



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

November 12, 2025





Watertown Housing Authority
1091 Buckingham Street
Watertown, CT 06795

Regular Meeting
Truman Terrace
November 12, 2025 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Buckingham Terrace, October 8, 2025
4. Approval of bills paid for
 - a. November 2025
5. Discussion and possible action on Grievance Policy
6. Resident Service Coordinator Report
7. Resident Commissioner Report
8. Public Participation
9. Adjournment

**Watertown Housing Authority
Regular Meeting**

Meeting Date: October 18, 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. Sharon Pratt, Resident Commissioner
Ms. Denise Russ, Commissioner

Members Absent: None

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

1) Roll Call

2) Chairwoman's Report – Ms. Wilk

No report.

3) Approval of Minutes

Ms. Russ noted that for the vote she was a no vote, not an abstention. She asked for that to be changed, and Ms. Fink will go ahead and change it.

Agenda Item:	3.1
Subject:	To Approve the Minutes of the September 24 th , 2025 Housing Authority Regular Meeting Minutes – 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

4) Approval of Bills Paid

Ms. Russ questioned one of the bills she thought was high, however after noting that there was an excavator needing to be brought in for the job, along with a guardrail being taken down and put back up, she was good with the amount.

Agenda Item:	4.1
Subject:	To Approve the bills for October 2025
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

5) Property Manager's Report – Mr. Valentino

Mr. Valentino – Yes. As of today, we have three apartments available, one in Buckingham and two at Truman. And as today we used to have seven completed work orders and six are still open. The automatic opener is on the back door now as well and there is a new mechanism on the front door that they fixed while they were here.

Mr. DiVito asked what needed to be done in the three apartments that are open and it was noted that they all need to be painted with a little bit of fixed and should be ready to rent by months end.

6) Resident Service Coordinator Report

Ms. Finke – Yesterday they came from the Health Complex and gave out flu shots and then also offered Covid shots if anyone wanted them. I will put this out to all three places for anyone that wants to sign up. We have a tentative date of October 21st. He will go to all three places starting at Truman and then Country Ridge and then Buckingham. And as far as I'm working on getting access, I'm working with New Opportunities to get access for the software to do the energy assistance. I did do a signup sheet. People have signed up. I did sit with Laura at the senior center today and watched how she did it on the actual software. Really nice, If I'll be able to do that. It'll be a lot quicker. Otherwise, I'm going to have to do the paper one, send it to the new opportunities. Then they have to find the time to put it in. Laura called Sean and she's going to talk to Mark at Town Hall and see if they can help me get in on my computer so that I can do that.

For Choices, (Medicare), that open enrollment starts October 15th and will be in full swing when we meet again.

Mr. Antonacci - Lance met with the environmental company that did the phase one at Country Ridge for the grant. We are negative asbestos for at Country Ridge, which we kind of already knew because of the dates, but the state still requires it. The final results will come in this week and we'll submit them to the state, but the state has also come back to us with a few more hoops that we had to jump through. Now they're asking for a limited phase two, which is not part of the process, but I don't understand why, because we checked all the boxes on the phase one and now they want more stuff, which means we are getting closer to funding.

Ms. Wilk asked for a notice to go up at Country Ridge regarding the process, as people are asking about it and just to keep them aware.

7) Resident Commissioner Report – Ms. Pratt

I really don't have anything to report except the fact that I did meet at all three sites last month. I didn't make last month's meeting, but I did meet with all the tenants. I think that we have the complaint department pretty well closed at this time. The only thing I'm working on now with Lori is the Christmas party for the tenants. The tenants were going to go with the same place that we had last year because they enjoyed it and the majority would like to go back to the same place that they had the Christmas party. But other than that, things are quiet. It was held at Hometown.

8) Public Participation

Tanya Johnson – D4 spoke.

Carol Muller – E2 spoke.

Suzzane Griffin – D8 spoke.

9) Adjournment

Agenda Item:	9.1
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 6:20 p.m.

