



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

January 31, 2024





# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

**Wednesday, January 31, 2024**

**Special Meeting – Buckingham Terrace, 6:00 p.m.**

## Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
  - a. Special Meeting – December 20, 2023
4. Approval of bills paid in January 2024
5. New Business
  - a. Defibrillators
6. Old Business
  - a. Discussion and possible action on cameras
7. Property Manager's Report
  - a. Available Apartments
  - b. Update on resumes for RSC replacement
  - c. Work Orders
  - d. Update on Buckingham Terrace window project
  - e. Update on Capital Needs Assessment
  - f. Variance Report
8. Resident Commissioner Report
9. Public Participation
10. Adjournment

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

**Special Meeting Wednesday, December 20, 2023  
Country Ridge, 6:00 P.M.**

**MINUTES**

A special meeting was held by the Housing Authority on Wednesday, December 20, 2023 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: Janelle Wilk – Chairwoman  
Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ – Commissioner  
Vacant

Absent:

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

2. Chairwoman’s Report – “Happy Holidays” I hope everyone had a nice Thanksgiving. I know this is a busy time of the year so I want to thank all commissioners for being here and making the time to be here tonight. We do have a packed agenda; I want to be mindful and respectful of everyone’s time and try to make this go as quick as possible. I hope everyone has a safe and happy holiday.

3. Approval of Minutes

- a. Regular Meeting, November 8, 2023

A motion was made by Denise Russ, and seconded by Dan DiVito to accept the regular meeting minutes of November 8, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for December 2023

a. December 2023

A motion was made by Dan DiVito, and seconded by Sharon Pratt to approve the bills for December 2023.

By voice vote the motion was passed unanimously

5. New Business

a. Discussion and possible action 2024 on meeting dates

Chairwoman Janelle Wilk we did catch one error it says March 15<sup>th</sup>, it should be March 13<sup>th</sup> and January 10<sup>th</sup> will be a conflict for the two us and will have to change the date so we can all be here.

A motion was made by Denise Russ, and seconded by Dan DiVito to approve the meeting dates for 2024.

By voice vote the motion was passed unanimously

b. Discussion and possible action on sealed bids for glass replacement for Buckingham Terrace.

Marino's Waterbury Glass	\$28,750
AHOVA Home Improvement	\$77,100

Discussion among the commission regarding the bids.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to approve the bid for Marino's Waterbury Glass.

By voice vote the motion was passed unanimously

c. Discussion and possible action on 2024 Budget

Russ Antonacci reviewed the budget figures with the commission.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to accept version two 2024 budget.

By voice vote the motion was passed unanimously

6. Property Manager's Report

Lori Finke reported:

- a. Available Apartments – A total of 8 apartments are open. Three of them are rented for January 1<sup>st</sup>, 2 at Buckingham Terrace, and 1 at Truman Terrace. Still open are 2 at Country Ridge, 2 at Truman Terrace and 1 at Buckingham Terrace.
- b. Update on resumes for RSC replacement – received 111 resumes.
- c. Work Orders – from November 7 to December 20<sup>th</sup> having 41 workorders with 8 open.

7. Resident Commissioner Report

Sharon Pratt reported:

1. The Christmas parties started Monday; everyone had a good time, the only thing missing was the Christmas Music due to no power.

8. Public Participation

Joyce DeMarest  
Carol Minicucci  
Gerry Gilbert  
Debra Manley

9. Adjournment

A motion was made by Sharon Pratt and seconded by Denise Russ to adjourn meeting at 7:47 p.m.

By voice vote the motion was passed unanimously

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Chairwoman Janelle Wilk  
Watertown Housing Authority



