's Compensation Trust	Worker's compensation policy - 2025-2026	All	643.00

68,311.79

Apartment available

as of

14-Apr-25

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
Full			
Buckingham Terr.			
1	B-1	Condition/Needs Updating	
Truman Terrace			
3	B-5, B-11, C-5	Condition/Needs Work	Apartments are being updated
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
	4	Nancy Brooks	8/1/2024
	14	Andrea Smith	9/1/2024
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
	B-5	Anthony Faressa	11/15/2024
	D2	David Pike	4/1/2025
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
	C-7	Tony and Cathy Macelis	6/21/2024
	C-16	Martin Finley	6/10/2024
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

Country Ridge	CR14 - CR20	Gloria Rossi	5/5/2024
Country Ridge	D-2 - 22	Mark Rayel	apartment is being updated
Truman Terr.	C12 - A1	Thomas Wills	11/1/2024
Truman Terr	B-5 - C2	Anthony Raimo	4/1/2025

Status	Created Date	Completed On	Location	Work Order Description
Complete	04/09/2025	04/29/2025	Country Ridge	Remove spigot covers at all 3 sites.
Complete	04/15/2025	04/16/2025	CR 36	Need to check front screen door.
Complete	04/16/2025	04/16/2025	TT A-3	Need to check rear deck light fixture for birds nest.
Complete	04/16/2025	04/16/2025	TT A-3	Need to check rear deck light fixture for birds nest.
Complete	04/17/2025	04/22/2025	CR 16	Need to check for mice and set traps.
Complete	04/17/2025	04/22/2025	CR 33	Need to check kitchen outlet with no power.
Complete	04/17/2025	04/22/2025	Country Ridge	Need to remove curtains at CC.
Complete	04/17/2025	04/22/2025	TT C-14	Need to remove vanity for plumber to get behind wall for tub removal.
Complete	04/17/2025	04/22/2025	CR 28	Need to check laundry rack outside in rear of building.
Complete	04/28/2025	04/29/2025	CR 24	Remove old microwave and put in basement for Tran. Station
Complete	04/15/2025	04/16/2025	CR 31	Check beeping fire alarm.
Complete	04/15/2025	04/16/2025	TT C13	Need to change out front burner on stove.
Complete	04/15/2025	04/22/2025	BT D-2	Need to check toilet filling high.
Complete	04/15/2025	04/16/2025	Buckingham Terrace	Need to check rear gutters around complex that might be full.
Complete	04/15/2025	04/16/2025	TT B-7	Need to check water coming up from floor in kitchen.
Complete	04/15/2025	04/16/2025	TT C-7	Need to check front screen door handle that is broken.
Complete	04/16/2025	04/22/2025	Country Ridge	Check all bait traps.
Complete	04/16/2025	04/30/2025	Buckingham Terrace	Need to check all bait traps.
Complete	04/16/2025	04/29/2025	Truman Terrace	Need to check all bait traps.
Complete	04/17/2025	04/22/2025	Truman Terrace	Need to remove curtains at TT/CC.
Complete	04/18/2025	04/22/2025	CR 22	Bathroom sink is clogged
Complete	04/21/2025	04/24/2025	TT B-2	Replace fridge with new one.
Complete	04/22/2025	04/22/2025	TT C-2	Went to check outlets not working in kitchen.
Complete	04/22/2025	04/23/2025	TT C-4	Need to check dim light in kitchen.
Complete	04/23/2025	04/24/2025	CR 23	Need to check handle in shower.

