



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority  
Commissioner Report  
December 20, 2023





# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

**Special Meeting: Monday December 20, 2023**

**Country Ridge, 6:00 p.m.**

## Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
  - a. Regular Meeting – November 8, 2023
4. Approval of bills paid in December 2023
5. New Business
  - a. Discussion and possible action on 2024 WHA Meeting dates
  - b. Discussion and possible action on sealed bids for glass replacement for Buckingham Terrace
  - c. Discussion and possible action on 2024 Budget
6. Property Manager's Report
  - a. Available Apartments
  - b. Update on resumes for RSC replacement
  - c. Work Orders
7. Resident Commissioner Report
8. Public Participation
9. Adjournment

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

**Regular Meeting Monday, November 8, 2023  
Truman Terrace, 10:00 A.M.**

**MINUTES**

A regular meeting was held by the Housing Authority on Wednesday, November 8, 2023 at Truman Terrace – 6:00 p.m.

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

1. Roll Call

Members Present: Janelle Wilk – Chairwoman  
Dan DiVito – Vice Chairman  
Denise Russ – Commissioner  
Vacant

Absent: Sharon Pratt – Resident Commissioner

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

A motion made by Janelle Wilk and seconded by Dan DiVito to add to the agenda 3 New Business a. Budget Projections, 6b Discussions and possible action on the window seals for Buckingham Terrace and 6c. Discussion and possible action RSC search steps and 7 will be Old Business.

Motion passed unanimously

Vice Chair Dan DiVito last season I had talked about the heat here, it was constantly running so I turned off the breaker, did we resolve that.

Lori Finke, Property Manager answered it was resolved.

2. Chairwoman's Report – Janelle Wilk reported: I hope everyone has a nice Thanksgiving. I am going to make this short and sweet everything I have to say is on the agenda this evening.

I would like to thank Sharon Pratt and Lori for organizing this year's holiday meals. We are having our holiday meal done by Corky Plourde this year. The menu looks delicious I am sad that I will not be here to enjoy your festive meal and I do hope that everyone has a safe and happy Thanksgiving.

Vice Chair Dan DiVito I just want to add, we should give a thank you to Russ for removing the AC's.

3. Approval of Minutes
  - a. Special Meeting, September 25, 2023

A motion was made by Denise Russ, and seconded by Dan DiVito to accept the Special meeting minutes of September 25, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for October 2023
  - a. October 2023

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

By voice vote the motion was passed unanimously

- b. November 2023

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

By voice vote the motion was passed unanimously

5. Property Manager's Report

Lori Finke reported:

- a. Available Apartments – Country Ridge - is full, Buckingham Terrace - 2 available and Truman Terrace - 2 available.
- b. Work Orders – 116 closed since August 1<sup>st</sup> to September 29<sup>th</sup>.
- c. Application process is now open – received 13 applications and mailed out 4.

Chairwoman Janelle Wilk stated that blank applications are on the internet and I wanted to thank Lisa Cattaneo for her help with the template.

Lori Finke thanked Terry Simpson for her help in adding the application, pictures, and information onto the WHA website.

6. New Business

- a. Budget Projections – reviewed the handout to the commission.
- b. Discussions and possible action on the window seals for Buckingham Terrace – a scope of work was presented regarding 50% of the windows for replacement of the glass and the seals, we need to put an ad in the paper to get the process started.

It was noted to have a manufacturer's warranty on the new glass and what the terms are.

Chairwoman stated they would be sealed bids, time stamped and they would be opened in public.

A motion was made by Denise Russ, and seconded by Dan DiVito to be put it in the newspaper.

By voice vote the motion was passed unanimously

- c. Discussion and possible action RSC search steps

Russ Antonacci, Property stated Janice the RSC gave her 2 weeks' notice to Western. Western does not have a candidate they can replace Janice with and they would have to do a search and we can also do our own search. Mr. Antonacci reviewed steps to the commission for the search.

A motion was made by Dan DiVito, and seconded by Denise Russ to approve the RSC search.

By voice vote the motion was passed unanimously

7. Old Business

- a. The window rebate check of \$43,099.51 has been received and deposited in the WHA account.
- b. Fence at Country Ridge has been installed. Buckingham Terrace will be installed during the week of November 6, 2023. Fence for Buckingham Terrace has been delayed and Russ Antonacci will call them Monday.
- c. Discussion and possible action for cameras to be installed at all three sites.