# WHA PAYABLES

1/29/2024  
3:33 PM

Watertown Housing Authority  
Accounts Payable  
January 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	12/15/2023	BT C7 1215	3J's Painting LLC	BT C7 paint	Buckingham Terrace	253.54
Bill	12/15/2023	BT A6&A7	3J's Painting LLC	BT C7 prep & paint	Buckingham Terrace	2,280.00
Bill	12/15/2023	TT B5	3J's Painting LLC	TT B5 prep & paint	Truman Terrace	2,330.00
Bill	12/15/2023	BT CR G 2	3J's Painting LLC	BT CR extra gutter cleaning problem areas	Buckingham Terrace & Country Ridge	1,300.00
Bill	01/07/2024	CR 7	3J's Painting LLC	CR 7 prep & paint	Country Ridge	2,580.00
Bill	01/07/2024	010724 CR7	3J's Painting LLC	CR 7 - paint	Country Ridge	159.10
Bill	12/24/2023	123007 112423	Ace Hardware of Watertown	monthly charges	All	215.08
Bill	11/20/2023	37015A	AllStar Appliance Inc	TT 12 cuft refig	Truman Terrace	784.00
Bill	12/27/2023	37144	AllStar Appliance Inc	TT 12 cuft refig	Truman Terrace	784.00
Bill	01/05/2024	i143333	American Rooter LLC	TT preventive maintenance	Truman Terrace	1,200.00
Bill	12/21/2023	29368	Assured Partners	Crime 01.01.24-01.01.25	All	463.00
Bill	12/22/2023	48190	Carpets Plus, Inc.	TT C7 materials	Truman Terrace	1,834.00
Bill	01/01/2024	10124	Complete LLC	monthly contracted services	All	6,750.00
Bill	12/22/2023	122223	Diane.Lautenschlager	reimburse - coffee hour snack	Truman Terrace	68.97
Bill	01/05/2024	095983A	Dumouchel Paper	supplies	All	34.22
Bill	01/02/2024	240101496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	12/27/2023	5113 818 3082	Eversource	Service 11/28/23-12/27/23	Truman Terrace	682.00
Bill	12/27/2023	5114 726 4022	Eversource	Service 11/28/23-12/27/23	Truman Terrace	46.32
Bill	12/27/2023	5125 298 3036	Eversource	Service 11/28/23-12/27/23	Buckingham Terrace	804.65
Bill	12/27/2023	5127 946 4093	Eversource	Service 11/28/23-12/27/23	Buckingham Terrace	88.28
Bill	12/27/2023	5129 979 3026	Eversource	Service 11/28/23-12/27/23	Country ridge	42.10
Bill	12/27/2023	5131 089 3094	Eversource	Service 11/28/23-12/27/23	Country ridge	42.39
Bill	12/27/2023	5135 689 3081	Eversource	Service 11/28/23-12/27/23	Country Ridge	572.56
Bill	12/27/2023	5141 028 3030	Eversource	Service 11/28/23-12/27/23	Truman Terrace	156.22
Bill	12/27/2023	5141 089 3093	Eversource	Service 11/28/23-12/27/23	Country ridge	46.43
Bill	12/27/2023	5144 889 3081	Eversource	Service 11/28/23-12/27/23	Country ridge	39.72
Bill	12/27/2023	5147 056 4014	Eversource	Service 11/28/23-12/27/23	Country ridge	62.46
Bill	12/27/2023	5152 818 3080	Eversource	Service 11/28/23-12/27/23	Truman Terrace	117.87
Bill	12/27/2023	5154 889 3080	Eversource	Service 11/28/23-12/27/23	Country ridge	38.27
Bill	12/27/2023	5155 789 3047	Eversource	Service 11/28/23-12/27/23	Country ridge	67.20
Bill	12/27/2023	5160 799 3003	Eversource	Service 11/28/23-12/27/23	Country ridge	57.15
Bill	12/27/2023	5161 089 3091	Eversource	Service 11/28/23-12/27/23	Country ridge	37.68
Bill	12/27/2023	5175 889 3077	Eversource	Service 11/28/23-12/27/23	Country ridge	58.91
Bill	12/27/2023	5179 146 4068	Eversource	Service 11/28/23-12/27/23	Country Ridge	17.14
Bill	12/27/2023	5181 389 3054	Eversource	Service 11/28/23-12/27/23	Country ridge	55.08
Bill	12/27/2023	5190 799 3000	Eversource	Service 11/28/23-12/27/23	Country ridge	57.75
Bill	12/27/2023	5191 018 3029	Eversource	Service 11/28/23-12/27/23	Truman Terrace	103.45
Bill	12/27/2023	5115 336 4062	Eversource	Service 11/28/23-12/27/23	Truman Terrace	77.48
Bill	12/27/2023	5115 336 4062	Eversource	Service 12/27/23-01/01/24	Truman Terrace	14.34
Bill	12/28/2023	5150 936 4022	Eversource	Service 12/26/23-12/27/23	Country Ridge	0.32
Bill	12/28/2023	5164 136 4054	Eversource	Service 12/15/23-12/27/23	Buckingham Terrace	66.18
Bill	01/02/2024	5139 798 3032	Eversource	Service 12/01/23-01/02/24	Truman Terrace	131.90
Bill	01/03/2024	5127 946 4093	Eversource	Service 12/27/23-01/01/24	Buckingham Terrace	15.08

