



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority  
Commissioner Report  
September 11, 2024





# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Wednesday, September 11, 2024

Regular Meeting – Country Ridge, 6:00 p.m.

## Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
  - a. Regular Meeting, Truman Terrace, August 14, 2024
4. Approval of bills paid in:
  - a. September 2024
5. New Business
6. Old Business
7. Property Manager's Report
  - a. Available Apartments
  - b. Workorders
8. Resident Commissioner Report
9. Public Participation
10. Adjournment

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

**Meeting Wednesday, August 14th 2024  
Truman Terrace, 6:00 P.M.**

**MINUTES**

A meeting was held by the Housing Authority on Wednesday, August 14, 2024 at Truman Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:11 P.M..

1. Roll Call

Members Present: Janelle Wilk – Chairwoman  
Dan DiVito – Vice Chairman (Via Phone @6:20))  
Sharon Pratt – Resident Commissioner  
Peter Mucciarone – Commissioner  
Denise Russ – Commissioner

Absent:

Others Present: Russell Antonacci – Manager  
Lori Finke, On-Site Property Manager

2. Chairwoman’s Report

Chair Janelle Wilk reported: “Happy August” I hope everyone is having a nice summer. I would like to make a motion to be made to add to the agenda under #5 New Business Section A. “Discussion about code of conduct for Board Members, Property Management, all employees, meeting conduct, roll of Board Members, conduct between Board Members, and conduct between Residents and Board Members.” May I have a motion to add this to the agenda?

A motion was made by Sharon Pratt, and seconded by Peter Mucciarone.

Chair Janelle Wilk’s my report will basically be merged into everything I have to say at this meeting.

3. Approval of Minutes

- a. Regular Meeting Country Ridge, June 12, 2024

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the Regular meeting minutes of June 12, 2024.

Discussion: none

Aye: Wilk, Pratt, Russ, Mucciarone

Nay: 0

Abstain: 0

- b. Special Meeting – PropertyWorx Office/Via Zoom July29, 2024, 10:30 A.M.

Motion was made by Sharon Pratt, and second by Peter Mucciarone to approve the Special Meeting minutes of July 29, 2024.

Discussion: none

Aye: Wilk, Pratt, Mucciarone

Nay: 0

Abstain: Russ

#### 4. Approval of Bills

- a. July bills

The first question was regarding the Prime payment for \$140.00. Was this for the ad in the Town Times? Lori responded yes.

The second question was regarding the \$418.60 for newspaper ad. Lori responded that this was for the RSC open position.

The third question was for the amount paid to Worxshop. Lori explained that there was an unknown animal in the attic of a resident of Country Ridge. Four Worxshop employees removed and bagged over 100 garbage bags worth of old insulation that was soiled by the animal(s).

- b. August bills were emailed to the Commissioners.

Question asked regarding the broken window at Truman Terrace. The window was damaged by the lawnmower. Denise Russ asked if Complete would be paying for this damage. Lori responded yes. Ahova, who installed the new windows will be replacing the broken window and Complete will be given the bill.

Motion was made by Dan DiVito, and seconded by Sharon Pratt to approve the August bills.

## 5. New Business

- a. Chair Janelle Wilk explained to Dan DiVito that a motion was added to the agenda as 5 New Business, Section A. Discussion about Code of Conduct to cover behaviors at meetings.

Janelle explained that she feels a policy should be set in place. Janelle also mentioned that the Board of Education and the Town Council have policy set up for this reason. She mentioned that over all sometimes things get heated and she thinks we should have some kind of rules to respect each other and be good. This is just for discussion at this point.

Dan DiVito asked if we would borrow a policy from one of the other Commissions and then modify it for the Watertown Housing Authority. This will be discussed moving forward over the next few months.

Denise Russ asked if the Commissioners should email Janelle if they had any thoughts. Janelle answered yes.

After a policy is drafted it will be reviewed by the Watertown Housing Authority's attorney.

## 6. Old Business

Janelle Wilk mentioned that a new set of By-laws were handed out a while ago. It was asked if anyone had thoughts on the new By-laws. It was tabled a long time ago and removed from the agenda. We need to bring this back onto the agenda. The new By-laws were just tweaks from the original to keep up with the times. Executive Director transitioned to a Property Management company so we need to change the By-laws to say and/or ,Executive Director or Property Management Company.