Chairwoman Janelle Wilk talked about putting cameras in ideal locations at the three sites.

It was asked who was going to monitor the cameras.

It will be open for conversation at future meetings.

8. Resident Commissioner Report – no report, at this time.

9. Public Participation

Gerry Gilber spoke.

10. Adjournment

A motion was made by Dan DiVito and seconded by Denise Russ to adjourn meeting at 6:55 p.m.

By voice vote the motion was passed unanimously

---

Chairwoman Janelle Wilk  
Watertown Housing Authority



# New Business

# 2024

## WATERTOWN HOUSING AUTHORITY

### JANUARY 10

6:00 P.M. Buckingham Terrace

### FEBRUARY 14

6:00 P.M. Truman Terrace

### MARCH 15

6:00 P.M. Country Ridge

### APRIL 10

6:00 P.M. Buckingham Terrace

### MAY 8

6:00 P.M. Truman Terrace

### JUNE 12

6:00 P.M. Country Ridge

### JULY 10

6:00 P.M. Buckingham Terrace

### AUGUST 14

6:00 P.M. Truman Terrace

### SEPTEMBER 11

6:00 P.M. Country Ridge

### OCTOBER 9

6:00 P.M. Buckingham Terrace

### NOVEMBER 13

6:00 P.M. Truman Terrace

### December 11

6:00 P.M. Country Ridge

### WHA BOARD MEMBERS

Janelle Wilk – Chairwoman

Dan DeVito – Vice Chairman

Vacant – Treasure/Secretary

Denise Russ – Commissioner

Sharon Pratt – Resident Comm.