Sharon Pratt

Watertown Housing Authority

11/10/2025
11:49 AM

Watertown Housing Authority
Accounts Payable
November 2025

Type	Date	Num	Name	Memo	Location	Amount
Bill	10/01/2025	TT G&PW	3J's Painting LLC	TT 3 bldgs & CC- powerwash & clean gutt	Truman Terrace	3,920.00
Bill	10/21/2025	paint	3J's Painting LLC	all locations - paint	All	862.96
Bill	10/24/2025	BT C-6	3J's Painting LLC	BT C-6 paint&prep	Buckingham Terrace	2,470.00
Bill	10/16/2025	90077232	Allegion Access Tech, LLC	BT automatic door installation	Buckingham Terrace	3,465.00
Bill	10/03/2025	1F11-M4XV-LM7N	Amazon.com	bingo game balls	Truman Terrace	24.97
Bill	10/01/2025	1W37-WYQR-CNCD	Amazon.com	CR office file folders	Country Ridge	83.93
Bill	10/17/2025	167F-1QGR-L3QG	Amazon.com	BT & TT American flags	BT & TT	74.08
Bill	10/17/2025	167F-1QGR-L3QG	Amazon.com	CR bathtub safety rail	Country Ridge	88.12
Bill	10/28/2025	14RD-PQCX-F9XV	Amazon.com	paper goods	All	161.29
Bill	10/08/2025	100825	Davidson, Mindi	meeting minutes - 10.08.25, 4.75 hrs	All	95.00
Bill	10/15/2025	11548	DJ Melodia Plumbing & Heating	CR - service call	Country Ridge	2,127.53
Bill	11/03/2025	11581	DJ Melodia Plumbing & Heating	BT D-8 - replaced water heater	Buckingham Terrace	1,656.73
Bill	10/13/2025	24666	Eagle Environmental Inc	CR limited asbestos containing material in:	Country Ridge	3,930.00
Bill	10/01/2025	251001496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	11/03/2025	251101496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	10/10/2025	5101 426 4055	Eversource	Service 09/25-10/09/25	Country Ridge	7.10
Bill	10/24/2025	5100 636 4038	Eversource	Service 09/25-10/24/25	Buckingham Terrace	58.80
Bill	10/24/2025	5106 556 4007	Eversource	Service 09/25-10/24/25	Truman Terrace	33.70
Bill	10/24/2025	5112 556 4047	Eversource	Service 09/25-10/24/25	Truman Terrace	33.92
Bill	10/24/2025	5115 336 4062	Eversource	Service 09/25-10/24/25	Truman Terrace	69.92
Bill	10/24/2025	5144 889 3081	Eversource	Service 09/25-10/24/25	Country Ridge	24.01
Bill	10/24/2025	5151 256 4030	Eversource	Service 09/25-10/24/25	Truman Terrace	32.27
Bill	10/10/2025	5758 216 0008	Eversource - Gas	Service 09/26-10/09/25	Country Ridge	21.82
Bill	10/24/2025	5760 163 0056	Eversource - Gas	Service 09/25-10/24/25	Country Ridge	164.76
Bill	10/24/2025	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	1,205.02
Bill	10/03/2025	100325	Lori Flinke	meeting minutes	All	70.00
Bill	08/27/2025	309562	Millette Pest Control LLC	CR - bees and wasps nest	Country Ridge	254.00
Bill	10/10/2025	07881-134130-01-9	Optimum	CR Service - 09/15-10/14/25	Country Ridge	317.30
Bill	10/10/2025	07881-138731-01-1	Optimum	BT Service - 09/15-10/14/25	Buckingham Terrace	277.64
Bill	10/10/2025	07881-138730-01-3	Optimum	TT Service - 09/15-10/14/25	Truman Terrace	287.64
Bill	10/09/2025	8939	PJ Electric, Inc.	BT relocated exit sign	Buckingham Terrace	451.35
Bill	10/20/2025	8967	PJ Electric, Inc.	BT E7 & E8 installed new exhaust fans	Buckingham Terrace	1,076.30
Bill	10/20/2025	8966	PJ Electric, Inc.	BT A3 & A4 installed new fans	Buckingham Terrace	1,125.90
Bill	09/30/2025	968627-008	Prime Publishers, Inc.	equest for contract bids	All	294.00
Bill	11/01/2025	5762	Propertyworx LLC	Oct 2025 management services	All	7,138.00
Bill	11/01/2025		RSC funds	funding for RSC activities	All	400.00
Bill	11/07/2025	BT D-4	Steven L. Clark	BT D-4 bathroom shower	Buckingham Terrace	925.00
Bill	11/01/2025	0603257318BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
Bill	11/01/2025	0603257319CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
Bill	11/01/2025	0603257317TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
Bill	10/24/2025	1020740 102425	Watertown Fire District	TT Service 09/15-10/15/25	Truman Terrace	397.77
Bill	09/30/2025	0304130000BT	Watertown WSA	BT 06/30-09/30/25	Buckingham Terrace	1,999.12
Bill	09/30/2025	0304132000CR	Watertown WSA	CR 06/30-09/30/25	Country Ridge	2,829.12
Bill	10/13/2025	4840	Worxshop LLC	Sep 2025 - Maintenance & Repairs BT	Buckingham Terrace	1,347.50
Bill	10/13/2025	4841	Worxshop LLC	Sep 2025 - Maintenance & Repairs CR	Country Ridge	1,636.25
Bill	10/13/2025	4842	Worxshop LLC	Sep 2025 - Maintenance & Repairs TT	Truman Terrace	4,303.75
Bill	11/10/2025	4911	Worxshop LLC	Oct 2025 - Maintenance & Repairs BT	Buckingham Terrace	1,168.75
Bill	11/10/2025	4912	Worxshop LLC	Oct 2025 - Maintenance & Repairs CR	Country Ridge	3,946.25
Bill	11/10/2025	4913	Worxshop LLC	Oct 2025 - Maintenance & Repairs TT	Truman Terrace	2,048.75
						<u>54,420.51</u>