Complete	04/23/2025	04/24/2025	Country Ridge	Need to change flag at CR entrance.
Complete	04/18/2025	04/22/2025	CR 24	Replace broken blind in the living room behind couch.
Complete	04/28/2025	04/29/2025	Country Ridge	Need to change out light bulb in front of CR/CC entrance to laundry room.
Complete	04/29/2025	04/29/2025	TT C-6	Replace bulb outside of main door at TT/C-6
Complete	04/29/2025	04/30/2025	TT C-14	Put vanity back in. New shower is installed.
Complete	04/30/2025	05/05/2025	CR 5	Need to check door going into bedroom not closing correctly.
Complete	04/30/2025	05/01/2025	CR 21	Need to change bulb outside back door.
Complete	04/30/2025	05/05/2025	CR 3	Need to change light bulb over kitchen sink.
Complete	05/01/2025	05/05/2025	Truman Terrace	Need to change light bulb in kitchen at TT/CC.
Complete	05/05/2025	05/06/2025	CR 21	Need to check toilet not flushing.
Complete	05/05/2025	05/06/2025	TT C-10	Need to check new shower head leaking.
Complete	05/05/2025	05/06/2025	TT C-8	Changed lightbulb in bathroom
Complete	05/05/2025	05/06/2025	BT B-3	Need to move stove for spring cleaning.
Complete	05/05/2025	05/06/2025	BT B-6	Need to fix soap dish in shower, plus new shower wand, and fix stool in kitchen.
Complete	05/05/2025	05/06/2025	Country Ridge	Checked for leaks as water was found on floor in the am.
Complete	05/05/2025	05/07/2025	TT B-4	Need to change light bulb in bathroom.
Complete	05/07/2025	05/07/2025	CR 23	Kitchen sink is clogged.
Open	04/28/2025	04/28/2025	CR 19	Screen door needs a sweep
Open	05/09/2025	05/09/2025	Country Ridge	Need to put tarp over hole in roof.
Open	05/09/2025	05/09/2025	TT B-1	Need to exchange stove due to it heating up on side and resident is getting burned.

Watertown Housing Authority
Variance Request

COMMUNITY: Buckingham Terrace

Unit Number: E-7 Date Submitted: 5/2/25

First Name: Pat Last Name: Packard

Home Phone: 860-483-2804 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.

I would like to have the walls painted in my apartment to freshen up the faded walls.

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: Pat Packard

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the 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: Buckingham Terrace

Unit Number: B-3

Date Submitted: 4/3/25First Name: JanetLast Name: AyotteHome Phone: 860-503-9069

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.

I would like to have the walls in my apartment painted to freshen up the faded walls.


I understand the Watertown Housing Authority is NOT responsible for maintenance or replacement of items requested by this variance unless otherwise specified. Should you replace existing equipment such as a refrigerator, counter top etc., you understand that if you vacate the apartment all items stay with the apartment.

If this variance is a request to change the paint color of the walls within the specified apartment, you may be asked to return the walls to the original color if you decide to vacate the apartment.

Responsibility for maintenance and/or replacement of items relative to this variance is a renter's responsibility.

Approval of this *Variance Request* shall not be interpreted, as a waiver of any permit or license required by law. A Variance Request can be rescinded after the fact if there is a problem with the result which can lead to removal.

Resident Signature: _____



You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____

Watertown Housing Authority
Variance Request

COMMUNITY: Country Ridge

Unit Number: 13 Date Submitted: 4/23/25

First Name: Deborah Last Name: Manley

Home Phone: _____ Cell Phone: 203-598-5293

Describe in full the work you are requesting permission to have done. Please include name of contractor, copy of contractor's license and insurance certificate and an estimated time of completion.

I would like to have an emotional support dog live with me at Country Ridge. This dog will be company for me while I have some surgeries that will limit my activities out of my home.

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: Deborah Manley

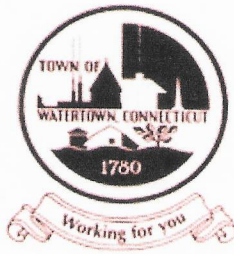
You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the drop box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Date: 4/30/25

Resident Name Deborah Manley
Address: 1091 Buckingham St Apt 13
Watertown, CT 06795
Re: Emotional Support Dog

Dear _____:

The Commission will reviewed your request to bring an Emotional Support Dog into your apartment at Country Ridge. Your request will be taken into consideration at the next Commission meeting with the following conditions.

1. All pets must be licensed and recorded in the WHA office.
2. All vaccination records must be kept up to date in the WHA office.
3. All dogs must be registered with the WHA office and the town of Watertown.
4. The dog must be always on a leash, in the common elements.
5. Resident must clean-up after their pet.
6. If, in the judgment of the Housing Authority, the pet has become objectionable by reason of noises, barking, damage to the home, etc. the Housing Authority at its discretion at any time may require residents to remove the pet.
7. If, the dog bites another resident or animal it will be removed immediately.
8. Residents shall pay for the costs of repairs, any, and all damages caused by the pet to the building, grounds, flooring, trim, finish, tiles, carpeting, and other Housing Authority property. If damage, is stains, and such damage cannot be restored to the original condition, residents shall pay the full cost and expense of replacing the item.