The new By-laws will show that we can either have the Property Management Company or revert, back to Executive Director.

This would be in place so that our attorney's would not have to reinvent the wheel if a change was to be made.

Motion was made by Dan DiVito to approve the new By-laws, and second by Peter Mucciarone. Motion was accepted.

## 7. Property Management Report

Lori Finke passed out information that was received the morning of this meeting.

Lori explained that there is a local farmers market truck that Jeannine from Social Services helped connect Lori with the director, Michele Morcey of Brass City Harvest. The truck will come to each of the three communities at the WHA. Each stop will be 1 hour long. This will be open to the WHA residents only, not to the public for liability reasons.

Residents can use their FMNP cards, and they also accept SNAP/EBT, cash or credit/debit.

Lori will work with Michele to set up days and times for the truck to come on the properties.

The Farmers Market Truck will run through November 2024.

Lori asked for permission to allow the FMT to come to WHA.

Motion was made to allow the Farmers Market Truck by Denise Russ and second by Dan DiVito.

- a. Available Apartments
  - a. Country Ridge has (1) open apartment that will be filled September 1, 2024
  - b. Buckingham Terrace is full
  - c. Truman Terrace has (1) open apartment that is currently being updated.
- b. Waiting List
  - a. At the end of Business Day on August 15, 2024 the waiting list will be closed.
    - i. There are a total of 129 names on the waiting list
  - b. Chair Janelle Wilk agreed that the waiting list should be closed at this time.
- c. Update on Resident Service Coordinator
  - a. Starting on Sept 10, 2024 we will have a new RSC at the Watertown Housing Authority. Tricia was interviewed by the Commissioners and everyone agreed that she will be a good fit for the WHA residents.
    - i. Tricia has signed up for CHOICES training and will be ready to start on 9/10/24
    - ii. Her schedule will be 8:00 AM – 4:00 PM, Tuesday- Thursday.
- d. Variance Request
  - a. In the commissioner packet was a Variance Request for a resident asking to replace her kitchen ceiling light with a combo light/fan. A request was also made to add power to the living room ceiling and hand a combo light/fan. This would be paid for by the resident and a license electrician would be hired for the job.
    - i. After much conversation about the variance request it was tabled until the commission was able to review the policy of returning any changes made to an apartment prior to moving out.

8. Resident Commissioner Report:

- a. Sharon Pratt reported that she turned over 27 Farmers Market Cards to the Watertown Senior Center.
  - i. The card numbers were documented and a copy was sent to the State of Connecticut, Diana at the Senior Center and Chair Janelle Wilk,
  - ii. When the new RSC is on board a Number can be received from the State in order for the WHA to obtain new Farmers Market cards for next year.

Final comment was made by Dan DiVito:

Dan suggested that it may be time to look, into Solar Panels for the three Community buildings.

Eversource rates continue to rise and if we can cut down on the common electric charges it would help to benefit the residents at the WHA.

Lori will contact Kolisha from CHFA to look, into the possibility of solar.

During an inspection with Kolisha earlier in the summer, Kolisha did mention to Janelle and Lori that solar may be something to consider.

9. Public Participation:

Anthony Raimo TT B-5 Spoke

Sam Orsini TT B-9 Spoke

10. Adjournment

A motion was made by Janelle Wilk and second by Dan DiVito to adjourn at 6:51 P.M.

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Janelle Wilk  
Watertown Housing Authority



