



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
August 13, 2025





Watertown Housing Authority
1091 Buckingham Street
Watertown, CT 06795

Regular Meeting
Truman Terrace, August 13, 2025 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Country Ridge, July 9, 2025
4. Approval of bills paid for
 - a. August 2025
5. New Business
 - a. Discussion & possible action on Scope of Work for Electrical
 - b. Discussion & possible action on Scope of Work for Arborist
 - c. Discussion & possible action on Scope of Work for Plumbing
 - d. Discussion & possible action on Scope of Work for Interior Painting/Exterior Painting
 - e. Discussion & possible action on Scope of Work for Snowplowing and Landscaping
 - f. Discussion & possible action on Scope of Work for Lawn Fertilization
6. Property Manager's Report
 - a. Apartments Available
 - b. Work Orders
7. Resident Service Coordinator Report
8. Resident Commissioner Report
9. Public Participation
10. Adjournment

**Watertown Housing Authority
Regular Meeting**

Meeting Date: July 9, 2025
Meeting Time: 6:00 p.m.
Meeting Place: Buckingham Terrace

Members Present: Ms. Janelle Wilk, Chairwoman
Mr. Dan DiVito, Vice Chairman
Mr. Peter Mucciarone, Commissioner
Ms. Denise Russ, Commissioner
Ms. Sharon Pratt, Resident Commissioner

Members Absent: Mr. Russ Antonacci, Manager

Others Present: Ms. Lori Finke, Property Manager
Mr. Lance Valentino, Property Manager

1) Roll Call**2) Chairwoman's Report – Ms. Wilk**

Happy July everyone. I hope everyone is enjoying your summer. I'm going to stop for one second because I have to say is already included in this agenda, but what I'm going to say is, is that, sorry I did the agenda while I was sick, so it's a little messed up. What we do need to do on the agenda, if we look at it, we have to add the old business. So, when you see five, right? So, five new business, we're going to add in six to put old business after new business. And then for the new business A and B, that has to go into old business. And then we'll do new business C as A.

Everyone should proceed in the packet. The minutes from June 11th, 2025, regular meeting. Are there any questions? Can I have a motion to move those minutes as present as presented?

Everyone should receive in their packet the bills for July, 2025. Are there any questions?

3) Approval of Minutes

Agenda Item:	3.1
Subject:	To Approve the Minutes of the June 11 th , 2025 Housing Authority Regular Meeting Minutes – Country Ridge
Motion Presented By:	Mr. DiVito
Motion Seconded By:	Mr. Mucciarone
Text of the Motion:	So moved.

Discussion:	None
Opposed:	None
Abstained:	Ms. Russ
Vote:	Motion passed

4) Approval of Bills Paid

Ms. Russ asked about the risk retention line. It was noted that this is insurance. There is only a certain amount of companies that will insure housing authorities and that is one of the 12 we have.

Agenda Item:	4.1
Subject:	To Approve the bills for April 2025
Motion Presented By:	Mr. DiVito
Motion Seconded By:	Ms. Russ
Text of the Motion:	So moved.
Discussion:	None
Opposed:	None
Abstained:	None
Vote:	Motion passed

5) New Business

Ms. Wilk - Moving on to new business A, which is now discussion of possible action on bids for new rail fencing for Truman Terrace. For anyone that doesn't know there's fencing along the bottom of Truman where you park. So just say when you first pull in that bottom lot, there's this rail fencing that's bent up because obviously we want that up because we don't want anybody to go over the hill, the cliff or getting hurt. It was rotten like bad. It was not safe at all. So, it was already kind of taken down and worked on. Lance and Lori were kind enough to get three bids. Just need an approval to go through those because that needs to be done basically ASAP because it is a safety concern obviously I don't want anybody driving off. Of the three bids, Rockland is the cheapest at like \$5700, then Eagle at about \$6100 and Champion at \$9890. All three were to do the same work.

Of the 19 poles that are down there, 13 are rotted out. We are asking for quotes on that also. We would like all three to have the option to price out the poles as well. I would like it done sooner rather than later as it is nerve wracking to not have anything there. Once we have all of the information, we can just do a quick zoom meeting, that will be like five minutes. Is that good? And as soon as possible if we can just literally I'd rather, I just don't want that to stay open and God forbid something happened. All right. So, if you can get that to us and then just let us know and then we'll just have copies done once you get them and then we'll come up with a time. It'll be five minutes. Perfect. Okay, so we're tabling this. May I have a motion to table this?

Agenda Item:	5.1
Subject:	To Table the Motion for Bids on Rail Fencing at Truman Terrace
Motion Presented By:	Ms. Russ
Motion Seconded By:	Mr. DiVito
Text of the Motion:	So moved.
Discussion:	None
Opposed:	None
Abstained:	None
Vote:	Motion passed

Mr. Valentino will reach out to all of the companies to get quotes for the rest of the fence.