Watertown Housing Authority  
Accounts Payable  
December 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	11/09/2023	BT110923	3J's Painting LLC	BT paint	Buckingham Terrace	412.64
Bill	11/09/2023	BT A6&A7	3J's Painting LLC	BT A6&A7 prep & paint	Buckingham Terrace	3,860.00
Bill	12/10/2023	CR 4	3J's Painting LLC	CR 4 paint and prep	Country Ridge	2,580.00
Bill	12/10/2023	TT C7	3J's Painting LLC	TT C78 prep & paint	Truman Terrace	2,330.00
Bill	11/24/2023	123007 112423	Ace Hardware of Watertown	monthly charges	All	411.01
Bill	11/13/2023	36979	AllStar Appliance Inc	TT C-16 12 cuft refig	Truman Terrace	729.00
Bill	10/01/2023	36805	AllStar Appliance Inc	TT C-17 12 cuft refig	Truman Terrace	729.00
Bill	10/12/2023	36845	AllStar Appliance Inc	TT A-6 12 cuft refig	Truman Terrace	729.00
Bill	10/16/2023	36999	AllStar Appliance Inc	BT B7 service call	Buckingham Terrace	149.00
Bill	11/20/2023	37015	AllStar Appliance Inc	BT B-7 14 cuft refig	Buckingham Terrace	674.00
Bill	11/16/2023	37000	AllStar Appliance Inc	TT C-7 12 cuft refig, electric stove	Truman Terrace	1,548.00
Bill	12/11/2023	37088	AllStar Appliance Inc	BT E-7 refrig	Buckingham Terrace	159.00
Bill	10/05/2023	100523	Amazon	BT gutter guards	Buckingham Terrace	595.40
Bill	10/07/2023	100723	Amazon	flag, plates	All	67.04
Bill	10/12/2023	101223	Amazon	desk chair, napkins	All	127.56
Bill	10/13/2023	101323	Amazon	CR vacuum cleaner bags	Country Ridge	18.01
Bill	10/25/2023	102523	Amazon	CR gutter guards	Country Ridge	424.19
Bill	10/27/2023	102723	Amazon	CR frames	Country Ridge	72.82
Bill	12/12/2023	i142669	American Rooter LLC	CR snake kitchen sink drain	Country ridge	238.50
Bill	11/13/2023	1522	Angelo's Property Maintenance LLC	BT fence - balance	Buckingham Terrace	1,200.00
Bill	11/27/2023	1525	Angelo's Property Maintenance LLC	BT fence - extra panel	Buckingham Terrace	250.00
Bill	11/10/2023	48050	Carpets Plus, Inc.	BT A7 installation	Buckingham Terrace	2,504.00
Bill	12/06/2023	48123	Carpets Plus, Inc.	TT C7installation	Truman Terrace	2,306.00
Bill	12/01/2023	123123	Complete LLC	monthly contracted services	All	6,750.00
Bill	11/10/2023	Thanksgiving	Corkey Plourde	Thanksgiving dinner	All	1,170.00
Bill	12/14/2023	Christmas	Corkey Plourde	Christmas dinner	All	1,280.00
Bill	10/10/2023	095029	Dumouchel Paper	supplies	All	122.60
Bill	12/07/2023	094053A	Dumouchel Paper	supplies	All	61.72
Bill	12/07/2023	095983	Dumouchel Paper	supplies	All	331.06
Bill	12/01/2023	231201496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	10/30/2023	5182 936 4033	Eversource	Service 10/25/23-10/27/23	Truman Terrace	2.31
Bill	10/31/2023	5116 636 4083	Eversource	Service 09/26/23-10/25/23	Buckingham Terrace	37.41
Bill	11/03/2023	5139 798 3032	Eversource	Service 10/02-11/01/23	Truman Terrace	113.23
Bill	11/28/2023	5113 818 3082	Eversource	Service 10/25/23-11/28/23	Truman Terrace	524.67
Bill	11/28/2023	5114 726 4022	Eversource	Service 10/25/23-11/28/23	Truman Terrace	36.27
Bill	11/28/2023	5125 298 3036	Eversource	Service 10/25/23-11/28/23	Buckingham Terrace	753.39
Bill	11/28/2023	5127 946 4093	Eversource	Service 10/25/23-11/28/23	Buckingham Terrace	58.83
Bill	11/28/2023	5129 979 3026	Eversource	Service 10/25/23-11/28/23	Country ridge	40.02
Bill	11/28/2023	5131 089 3094	Eversource	Service 10/25/23-11/28/23	Country ridge	42.10
Bill	11/28/2023	5135 689 3081	Eversource	Service 10/25/23-11/28/23	Country Ridge	607.57
Bill	11/28/2023	5141 028 3030	Eversource	Service 10/25/23-11/28/23	Truman Terrace	124.93
Bill	11/28/2023	5141 089 3093	Eversource	Service 10/25/23-11/28/23	Country ridge	41.11
Bill	11/28/2023	5144 889 3081	Eversource	Service 10/25/23-11/28/23	Country ridge	39.13

