



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
January 8, 2025





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Wednesday, January 8, 2025

Regular Meeting – Buckingham Terrace, 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting, Country Ridge, December 11, 2024
4. Approval of bills paid in:
 - a. January 2025
5. New Business
 - a. Discussion and Possible Action on sealed bid for roof replacement for Country Ridge Building 12 - 15
6. Old Business
7. Property Manager's Report
 - a. Available Apartments
 - b. Work Orders
8. Resident Commissioner Report
9. Public Participation
10. Executive Session
 - a. Personnel Matters - Discussion and Possible Action concerning RSC Position
11. Regular Session with Possible Action
12. Adjournment

**Regular Meeting Wednesday, December 11, 2024
Country Ridge, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, December 11, 2024 at Country Ridge – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:01 p.m.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
 Dan DiVito – Vice Chairman
 Sharon Pratt – Resident Commissioner
 Denise Russ – Commissioner

Absent: Peter Mucciarone - Commissioner

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

2. Chairwoman’s Report

Chairwoman Janelle Wilk reported: “Happy December, I hope everyone had a nice Thanksgiving. Everything I have to say is in this night’s agenda. I just to wish everyone Happy and Safe Holidays.

Before we begin, I do have to add one addition to our Agenda. Under New Business 5a “Discussion and possible action on holiday stipend for Pastor Estrada.”

Motion made by Dan DiVito to add this to the agenda and second by Sharon Pratt.

Discussion: none

Aye: Russ, Pratt, Wilk

Nay: 0

Abstain: 0

Motion Carries

3. Approval of Minutes

a. Regular Meeting, November 13, 2024

A motion was made by Denise Russ, and seconded by Denise Russ to approve the Regular meeting minutes of November 13, 2024.

Discussion: none

Aye: Russ, Pratt, Wilk
Nay: 0
Abstain: DiVito
Motion Carries

4. Approval of bills paid in December 2024

A motion was made by Sharon Pratt, and seconded by Denise Russ to accept the bills for December 2024.

Discussion: none

Aye: Russ, Pratt, Wilk, DiVito
Nay: 0
Abstain: 0
Motion Carries

5. New Business

- a. Proposed stipend check of \$300.00 for Pastor Estrada. Pastor is the only employee at the Watertown Housing Authority. This is for his work in 2024.
 - i. Janelle made a motion to approve a \$300.00 stipend holiday check for this year for Pastor Estrada, second by Dan DiVito.

Discussion: none

Aye: Russ, Pratt, Wilk, DiVito
Nay: 0
Abstain: 0
Motion Carries

6. Old Business

- a. No Old Business

7. Property Manager's Report

- a. Russ Antonacci presented the 2024 Projected Budget and the proposed Budget for 2025.

- i. Russ explained the columns on the spreadsheet that he passed out to the Commissioners. The spreadsheet shows:
 1. Projected year end 2024
 2. 2024 Budget \$ amounts
 3. 2024 Budget/Variance
 4. Projected 2025 Budget
 5. Descriptions
- ii. Russ went through the 2024 budget line for line. Russ explained that provided there are no unknowns that might come up before the end of 2024, there is a projected net income of \$258,070.00
- iii. Russ asked that the Commissioners to review the information for the 2025 Budget and see if there are any changes they would like to see.
 1. Due to the unknown of the interest rates for 2025 it was asked that the interest income be reduced. Possibly it will be reduced by .25%.
 2. The water and sewer budgets will be raised 50% each.
 3. The gas budget will be raised 25%
 4. There was a question about the fertilization in 2024. Why is it over budget when they have a fixed contract? Russ to investigate.
- iv. A few highlights for the 2025 Budget – Russ explained:
 1. There will be an audit in 2025. This will be an addition charge from 2024.
 2. Landscape/Snow Removal contract will be expiring in November of 2025. There may be an increase for this line item towards the end of the year.
 3. Under General Maintenance & Repair: Electrical line item has been, increase from 2024 due to the radiator cleaning project for all the communities.
 4. Denise Russ mentioned that the commission received from the laundry machines with the new company will be less than the current company. Launderama will be paying a flat rate of \$1,200.00 per community.
 5. Dan DiVito asked if we were catching up on the work orders.
 - a. Lori responded that it is hard to say because we cannot predict the turnover rates. That along with

day-to-day request and repairs made due to the indoor inspection of the 120 apartments.