6) Old Business – Sidewalk and Paving at Country Ridge

Ms. Wilk – At our last meeting we did receive one bid, only one bid for the paving and the sidewalk. I would like everybody's opinion on this because I have my own opinion as to, I don't think that we should do this right now. I think we should hold on it and I think that we should wait until all the heavy work is done up at Country Ridge and if anything needs to be patched, there's a safety concern, of course we'll do that. But I think we wait and we wait until the roofs are done. We get that grant money, we do the bulk of the work and then we have them come in and we actually put it out how we normally put bids out but maybe come up with putting on large on talks or something too so we get more bids in because we got one bid and that's not really good. I just don't think people were aware of looking at the newspaper. Newspapers are great. I'm not quite too sure how many people will read the newspaper so I don't know what everybody else's opinion. I'm only one person but just that's my thought.

After some discussion, it was decided to hold off on receiving new bid until all of the construction is done.

May I have a motion to hold off until the construction is done and we put it back to bid.

Agenda Item:	6.1
Subject:	To Delay Bidding on the Sidewalk and Paving at Country Ridge
Motion Presented By:	Mr. DiVito
Motion Seconded By:	Ms. Russ
Text of the Motion:	So moved.
Discussion:	None
Opposed:	None
Abstained:	None

Vote:

Motion passed

7) Property Manager's Report – Mr. Valentino

Mr. Valentino – As of now, we still have two apartments available at Truman. They're being worked on and they will be rented out hopefully by the end of this month coming up. And as far as work orders 25 have been completed and one is still open and we have three variances. First variances for Country Ridge #25. She would like to have her paint refreshed in her apartment. Been there for 12 years. It does look a little discolored. So, she would like to have it refreshed and repainted the whole. I have seen it and it is needed.

Agenda Item:	7.1
Subject:	To Approve the Painting at #25 Country Ridge
Motion Presented By:	Ms. Russ
Motion Seconded By:	Mr. DiVito
Text of the Motion:	So moved.
Discussion:	None
Opposed:	None
Abstained:	None
Vote:	Motion passed

Mr. Valentino – Second variance is C7 Truman Terrace. He would like to put the storage unit of his apartment, a picture of it where he wants to set it up at on the side dealer next to his apartment. This is ones that have been officially purchased before. And a lot of the tenants there have the same version of this storage unit.

Ms. Pratt noted that she wanted to make sure he can't purchase any one he wants, he must buy one that is the same dimensions and size as units approved in the past.

After discussion from the Board, it was decided that the tenants may have the cabinet if they have the same size unit of storage and Lori/Lance will get the tenant those dimensions.

Agenda Item:	7.2
Subject:	To Approve a Storage Unit for Truman Terrace C7
Motion Presented By:	Mr. DiVito
Motion Seconded By:	Mr. Mucciarone
Text of the Motion:	So moved.
Discussion:	None
Opposed:	None
Abstained:	None

Vote:

Motion passed

Mr. Valentino – The third one is C14 at Truman Terrace who wants to take position of a storage unit that was previously at another tenants site. It is being gifted to him. He just wants to move it to his unit in the same space.

Agenda Item:	7.3
Subject:	To Approve a Storage Unit for Truman Terrace C14
Motion Presented By:	Mr. DiVito
Motion Seconded By:	Ms. Russ
Text of the Motion:	So moved.
Discussion:	None
Opposed:	None
Abstained:	None
Vote:	Motion passed

8) Resident Service Coordinator Report

Ms. Finke - I have a copy of the newsletter that I gave out this month with the calendar. We had two picnics so far. Two, now one to go. These folks are going to get their picnic tomorrow. It was successful both days; the food was good and company was good. So that's once a year thing that we do. So, we'll get through tomorrow and I can wait until next year to do that again. We had Casey Romeo Funeral Home here visited all three sites during June and I think everybody agreed that they were very informative. He got thrown so many questions at him and he was able to answer them all. So that went very well. And we get our quarterly, we have pizza party and birthday cake another week during the month we're going to do it every quarter so we just throw all the names down on it so we enjoy that. Let's see. I have one speaker, it's not on here because she just confirmed yesterday I was asked to bring in an insurance person to talk about renter's insurance. A lot of people have it. We have a couple people up at Country Ridge that showed me their policy. They're paying \$1,300 a year, which is for a house, not for an apartment. So, I want her to come in and explain what they really need to have. Basically, they're paying what other people are paying for what they're paying each month. What the person will pay for one year. We want that she's going to come in and explain how it works. She's not to push one place or another. Just information and knowledge just to help the folks out. Also, in your packet, I did put a note at the top because there's question I wanted the commissioners to know who I've spoken to and what's going on with the residents. I had 17 conversations basically since the 11th of June to 17 four at Country Ridge Buckingham. There was eight, three of those were follow up on that eight and then Truman, there were five and a couple of those were follow also.