Watertown Housing Authority  
Accounts Payable  
December 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	11/28/2023	5147 056 4014	Eversource	Service 10/25/23-11/28/23	Country ridge	61.87
Bill	11/28/2023	5152 818 3080	Eversource	Service 10/25/23-11/28/23	Truman Terrace	135.28
Bill	11/28/2023	5154 889 3080	Eversource	Service 10/25/23-11/28/23	Country ridge	37.96
Bill	11/28/2023	5155 789 3047	Eversource	Service 10/25/23-11/28/23	Country ridge	68.96
Bill	11/28/2023	5160 799 3003	Eversource	Service 10/25/23-11/28/23	Country ridge	57.44
Bill	11/28/2023	5161 089 3091	Eversource	Service 10/25/23-11/28/23	Country ridge	38.27
Bill	11/28/2023	5175 889 3077	Eversource	Service 10/25/23-11/28/23	Country ridge	61.28
Bill	11/28/2023	5179 146 4068	Eversource	Service 10/31/23-11/28/23	Country Ridge	16.33
Bill	11/28/2023	5181 389 3054	Eversource	Service 10/25/23-11/28/23	Country ridge	56.85
Bill	11/28/2023	5190 799 3000	Eversource	Service 10/25/23-11/28/23	Country ridge	54.77
Bill	11/28/2023	5191 018 3029	Eversource	Service 10/25/23-11/28/23	Truman Terrace	112.69
Bill	12/01/2023	5139 798 3032	Eversource	Service 11/01-12/01/23	Truman Terrace	128.66
Bill	11/28/2023	5760 163 0056	Eversource - Gas	Service 10/25/23-11/28/23	Country Ridge	287.25
Bill	11/28/2023	5784 051 0028	Eversource - Gas	Service 10/25/23-11/28/23	Country Ridge	27.79
Bill	11/24/2023	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	1,104.31
Bill	12/01/2023	12 2023	Janice Connor	Dec 2023 - supplies	All	300.00
Bill	11/10/2023	111023	Lori Flinke	reimbursement - roll of stamps	All	66.00
Bill	11/11/2023	07881-138731-01-1	Optimum BT	Service 11/15-12/14/23	Buckingham Terrace	220.21
Bill	11/11/2023	07881-134130-01-9	Optimum CR	Service 11/15-12/14/23	Country Ridge	259.59
Bill	11/11/2023	07881-138730-01-3	Optimum TT	Service 11/15-12/14/23	Truman Terrace	230.21
Bill	11/10/2023	111023	Petty Cash	office supplies - ink & paper	All	200.00
Bill	11/06/2023	7520	PJ Electric, Inc.	CR 13 - replaced thermostat	Country Ridge	338.80
Bill	11/30/2023	7571	PJ Electric, Inc.	BT community room	Buckingham Terrace	150.00
Bill	11/30/2023	3206 112023	Prime Publishers, Inc.	Legal notice- request for bids, waiting list	All	237.42
Bill	12/01/2023	4770	Propertyworx LLC	Dec 2023 management services	All	6,930.00
Bill	10/31/2023	15729	Quisenberry Arcari Malik LLC	CR - Architectural Services	Country Ridge	737.27
Bill	10/31/2023	15728	Quisenberry Arcari Malik LLC	TT - Window replacement printing reimburseme	Truman Terrace	152.43
Bill	11/03/2023	24965	Ray Palmer Plumbing & Heating, Inc.	CR 13,30,31 service calls	Country Ridge	739.17
Bill	12/06/2023	TT B-7	Steven L. Clark	TT C-2 remove & replace tub & shower enclosu	Truman Terrace	4,100.00
Bill	12/01/2023	0603033346 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	12/01/2023	0603033347 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	12/01/2023	0603033345 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85
Bill	11/27/2023	1020740 1123	Watertown Fire District	TT Service 10/16 - 11/15/2023	Truman Terrace	309.73
Bill	10/01/2023	0304130000BT	Watertown WSA	BT 06/30/23-09/30/23	Buckingham Terrace	1,857.01
Bill	10/01/2023	0304132000CR	Watertown WSA	CR 06/30/23-09/30/23	Country Ridge	2,626.79
Bill	10/31/2023	6577	Western CT Area Agency on Aging, Inc.	Oct 2023 RSC services	All	2,125.00
Bill	12/01/2023	110410	Worker's Compensation Trust	Worker's comp-installment customer #01544	All	129.00
Bill	12/06/2023	3579	Worxshop LLC	material purchases	Buckingham Terrace & Country Ridge	148.35
						<u>59,339.96</u>