If you agree with the above conditions, by signing below, you will be allowed to bring your Emotional Support dog onto the Country Ridge property.

Tenant signature: Deborah Manley
Date: 4/30/25

Sincerely,

Russell Antonacci, Manager

Watertown Housing Authority Variance Request

COMMUNITY: Country Ridge

Unit Number: 9

Date Submitted: April 2, 2025

First Name: MARY

Last Name: STACK

Home Phone: 802-74-0387

Cell Phone: 203-528-8547

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.

over one year still waiting → Paint Bathroom, Hallway and Coat Closet door - kitchen / hallway
Fix one tile in bathroom, buckled when new toilet put in.
Calk tub. - Fix spot kitchen where roof leaked - gave Lori picture
ceiling April 2, 2025

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: Mary Stack

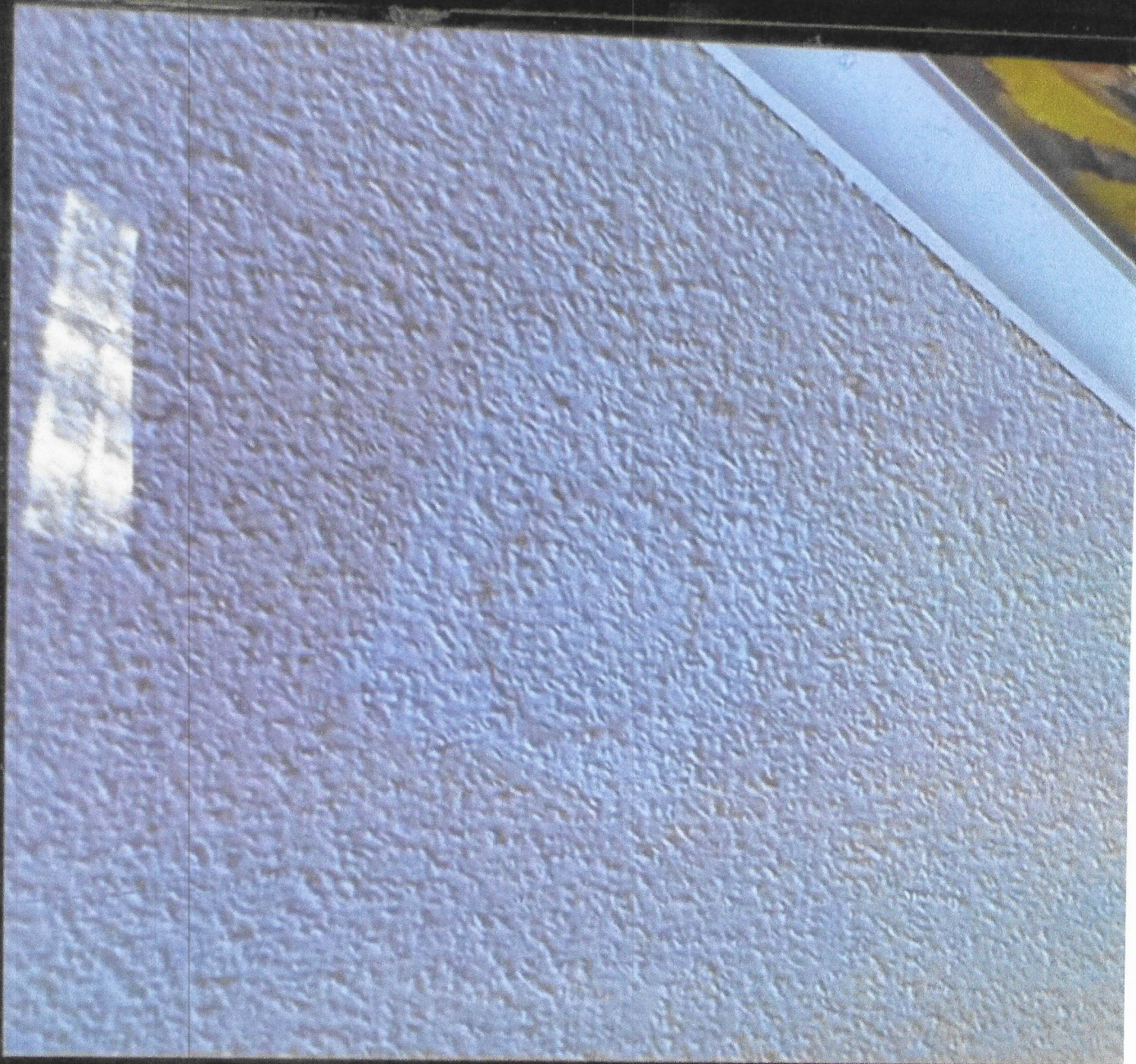
You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____