# WHA PAYABLES



9/9/2024  
10:08 AM

Watertown Housing Authority  
Accounts Payable  
September 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	08/24/2024	123007 082424	Ace Hardware of Watertown	monthly charges	All	430.47
Bill	08/08/2024	38044	AllStar Appliance Inc	TT spare - refrig	Truman Terrace	784.00
Bill	07/15/2024	37939	AllStar Appliance Inc	TT A6 - refrig	Truman Terrace	784.00
Bill	08/07/2024	1F9V-D1QV-1DTN	Amazon.com	1F9V-D1QV-1DTN vial of life medical info pocke	All	333.25
Bill	08/08/2024	1PCX-JL31-3QGV	Amazon.com	1PCX-JL31-3QGV TT karaoke machine	Truman Terrace	110.98
Bill	08/02/2024	1XYC-LL9H-9FJQ	Amazon.com	1XYC-LL9H-9FJQ drinking cups	All	39.33
Bill	08/02/2024	13KR-91GT-DFTP	Amazon.com	13KR-91GT-DFTP CR scocket crank handle	Country Ridge	77.43
Bill	08/17/2024	IHNK-PC7K-HLXX	Amazon.com	folding chairs	All	262.30
Bill	08/28/2024	1RGK-QYPG-3GGN	Amazon.com	Laptop for RSC	All	1,424.61
Bill	08/15/2024	486316	Carpets Plus, Inc.	CR 7 flaxon/spalted maple installed	Country Ridge	793.00
Bill	09/01/2024	519543	Complete LLC	monthly contracted services	All	6,750.00
Bill	09/03/2024	240901496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	08/28/2024	5113 818 3082	Eversource	Service 07/29/24-08/28/24	Truman Terrace	371.51
Bill	08/28/2024	5125 298 3036	Eversource	Service 07/29/24-08/28/24	Buckingham Terrace	611.02
Bill	08/28/2024	5129 979 3026	Eversource	Service 07/29/24-08/28/24	Country Ridge	27.05
Bill	08/28/2024	5131 089 3094	Eversource	Service 07/29/24-08/28/24	Country Ridge	26.33
Bill	08/28/2024	5135 689 3081	Eversource	Service 07/29/24-08/28/24	Country Ridge	668.97
Bill	08/28/2024	5141 028 3030	Eversource	Service 07/29/24-08/28/24	Truman Terrace	45.02
Bill	08/28/2024	5141 089 3093	Eversource	Service 07/29/24-08/28/24	Country Ridge	43.92
Bill	08/28/2024	5144 889 3081	Eversource	Service 07/29/24-08/28/24	Country Ridge	24.88
Bill	08/28/2024	5151 346 4073	Eversource	Service 07/29/24-08/28/24	Truman Terrace	37.94
Bill	08/28/2024	5152 818 3080	Eversource	Service 07/29/24-08/28/24	Truman Terrace	101.41
Bill	08/28/2024	5154 889 3080	Eversource	Service 07/29/24-08/28/24	Country Ridge	25.24
Bill	08/28/2024	5155 789 3047	Eversource	Service 07/29/24-08/28/24	Country Ridge	47.76
Bill	08/28/2024	5158 636 4085	Eversource	Service 07/29/24-08/28/24	Country Ridge	15.39
Bill	08/28/2024	5160 799 3003	Eversource	Service 07/29/24-08/28/24	Country Ridge	36.87
Bill	08/28/2024	5161 089 3091	Eversource	Service 07/29/24-08/28/24	Country Ridge	27.05
Bill	08/28/2024	5175 889 3077	Eversource	Service 07/29/24-08/28/24	Country Ridge	59.74
Bill	08/28/2024	5179 146 4068	Eversource	Service 07/29/24-08/28/24	Country Ridge	22.60
Bill	08/28/2024	5181 389 3054	Eversource	Service 07/29/24-08/28/24	Country Ridge	40.12
Bill	08/28/2024	5190 799 3000	Eversource	Service 07/29/24-08/28/24	Country Ridge	31.42
Bill	08/28/2024	5191 018 3029	Eversource	Service 07/29/24-08/28/24	Truman Terrace	97.37
Bill	08/28/2024	5701 216 0016	Eversource - Gas	Service 07/29/24-08/28/24	Country Ridge	27.40
Bill	08/28/2024	5760 163 0056	Eversource - Gas	Service 07/29/24-08/28/24	Country Ridge	113.98
Bill	08/28/2024	5784 051 0028	Eversource - Gas	Service 07/29/24-08/28/24	Country Ridge	25.66
Bill	08/25/2024	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	3,075.85
Bill	08/17/2024	07881-138731-01-1	Optimum BT	Service 08/15-09/14/24	Buckingham Terrace	246.30
Bill	08/17/2024	07881-134130-01-9	Optimum CR	Service 09/15-09/14/24	Country Ridge	285.76
Bill	08/17/2024	07881-138730-01-3	Optimum TT	Service 08/15-09/14/24	Truman Terrace	256.30
Bill	08/27/2024	082724	Petty Cash	office supplies	All	169.43
Bill	08/12/2024	8065	PJ Electric, Inc.	TT wired camera for outlet at front entrance	Truman Terrace	678.94
Bill	08/12/2024	8063	PJ Electric, Inc.	CR 2 overhang outlets	Country Ridge	768.11
Bill	08/31/2024	963622-008	Prime Publishers, Inc.	waiting list closed	All	52.50

