



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

August 9, 2023





Watertown Housing Authority

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Watertown, CT 06795

**Regular Meeting: Wednesday August 9, 2023
Truman Terrace, 6:00 p.m.**

Agenda

1. Roll Call
2. Chairman's Report
3. Approval of Minutes
 - a. Regular Meeting – Buckingham Terrace, July 12th
4. Approval of bills paid for August 2023
5. Property Manager's Report
 - a. Available Apartments
 - b. Work Orders
 - c. Variance Request
6. New Business
 - a. Bullying Policy
7. Old Business
 - a. Truman Terrace Window Update
 - b. Banking Activity
8. Resident Commissioner Report
9. Public Participation
10. Adjournment

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

**Regular Meeting Wednesday, July 12, 2023
Buckingham Terrace, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, July 12, 2023 at Buckingham Terrace – 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
Vacant

Absent:

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

2. Chairwoman's Report – I wish everyone a "Happy July" I hope everyone is enjoying the warm weather. I want to remind everyone that we are down one commissioner at our last meeting Carmine Verno, has stepped down we will have a new commissioner soon. Everything that I have to say is on the agenda this evening, we will move on to minutes.

3. Approval of Minutes

- a. Regular Meeting Truman Terrace, May 10, 2023

A motion was made by Dan DiVito, and seconded by Denise Russ to accept the Regular meeting minutes of May 10, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

Denise Russ asked if the windows were checked before the framework went up?

Lori Finke answered yes, passing out a list to commission members of the work done.

4. Approval of bills paid for
a. June 2023

Denise Russ asked about the bill for Edwards for June and July being marked down multiple times.

Russ Antonacci answered if you look on the left-hand column under the date it may be delayed invoicing. You have an April, May, June and July so they are making multiple payments, it is a reflection of multiple bills paid in July.

A motion was made by Dan DiVito, and seconded by Denise Russ to approve the bills for June 2023.

By voice vote the motion was passed unanimously

b. July 2023

A motion was made by Sharon Pratt, and seconded by Denise Russ to approve the bills for July 2023.

Denise Russ asked about the sixth one down on the housing authority retention.

Russ Antonacci answered insurance.

Denise Russ asked about the speed bumps, I thought we just bought them?

Lori Finke answered we did buy them last year he had to put in longer lags because they were coming out and moving. We have rubber ones that will not move and cause any damage.

By voice vote the motion was passed unanimously

5. Property Manager's Report
Lori Finke reported:

- a. Available Apartments – Open apartments have not changed since the last meeting. Buckingham Terrace A6 is still unrentable. D4 I am showing and had one decline. Right now, my top priority has been doing the windows and getting the day-to-day things done. That will be wrapping up soon and then I will be back to showing apartments. One change happened at

Truman Terrace; a gentleman that has been there many years he was in an efficiency and is now in a motorized chair. It was difficult for him to get around, I showed him a one-bedroom apartment and because of stairs I was unable to rent it, we moved him to a larger apartment which is B4.

During the month of June, Alarms Master was here they checked the call to aide, the smoke detectors, made sure the lights worked and checked the fire alarms on all buildings to make they are sure working. There were a few minor bulbs that had to be changed and we will be good for another year.

b. Work Orders –

Lori Finke reported: she closed 27 work orders between June 13th and August 7th with some being long term with the air conditioners. The plan is to power wash the buildings in August at Truman Terrace.

6. New Business – none.

7. Old Business

a. Truman Terrace Window Update –

Lori Finke reported: as of today, all the windows in the community center are done, the curtains were cleaned and hung back up. All 15 hallway windows are completed and 33 out of the 40 apartments are completed. Right now, there are seven left. We should be done with all the apartments next Thursday pending weather.

Lori Finke asked Dan DiVito if he could do a walk around with her Thursday with a punch list.

Dan Divito asked about the cleaning of the gutters?