# Watertown Housing 2023 Budget Projection Combined

	PROJECTED FYE 2023	BUDGET FYE 2023	Variance	%	PROPOSED 2024
<b>Income</b>					
TOTAL RENT REVENUE	686,789.02	685,000.00	1,789.02	0%	685,000.00
TOTAL INTEREST INCOME	28,677.47	4,000.00	24,677.47	617%	40,000.00
TOTAL GRANT / LAUNDRY INCOME	21,578.76	25,000.00	-3,421.24	-14%	20,000.00
<b>Total Revenue</b>	<b>737,045.25</b>	<b>714,000.00</b>	<b>23,045.25</b>		<b>745,000.00</b>
<b>ADMINISTRATIVE &amp; MANAGEMENT</b>					
ADVERTISING & MARKETING	605.86	5,000.00	4,394.14	88%	1,000.00
OFFICE SALARIES	536.51	600.00	63.49	11%	600.00
RES SVC COORD SALARIES	25,499.98	25,000.00	-499.98	-2%	35,000.00
RES SVC COORD SUPPLIES	5,069.27	5,000.00	-69.27	-1%	7,500.00
OFFICE SUPPLIES	4,821.20	3,500.00	-1,321.20	-38%	4,000.00
MANAGEMENT FEE	81,510.00	83,160.00	1,650.00	2%	83,160.00
LEGAL	1,594.24	2,000.00	405.76	20%	3,000.00
AUDIT	1,875.00	7,000.00	5,125.00	73%	0.00
BOOKKEEPING/ACCOUNTING	4,322.50	4,500.00	177.50	4%	4,500.00
TELEPHONE & ANSWERING SVC	1,812.54	2,000.00	187.46	9%	2,000.00
INTERNET	5,395.88	5,000.00	-395.88	-8%	5,500.00
BAD DEBTS	-380.00	0.00	380.00		500.00
MISC ADMIN EXPENSE	3,381.30	2,500.00	-881.30	-35%	2,500.00
<b>TOTAL</b>	<b>136,044.28</b>	<b>145,260.00</b>	<b>9,215.72</b>	<b>6%</b>	<b>149,260.00</b>
<b>TAXES &amp; INSURANCE</b>					
PAYROLL TAXES	959.01	750.00	-209.01	-28%	1,000.00
INSURANCE	31,308.13	24,000.00	-7,308.13	-30%	35,000.00
WORKERS COMP INSURANCE	774.00	0.00	-774.00		1,000.00
<b>TOTAL</b>	<b>33,041.14</b>	<b>24,750.00</b>	<b>-8,291.14</b>	<b>-33%</b>	<b>37,000.00</b>
<b>UTILITIES</b>					
ELECTRICITY	31,210.53	31,000.00	-210.53	-1%	31,000.00
WATER	6,194.34	5,000.00	-1,194.34	-24%	6,000.00
GAS	2,964.12	3,000.00	35.88	1%	3,000.00
SEWER	14,703.09	17,500.00	2,796.91	16%	15,000.00
CABLE TV	1,474.82	1,500.00	25.18	2%	1,500.00
<b>TOTAL</b>	<b>56,546.90</b>	<b>58,000.00</b>	<b>1,453.10</b>	<b>3%</b>	<b>56,500.00</b>
<b>GENERAL MAINTENANCE &amp; REPAIRS</b>					
GENERAL MAINTENANCE & REPAIR	83,414.83	75,000.00	-8,414.83	-11%	80,000.00
MAINTENANCE SUPPLIES	30,115.54	20,000.00	-10,115.54	-51%	25,000.00
JANITORIAL/CLEANING	10,612.48	7,500.00	-3,112.48	-41%	10,000.00
HVAC/PLUMBING	20,063.42	15,000.00	-5,063.42	-34%	20,000.00
ELECTRICAL	4,583.32	7,500.00	2,916.68	39%	5,000.00
PAINTING	21,909.81	15,000.00	-6,909.81	-46%	15,000.00
APPLIANCE REPAIRS & MATERIAL	11,406.00	10,000.00	-1,406.00	-14%	12,500.00
FLOORING	12,375.00	10,000.00	-2,375.00	-24%	15,000.00
SECURITY	3,997.00	5,000.00	1,003.00	20%	5,000.00
GARBAGE & TRASH REMOVAL	16,720.38	16,000.00	-720.38	-5%	16,000.00
EXTERMINATING	675.00	1,500.00	825.00	55%	1,500.00

GROUNDS IMPROVEMENTS	11,813.52	10,000.00	-1,813.52	-18%	10,000.00
LANDSCAPING/SNOW REMOVAL	81,000.00	81,000.00	0.00	0%	81,000.00
FERTILIZER	4,850.00	4,850.00	0.00	0%	4,850.00
<b>TOTAL</b>	<b>313,536.30</b>	<b>278,350.00</b>	<b>-35,186.30</b>	<b>-13%</b>	<b>300,850.00</b>
<b>TOTAL EXPENSES</b>	<b>539,168.62</b>	<b>506,360.00</b>			<b>543,610.00</b>
<b>PROJECTED NET INCOME</b>	<b>197,876.63</b>				<b>201,390.00</b>