9) Resident Commissioner Report – Ms. Pratt

No report

10) Public Participation

Tom St. Onge – Buckingham Terrace Unit B2

Joy Goldfarb – Buckingham Terrace Unit C8

Jean O'Brien – Buckingham Terrace Unit B6

11) Adjournment

Agenda Item:	11.1
Subject:	To Adjourn the Meeting
Motion Presented By:	Mr. DiVito
Motion Seconded By:	Ms. Russ
Text of the Motion:	So moved.
Discussion:	None
Opposed:	None
Abstained:	None
Vote:	Motion Passes

The meeting adjourned at 6:43 p.m.

Respectfully Submitted,

Mindi Davidson
Recording Secretary



WHA PAYABLES

Type	Date	Num	Name	Memo	Location	Amount
Bill	07/02/2025	BT B1	3J's Painting LLC	BT B1 ceiling and walls paint&prep	Buckingham Terrace	2,470.00
Bill	07/02/2025	BT E1	3J's Painting LLC	BT E1 celan mold, prep/paint	Buckingham Terrace	750.00
Bill	07/02/2025	CR 9	3J's Painting LLC	CR 9 foyer/hallway, bathroom prep & paint	Country Ridge	980.00
Bill	07/02/2025	BT Gutter	3J's Painting LLC	BT gutter cleaning	Buckingham Terrace	600.00
Bill	07/10/2025	BT Pwash, gutters	3J's Painting LLC	BT Power washing, gutters	Buckingham Terrace	4,850.00
Bill	08/02/2025	TT B11	3J's Painting LLC	TT B11 ceiling and walls paint&prep	Truman Terrace	2,230.00
Bill	06/24/2025	123007 062425	Ace Hardware of Watertown	monthly charges	All	195.80
Bill	07/24/2025	123007 072425	Ace Hardware of Watertown	monthly charges	All	14.33
Bill	07/03/2025	1RHD-PY4V-JXJ3	Amazon.com	paper goods	All	134.82
Bill	06/30/2025	1J7L-6DWQ-KGJD	Amazon.com	drying racks	All	146.97
Bill	06/12/2025	1T3C-6YLH-QF1F	Amazon.com	conference room chairs	All	947.54
Bill	03/25/2025	1JFM-MXG3-J31G	Amazon.com	paper silverware	All	77.16
Bill	07/12/2025	1C4F-PYR4-7DC7	Amazon.com	camera	All	119.01
Bill	06/12/2025	1FYM-CDK7-X161	Amazon.com	conference room chairs	Truman Terrace	473.77
Bill	07/03/2025	i157219	American Rooter LLC	BT snake shower drain	Buckingham Terrace	3,056.72
Bill	06/25/2025	PROLIAB25-26	Blumenthal & Donahue Insurance, LLC	Prof Liab policy 8/1/2025-8/1/2026	All	5,113.00
Bill	06/26/2025	487295	Carpets Plus, Inc.	TT C-19 and CR 9 - repairs	Truman Terrace	220.00
Bill	06/14/2025	782	Clermont & Associates, LLC	2022-2024 Audit	All	7,750.00
Bill	08/01/2025	519944	Complete LLC	monthly contracted services	All	6,750.00
Bill	06/26/2025		CTMold Remediation Spec LLC	BT D8 - full unit remediation and air sample test	Buckingham Terrace	3,513.00
Bill	07/02/2025	202	CTMold Remediation Spec LLC	BT D8 - full unit remediation and air sample test	Buckingham Terrace	3,513.00
Bill	07/09/2025	070925	Davidson, Mindi	meeting minutes - 07.09.25	All	180.00
Bill	06/09/2025	11352	DJ Melodia Plumbing & Heating	TT C18- new water heater	Truman Terrace	1,885.73
Bill	04/15/2025	104268	Dumouchel Paper	supplies	All	797.69
Bill	06/30/2025	1055.12	Dumouchel Paper	supplies	All	437.59
Bill	07/01/2025	250701496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	08/01/2025	250801496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	07/01/2025	5101 426 4055	Eversource	Service 05/29-06/25/25	Country Ridge	9.62
Bill	06/25/2025	5102 066 4066	Eversource	Service 05/27-06/25/25	Truman Terrace	29.95
Bill	06/25/2025	5112 556 4047	Eversource	Service 05/27-06/25/25	Truman Terrace	35.10
Bill	06/25/2025	5113 818 3082	Eversource	Service 05/27-06/25/25	Truman Terrace	356.83
Bill	06/25/2025	5115 336 4062	Eversource	Service 05/27-06/25/25	Truman Terrace	78.88
Bill	06/25/2025	5125 298 3036	Eversource	Service 05/27-06/25/25	Buckingham Terrace	486.93
Bill	06/25/2025	5129 979 3026	Eversource	Service 05/27-06/25/25	Country Ridge	25.55
Bill	06/25/2025	5131 089 3094	Eversource	Service 05/27-06/25/25	Country Ridge	21.73
Bill	06/25/2025	5135 689 3081	Eversource	Service 05/27-06/25/25	Country Ridge	512.76
Bill	06/25/2025	5141 028 3030	Eversource	Service 05/27-06/25/25	Truman Terrace	39.43
Bill	06/25/2025	5141 089 3093	Eversource	Service 05/27-06/25/25	Country Ridge	40.92
Bill	06/25/2025	5144 889 3081	Eversource	Service 05/27-06/25/25	Country Ridge	21.73
Bill	06/25/2025	5147 056 4014	Eversource	Service 05/27-06/25/25	Country Ridge	38.25
Bill	06/25/2025	5152 818 3080	Eversource	Service 05/27-06/25/25	Truman Terrace	75.07
Bill	06/25/2025	5154 889 3080	Eversource	Service 05/27-06/25/25	Country Ridge	21.73
Bill	06/25/2025	5155 789 3047	Eversource	Service 05/27-06/25/25	Country Ridge	38.85
Bill	06/25/2025	5160 799 3003	Eversource	Service 05/27-06/25/25	Country Ridge	30.89
Bill	06/25/2025	5161 089 3091	Eversource	Service 05/27-06/25/25	Country Ridge	22.91
Bill	06/25/2025	5175 889 3077	Eversource	Service 05/27-06/25/25	Country Ridge	28.51
Bill	06/25/2025	5177 546 4001	Eversource	Service 05/27-06/25/25	Buckingham Terrace	41.31