Watertown Housing Authority  
Accounts Payable  
January 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	12/27/2023	5760 163 0056	Eversource - Gas	Service 11/28/23-12/27/23	Country Ridge	304.98
Bill	12/27/2023	5784 051 0028	Eversource - Gas	Service 11/28/23-12/27/23	Country Ridge	70.73
Bill	12/28/2023	5774 820 0037	Eversource - Gas	Service 12/26/23-12/27/23	Country Ridge	2.36
Bill	12/25/2023	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	2,492.25
Bill	12/20/2023	23194	J & J Lock LLC	CR service call	Country Ridge	110.00
Bill	01/12/2024	8047	Marino's Waterbury Glass LLC	BT Window replacement project-50%	Buckingham Terrace	14,375.00
Bill	01/12/2024	8047	Marino's Waterbury Glass LLC	BT Window replacement project-balance	Buckingham Terrace	14,375.00
Bill	12/12/2023	07881-138731-01-1	Optimum BT	Service 12/15/23-01/14/24	Buckingham Terrace	220.21
Bill	01/10/2024	07881-138731-01-1	Optimum BT	Service 01/15-02/14/24	Buckingham Terrace	220.21
Bill	12/12/2023	07881-134130-01-9	Optimum CR	Service 12/15/23-01/14/24	Country Ridge	259.59
Bill	01/10/2024	07881-134130-01-9	Optimum CR	Service 01/15-02/14/24	Country Ridge	259.59
Bill	12/12/2023	07881-138730-01-3	Optimum TT	Service 12/15/23-01/14/24	Truman Terrace	230.21
Bill	01/10/2024	07881-138730-01-3	Optimum TT	Service 01/15-02/14/24	Truman Terrace	230.21
Bill	12/18/2023	INV-2096	Padgett Business Services	accounting services	All	780.00
Bill	12/22/2023	122223	Petty Cash	office supplies	All	200.00
Bill	12/14/2023	7603	PJ Electric, Inc.	TT C-13 & community room	Truman Terrace	319.99
Bill	01/09/2024	7635	PJ Electric, Inc.	BT A6 - replaced thermostat	Buckingham Terrace	275.80
Bill	01/09/2024	7636	PJ Electric, Inc.	BT C8 - replaced thermostat and baseboard he	Buckingham Terrace	488.74
Bill	12/19/2023	4791	Propertyworx LLC	reimbursement for Amazon purchases	All	166.04
Bill	01/01/2024	4821	Propertyworx LLC	Jan 204 management services	All	6,930.00
Bill	01/04/2024	4827	Propertyworx LLC	reimbursement for Indeed ad & Amazon purcha	All	806.90
Bill	02/01/2024	4855	Propertyworx LLC	Feb 204 management services	All	6,930.00
Bill	11/30/2023	15808	Quisenberry Arcari Malik LLC	CR - Architectural Services	Country Ridge	1,917.50
Bill	12/01/2024	24983	Ray Palmer Plumbing & Heating, Inc.	TT B7 bathtub installation	Truman Terrace	644.42
Bill	12/22/2024	24984	Ray Palmer Plumbing & Heating, Inc.	CR 1 & 3 service calls	Country Ridge	779.56
Bill	12/14/2023	43746 1123	Republican-American	11/01/23-11/30/23 request for bids	All	348.75
Bill	01/17/2024	TT C-7	Steven L. Clark	TT C-7 remove & replace tub & shower	Truman Terrace	4,275.00
Bill	01/01/2024	0603044062 BT	USA Hauling & Recycling Inc	BT monthly service & extra pickup	Buckingham Terrace	527.59
Bill	01/01/2024	0603044063 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	01/01/2024	0603044061 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85
Bill	12/27/2023	1020740 1223	Watertown Fire District	TT Service 11/15 - 12/15/2023	Truman Terrace	307.78
Bill	11/30/2024	6695	Western CT Area Agency on Aging, Inc.	Nov 2023 RSC services	All	2,125.00
Bill	01/01/2024	110938	Worker's Compensation Trust	Worker's comp-installment customer #01544	All	129.00
Bill	12/29/2023	3633	Worxshop LLC	material purchases	Truman Terrace	69.36
Bill	12/29/2023	3651	Worxshop LLC	Nov 2023 - Maintenance & Repairs BT	Buckingham Terrace	3,427.88
Bill	12/29/2023	3652	Worxshop LLC	Nov 2023 - Maintenance & Repairs CR	Country Ridge	2,128.50
Bill	12/29/2023	3653	Worxshop LLC	Nov 2023 - Maintenance & Repairs TT	Truman Terrace	2,314.13
Bill	12/29/2023	3665	Worxshop LLC	10/26/23 water hog usage BT 6	Buckingham Terrace	58.00
Bill	01/10/2024	3702	Worxshop LLC	Dec 2023 - Maintenance & Repairs BT	Buckingham Terrace	3,712.50
Bill	01/10/2024	3703	Worxshop LLC	Dec 2023 - Maintenance & Repairs CR	Country Ridge	1,175.63
Bill	01/10/2024	3704	Worxshop LLC	Dec 2023 - Maintenance & Repairs TT	Truman Terrace	2,091.38
						101,572.79