Russ Antonacci answered the gutters do need to be cleaned at Truman but as everybody should know there are gutter guards at Truman. I am not proposing anything at this moment, I am sharing a thought, in my experience gutter guards make it more difficult for the gutters to do a proper job. It appears the gutters are getting clogged because vegetation is on the top of the guards, the guards collect seeds from the trees and they grow seedlings. All the vegetation sitting on top of the guards the water would run over the vegetation as opposed to running through the gutters. We can have further discussion on it in the future.

Chairwoman Janelle Wilk asked about cleaning them more than once a year.

Russ Antonacci answered there is a cost to doing them more than once. When they get requests for spot cleaning, they will clean them we don't do them globally.

Lori Finke added one thing Joe did suggest at the end of the buildings, at the down spouts to put a screen on, we are going to look, into doing that.

Dan DiVito noted that one gutter at Truman was backed up.

Lori Finke answered we will it check out.

Dan DiVito asked all the windows at Truman are we having them do all the blinds?

Sharon Pratt answered the tenants did not want blinds; more tenants wanted shades. There was a question about the cleaning of the blinds in the handbook.

It was noted that the crew that did the windows have done an excellent job.

Sharon Pratt asked about the cleanup, she showed a sample of the screws left behind in areas.

Lori Finke answered I will do a walk around with the lead guy try to get most of it cleaned up now.

Denise Russ asked about the roof shingles with Country Ridge.

Russ Antonacci answered that he was up on the roof, we are spot checking them doing inspections and found a couple of locations that need proper repair. For now, we are going to make repairs, the process is slow with the capital needs assessment, I think we should do our own reserve plan for the roof.

Russ Antonacci talked about the windows at Truman Terrace going for another incentive from Eversource.

Lori Finke, Property Manager added they have all the information and they will be in contact.

- b. Banking Activity – Russ Antonacci passed out an informal current balance sheet and will provide a more formal document at the end of the month showing interest earned.

8. Resident Commissioner Report

Sharon Pratt highlighted on
Truman Terrace

- Concerns with bullying.

Commission comments

Denise Russ asked if a Police Officer could be called with bullying incidents.

Lori Finke stated that Kim Calabrese and Mandy have talked about bullying and safety hazards. I will check with Kim for inspections.

- Clean up in the community room.
- Following rules in handbook with no enforcement

Commission comments

Janelle Wilk talked about warnings if the policy is not followed, we need to enforce it.

Dan DiVito talked about having incident reports filed and number of warnings being documented. We must take an aggressive approach on this and would like to move forward on this.

Russ Antonacci added he has met with people stating those visits have been successful. I think we do need a formal policy in place with a behavioral tracking sheet and will enact it within the next couple of weeks.

- Disrupting the peace of other tenants.
- Inspections of apartments
- Refrigerator replacement

Commission comments

Janelle Wilk suggested looking at different style of refrigerators and different warranties.

Lori Finke will reach out to All-Star.

- Bidets and tub cutouts

Russ Antonacci, Manager stated in regards to Bidets he has no problem with them, any cost associated with it is the responsibility of the tenants.

Janelle Wilk added it has, to be an insured and licensed professional for installation and does not create a problem anywhere else and having documentation from plumber.

Denise Russ suggested that a document be drawn up for Bidets and cutouts.

9. Public Participation –

Unit A1 Buckingham Terrace, Marzia Noss– spoke.

10. Adjournment

A motion was made by Dan DiVito and seconded by Denise Russ to adjourn meeting at 7:27 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority



WHA PAYABLES

8/7/2023
10:50 AM

Watertown Housing Authority
Accounts Payable
August 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	07/30/2023	BT	3J's Painting LLC	BT - gutter cleaning & powerwashing	Buckingham Terrace	5,500.00
Bill	07/24/2023	123007 072423	Ace Hardware of Watertown	Statement ending 07/24/23	All	459.32
Bill	07/11/2023	TT2023	AHOVA Home Improvement LLC	TT window replacement project	Truman Terrace	94,094.25
Bill	07/27/2023	TT2023	AHOVA Home Improvement LLC	TT window replacement project	Truman Terrace	49,436.90
Bill	07/12/2023	064102	Alarm Masters Inc	TT - Annual fire alarm inspection	Truman Terrace	775.00
Bill	07/14/2023	i138337	American Rooter LLC	TT C-11 - snake tub drain	Truman Terrace	238.50
Bill	07/05/2023	POL095040204	Blumenthal & Donahue Insurance, LLC	Prof Liab policy 8/1/2023-8/1/2024	All	4,420.00
Bill	07/01/2023	601	Clermont & Associates, LLC	2021-2022 Audit	All	7,650.00
Bill	06/05/2023	518959	Complete LLC	remove 2 bushes from circle isalnd	Truman Terrace	175.00
Bill	08/01/2023	519065	Complete LLC	monthly contracted services	All	6,750.00
Bill	08/01/2023	23081496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	07/03/2023	5139 798 3032	Eversource	Service 06/01-07/03/23	Truman Terrace	100.30
Bill	07/26/2023	5113 818 3082	Eversource	Service 06/26/23-07/26/23	Truman Terrace	316.64
Bill	07/26/2023	5116 636 4083	Eversource	Service 06/26/23-07/26/23	Buckingham Terrace	34.34
Bill	07/26/2023	5125 298 3036	Eversource	Service 06/26/23-07/26/23	Buckingham Terrace	581.78
Bill	07/26/2023	5127 946 4093	Eversource	Service 06/26/23-07/26/23	Buckingham Terrace	37.37
Bill	07/26/2023	5129 979 3026	Eversource	Service 06/26/23-07/26/23	Country ridge	23.15
Bill	07/26/2023	5131 089 3094	Eversource	Service 06/26/23-07/26/23	Country ridge	22.87
Bill	07/26/2023	5135 689 3081	Eversource	Service 06/26/23-07/26/23	Country Ridge	595.87
Bill	07/26/2023	5141 028 3030	Eversource	Service 06/26/23-07/26/23	Truman Terrace	39.68
Bill	07/26/2023	5141 089 3093	Eversource	Service 06/26/23-07/26/23	Country ridge	26.81
Bill	07/26/2023	5144 889 3081	Eversource	Service 06/26/23-07/26/23	Country ridge	22.30
Bill	07/26/2023	5147 056 4014	Eversource	Service 06/26/23-07/26/23	Country ridge	36.67
Bill	07/26/2023	5152 818 3080	Eversource	Service 06/26/23-07/26/23	Truman Terrace	86.58
Bill	07/26/2023	5154 346 4002	Eversource	Service 06/26/23-07/26/23	Truman Terrace	35.33
Bill	07/26/2023	5154 889 3080	Eversource	Service 06/26/23-07/26/23	Country ridge	21.42
Bill	07/26/2023	5155 789 3047	Eversource	Service 06/26/23-07/26/23	Country ridge	37.56
Bill	07/26/2023	5160 799 3003	Eversource	Service 06/26/23-07/26/23	Country ridge	29.50
Bill	07/26/2023	5161 089 3091	Eversource	Service 06/26/23-07/26/23	Country ridge	22.87
Bill	07/26/2023	5175 889 3077	Eversource	Service 06/26/23-07/26/23	Country ridge	34.38
Bill	07/26/2023	5179 136 4060	Eversource	Service 06/26/23-07/26/23	Buckingham Terrace	42.16
Bill	07/26/2023	5181 389 3054	Eversource	Service 06/26/23-07/26/23	Country ridge	34.38
Bill	07/26/2023	5182 936 4033	Eversource	Service 06/26/23-07/26/23	Truman Terrace	35.33
Bill	07/26/2023	5190 799 3000	Eversource	Service 06/26/23-07/26/23	Country ridge	24.89
Bill	07/26/2023	5191 018 3029	Eversource	Service 06/26/23-07/26/23	Truman Terrace	73.58
Bill	07/05/2023	5760 163 0056	Eversource - Gas	Service 05/24/23-06/21/23	Country Ridge	169.38
Bill	07/26/2023	5760 163 0056	Eversource - Gas	Service 06/24/23-07/26/23	Country Ridge	119.06
Bill	06/19/2023	CR 21	Fiberglass Repair & Bath Remodeling, LLC	CR 21 cut out front apron, bond and seal	Country Ridge	950.00
Bill	07/05/2023	23042	J & J Lock LLC	TT service call	Truman Terrace	218.00
Bill	08/01/2023	08 2023	Janice Connor	Aug 2023 - supplies	All	300.00