Type	Date	Nu	Name	Memo	Location	Amount
Bill	06/25/2025	5181 389 3054	Eversource	Service 05/27-06/25/25	Country Ridge	24.68
Bill	06/25/2025	5190 799 3000	Eversource	Service 05/27-06/25/25	Country Ridge	28.20
Bill	06/25/2025	5191 018 3029	Eversource	Service 05/27-06/25/25	Truman Terrace	92.37
Bill	06/25/2025	5139 798 3032	Eversource	Service 05/27-06/25/25	Truman Terrace	84.51
Bill	07/28/2025	5101 426 4055	Eversource	Service 06/25-07/28/25	Country Ridge	25.19
Bill	07/28/2025	5102 066 4066	Eversource	Service 06/25-07/28/25	Truman Terrace	33.81
Bill	07/28/2025	5112 556 4047	Eversource	Service 06/25-07/28/25	Truman Terrace	36.40
Bill	07/28/2025	5113 818 3082	Eversource	Service 06/25-07/28/25	Truman Terrace	448.51
Bill	07/28/2025	5115 336 4062	Eversource	Service 06/25-07/28/25	Truman Terrace	104.74
Bill	07/28/2025	5125 298 3036	Eversource	Service 06/25-07/28/25	Buckingham Terrace	506.57
Bill	07/28/2025	5129 979 3026	Eversource	Service 06/25-07/28/25	Country Ridge	25.75
Bill	07/28/2025	5131 089 3094	Eversource	Service 06/25-07/28/25	Country Ridge	22.35
Bill	07/28/2025	5135 689 3081	Eversource	Service 06/25-07/28/25	Country Ridge	580.19
Bill	07/28/2025	5141 028 3030	Eversource	Service 06/25-07/28/25	Truman Terrace	41.03
Bill	07/28/2025	5141 089 3093	Eversource	Service 06/25-07/28/25	Country Ridge	43.30
Bill	07/28/2025	5144 889 3081	Eversource	Service 06/25-07/28/25	Country Ridge	22.35
Bill	07/28/2025	5147 056 4014	Eversource	Service 06/25-07/28/25	Country Ridge	39.07
Bill	07/28/2025	5151 256 4030	Eversource	Service 06/25-07/28/25	Truman Terrace	28.10
Bill	07/28/2025	5152 818 3080	Eversource	Service 06/25-07/28/25	Truman Terrace	78.67
Bill	07/28/2025	5154 889 3080	Eversource	Service 06/25-07/28/25	Country Ridge	22.64
Bill	07/28/2025	5155 789 3047	Eversource	Service 06/25-07/28/25	Country Ridge	40.75
Bill	07/28/2025	5160 799 3003	Eversource	Service 06/25-07/28/25	Country Ridge	31.98
Bill	07/28/2025	5161 089 3091	Eversource	Service 06/25-07/28/25	Country Ridge	24.05
Bill	07/28/2025	5175 889 3077	Eversource	Service 06/25-07/28/25	Country Ridge	30.01
Bill	07/28/2025	5177 546 4001	Eversource	Service 06/25-07/28/25	Buckingham Terrace	49.29
Bill	07/28/2025	5181 389 3054	Eversource	Service 06/25-07/28/25	Country Ridge	24.32
Bill	07/28/2025	5190 799 3000	Eversource	Service 06/25-07/28/25	Country Ridge	27.16
Bill	07/28/2025	5191 018 3029	Eversource	Service 06/25-07/28/25	Truman Terrace	93.65
Bill	06/25/2025	5760 163 0056	Eversource - Gas	Service 05/27-06/25/25	Country Ridge	128.63
Bill	06/25/2025	5758 216 0008	Eversource - Gas	Service 05/27-06/25/25	Country Ridge	28.14
Bill	07/28/2025	5758 216 0008	Eversource - Gas	Service 06/25-07/28/25	Country Ridge	29.84
Bill	07/28/2025	5760 163 0056	Eversource - Gas	Service 06/25-07/28/25	Country Ridge	115.46
Bill	07/25/2025	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	Country Ridge	789.42
Bill	07/02/2025	23808	J & J Lock LLC	CR 1 service call	Country Ridge	120.00
Bill	08/03/2025	30263	Little B Plumbing	BT D4 Sunday servcie call	Buckingham Terrace	251.25
Bill	06/25/2025	304936	Millette Pest Control LLC	BT A2 roach service	Buckingham Terrace	125.00
Bill	07/10/2025	07881-138731-01-1	Optimum BT	Service - 07/15-08/14/25	Buckingham Terrace	277.50
Bill	07/10/2025	07881-134130-01-9	Optimum CR	Service - 07/15-08/14/25	Country Ridge	317.02
Bill	07/10/2025	07881-138730-01-3	Optimum TT	Service - 07/15-08/14/25	Truman Terrace	287.50
Bill	08/04/2025	INV-2741	Padgett Business Services	accounting services	All	520.00
Bill	07/08/2025	070825	Petty cash	office supplies	All	195.50
Bill	08/05/2025	8810	PJ Electric, Inc.	BT clubhouse service call	Buckingham Terrace	150.00
Bill	03/25/2025	8557	PJ Electric, Inc. (replacement check)	TT C12 service call	Truman Terrace	364.80
Bill	08/01/2025	5634	Propertyworx LLC	Aug 2025 management services	All	7,138.00
Bill	08/01/2025		RSC - petty cash	funding for RSC activities	All	400.00
Bill	08/06/2025	DOH324	State of CT-Dept of Housing	Grant refund 07.01.23-06.30.24	All	343.00
Bill	07/30/2025	60155408	Stewart & Stevenson Power Products	service call	Country Ridge	900.00