6. Lori stated that we turned over 13 apartments in 2024 which takes a fair amount of time for each apartment.
7. Russ mentioned that the plumbing line item could change if our current plumber retires. If a new plumber is hired chances are good that they will have higher rates.
8. WHA is under contract with a supplier at a fixed rate for the electricity. This contract does not help with the delivery charge. If Eversource continues to raise the deliver charge it will affect the amount on the bills.

b. Available Apartments

- i. Country Ridge is full.
- ii. Buckingham Terrace has one open apartment that should be rented in January.
- iii. Truman Terrace has one open apartment that is currently being remodeled.

c. Work Orders

- i. Total of 47 work orders were cut between 11/12 – 12/4 with 9 still open.

d. Christmas Lunches will be served:

- i. Truman Terrace on Monday 12/16/24
- ii. Country Ridge on Wednesday 12/18/24
- iii. Buckingham Terrace on Thursday 12/19/24

e. Alarm Masters will be on the properties in January to perform inspections on the smoke detectors, lights, and alarms.

- i. Truman Terrace on 1/15/25
- ii. Country Ridge on 1/22/25
- iii. Buckingham Terrace on 1/29/25

8. Resident Commissioner Report

a. Sharon Pratt reported that she met with residents at Country Ridge on 12/4/24.

- i. Sharon asked the residents to fill out answers to a survey that she had also given the Truman Terrace residents.

1. Sharon compiled the answers and passed out the results to the Commissioners and Property Management.

- ii. Some of the responses/questions were:
 1. When will the sidewalk at Unit 19 be repaired?
 2. When will the roofs be replaced?
 3. Inquired as to when the repairs will be completed from the 120-unit inspection which was performed in October 2024.
 - a. Emergency repairs have been made and the other items are being addressed as time allows.
- iii. Sharon will be meeting with Buckingham Terrace in January and the same survey will be performed at that time. Results will be handed out at the January monthly meeting.
- iv. Sharon reported that Truman Terrace residents are very happy since the radiator cleaning project has been completed. They said that they do not have to turn their thermostats up as high as in the past. Also, the dust control is much better.

9. Public Participation

Deborah Manley	CR 13 spoke
Joyce DeMarest	CR 18 spoke
Nancy Brooks	CR 4 spoke

10. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt to adjourn meeting at 6:39 P.M.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority



WHA PAYABLES

1/6/2025
10:14 AM

Watertown Housing Authority
Accounts Payable
January 2025

Type	Date	Num	Name	Memo	Location	Amount
Bill	12/24/2024	123007 122424	Ace Hardware of Watertown	monthly charges	All	815.56
Bill	12/15/2024	193W-HFDJ-XNDL	Amazon.com	CR doorbells	Country Ridge	55.49
Bill	12/18/2024	i152517	American Rooter LLC	BT preventative maintenance water jet	Buckingham Terrace	1,200.00
Bill	12/18/2024	i152512	American Rooter LLC	TT preventative maintenance water jet	Truman Terrace	1,200.00
Bill	12/31/2024	34787	Assured Partners	Crime policy #01-910-99-61 2025-2026	All	471.31
Bill	12/23/2024	486760	Carpets Plus, Inc.	installation	Country Ridge	265.00
Bill	06/24/2024	5194387	Complete LLC	mulch beds	All	5,000.00
Bill	12/18/2024	519662	Complete LLC	CR sidewalk removal and replacement	Country Ridge	4,750.00
Bill	01/02/2025	519677	Complete LLC	monthly contracted services	All	6,750.00
Bill	11/08/2024	101728	Dumouchel Paper	supplies	All	39.82
Bill	01/02/2025	250101496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	12/02/2024	5139 798 3032	Eversource	Service 11/01/24-12/02/24	Truman Terrace	126.44
Bill	10/01/2024	5129 536 6009	Eversource	Service 07/29/24-09/26/24	Buckingham Terrace	132.15
Bill	12/27/2024	5102 066 4066	Eversource	Service 11/25/24-12/27/24	Truman Terrace	128.60
Bill	12/27/2024	5113 818 3082	Eversource	Service 11/25/24-12/27/24	Truman Terrace	889.77
Bill	12/27/2024	5125 298 3036	Eversource	Service 11/25/24-12/27/24	Buckingham Terrace	1,053.04
Bill	12/27/2024	5129 979 3026	Eversource	Service 11/25/24-12/27/24	Country Ridge	61.81
Bill	12/27/2024	5131 089 3094	Eversource	Service 11/25/24-12/27/24	Country Ridge	53.72
Bill	12/27/2024	5135 689 3081	Eversource	Service 11/25/24-12/27/24	Country Ridge	692.70
Bill	12/27/2024	5141 028 3030	Eversource	Service 11/25/24-12/27/24	Truman Terrace	54.16
Bill	12/27/2024	5141 089 3093	Eversource	Service 11/25/24-12/27/24	Country Ridge	69.59
Bill	12/27/2024	5144 889 3081	Eversource	Service 11/25/24-12/27/24	Country Ridge	56.29
Bill	12/27/2024	5147 056 4014	Eversource	Service 11/25/24-12/27/24	Country Ridge	87.16
Bill	12/27/2024	5152 818 3080	Eversource	Service 11/25/24-12/27/24	Truman Terrace	154.99
Bill	12/27/2024	5154 889 3080	Eversource	Service 11/25/24-12/27/24	Country Ridge	52.26
Bill	12/27/2024	5155 789 3047	Eversource	Service 11/25/24-12/27/24	Country Ridge	94.89
Bill	12/27/2024	5160 799 3003	Eversource	Service 11/25/24-12/27/24	Country Ridge	81.65
Bill	12/27/2024	5161 089 3091	Eversource	Service 11/25/24-12/27/24	Country Ridge	54.82
Bill	12/27/2024	5175 889 3077	Eversource	Service 11/25/24-12/27/24	Country Ridge	87.16
Bill	12/27/2024	5181 389 3054	Eversource	Service 11/25/24-12/27/24	Country Ridge	86.79
Bill	12/27/2024	5190 799 3000	Eversource	Service 11/25/24-12/27/24	Country Ridge	86.07
Bill	12/27/2024	5191 018 3029	Eversource	Service 11/25/24-12/27/24	Truman Terrace	159.07
Bill	12/27/2024	5195 116 0191	Eversource	Service 11/25/24-12/27/24	Country Ridge	83.68
Bill	11/24/2024	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	4,827.95
Bill	01/02/2025	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	4,003.24
Bill	12/11/2024	xmas24	Home Town Pizza	Christmas dinners	All	2,102.00
Bill	12/10/2024	07881-138731-01-1	Optimum BT	Service 12/15/24-01/14/25	Buckingham Terrace	246.37
Bill	12/10/2024	07881-134130-01-9	Optimum CR	Service 12/15/24-01/14/25	Country Ridge	285.90
Bill	12/10/2024	07881-138730-01-3	Optimum TT	Service 12/15/24-01/14/25	Truman Terrace	256.37
Bill	12/09/2024	INV-2509	Padgett Business Services	accounting services	All	552.50
Bill	01/03/2025	INV-235	Padgett Business Services	accounting services	All	162.50
Bill	12/12/2024	12122024	Pastor Estrada	year end stipend	All	300.00
Bill	12/26/2024	122624	Petty Cash	office supplies	All	227.04

Watertown Housing Authority
Accounts Payable
January 2025

Type	Date	Num	Name	Memo	Location	Amount
Bill	12/16/2024	8332	PJ Electric, Inc.	CR 18 service call	Country Ridge	75.00
Bill	12/23/2024	8343	PJ Electric, Inc.	BT cleaned ALL radiators 51.75 hours @ \$75/hour	Buckingham Terrace	3,881.25
Bill	01/01/2024	5323	Propertyworx LLC	Jan 2025 management services	All	7,138.00
Bill	12/12/2024	25165	Ray Palmer Plumbing & Heating, Inc.	BT service call	Buckingham Terrace	160.00
Bill	12/23/2024	25164	Ray Palmer Plumbing & Heating, Inc.	CR 5 service call	Country Ridge	80.00
Bill	12/26/2024	122624	RSC - petty cash	funding for RSC activities	All	188.96
Bill	12/12/2024	BT E-7	Steven L. Clark	BT E-7 remove tile above the tub in bathroom	Buckingham Terrace	3,650.00
Bill	01/01/2025	0603163817BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	01/01/2025	0603163818CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	01/01/2025	0603163816TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	502.40
Bill	12/27/2024	1020740 1224	Watertown Fire District	TT Service 11/15-12/16/24	Truman Terrace	319.11
Bill	12/11/2024	4309	Worxshop LLC	Nov 2024 - Maintenance & Repairs BT	Buckingham Terrace	3,863.75
Bill	12/11/2024	4310	Worxshop LLC	Nov 2024 - Maintenance & Repairs CR	Country Ridge	1,966.25
Bill	12/11/2024	4311	Worxshop LLC	Nov 2024 - Maintenance & Repairs TT	Truman Terrace	1,883.75
						<u><u>62,475.52</u></u>