Available units as of 11/12/2025

Community	Unit #	Condition / Necessary Work	Comment
Country Ridge			
0			
Buckingham Terr.			
0			
Truman Terrace			
2	A-8	Needs paint and cleaning	Will show after work is done
	C-13	Needs paint and cleaning	Will show after work is done.

Watertown Housing Authority - Work Orders

Entered Date	Status	DueDate	Description	Address1	NoteDate	Notes
10/08/2025	Complete	10/08/2025	Need to put in new door sweep in rear door.	TT Apt. C-11	10/17/2025	Put in new door sweep at rear door.
10/09/2025	Complete	10/09/2025	Need to check floor tile coming up in hallway.	TT Apt. A-2	10/15/2025	Fixed tile lifting up.
10/09/2025	Complete	10/03/2025	Need to check potential wet spot on ceiling in storage closet.	CR Apt. 1	10/15/2025	Checked storage room ceiling for wet spot. None found.
10/10/2025	Complete	10/09/2025	Need to check light outside in rear of unit B-4.	TT Apt. B-4	10/15/2025	Changed out light bulb.
10/10/2025	Complete	10/09/2025	Need to check entry door not closing.	TT Apt. C-5	10/15/2025	Fixed rear door not closing and fixed shade not going
10/10/2025	Complete	10/09/2025	Need to go clean up after bears got into trash and made a mess.	CR	10/15/2025	Cleaned mess bears left behind.
10/10/2025	Complete	10/09/2025	Need to check light not working outside rear of building.	TT Apt. B-3	10/15/2025	Changed out light bulb.
10/10/2025	Complete	10/10/2025	Need to change out light bulb outside front door.	TT Apt. C-16	10/15/2025	Changed out light bulb.
10/10/2025	Complete	10/10/2025	Need to change light bulb outside rear of building.	TT Apt. B-1	10/15/2025	Changed out light bulb.
10/10/2025	Complete	10/10/2025	Need to change out light bulb outside in rear of building.	TT Apt. C-5	10/15/2025	Changed out light bulb.
10/15/2025	Complete	10/15/2025	Check both lights in hallway and livingroom not to bright.	CR Apt. 4	10/17/2025	Changed out light bulbs in both living room and hallway.
10/15/2025	Complete	10/14/2025	Need to change out blind in kitchen.	CR Apt. 25	10/16/2025	Went to HD and purchased new blind to switch with broken one in kitchen.
10/15/2025	Complete	10/15/2025	Need to put down mouse traps.	CR Apt. 5	10/17/2025	Set up traps around kitchen where it was seen.
10/16/2025	Complete	10/16/2025	Need to put up fruit fly traps in unit to help with the infestation.	CR Apt. 35	10/17/2025	Put traps in a few spots and hopefully it will get rid of them.
10/17/2025	Complete	10/17/2025	Need to check thermostat in living room not working.	BT Apt. B-1	10/17/2025	Changed out thermostat in living room.
10/17/2025	Complete	10/17/2025	Need to fix front screen on door.	BT Apt. A-2	10/17/2025	Fixed front screen on door.
10/17/2025	Complete	10/17/2025	Need to fix front screen door.	CR Apt. 36	10/17/2025	Fixed both front and rear screen door.
10/23/2025	Complete	10/22/2025	Need to change out light bulb outside main entrance of unit.	TT Apt. A-2	10/23/2025	Changed out light bulb.
10/23/2025	Cancelled	10/23/2025	Need to put away outside table and chairs for next season.	BT	10/23/2025	Made 2 of same work orders.
10/23/2025	Complete	10/23/2025	Need to put away outside table and chairs for next season.	BT	10/27/2025	Put in table and chairs for the season.
10/23/2025	Complete	10/23/2025	Need to put away outside table and chairs for next season.	TT	10/23/2025	Put all tables and chairs away.
10/23/2025	Complete	10/23/2025	Need to install new tub grab handle for tenant to get in and out of shower.	CR Apt. 35	10/23/2025	Removed and installed new crab handle for tub.
10/23/2025	Complete	10/23/2025	Need to replace mouse traps as on is in trap.	CR Apt. 5	10/23/2025	Setup new mouse traps. Got rid of old ones.
10/23/2025	Complete	10/23/2025	Need to setup mouse traps in kitchen.	CR Apt. 16	10/23/2025	Set up traps for mice.
10/23/2025	Complete	10/23/2025	Need to remove speed bumps for the season.	BT	10/28/2025	Removed speed bumps for the season.
10/23/2025	Complete	10/23/2025	Need to remove speed bumps for the season.	CR	10/28/2025	Removed speed bumps for the season.
10/23/2025	Complete	10/23/2025	Need to remove speed bumps for the season.	TT	10/28/2025	Removed speed bumps for the season.
10/27/2025	Complete	10/27/2025	Need to check leak under sink in bathroom.	CR Apt. 35	10/28/2025	Replaced the kitchen sink basket that was leaking.