Type	Date	Num	Name	Memo	Location	Amount
Bill	08/01/2025	0603229447BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
Bill	08/01/2025	0603229448CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
Bill	08/01/2025	0603229446TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
Bill	06/24/2025	1020740 0624	Watertown Fire District	TT Service 05/14-06/14/25	Truman Terrace	319.57
Bill	07/17/2025	0886	Watertown Housing Authority	ION #0886 deposit due to dormant fee	All	100.00
Bill	06/30/2025	0304130000BT	Watertown WSA	BT 03/31/2025-06/30/25	Buckingham Terrace	1,895.27
Bill	06/30/2025	0304132000CR	Watertown WSA	CR 03/31/25-06/30/25	Country Ridge	2,784.61
Bill	07/09/2025	4684	Worxshop LLC	Jun 2025 - Maintenance & Repairs BT	Buckingham Terrace	783.75
Bill	07/09/2025	4685	Worxshop LLC	Jun 2025 - Maintenance & Repairs CR	Country Ridge	2,103.75
Bill	07/09/2025	4686	Worxshop LLC	Jun 2025 - Maintenance & Repairs TT	Truman Terrace	4,853.75
						<u>78,609.67</u>



New Business



Property Manager Report

Apartment available as of 8/11/2025

Community	Unit #	Condition / Necessary Work	Comment
Country Ridge			
1	22		Being shown
Buckingham Terr.			
0			
Truman Terrace			
3	B-11, C-12		Apartments are being shown
	C-13	Cleaning and necessary work to be done before it is shown.	