9/9/2024  
10:08 AM

Watertown Housing Authority  
Accounts Payable  
September 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	09/01/2024	5130	Propertyworx LLC	Sep 2024 management services	All	6,930.00
Bill	08/27/2024	082724	RSC - petty cash	funding for RSC activities	All	176.19
Bill	09/01/2024	0603124164BT	USA Hauling & Recycling Inc	BT monthly service, plus extra pickup	Buckingham Terrace	512.54
Bill	09/01/2024	0603124165CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	09/01/2024	0603124163TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	502.40
Bill	08/26/2024	1020740 0824	Watertown Fire District	TT Service 07/15-08/15/24	Truman Terrace	317.63
Bill	08/26/2024	082624	Western CT Area Agency on Aging, Inc.	Training for new RSC	All	125.00
Bill	08/12/2024	4083	Worxshop LLC	July 2024 - Maintenance & Repairs BT	Buckingham Terrace	1,031.25
Bill	08/12/2024	4084	Worxshop LLC	July 2024 - Maintenance & Repairs CR	Country Ridge	4,991.25
Bill	08/12/2024	4085	Worxshop LLC	July 2024 - Maintenance & Repairs TT	Truman Terrace	2,186.25
Bill	08/26/2024	4095	Worxshop LLC	CR 24 dehumidifier, insulation	Country Ridge	814.19

37,908.22



# New Business



# Old Business



# Property Manager Update

## Open Apartments as of September 11, 2024

Complex	Unit #	Condition / Necessary Work	Comment
<b>Country Ridge</b>			
1			
	CR 22	Resident Passed away	Family just turned the keys over
<b>Buckingham Terr.</b>			
1			
	E-5	Resident Passed away	Family just turned the keys over
<b>Truman Terrace</b>			
1	A-1	Resident relocated to convalescent home	Apartment is being updated
<b>New Tenants since 11/1/2020</b>			
Country Ridge			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
	32	Claire Cipriano	10/1/2021
	26	Mario Mancini	7/1/2022
	34	Louella Plaut	8/15/2022
	40	Arnold Torretta	3/1/2023
	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	Menuhkiqua Benedict	3/1/2024
Truman Terr.			
	C-13	Judith Wrogg	12/1/2020
	C-11	Robin Lynn Teach	4/1/2021
	C-17	Francis Membrino	4/1/2021
	C-1	Gertrude Druan	8/15/2021
	A-8	Lisa Perrucci	9/1/2021
	B-2	Diane Lautenschlager	9/1/2021
	B-5	Roger Anctil	10/15/2021
	B-10	Maureen Murray	11/12/2021
	B-1	Rosemary Ann LoRusso	12/17/2021
	B-4	William Behr	12/17/2021
	B-1	Keivn Pzafer	8/1/2022
	C-19	Edmond Charette	9/1/2022
	C-15	Madeline DiStiso	9/1/2022
	B-12	Janice Gentil	11/1/2022
	A-3	Patricia Nielson	3/1/2023
	B-1	Janine Kiefer	5/1/2023
	A-8	Samuel McCleary	5/15/2023
	B-7	Jeffery Grenier	9/1/2023
	C-6	Nancy Woodward	10/15/2023
	B-5	Anthony Raimo	1/1/2023
	C-7	Tony and Cathy Macelis	6/21/2024
	C-16	Martin Finley	6/10/2024
	CR 14	Andrea Smith	9/1/2024
<b>Transfers</b>			
Buckingham Terr.	A-6 - A1	Marza Noss	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021
Truman Terr.	B-1 - C-14	Keivn Dzafer	11/1/2022
Buckingham Terr.	A- 6 - B-2	Tom St. Onge	12/15/2022
Truman Terr	B-7 - C-9	Karen Searles	1/4/2023