New Business



Old Business



Property Manager Update

Open Apartments as of January 6, 2025

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
Full			
Buckingham Terr.			
1			
	D2	Vacated by tenant transfer	Apartment is being updated
Truman Terrace			
1	C-12		Apartment is 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
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	11/1/2024
Truman Terr.	C12 - A1	Thomas Wills	11/1/2024

WO	Created On	Completed On	Work Order Title	Work Order Description	Status
2027	12/13/2024	12/17/2024	BT E-2 Toilet isn't flushing properly	Toilet isn't flushing properly	Complete
2030	12/16/2024	12/17/2024	TT C-10 Replace Stove	Please replace stove.	Complete
2025	12/12/2024	12/17/2024	CR 17 Kitchen faucet is not working	Kitchen faucet is not working	Complete
2029	12/16/2024	12/17/2024	CR - TT - CR move (2) 6' tables for Christmas luncheon	Please move (2) 6' table to Truman CC from CR for luncheon. After luncheon is completed please return the (2) tables before Wednesday's luncheon.	Complete
2026	12/13/2024	12/18/2024	CR 13 Check for mold from where water leaked - new toilet	Check for mold from where water leaked - new toilet.	Complete
2032	12/17/2024	12/19/2024	TT C-11 Please replace the bathroom faucet.	Please replace the bathroom faucet.	Complete
2031	12/17/2024	12/19/2024	BT D-5 Please replace the shower rod	Resident fell and when he did the curtain rod broke. Please replace it for him.	Complete
2035	12/18/2024	12/19/2024	CR 31 Outside light bulb needs replacing	Please replace the light bulb at the main entrance to Unit 31.	Complete
2034	12/17/2024	12/19/2024	BT B-5 Kitchen sink has a leak underneath.	Kitchen sink has a leak underneath. Please make the repair.	Complete
2028	12/16/2024	12/19/2024	TT C-16 Shades are not working	Please see what shades need to be replaced and buy new/install.	Complete
2033	12/17/2024	12/19/2024	CR 7 Kitchen sink is draining slowly	Kitchen sink is draining slowly.	Complete
2038	12/23/2024		BT E-7 Resident complaining that the back gutter is full	Please check and see if the gutter on the back side of the E building by E7. If it needs cleaning out, please let me know and I will contact 3J's. Thanks	Open
2039	12/23/2024	12/26/2024	CR 33 Gutter on the corner fell off of the building	Please see if you can rehang the gutter on the corner of the building between 33 and 34.	Complete
2037	12/23/2024	12/26/2024	CR 22 Dead bolt on front door and toilet	Please adjust the dead bolt on the front door. Toilet had an issue over the weekend. Please check it out.	Complete

WO	Created On	Completed On	Work Order Title	Work Order Description	Status
2036	12/20/2024	12/27/2024	Please pickup stoves at Home Depot	If two stoves are ready please deliver to CR 32 and TT C13. If only one is ready, please deliver to CR 32.	Complete
2041	12/27/2024	01/02/2025	CR 31 New stove chain hanging in oven	A chain that is located in the oven came unhooked. Please see if you can put it back. We believe it has something to do with the temperature control.	Complete
2040	12/27/2024	01/02/2025	CR 8 Outside light at main door needs a bulb.	Outside light at main door needs a bulb.	Complete
2043	01/02/2025		CR 9 Door knob for coat closet needs to be replaced	Door knob is stripped and needs to be replaced on the coat closet door.	Open
2045	01/03/2025		TT A5 Replace rotted bathroom vanity.	Replace rotted bathroom vanity. Change out leaking pipes and install new vanity.	Open
2047	01/06/2025		TT C-15 Cabinet fell off of the wall.	Cabinet fell off of the wall. Please repair.	Open
2048	01/06/2025		CR CC Ladies room - toilet needs repair	toilet needs repair	Open
2044	01/03/2025	01/06/2025	TT C-20 Replace rotted cabinets from HWH tank leak.	Replace rotted cabinets from HWH tank leak.	Complete
2042	01/02/2025	01/06/2025	TT C-20 Water sound coming from under sink	Resident can hear a water sound coming from under the kitchen sink. Nothing seems to be leaking and the water is off. Please check the HWH and make sure it isn't leaking.	Complete