Watertown Housing Authority - Work Orders

Entered Date	Status	Description	Address	Note Date	Notes
07/16/2025	Complete	Need to check fire alarm that keeps beeping.	TT Apt. C-19	07/16/2025	Changed out fire alarm with new 10 yr.
07/09/2025	Complete	Need to fix light at bottom entrance sign. Also sign is coming apart on corner trim.	Truman Terrace	07/14/2025	Fixed the front entrance sign that was coming apart.
07/09/2025	Complete	Need to check toilet leaking.	CR Apt. 11	07/11/2025	Had to changed out older toilet due to leak in between bowl and tank.
07/10/2025	Complete	Need to reattach upper cabinets that are falling off wall.	TT Apt. C-7	07/11/2025	Had to jack up upper cabinets to reattached to wall.
07/11/2025	Complete	Need to check for nats at entrance.	TT Apt. A-2	07/11/2025	Checked for ant and nats.
07/14/2025	Complete	Need to check emergency light that fell off due to power washing.	BT Apt. E-8	07/14/2025	Came in on Saturday to fix hanging light fixture knocked off during power washing.
07/15/2025	Complete	Need to put in fans due to the floor sweating in livingroom.	CR Apt. 28	07/15/2025	Went and put in fans to help dry the floor in living room.
07/16/2025	Complete	Need to put in fans to help dry floor that is sweating.	CR Apt. 28	07/16/2025	Put in fans to help dry the sweating floors in the living room.
07/15/2025	Complete	Need to check bathroom sink that is clogged.	TT Apt. C-3	07/22/2025	Unclogged sink in bathroom.
07/16/2025	Complete	Need to check light fixture outside front door.	CR Apt. 34	07/22/2025	Fixed the outside light fixture.
07/17/2025	Complete	Need to check kitchen sink sprayer.	BT Apt. D-6	07/22/2025	Replace hand sprayer from kitchen sink.
07/17/2025	Complete	Need to change kitchen storage doors due to mold growing on them.	BT Apt. D-8	07/24/2025	Replaced both closet doors in kitchen that were covered with mold.
07/21/2025	Complete	Need to change light bulb in fridge.	CR Apt. 25	07/22/2025	Replaced bulb in fridge.
07/21/2025	Complete	Need to fix emergency light fixture outside knocked off from power washing.	BT Apt. B-6	07/22/2025	Fixed the outside emergency light fixture.
07/21/2025	Complete	Need to fix emergency light fixture outside of building. Knocked off from power washing.	BT Apt. B-6	07/22/2025	Fixed the outside emergency light fixture.
07/22/2025	Complete	Need to check for leak under bathroom sink.	TT Apt. C-18	07/22/2025	Looked for leak and retightened all fittings.
07/22/2025	Complete	Need to change out light bulb in storage room.	CR Apt. 9	07/22/2025	Replaced light bulbs in storage room.
07/22/2025	Complete	Need to change out cabinet that fell off wall.	BT Apt. D-8	07/22/2025	Replaced broken upper cabinet falling apart.
07/23/2025	Complete	Need to check outside water spigot leaking.	CR Apt. 36	07/23/2025	Fixed leaking spigot.
07/23/2025	Complete	Need to spray for ants inside.	CR Apt. 2	07/23/2025	Sprayed for ants inside and outside of doorway.
07/24/2025	Complete	Need to unclog toilet.	BT Apt. E-7	07/25/2025	Unclogged bathroom toilet.
07/24/2025	Complete	Need to check handicap button outside of CC.	Buckingham Terrace	07/29/2025	Went and changed batteries on button.
07/28/2025	Complete	Need to check fridge for wire hanging inside.	TT Apt. C-18	07/29/2025	Went and checked fridge for hanging wire. None found inside.
07/29/2025	Complete	Need to check light in bathroom.	TT Apt. C-5	08/01/2025	Changed out light bulb in bathroom.
07/29/2025	Complete	Need to check for mold in bedroom upper right corner.	BT Apt. B-5	08/01/2025	Went and checked for mold. Called mold company to come down on Friday afternoon to check and give advise as what to do.