Truman Terr	C-16- B4	Richard Gaynor	7/1/2023
Country Ridge	CR14 - CR20	Gloria Rossi	5/5/2024



## Watertown Housing Authority - Work Orders

Work Order #	Created On	Completed On	Status	Work Order Title	Location Name
1881	08/14/2024		Open	TT A-1 Update open apartment	Open
1882	08/14/2024	08/15/2024	Complete	TT B-11 Check toilet filling slowly	Frank Brickett, B-11, 860-483-1154
1883	08/14/2024	08/15/2024	Complete	TT CC Spray for ants and put traps down	Watertown Housing Authority - Truman Terrace
1884	08/14/2024	08/15/2024	Complete	TT A6 Bathroom sink stopper needs to be replaced	Antoinette Palmieri, Unit A-6, 203-695-4163
1886	08/14/2024	08/16/2024	Complete	CR 13 Foil that resident had on living room wall	Judith Wrogg, Unit C-13, 203-206-3441
1887	08/14/2024	08/16/2024	Complete	BT B-1 Please make sure back door is not blocked. Take a picture.	Margaret "Bunny" Delucca, Unit B-1, 860-417-2963
1888	08/19/2024	08/20/2024	Complete	CR 13 Water leaking from the bathroom exhaust fan	Deborah Manley, Unit 13, 959-209-4322
1889	08/19/2024	08/20/2024	Complete	TT B11 Toilet running	Frank Brickett, B-11, 860-483-1154
1893	08/21/2024		Complete	TT C20 repair hole in the floor under the vanity in bathroom	William Damicis, Unit C-20, 860-322-7732
1891	08/20/2024	08/21/2024	Complete	CR - TT Bring 10 new chairs to TT CC	Watertown Housing Authority - Truman Terrace
1890	08/19/2024	08/26/2024	Complete	TT C1 Medicine cabinet is shot	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063
1892	08/21/2024	08/26/2024	Complete	TT C3/4 replace bulb lower level hallway	Watertown Housing Authority - Truman Terrace
1896	08/26/2024		Complete	CR 14 P/U stove at Home Depot	Gloria Rossi, Unit 14, 860-921-7619
1897	08/27/2024		Complete	CR 6 Clean drain on the side of building.	Leo Chevrier, Unit 6, 203-217-3065
1898	08/27/2024		Complete	TT C-19 Ceiling light in bathroom is out.	Edmond Charette, Unit C-19, 203-560-8374
1895	08/22/2024	08/27/2024	Complete	CR 39 Kitchen sink - replace sprayer and bathroom sink screen	Georgianna Duval, Unit 39, 860-417-2893
1894	08/21/2024	08/27/2024	Complete	BT D-8 Pipe issue in the bathroom	Suzanne Griffin, Unit D-8, 860-417-6147
1899	08/28/2024		Complete	CR Office Change locks in two file cabinets	Watertown Housing Authority - Country Ridge
1900	08/28/2024		Complete	CR camera	Watertown Housing Authority - Country Ridge
1901	08/28/2024		Complete	CR 7 Lock on window is broken	Edward Marti, Unit 7, 860-274-8738
1902	08/28/2024		Complete	CR 35 Toilet will not flush	Teresa Hunt, Unit 35, 203-945-9274
1903	08/30/2024		Complete	Tt C-1 Check the entry door - knob	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063
1905	09/03/2024		Complete	BT D-2 Refrigerator Light bulb needs replacing	Mark J Rayel, D-2, 203-578-6881
1906	09/03/2024		Complete	CR Help Lori pickup donated bookcase from new resident.	Watertown Housing Authority - Country Ridge
1907	09/03/2024		Complete	BT B-7 Siding under living room windows - loose	Phyllis West Unit B-7, 203-910-5637
1908	09/09/2024		Open	BT C-8 Soap dish and about 8 tiles came off of the shower wall	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST
1909	09/09/2024		Open	BT E-2 Kitchen light bulb is out. Front and back door sweeps.	Carol Muller, Unit E-2, 475-222-7148