Watertown Housing Authority
Accounts Payable
August 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	07/15/2023	8410	Lawnkeepers LLC	07.13.23 Fertilization w/weed control	Buckingham Terrace	280.00
Bill	07/15/2023	8409	Lawnkeepers LLC	07.13.23 Fertilization w/weed control	Country Ridge	350.00
Bill	07/15/2023	8411	Lawnkeepers LLC	07.13.23 Fertilization w/weed control	Truman Terrace	220.00
Bill	07/10/2023	07881-138731-01-1	Optimum BT	Service 07/15-08/14/23	Buckingham Terrace	219.90
Bill	07/10/2023	07881-134130-01-9	Optimum CR	Service 07/15-08/14/23	Country Ridge	258.97
Bill	07/10/2023	07881-138730-01-3	Optimum TT	Service 06/15-07/14/23	Truman Terrace	229.90
Bill	07/31/2023	INV-1909	Padgett Business Services	Accounting services-2Q 2023 CHFA	All	1,202.50
Bill	07/06/2023	8350	Pilicy & Ryan, PC	new KAPA - marshall fee	All	80.00
Bill	07/10/2023	7218	PJ Electric, Inc.	BT comm room - inspected AC, intalled new bre	Buckingham Terrace	300.30
Bill	07/17/2023	7235	PJ Electric, Inc.	BT A5 - repaired issue w/ sparking outlet	Buckingham Terrace	116.45
Bill	08/01/2023		Propertyworx LLC	Aug 2023 management services	All	6,930.00
Bill	06/30/2023	15409	Quisenberry Arcari Malik LLC	TT - Window replacement construction admin	Truman Terrace	2,245.00
Bill	07/21/2023	24900	Ray Palmer Plumbing & Heating, Inc.	BT A-1 Replace sillcock	Buckingham Terrace	153.35
Bill	08/01/2023	0602991134 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	08/01/2023	0602991135 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	08/01/2023	0602991133 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85
Bill	07/24/2023	1020740 0623	Watertown Fire District	TT Service 06/15 - 07/14/2023	Truman Terrace	310.42
Bill	07/01/2023	0304130000BT	Watertown WSA	BT 03/31/23-06/30/23	Buckingham Terrace	1,646.66
Bill	07/01/2023	0304132000CR	Watertown WSA	CR 03/31/23-06/30/23	Country Ridge	2,486.55
Bill	06/30/2023	6044	Western CT Area Agency on Aging, Inc.	June 2023 RSC services	All	2,125.00
Bill	08/01/2023	108810	Worker's Compensation Trust	Worker's comp-installment customer #01544	All	129.00
Bill	08/07/2023	3372	Worxshop LLC	June 2023 - Maintenance & Repairs BT	Buckingham Terrace	1,324.13
Bill	08/07/2023	3373	Worxshop LLC	June 2023 - Maintenance & Repairs CR	Country Ridge	1,571.63
Bill	08/07/2023	3374	Worxshop LLC	June 2023 - Maintenance & Repairs TT	Truman Terrace	1,769.63

198,915.95



Property Manager Update

Open Apartments as of August 7, 2023

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
Full			
Buckingham Terr.			
3 Open 2 Available			
	A-6	Currently unrentable	
	B-7		Showing 6/12/23 - First decline; Second showing refused on 7/28; Third showing 8/1 declined.
	D-4		Showed on 7/28 - declined
Truman Terrace			
3 Available			
	C-6		showing
	B-7		One decline so far. Cannot have concrete under the flooring. Second showing on 8/2 waiting for decision.
	C-16		rent was in this apartment for years and has moved to B4. Repairs, bathroom updates, flooring and painting required.
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
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
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
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