Watertown Housing Authority - Work Orders

Entered Date	Status	Description	Address	Note Date	Notes
07/30/2025	Complete	Need to check gutters at a few units that are seeing overflow.	Buckingham Terrace	07/30/2025	Went to check a few gutter at the complex and found them to be filled. Called 3 J's to come redo them as it was not done correctly.
07/30/2025	Complete	Need to check wall in living room that has a water stain getting bigger.	CR Apt. 4	07/30/2025	Went and checked the wall where stain was and found it to be dry and not soft. Will keep an eye on it to see if it gets bigger.
08/04/2025	Complete	Need to put down fly traps.	TT Apt. C-8	08/05/2025	Put in fly traps.
08/04/2025	Complete	Need to change stove burner trays.	BT Apt. B-8	08/06/2025	Changed out front burner tray.
08/04/2025	Complete	Need to loosen handle on spigot as it id to tight.	CR Apt. 36	08/05/2025	Retightened outside spigot to be easier to open for tenant.
08/05/2025	Complete	Need to unclog both kitchen sink and bathroom sink.	BT Apt. E-3	08/06/2025	Had to snake out drains due to clog.
08/05/2025	Complete	Need to unclog kitchen sink.	BT Apt. C-3	08/06/2025	Unclogged drain.
08/05/2025	Complete	Need to change light bulb in bathroom.	TT Apt. B-5	08/05/2025	Changed light bulb.
08/05/2025	Complete	Need to change out light bulb in bathroom.	TT Apt. B-10	08/05/2025	Changed light bulb and checked freezer that has water forming inside. put up temp to see if that will help. Will check again.
08/06/2025	Complete	Need to check light fixture in bathroom.	TT Apt. B-10	08/06/2025	Changed out light switch. May need to change fixture itself. Will keep an eye on it.
08/06/2025	Complete	Need to fix upper wall cabinet falling down in kitchen.	CR Apt. 18	08/07/2025	Fixed upper cabinet.
08/04/2025	Open	Need to fix bedroom closet door.	BT Apt. C-8	08/04/2025	Need to fix closet door in bedroom.
08/06/2025	Open	Need light in fridge.	CR Apt. 27	08/06/2025	Need to change light bulb in fridge.

CONNECTICUT PAVEMENT MARKING

PROPOSAL

Attention: Property Works

860-305-1159

Tallbrandon@gmail.com

32 Birch Mill Rd.
Killingworth, CT
06419

Date: 7/24/25

Project Title: Truman Terrace

Project Description: striping

Terms: 30 Days

Description	Quantity	Unit Price	Cost
number parking spaces in lower lot			\$ 850
		Subtotal	\$ 850
	Tax	0.00%	\$ 0
		Total	\$ 850

Thank you for your business



169 New Road
Ridgefield, CT 06877
(203) 501-3838
fairfieldcounty@1800striper.com

Estimate

ESTIMATE#	1267
DATE	08/08/2025
PO#	

CUSTOMER

Property Worx
Lance
100 Steele Brook Rd
Watertown Connecticut 06795-2243
(475) 559-6569

SERVICE LOCATION

Property Worx Watertown
100 Steele Brook Rd
Watertown Connecticut 06795-2243

DESCRIPTION	Add 12" Digits to 34 parking spaces Add 2 Directional Arrows at each of 2 turnarounds
-------------	--

Estimate

Description	Qty	Rate	Total
Mark Digits to 34 Parking Spaces and add 4 Directional Arrows			
62 12" Letter/Digit			
12 V			
A4, 6, 7			747.72
B1, 3, 5, 7, 8, 9, 10, 11			
C1, 2, 3, 5, 6, 7, 8, 13,14,16,17			
4 Directional Arrows (2 at each of 2 turnarounds)			
CT		6.350%	47.48

CUSTOMER MESSAGE

Please review and accept the estimate provided electronically. Thank you for giving us the opportunity to take care of your striping needs!
Deone and Terry Matichak (203)501-3838
<https://1800striper.com/location/striper-of-fairfield-county/>

Estimate Total:

\$795.20

PRE-WORK SIGNATURE

Signed By:

STANDARD ESTIMATE

By accepting and signing you are agreeing to the scope of work detailed in this estimate.

Estimate pricing expires 60 days after estimate date, please call to extend if required.

All work is guaranteed for one full year.

All work will be completed in a timely and professional manner, using state-of-the-art equipment and high-end materials.

The job is estimated to be completed in one day. If there are cars, obstructions, water, etc. blocking areas to be serviced a \$425/day mobilization fee will be added to the invoice for each additional day required to return and complete the job.

If you are tax exempt, please send your tax-exempt certificate to
FairfieldCounty@1800STRIPER.com.

Upon request, a Certificate of Insurance will be provided. If additional insureds or waiver of subrogation is required a new estimate will be provided to cover additional fees (if applicable).

Payment Terms: net 30

Timber Guard Rail Estimate for 100 Steele Brook Road

From Sales <sales@rocklandfencect.com>

Date Tue 5/20/2025 1:32 PM

To Lance Valentino <lance@propertyworx.com>

Hi Lance,

Thanks for having me out to take a look at the guard rail project with you. I have your quote prepared as follows:

The Furnishing and Installation of: 130 Linear Feet of Morticed Timber Guard Rail.
10"x10" posts, 4"x8" Rails, Posts Secured by the Tamping of Excavated Material into Post Holes.