# Property Manager Update

## Open Apartments as of December 20, 2023

Complex	Unit #	Condition / Necessary Work	Comment
<b>Country Ridge</b>			
2			
	CR 4	Resident has moved to Convalescent home	Apartment is being updated
	CR 7	Resident has passed away.	Family is currently emptying the apartment
<b>Buckingham Terr.</b>			
1			
	A-6		New tenant for January 1, 2024
	A-7		New tenant for December 15, 2023
	C-7	Resident has passed away.	Painting is completed and flooring is scheduled
<b>Truman Terrace</b>			
2 Available			
	B-5		New tenant for January 1, 2024
	C-7		Final cleanup , showing soon
	C-16		Final cleanup , showing soon
<b>New Tenants since 11/1/2020</b>			
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
	B-7	Phyllis West	9/15/2023
	D4	Tanya Johnson	11/1/2023
	A-6	Mark Docchio	1/1/2024
	A-7	Elsa Williams	1/1/2024
Truman Terr.			
	C-13	Judith Wrogg	12/1/2020
	C-11	Robin Lynn Teach	4/1/2021
	C-17	Francis Membrino	4/1/2021
	C-1	Gertrude Druan	8/15/2021
	A-8	Lisa Perrucci	9/1/2021
	B-2	Diane Lautenschlager	9/1/2021
	B-5	Roger Anctil	10/15/2021
	B-10	Maureen Murray	11/12/2021
	B-1	Rosemary Ann LoRusso	12/17/2021
	B-4	William Behr	12/17/2021
	B-1	Keivn Pzafer	8/1/2022
	C-19	Edmond Charette	9/1/2022
	C-15	Madeline DiStiso	9/1/2022
	B-12	Janice Gentil	11/1/2022
	A-3	Patricia Nielson	3/1/2023
	B-1	Janine Kiefer	5/1/2023
	A-8	Samuel McCleary	5/15/2023
	B-7	Jeffery Grenier	9/1/2023
	C-6	Nancy Woodward	10/15/2023
	B-5	Anthony Raimo	1/1/2023
<b>Transfers</b>			
Buckingham 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





## 41 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	1576	Open	CR 10 Replace light shade over stove	NONE	Lori Finke	Domenic Squillace, Unit 10, 203-558-7109		12/14/23	12/14/23
	1580	Open	CR 8 Bubble on kitchen wall is getting worse	NONE	Lori Finke	Beverly Monterosso, Unit 8, 860-274-5841		12/19/23	12/19/23
	1574	Complete	TT C13 Kitchen light bulb needs replacing	NONE	Lori Finke	Judith Wrogg, Unit C-13, 203-206-3441		12/14/23	12/13/23
11/07/23	1544	Complete	TT CC Replace 9 light bulbs	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace		11/07/23	11/07/23
11/08/23	1545	Complete	BT B5 Bathroom faucet is loose.	NONE	Lori Finke	Chiarina Orsini, Unit B-5, 860-274-8420		11/08/23	11/08/23
11/08/23	1546	Complete	BT B6 Toilet seat is loose	NONE	Lori Finke	Jeanne O'Brien, Unit B-6, 860-417-2134		11/08/23	11/08/23
11/08/23	1541	Complete	BT B3 Kitchen light needs new bulbs	NONE	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)		11/08/23	11/07/23
11/08/23	1542	Complete	BT C8 Kitchen blind needs to be replaced	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		11/21/23	11/07/23
11/08/23	1543	Complete	CR 31 Install new bathroom faucet provided	NONE	Lori Finke	Irene Lucewicz, Unit 31, 203-558-1510		11/15/23	11/07/23
11/13/23	1547	Complete	BT-E1 Change out toilet	NONE	Lori Finke	Gloria Bradshaw, Unit E-1, 860-945-3097		11/16/23	11/13/23
11/13/23	1540	Complete	CR 21 Replace bathroom sink stopper/ rust around drain in tub	NONE	Lori Finke	Helen Gizzi, Unit 21, 860-417-6159		11/13/23	11/07/23
11/15/23	1548	Complete	TT B7 Bathroom sink draining slowly, check tub	NONE	Lori Finke	Jeffrey S Grenier, Unit B7, 413-614-9763		11/15/23	11/14/23
11/15/23	1550	Complete	TT C4 Light is out over the stove	NONE	Lori Finke	Karen Whitten, Unit C-4, 860-417-8322		11/16/23	11/15/23
11/15/23	1551	Complete	TT B8 Outside light is out	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882		11/16/23	11/15/23
11/15/23	1552	Complete	TT B7 Put gorilla tape over the two cracks in tub temp.	NONE	Lori Finke	Jeffrey S Grenier, Unit B7, 413-614-9763		11/16/23	11/15/23
11/15/23	1553	Complete	TT CC night light needs a bulb	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace		11/15/23	11/15/23
11/15/23	1549	Complete	All three communities	NONE	Lori Finke			11/30/23	11/14/23
11/17/23	1554	Complete	TT 4 Refrigerator delivery's	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace		11/21/23	11/15/23
11/20/23	1555	Complete	CR 8 Outside light globe	NONE	Lori Finke	Beverly Monterosso, Unit 8, 860-274-5841		11/21/23	11/16/23