43 Work Orders

DUE	WO#	STATUS	WORKORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
07/12/23	1384	Complete	TT B2 Bring new refrigerator and remove bad fridge	NONE	Lori Finke	Diane Lautenschlager, Unit B-2, 203-577-8859		07/13/23	07/12/23
07/12/23	1380	Complete	BT A-1 Poison Ivy on bush by bench	NONE	Lori Finke	Marzia Noss, Unit A-1, 203-217-3942		07/11/23	07/11/23
07/12/23	1383	Complete	TT A7check with Carl about brackets	NONE	Lori Finke	Carl Miscavage, Unit A-7, 203-558-8604		07/24/23	07/11/23
07/17/23	1387	Open	BT A-2 Larger burner needs to be replaced	NONE	Lori Finke	Josephine Brandtmeyer, Unit A-2, 959-209-4676		07/13/23	07/13/23
07/18/23	1388	Complete	CI TTTubis draining slowly	NONE	Lori Finke	Gertrude (Trudy) Druan, UnitC-1, 203-592-6063		07/18/23	07/17/23
07/18/23	1389	Complete	CR 12 Living room light	NONE	Lori Finke	Alice Hughes, Unit 12, 339-201-3509		07/24/23	07/17/23
07/18/23	1390	Open	TTC4leak under kitchen sink	NONE	Lori Finke	Karen Whitten, Unit C-4, 860-417-8322		07/18/23	07/18/23
07/18/23	1391	Open	BT D4Screen door handle broke off	NONE	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356		07/18/23	07/18/23
07/18/23	1382	Complete	TT Community Center-Curtains	NONE	Lori Finke	Watertown Housing Authority- Truman Terrace		07/12/23	07/11/23
07/18/23	1386	Complete	BTC-2 Bathroom light, Kitchen faucet, spiders	NONE	Lori Finke	Margret Hilman, Unit C-2, 959-209-4702(ENTER ANYTIME)		07/24/23	07/13/23
07/19/23	1392	Complete	TT C3 Molding needs to be glued	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769		07/24/23	07/18/23
07/19/23	1393	Complete	CR32Oven knob needs replacing	NONE	Lori Finke	Claire Cipriano, Unit 32, 860-274-0370 (Would like to be notified when work is going to be done.)		07/24/23	07/18/23
07/19/23	1394	Complete	TT B8 light bulbs need replacing in the bathroom	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882		07/25/23	07/19/23
07/19/23	1381	Complete	TT C-7 Multiple items	NONE	Lori Finke	Sofie and Stephen Besse, Unit C-7, 860-945-3098		07/18/23	07/11/23
07/24/23	1401	Complete	TT C-7 bathroom toilet isn't working	NONE	Lori Finke	Watertown Housing Authority-Truman Terrace		07/25/23	07/24/23
07/24/23	1403	Complete	TTB-4POBox lock swap	NONE	Lori Finke	Richard Gaynor, Unit B-4, 860-417-2227		07/26/23	07/24/23
07/24/23	1395	Complete	CR35 Needs new toilet and light bulbs over the sink	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274		07/26/23	07/19/23
07/24/23	1397	Complete	CR25 Light over the kitchen sink flickers	NONE	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212		07/26/23	07/20/23
07/24/23	1400	Complete	TTB-2 Refrigerator door not	NONE	Lori Finke	Diane Lautenschlager, Unit		07/25/23	07/20/23