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Dr



RSC HOUR: Phone 860-960-3459

TUESDAY: TRUMAN TERRACE

8:00 AM – 4:00 PM

WEDNESDAY: COUNTRY RIDGE

8:00 AM – 4:00 PM

THURSDAY: BUCKINGHAM TERRACE 8:00 AM – 4:00 PM

EVENTS

TUESDAY: CLR TT

WEDNESDAY:

BINGO BT

THURSDAY:

BINGO/POKENO

TT

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Lori will be in North Haven for CHOICES Training	7 Lori Will be in North Haven for CHOICES Training	8 Lori will be in North Have for CHOICES Training	9	10
11	12	13	14	15	16	17
Lori on Vacation	Lori on Vacation	Lori on Vacation	Lori on Vacation	Lori on Vacation	Lori on Vacation	
18	19	20 Det. Conway from WPD will be here to discuss Fraud and Safety 10:30	21 Fire Marshall Kim Calabrese 10:30 am Det. Conway WPD 11:15 Fraud and Safety	20 Det. Conway from WPD will be here to discuss Fraud and Safety 10:30	23	24
25	26	27 Brittany from Help Unlimited will be here visiting to talk about Lifeline. 10:30	28 Brittany from Help Unlimited will be here visiting to talk about Lifeline. 10:30	29 Brittany from Help Unlimited will be here visiting to talk about Lifeline. 10:30	30	31
Memorial Day Holiday						



May 2025 – Watertown Housing Authority

Lori Finke, Resident Services Coordinator Phone 860-960-3459

Office Hours: Tuesday, Wednesday, and Thursdays 8:00 AM – 4:00 PM

Tuesday – Truman.... Wednesday – Country Ridge.... Thursday – Buckingham

I would like to thank everyone who attended and welcomed our April speakers.

- Ashley Keifer from Keifer Counseling
- Mark Raimo, Watertown Town Manager
- Fire Marshal, Kim Calabrese (Truman Terrace)

All speakers have offered to come back and visit again. If you have a specific topic that you would like to have discussed by either guest, please let me know.

Speakers scheduled for the last two weeks of May. You can see the date / time on your attached calendar.

- Detective Conway from the Watertown Police Department will be here to discuss “Fraud and Safety”. These are two important subjects for all to hear.
- Brittany from Help Unlimited will be here to discuss the importance of having an emergency activation device. She can help anyone who might be interested in looking into having one of these devices.
- Fire Marshal, Kim Calabrese will be meeting with Country Ridge and Buckingham Terrace to demonstrate operating fire extinguishers.

Future Speakers that are in the works:

- A representative from the Lutheran House will be giving me dates to come and speak with you. They are doing a bit of reorganizing within their personnel. Once that is completed, I will be able to schedule the representative.

- Casey-O'Neill Funeral Home is working on a new presentation. They have not visited places like the WHA since Covid. They are currently reorganizing their presentation. Once that is ready to go, I will be able to schedule Casey-O'Neill.

Information Needed for Renters Rebate

Program began April 1, 2025

This program is sponsored by the State office of Policy and Management and may provide senior and disabled renters with a refund check based on the amount of rent and utilities paid in 2024.

Eligibility requirements:

- Must have lived in CT for one year prior to filing application.
- 65 years of age by 12/31/24 or 50 or older if the surviving spouse of a renter.
- 2024 qualifying income must not exceed \$55,100.00 for a married couple or \$45,200.00 for a single individual.
- DOCUMENTATION - required proof for verification purposes.
- Social Security Income 2024
- Pension benefit letter and income 2024
- Copy of 2024 Federal Income Tax
- W-2 from employment
- If disabled Benefit Verification letter from Social Security
- Rent history or receipts from all of 2024
- Utility statements heat, gas, electric only – for all 2024

Feel free to contact me if you need your 2024 Rent Statement or you need copies made to bring to your appointment. Jeanne at Social Services is happy to help you out with your application. Jeanne can be reached at 860-945-5252.