# New Business



# Old Business



# Property Manager Update

## Open Apartments as of January 26, 2024

Complex	Unit #	Condition / Necessary Work	Comment
<b>Country Ridge</b>			
1			
	CR 4	Resident has moved to Convalescent home	Painting is completed and flooring is scheduled
	CR 7		New tenant (couple) for March 1, 2024
<b>Buckingham Terr.</b>			
0			
	C-7		New tenant for March 1, 2024
<b>Truman Terrace</b>			
2 Available			
	C-7		Showing to a couple wk of 1/29/24
	C-16		Asking to replace worn tub while empty.
<b>New Tenants since 11/1/2020</b>			
<b>Country Ridge</b>			
	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
<b>Buckingham Terr</b>			
	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
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
<b>Transfers</b>			
Buckingham	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	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

# Elsa Richardson

## Care Manager - CT Community Care

Waterbury, CT 06710

[elsarichardson9\\_tg6@indeedemail.com](mailto:elsarichardson9_tg6@indeedemail.com)

+1 347 886 1735

Combining my varied experiences, skills and imagination to make a positive contribution.

#readytowork

## Work Experience

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### Driver

Uber - Waterbury, CT

May 2019 to Present

I drive riders where their going. I have been all over CT, NY, PA, NJ, MA, RI and VT.

### Care Manager

CT Community Care - Watertown, CT

April 2017 to January 2019

Covering case load of 86+, making sure each client has the services needed to remain safe and healthy at home. dealing daily with medical professionals and Home Care agencies to streamline services for individual clients. Interviewing and Assessing new clients with their families interested in becoming part of the CT Home Care program. Serving the Elderly community to ensure they can remain at home and safe as they wish.

### I.H.S/Residential Counselor

ARI of CONNECTICUT - Stamford, CT

March 2008 to April 2017

Teaching ADL's and Life Skills on a one to one basis to clients who are Mentally Challenged. Networking to obtain services for clients. Advocating for their needs and even their wants. Using Case Management Skills and my imagination.

### Milieu Counselor

JEWISH BOARD OF FAMILY & CHILDREN SERVICES

December 2009 to December 2012

### Case Manager

WESTHAB INC

May 2007 to January 2008

Managing two transitional housing units for homeless males, helping them manage the transition from homelessness to permanent housing, managing paperwork for 20+ clients, teaching Life Skills, matching individuals with needed resources, learning resources for each of the municipalities we serve, and adding resources to program.

## **Life Skills Coordinator**

WESTHAB INC

July 2006 to May 2007

Helping clients who are homeless to adjust to once again having homes. I deal with mostly single-parent family households. I cover all issues and events that can effect successful transitions. I supervised one assistant.