			closing properly		B-2, 203-577-8859		
07/25/23 1410	Complete	BT B5 Ants under stove	NONE	Lori Finke	Chiarina Orsini, Unit B-5, 860-274-8420	07/26/23	07/25/23
07/25/23 1404	Open	CR 14 Bees nest over doorway	NONE	Lori Finke	Gloria Rossi, Unit 14, 860-921-7619	07/24/23	07/24/23
07/25/23 1398	Complete	B1 Bad wall socket and night light bulb needed	NONE	Lori Finke	Janine Kiefer, Unit B-1, 203-757-9738	07/26/23	07/20/23
07/25/23 1399	Complete	TT Outside door to C11-C12 hallway	NONE	Lori Finke	Thomas Wills, Unit C-12, 860-483-2777	07/25/23	07/20/23
07/26/23 1405	Complete	TT Walk around with AHOVA and Wtn Building Insp.	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	07/26/23	07/25/23
07/26/23 1406	Complete	TT B-12 Please change shower head	NONE	Lori Finke	Janice Gentil; Unit B-12; 475-377-1480	07/26/23	07/25/23
07/26/23 1407	Complete	CR 29 AC box - replace the back	NONE	Lori Finke	Susan Dubai, Unit 29, 860-417-9259	07/26/23	07/25/23
07/26/23 1408	Complete	TT B-10 Items to be done. Resident was away during window install.	NONE	Lori Finke	Maureen Murray Unit B 10; 203-910-8161	07/26/23	07/25/23
07/31/23 1402	Open	TT CC Hang new TV	NONE		Watertown Housing Authority - Truman Terrace	07/24/23	07/24/23
07/31/23 1409	Complete	CR paint the curb at entrance on both sides	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	07/26/23	07/25/23
07/31/23 1411	Complete	CR 1 Exhaust fan over the stove doesn't work	NONE	Lori Finke	Marian Kalpin, Unit 1, 203-525-0777	08/02/23	07/26/23
08/01/23 1413	Complete	CR 16 Replace broken shower knob	NONE	Lori Finke	Lorraine Wilson, Unit 16, 860-274-1445	08/02/23	08/01/23
08/01/23 1414	Complete	TT A-1 Please check stove burners	NONE			08/02/23	08/01/23
08/01/23 1417	Complete	CR 19 Screen door in the back will not close	NONE	Lori Finke	Donata Perugini, Unit 19, 860-274-6604	08/02/23	08/01/23
08/02/23 1396	Complete	BT Main entrance sign on Buckingham Street	NONE	Lori Finke	Watertown Housing Authority - Buckingham Terrace	07/26/23	07/19/23
08/02/23 1412	Complete	TT A1-A2 Hallway at entry door is weak	NONE	Lori Finke	Ricky Spino, Unit A-1, 860-417-3478	08/07/23	07/26/23
08/03/23 1418	Complete	BT E4 Gutter detached	NONE	Lori Finke	Claire Roberts, Unit E-4, 860-274-0918	08/07/23	08/03/23
08/03/23 1419	Complete	TT Install speed bumps	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	08/07/23	08/03/23
08/07/23 1415	Complete	BT Install gutter downspout guards	NONE	Lori Finke	Watertown Housing Authority - Buckingham Terrace	08/02/23	08/01/23
08/07/23 1420	Open	TT C-16 vacated apartment	NONE	Lori Finke	C-16 Available	08/03/23	08/03/23
08/07/23 1421	Complete	CR 33 Check for tripped circuit breaker	NONE	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028	08/08/23	08/07/23
08/07/23 1422	Complete	BT E1 Bathroom light is out.	NONE	Lori Finke	Gloria Bradshaw, Unit E-1, 860-945-3097	08/08/23	08/07/23

08/09/23 1416	Complete	TT C-3 Fix Wall that was damaged by the chair.	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769	08/07/23	08/01/23
08/15/23 1423	Open	BT CC outside door entry button	NONE			08/08/23	08/08/23

Watertown Housing Authority
Variance Request

COMMUNITY: Truman Terrace

Unit Number: C9 Date Submitted: 8/8/2023

First Name: Karen Last Name: Searles

Home Phone: _____ Cell Phone: 203-525-1949

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.

ESA dog "Yorkshire Terrier"

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: Karen Searles

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: _____



New Business



Old Business