



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

February 9, 2022

Regular Meeting





# WHA Meeting Minutes

**WATERTOWN HOUSING AUTHORITY**  
**Minutes**  
**Special Meeting: Wednesday, December 29, 2021**  
**VIA Zoom Meeting – 7:00 P.M.**

A special zoom meeting was held by the Housing Authority on Wednesday, December 29, 2021 at – 7:00 P.M.

2. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director  
Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ – Commissioner  
Carmine Verno – Commissioner

Absent:

Other Present: Russell Antonacci – Manager  
Lori Finke – Property Manager

2. Chairwoman’s Report – Acting Executive Director – I hope that everyone had a nice holiday. I thank everyone for all their condolences, texts and everything in regards to my father passing away. I wanted to clarify the role of the “Tenant Commissioner” because there was some confusion last month about it. I have letters that we received in the past and now from Attorney Pilicy stating that “The role of the Tenant Commissioner is identical to that of the other commissioners of the Housing Authority Community. This provides a unique “tenants perspective” regarding any issues which may arise.

3. Approval of Minutes

- a. Regular Meeting VIA Zoom – November 10, 2021

A motion was made by Carmine Verno, and seconded by Denise Russ to approve the minutes for the Regular Meeting for November 10, 2021.

By voice vote the motion was passed unanimously

- b. Special Meeting VIA Zoom – November 23, 2021

A motion was made by Denise Russ, and seconded by Carmine Verno to approve the minutes for the Special Meeting for November 23, 2021.

Aye: 3 DiVito, Pratt, Verno  
Nay: 0  
Abstain: 2 Wilk, Russ

Motion passes

4. Approval of bills paid for  
a. December 2021

A motion was made by Denise Russ, and seconded by Carmine Verno to approve the bills for December 2021.

By voice vote the motion was passed unanimously

5. Property Manager's Report:  
a. Presentation of 2022 Budget – reviewed the line items for the 2022 operating budget.

Will have more details in January or February.

It was noted that the Small Cities Program is structured for one community only.

Lori Finke, Property Manager reported:  
Vacancies – Truman Terrace 2 units available  
Work Order 74 with 8 open  
There is a closed application process with 104 applications on file now.

6. Old Business  
a. Follow up on WHA Handbook  
A thank you went to Sharon Pratt and Denise Russ for their work on the handbook. Hopefully it will be done by next month for the commission's review.  
b. Discussion and possible action regarding Truman Terrace thermostats and Call-to-Aide switches.

Closed bids opened

<b>Company</b>	<b>Thermostats Labor</b>	<b>Thermostats Material</b>	<b>Call to Aide Labor</b>	<b>Call to Aide Material</b>
<b>PJ Electric</b>	\$2,145.00	\$4,105.00	\$1,820.00	\$4,119.80
No start or complete dates are not listed				
<b>Pro Electric</b>	\$5,750.00	\$3,629.00	\$5,900.00	\$3,900.00
Start date January 11th and completion date of January 30th				
<b>Coupland Electric</b>	\$2,765.10	\$3,981.75	\$2,212.08	\$6,317.19
Start date 3 <sup>rd</sup> or 4 <sup>th</sup> week in December and end date until completed				

A motion was made by Dan DiVito, and seconded by Denise Russ to award this work to PJ Electric under the understanding they will be able to be on the job site within two weeks and completed by the end of January. If PJ Electric is not able to, we would then go to Coupland Electric.

By voice vote the motion was passed unanimously

c. Discussion and possible action regarding community rooms

The consensus of the commission is to close the kitchen and coffee hour for the month of January.

7. New Business

a. Discussion and possible action regarding 2022 meeting schedule

2022

**WATERTOWN HOUSING AUTHORITY**

**JANUARY 12**

6:00 P.M. Buckingham Terrace

**FEBRUARY 9**

6:00 P.M. Truman Terrace

**MARCH 9**

6:00 P.M. Country Ridge

**APRIL 13**

6:00 P.M. Buckingham Terrace

**MAY 11**

6:00 P.M. Truman Terrace

**JUNE 8**

6:00 P.M. Country Ridge

**JULY 13**

6:00 P.M. Buckingham Terrace

**AUGUST 10**

6:00 P.M. Truman Terrace

**SEPTEMBER 14**

6:00 P.M. Country Ridge

**OCTOBER 12**

6:00 P.M. Buckingham Terrace

**NOVEMBER 9**

6:00 P.M. Truman Terrace

**December 14**

6:00 P.M. Country Ridge

A motion was made by Carmine Verno, and seconded by Denise Russ to approve meeting dates and to change the time to 6:00 p.m.

By voice vote the motion was passed unanimously

8. Public Participation – none.
9. Executive Session: Time in 8:13 p.m.
  - a. Discussion of Gionta CHRO complaint

Janelle Wilk, I move that the board go into Executive Session for the purpose of a discussion about the Gionta CHRO complaint. Attending the Executive Session will be Dan DiVito, Sharon Pratt, Denise, Russ, Carmine Verno and myself Janelle Wilk.