11/20/23	1556	Complete	TT C 19/20 light bulb needed in stairwell	NONE	Lori Finke	William Damicis, Unit C-20, 860-322-7732	11/21/23	11/19/23
11/20/23	1557	Complete	TT C4 cover for needed for light over stove	NONE	Lori Finke	Karen Whitten, Unit C-4, 860-417-8322	11/21/23	11/19/23
11/20/23	1558	Complete	E8 Water dripping out of the exhaust fan	NONE	Lori Finke	Daniel and Patricia Quatrella, Unit E-8, 203-522-3837	11/21/23	11/19/23
11/21/23	1559	Complete	CR 33 slow draining sink	NONE	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028	11/22/23	11/21/23
11/21/23	1560	Complete	TT C1 Cabinet knob - Please replace	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	11/22/23	11/21/23
11/27/23	1562	Complete	All Three Community Centers	NONE	Lori Finke		11/30/23	11/27/23
11/29/23	1563	Complete	TT C11 New toilet paper holder needed	NONE		Robin Lynn Teach, Unit C-11, 203-808-8087	12/04/23	11/27/23
11/29/23	1564	Open	CR 36 Please change out shower head	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177	11/28/23	11/28/23
11/29/23	1565	Complete	TT C1 Two shades will not go up.	NONE		Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	11/30/23	11/28/23
12/04/23	1566	Complete	TT C-18 There is a chip out of the bottom on tub	NONE	Lori Finke	Martha Nemiccolo, Unit C-18, 860-274-6956	12/06/23	11/30/23
12/05/23	1569	Complete	TT C5 not hot water in bathroom sink	NONE		Ayriye Osman Unit C-5 203-525-3268	12/06/23	12/01/23
12/06/23	1571	Open	CR Bldg Units 16, 17, 18	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	12/05/23	12/05/23
12/06/23	1567	Complete	BT E5 Bedroom blind will not work	NONE	Lori Finke	James Bovat, Unit E-5, 860-274-5760	12/14/23	12/01/23
12/06/23	1568	Complete	BT E3 Slow draining sink	NONE	Lori Finke	Claire Roberts, Unit E-4, 860-274-0918	12/06/23	12/01/23
12/11/23	1572	Open	TT C5 Cold air coming in around the main door.	NONE	Lori Finke	Ayriye Osman Unit C-5 203-525-3268	12/07/23	12/07/23
12/13/23	1573	Complete	TT 1 8' table for Christmas lunch	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	12/14/23	12/13/23
12/13/23	1575	Complete	CR 40 Kitchen light bulb needs to be replaced.	NONE	Lori Finke	-Arnold Torretta, Unit 40, 203-217-8453	12/14/23	12/13/23
12/13/23	1570	Complete	TT Office. Desk needs knobs	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	12/13/23	12/05/23
12/18/23	1577	Open	TT A2 Balcony side - door need weather strip	NONE	Lori Finke	Gerald Gilbert, Unit A-2, 203-695-5931	12/14/23	12/14/23
12/19/23	1578	Open	CR Five buildings	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	12/14/23	12/14/23
12/20/23	1581	Complete	Table from TT to CR for Christmas lunch	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	12/19/23	12/19/23
12/20/23	1579	Open	CR 21 Bathroom sink needs to be replaced.	NONE	Lori Finke	Helen Gizzi, Unit 21, 860-417-6159	12/15/23	12/15/23

**41** Work Orders assigned to **WorxShop**