Cost: \$5,695.00 + Tax

Matthew Lehet
Managing Partner
Rockland Fence Company LLC
454 Main Street
Durham CT, 06422
860.840.2223 - Office
860.301.1359 - Mobile
Sales@RocklandFenceCT.Com

WaterTown Housing Authority

PROPOSAL SUBMITTED TO:

JOB NAME

JOB #

100 Steele Brook Rd

217

ADDRESS

JOB LOCATION

WaterTown CT

DATE

6.24.25

DATE OF PLANS

To Be Determined

PHONE #

475-559-6569

FAX #

ARCHITECT

Champion Fence Co

We hereby submit specifications and estimates for:

Installation of Timber Rail Guard Rail

13 Sections To Be Installed

Champion Fence Co To furnish all Material with Install

Current Style to Be Matched.

JOB cost \$ 9300.00 Plus CT Sales tax.

JOB Total \$ 9,896.00

Deposit Amount: \$ 4500.00

Balance due on JOB Completion

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ Dollars

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted



Note - this proposal may be withdrawn by us if not accepted within days.

Eagle Fence and Guardrail
A Division of E. F. and G. Construction, Inc.
PROPOSAL/CONTRACT

MAY 2 2025

PAGE 1 OF 2

WATERTOWN HOUSING AUTHORITY
STREET ADDRESS
CITY, STATE ZIP CODE
PHONE / FAX

ATTN: LANCE: (475)559-6569

FROM: JOE PUTNAM; VICE PRESIDENT

RE: 100 STEELE BROOK ROAD, WATERTOWN CT

WE PROPOSE TO FURNISH AND INSTALL THE FOLLOWING:

ITEM	QUANTITY	UNIT COST	TOTAL
TIMBER GUARDRAIL INSTALL PER THE FOLLOWING SPECS:	1	\$ 6,100.00	\$ 6,100.00

APPROXIMATELY 122LF TOTAL
MORTISED TIMBER GUARDRAIL SYSTEM
10" x 10" MORTISED AND CHAMFERED POSTS
4" x 8" x 10' RAILS
10' MAX POST SPACING
**NOTE EXISTING GUARDRAIL TO BE REMOVED BY OTHERS
TIMBER POSTS TO BE TAMPED INTO GROUND
ALL TIMBER TO BE PRESSURE TREATED

SUBTOTAL:	\$ 6,100.00
SALES TAX (ADD IF APPLICABLE):	\$ 387.35
TOTAL COST:	\$ 6,487.35

(CONTINUED ON PAGE 2 OF 2)

56 South Canal Street - Plainville, Ct 06062
P (860) 747-1288 - F (860) 793-8840

Eagle Fence and Guardrail

A Division of E. F. and G. Construction, Inc.

PAGE 2 OF 2

EXCLUSIONS/CLARIFICATIONS:

- * EAGLE FENCE & GUARDRAIL IS A SET ASIDE SMALL BUSINESS IN STATE OF CONNECTICUT (SBE)
SURVEYING / PROPERTY LINE DETERMINATION BY BUYER. FENCELINE CLEARING BY BUYER. ALL PERMITS BY BUYER.
NORMAL DIGGING/GRADING CONDITIONS. THIS PROPOSAL DOES NOT INCLUDE ALLOWANCES FOR HAND
WORK OR ADDITIONAL EQUIPMENT THAT MAY BE NEEDED DUE TO ROCK LEDGE, CONFLICTS WITH UTILITIES
OR ANY OTHER OBSTRUCTION THAT WOULD PRECLUDE STANDARD INSTALLATION PRACTICES.
ALL SUCH COSTS WILL BECOME AN ADDITIONAL CHARGE, OVER AND ABOVE THIS PROPOSAL.
- * THIS PROPOSAL EXCLUDES: SURVEY/ LAYOUTS; PERMITS; CUTTING/ PATCHING BLACKTOP; REMOVAL OF
EXCESS SOIL FROM SITE; TRAFFIC PROTECTION; ALL MARK-OUT AND PROTECTION OF PRIVATELY-OWNED UTILITIES;
POST SLEEVES FOR BEHIND RETAINING WALL; ANY WORK NOT SPECIFICALLY STATED ABOVE.
- * PAYMENT TERMS: PAYMENT DUE IN FULL UPON COMPLETION OF WORK. A FINANCE CHARGE OF 1.5% PER MONTH
(ANNUAL RATE 18%) WILL ACCRUE ON ANY BALANCE OVER 30 DAYS. IN THE EVENT IT IS NECESSARY TO ENFORCE
COLLECTION, BUYER AGREES TO PAY ALL COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES.
- * THIS PROPOSAL IS VALID FOR 30 DAYS FROM ABOVE DATE.
- * THIS PROPOSAL CONSTITUTES THE FULL AGREEMENT BETWEEN BUYER AND EAGLE FENCE; CHANGES
WILL ONLY BE EXECUTED BY WRITTEN ORDERS FROM BUYER, AND WILL RESULT IN CHANGES TO COST

CUSTOMER AUTHORIZATION TO PROCEED:



Resident Service Coordinator Report