I am hoping that by early summer, I will have the software necessary to fill out your application in-house.

WATERTOWN PARKS & RECREATION

FARMER'S MARKET

EVERY
WEDNESDAY
JUNE 25-AUG 6

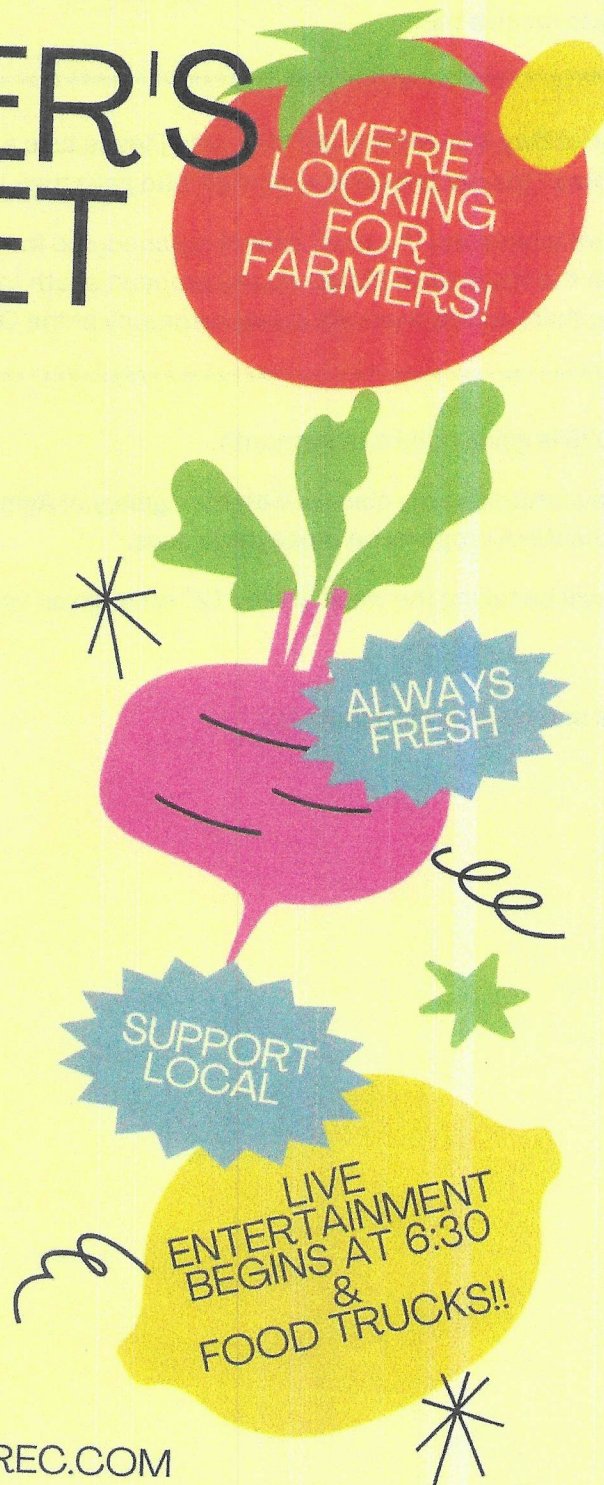
4:00PM-8:00PM

COME SHOP
FRESH PRODUCE,
HANDMADE GOODS,
AND LOCAL TREATS!

VETERANS' MEMORIAL PARK

SOCCER FIELD #1
570 NOVA SCOTIA HILL RD
WATERTOWN, CT 06795

MORE INFO: WATERTOWNCTREC.COM



The Farmer's Market is returning to Watertown beginning on June 25th.

Once I can acquire the cards for the Farmer's Market, I will distribute them to those residents that qualify to receive them.

Memorial Day falls on May 26th this year. Please take a moment on Memorial Day to "Remember and Honor" the brave men and women who gave their lives in service for our freedom.

If you are interested, the town parade is scheduled for 10:00 am on May 26th. The route this year will begin at the Watertown Plaza and will proceed south towards Oakville. At the conclusion of the parade, there will be a wreath laying ceremony at the Oakville Green.

May 2025 is going to be a busy month.

I will be completing my classes with the Agency of Aging in North Haven on May 6, 7 and 8. I will not be on the WHA property on those three days.

Also, I will be taking the week of May 12th off to go on vacation with my family.

Be safe and have a wonderful May,

Lori