## Education

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### **B.S. in Psychology**

Mercy College - Dobbs Ferry, NY

August 1998

### **A.A.S. in Retail Merchandising**

Laboratory Institute of Merchandising - New York, NY

## Skills

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- Case Management
- Care Management
- Driving
- Social Work
- Computer Literacy
- Analysis skills
- Adult education
- Customer service
- Social work

## Certifications and Licenses

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### **CDL A**

## Additional Information

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### Skills

Good listener, patient, hard working, very good interviewing skills, work well with people in diverse work environments, works well under pressure, and computer literate can use Social Media.

# Tamika Davis-Fletcher

Meriden, CT 06451

[tfletch1228f8fe5\\_qn4@indeedemail.com](mailto:tfletch1228f8fe5_qn4@indeedemail.com)

+16076510007

## Work Experience

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### **Medical Case Manager/ Patient Care liaison**

Community Health Services - Hartford, CT

May 2023 to Present

- Conduct intake with patients for Ryan White Services.
- Create care plans with Ryan White patients and help them follow through.
- Contact patients and schedule medical appointments through EHR.
- Provide patients with knowledge about their viral loads and CD4 counts.
- Help non insured patients apply for CADAP.

### **Care Coordinator**

Change Inc - Middletown, CT

November 2022 to May 2023

- In charge of scheduling staff for elderly and ABI patients.
- Followed up with clients, staff, clients families, and case managers on clients progress.
- Used computerized scheduling software to document clients care.
- Monitored Sandata system to ensure staff were on time and schedules were correct in order to process payroll.
- Alternated emergency on call phone for staff call out and emergencies.

### **Women's Services Coordinator**

Southern Tier AIDS Program - Binghamton, NY

May 2019 to March 2022

Supervises Prevention team members working under the Communities of Color Women's Program AIDS Institute grant

Optimizes HIV/STI testing workflows and data collection in collaboration with Harm Reduction team for all Prevention team members

Conducts community outreach events in collaboration with other agencies to identify HIV positive women of color & women at high- risk of becoming HIV positive

Creates and delegates quality improvement projects to ensure programmatic success

### **Prevention Program Assistant**

Southern Tier AIDS Program - Johnson City, NY

September 2017 to May 2019

Creates & maintains client data systems

Defines and optimizes HIV/STI testing workflows for all Prevention team members

Collaborates with Prevention Team to create HIV/STI testing policy and procedure

Consults & coordinates with essential personnel to escalate client issues and needs



## **Specialist**

Southern Tier AIDS Program - Binghamton, NY  
November 2013 to September 2017

Collaborated with various federal departments to execute preventative health projects  
Recruited talent for Peer Program  
Created strategies and action plans for high-risk clients to stay HIV negative tailored to their own needs and capacities  
Performed HIV/STI tests and engaged patients in other services such as PrEP, case management, and housing services  
Created & maintained client data systems

## **Work Group Supervisor**

The S.T.A.R. Group Inc - Binghamton, NY  
November 2012 to November 2013

Onboarded, supervised, and executed training sessions for all group participants  
Captured program data to advance internal knowledge of company frameworks

## **Teacher's Assistant**

Greenburgh-Graham Martin Luther King Jr. High School - Hastings-on-Hudson, NY  
November 2010 to June 2012

Reinforced programmatic activities to ensure student success  
Collaborated with various educational teams to facilitate student safety

## **Unit Director**

Broome County Gang Prevention - Binghamton, NY  
November 2007 to June 2009

Delegated team members with relevant projects to ensure programmatic success  
Created and executed educational sessions for all participants  
Facilitated supportive projects to promote positive participant outcomes  
Captured and maintained data that identified various individual barriers to align participants with programmatic goals

## **Youth Specialist**

Broome County Urban League - Binghamton, NY  
June 2006 to November 2007

Supervised and mentored marginalized youth to encourage parity and self-sufficiency  
Developed various youth activities to support programmatic success

## **Education**

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### **High School Diploma**

Manhattan High School - New York, NY  
September 1992 to June 1996

## Skills

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- Windows
- Typing
- Data collection
- Epic
- Conflict management
- Clerical experience
- Program management
- Customer relationship management
- Data management