Watertown Housing Authority - Work Orders

Entered Date	Status	DueDate	Description	Address1	NoteDate	Notes
10/28/2025	Complete	10/28/2025	Need to check plug that went off over the weekend.	TT Apt. C-4	10/29/2025	Checked the plug that tripped off over the weekend. Looks good.
10/29/2025	Complete	10/29/2025	Need to change out light bulb over fridge.	TT Apt. C-7	11/03/2025	Replaced both light bulbs in kitchen.
10/30/2025	Complete	10/30/2025	Need to change small burner on stove that is not working.	BT Apt. C-3	11/03/2025	Replaced small burner on stove.
10/30/2025	Complete	10/30/2025	Need to fix closet door not opening.	CR Apt. 25	10/31/2025	Fixed closet door.
10/30/2025	Complete	10/31/2025	Need to check behind stove to see if mice are getting in through there.	CR Apt. 16	10/31/2025	Moved stove and patched up hole that mice were getting in from.
11/03/2025	Complete	11/03/2025	Need to check bathroom vent in men's bathroom at CC.	TT	11/04/2025	Checked bathroom vent and it is working. Cleaned all the dust out.
11/03/2025	Complete	11/03/2025	Need to change out blinds not working in kitchen.	CR Apt. 9	11/04/2025	Replaced broken blind in kitchen.
11/04/2025	Complete	11/03/2025	Need to switch out bathroom heater cover that is rusty with new plastic one.	CR Apt. 21	11/04/2025	Replaced rusty cover in bathroom.
11/06/2025	Complete	11/06/2025	All flags need to be put back up at all 3 sites. Took down due to bad weather.	CR	11/07/2025	Rehung all flags at the 3 sites.
11/07/2025	Complete	11/06/2025	Need to swap out tub spout that is corroded.	BT Apt. D-4	11/07/2025	Replaced large stove burner and have plumbers coming to swap out tub spout.
11/07/2025	Complete	11/06/2025	Need to clean out mouse traps and put back.	CR Apt. 1	11/07/2025	Emptied traps and reinstalled them.
11/07/2025	Complete	11/06/2025	Setup new traps for mice in unit.	CR Apt. 6	11/07/2025	Put new traps in.