## Certifications and Licenses

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### **Driver's License**

December 2020 to December 2028

## 33 Work Orders



DUE	WO#	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	1589	Complete	All three Communities	NONE	Lori Finke			01/16/24	01/04/24
	1584	Complete	BTB-1 Bathroom sink faucet leaking	NONE	Lori Finke	Margaret "Bunny" Delucca, Unit B-1, 860-417-2963		12/29/23	12/27/23
	1591	Complete	BTB4- Bathroom toilet is leaking water	NONE				01/05/24	01/04/24
	1587	Complete	BT C-2 Please remove the AC and close up the hole	NONE	Lori Finke	Margret Hilman, Unit C-2, 959-209-4702(ENTER ANYTIME)		01/04/24	12/29/23
	1588	Complete	BTC-7Empty apartment - get ready for new resident	NONE	Lori Finke	OPEN C-7		01/10/24	01/04/24
	1606	Complete	BTC-8 Bathroom sink water leaking from wall pipe	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		01/23/24	01/22/24
	1610	Complete	BT C-8 Blind in bedroom needs to be replaced	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		01/29/24	01/25/24
	1611	Complete	BTD-8 Hang supplied blind in the bedroom	NONE	Lori Finke	Suzanne Griffin, Unit D-8, 860-417-6147		01/29/24	01/25/24
	1607	Complete	CR 15 Back door. Cold air coming in from the sides and bottom.	NONE	Lori Finke	Judy Andrews, Unit 15, 203-525-1256		01/24/24	01/22/24
	1592	Complete	CR 19 Screen door will not close: Handicap handle fell	NONE	Lori Finke	Donata Perugini, Unit 19, 860-274-6604		01/10/24	01/08/24
	1605	Complete	CR 20 Light over stove Isout	NONE	Lori Finke	Carol Lavoie, Unit 20, 860-945-0500		01/22/24	01/19/24
	1599	Complete	CR24 Noise in the attic	NONE	Lori Finke	Michele Desrosiers, Unit 24, 860-274-9934		01/17/24	01/16/24
	1585	Complete	CR 35 Toilet is not flushing properly	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274		12/29/23	12/28/23
	1602	Open	CR 8 Bubble on the kitchen wall	NONE	Lori Finke	Beverly Monterosso, Unit 8, 860-274-5841		01/16/24	01/16/24
	1583	Complete	CR Rehang siding on building I.	NONE	Lori Finke	Watertown Housing Authority - Country Ridge		01/24/24	12/21/23
	1590	Complete	CR Repair the 8 • fence pane! that blewaparm the storm.	NONE	Lori Finke	Watertown Housing Authority - Country Ridge		01/16/24	01/04/24
	1608	Complete	TT A-7 needs a new smoke detector	NONE	Lori Finke	Carl Miscavage, UnitA-7, 203-558-8604		01/23/24	01/22/24
	1600	Complete	TT B-11 Bathroom light bulbs need replacing	NONE	Lori Finke	Frank Brickett, B-11, 860-483-1154		01/18/24	01/16/24
	1612	Complete	TT B-5 Stove isn't level.	NONE	Lori Finke	Anthony Raimos, UnitB-5		01/30/24	01/26/24

1598	Complete	TTB-B Bathroom like over the sink is out. Hallway light out	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882	01/16/24	01/11/24
1597	Complete	TT B9 Light out in the bathroom	NONE	Lori Finke	Samuel Orsini, Unit B-9, 203-578-6976	01/16/24	01/11/24
1601	Complete	TTC 11 night light bulb needs replacing	NONE	Lori Finke	Robin Lynn Teach, UnitC-11, 203-808-8087	01/18/24	01/16/24
1604	Complete	TT C-6 Swap out refrigerator with new in storage	NONE	Lori Finke	Nancy Woodward, UnitC6	01/19/24	01/19/24
12/20/23 1582	Complete	CR 37 Replace bulb on the porch	NONE	Lori Finke	Jackie Wheelahan, Unit 37, (860-945-9113)	12/22/23	12/20/23
12/29/23 1586	Complete	CR to TT Bring cable box to TT temporarily	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	01/11/24	12/29/23
01/09/24 1594	Complete	Buckingham and Country Ridge	NONE	Lori Finke		01/10/24	01/09/24
01/09/24 1595	Complete	TT A4 Two Issues	NONE	Lori Finke	Marion Markiewicz, Unit A-4, 860-417-9915	01/10/24	01/09/24
01/09/24 1593	Complete	CR18 Remove temporary outside light	NONE	Lori Finke	Joyce DeMarest, CR 18, 860-283-7238(h) 959-209-0612(c)	01/10/24	01/08/24
01/15/24 1596	Complete	BT A7 Repair drawer - bracket	NONE	Lori Finke	Elsa Williams, A-7, 914-406-5077	01/16/24	01/11/24
01/17/24 1603	Complete	TTC-3Main door lock -door will not open	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769	01/18/24	01/17/24
01/23/24 1609	Complete	TTE-6 Bathroom tub is backing up	NONE	Lori Finke	Robert Neuman, Unit E-6, 203-802-4496	01/24/24	01/23/24
01/26/24 1613	Complete	BT I?I - C7 Swap refrigerators	NONE	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821	01/29/24	01/26/24
01/29/24 1614	Complete	TTB4 Toilet bowl is not filling	NONE	Lori Finke	Richard Gaynor, Unit B-4, 860-417-2227	01/30/24	01/29/24

## Capital Needs Assessment Estimated \$\$\$- December 1, 2023

	Project ID	Estimated Cost	Urgency
<b>Work Items Site:</b>			
	Parking/ Striping	\$65,300.00	2
	Sidewalks	\$93,750.00	2
	Site Stairs	\$75,000.00	2
	Porches & Patios	\$74,000.00	2,4
	Site Ammenities/Lighting	\$120,000.00	2,3,4
	Site Plantings	\$0.00	N/A
	Dumpster	\$10,000.00	4
	Roof	\$270,000.00	2
	Fascias & Gutters	\$127,600.00	2
	Exterior Wall Assembly	\$174,000.00	2
	Exterior Windows	\$192,000.00	2,3,4
	Exterior Doors	\$66,000.00	4
<b>Dwelling Units:</b>			
	Interior Finishes	\$218,000.00	4
	Interior Doors	\$10,000.00	4
	Bathrooms	\$238,000.00	1,4
	Kitchens	\$466,000.00	2
	Accessible Units	\$280,000.00	4
<b>Community Building:</b>			
	Interior Finishes	\$12,000.00	4
	Doors	\$10,000.00	4
	Bathrooms	\$1,000.00	4
	Kitchen	\$16,000.00	4
	Tenant Amenities	\$1,000.00	4
<b>Mechanical Systems:</b>			
	Bathroom Exhaust	\$17,700.00	3,4
	Kitchen Exhaust	\$46,000.00	3,4
	Air Conditioners	\$40,000.00	3,4
	Heating System	\$100,000.00	3,4
<b>Plumbing Systems:</b>			
	Water Heaters	\$0.00	N/A
	Plumbing Fixtures	\$40,000.00	3,4
<b>Electrical Systems:</b>			
	Building Lighting	\$64,000.00	3
	Electric Power Distribution/ Terminals	\$0.00	N/A
<b>Fire Protection/Call for Aid:</b>			
	Smokes	\$90,000.00	2,4
	Fully Addressable Fire Panel	\$184,750.00	2,4
<b>Grand Total</b>		<b>\$3,102,100.00</b>	

Watertown Housing Authority  
Variance Request

COMMUNITY: Truman Terrace

Unit Number: C-16

Date Submitted: 1/26/24

First Name: Lori

Last Name: Finke (for WHA)

Home Phone:

Cell Phone: 860-960-3459

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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.

***The existing tub located in TT C-16 is in bad shape. The bottom of the tub is worn and impossible to clean. The apartment is currently open and it would be much easier to upgrade the tub while there isn’t anyone living in the unit. Therefore, I would like permission to replace the shower/tub combo with new. The existing is the original tub with a handicap cut out. This tub would be replaced with a standard shower/tub combination that we have been using over the last year or so. The demo/removal of the old and purchase/installation of the new is \$4,000.00. This is material and labor. Depending on what is found once the tub is removed there might be a slight extra charge for unknowns. Plumber should be in the range of \$350.00.***

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: *Lori Finke* for WHA

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: \_\_\_\_\_