Time out 8:33 p.m.

10. Regular Session
11. Adjournment  
A motion was made Dan DiVito, and seconded by Carmine Verno to adjourn the meeting at 8:33 p.m.

By voice vote the motion was passed unanimously

---

Janelle Wilk, Chairwoman/Acting Executive Director  
Watertown Housing Authority

**WATERTOWN HOUSING AUTHORITY**  
**Minutes**  
**Special Meeting: Wednesday, January 5, 2022**  
**VIA Zoom Meeting – 11:30 A.M.**

A special zoom meeting was held by the Housing Authority on Wednesday, January 5, 2022 at – 11:32 A.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director  
Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ - Commissioner  
Carmine Verno – Commissioner

Others Present: Attorney Cook  
Attorney Mancebo

2. Executive Session

a. Discussion of Gionta CHRO complaint with Attorney Cook & Associates.

Janelle Wilk, I move that the board go into Executive Session for the purpose of a discussion about the Gionta CHRO complaint. Attending Executive Session will be Dan DiVito, Carmine Verno, Denise Russ, Sharon Pratt, Attorney Cook, Attorney Mancebo and myself Janelle Wilk.

Out of Executive at 12.46 A.M.

3. Regular Session

a. Possible discussion and vote on resolution of Gionta CHRO complaint.

4. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt to adjourn at 12:46 P.M.

By voice vote the motion was passed unanimously

Housing Authority  
Special Meeting  
January 5, 2022  
Page 2 of 2

---

Carmine Verno/Commissioner  
Watertown Housing Authority



**WATERTOWN HOUSING AUTHORITY**  
**Minutes**  
**Special Meeting: Monday, January 24, 2022**  
**VIA Zoom Meeting – 10:00 A.M.**

A special zoom meeting was held by the Housing Authority on Monday, January 24, 2022 at – 10:03 A.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director  
Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ - Commissioner  
Carmine Verno – Commissioner

Others Present: Lori Finke, Property Manager

2. New Business

- a. Discussion and possible replacement for the worn tub/shower in Truman Terrace.

Lori Finke, Property Manager: In your packets is information and a picture of the tub. A company was brought in to look at it and they will not repair it due to what might be underneath and said it was a better idea to replace it. We would need to do a full replacement of tub and shower combo. It would be the same gentlemen that did the other two tubs and our plumber. The estimate would be \$4,000 for demo, bringing in a new tub and repairs.

Sharon Pratt: The tub has been painted a while ago and it has been like that for at least 10 years.

Chair Janelle Wilk: They are older units and we need to fix projects the correct way, we do not know if there is mold.

The consensus of the commissioner is to replace the tub.

A motion was made by Carmine Verno and seconded by Dan DiVito to allow for this tub to be replaced.

By voice vote the motion was passed unanimously

3. Adjournment

The meeting adjourned at 10.10 A.M.

By voice vote the motion was passed unanimously

---

Carmine Verno, Secretary  
Watertown Housing Authority



# WHA PAYABLES

**Watertown Housing Authority  
Accounts Payable  
February 2022**

Type	Date	Num	Name	Memo	Location	Amount
Bill	12/12/2021	TT B-4	3J's Painting LLC	Paint, labor & materials	Truman Terrace	1,850.00
Bill	01/11/2022	34520	AllStar Appliance Inc	Refrigerator - TT B-10	Truman Terrace	529.00
Bill	01/14/2022	34536	AllStar Appliance Inc	Electric Stove	Buckingham Terrace	639.00
Bill	01/04/2022	4114493	Arthur J. Gallagher Risk Mgt. Serv., Inc	1/1/2022-2023 Crime Policy renewal	All	366.11
Bill	01/20/2022	45572	BTS Graphics & Printing, LLC	Emergency number Magents	All	193.05
Bill	12/29/2021	5760 163 0056	Eversource	Service 11/26-12/28/2021	Country Ridge	352.25
Bill	01/03/2022	5139 798 3032	Eversource	Service 12/1-1/3/2022	Truman Terrace	110.73
Bill	02/01/2022	Feb 2022	Janice Connor	February 2022 - supplies	All	100.00
Bill	01/10/2022	07881-138731-01	Optimum BT	Service 1/15-2/14/2021	Buckingham Terrace	178.73
Bill	01/10/2022	07881-134130-01	Optimum CR	Service 1/15-2/14/2021	Country Ridge	217.57
Bill	01/10/2022	07881-138730-01	Optimum TT	Service 1/15-2/14/2021	Truman Terrace	188.73
Bill	12/28/2021	6049	PJ Electric, Inc.	Bad thermostat	Truman Terrace	180.58
Bill	12/28/2021	6050	PJ Electric, Inc.	Bad smoke detector	Truman Terrace	105.42
Bill	01/11/2022	6070	PJ Electric, Inc.	No power - bad breaker	Truman Terrace	191.55
Bill	01/13/2022	6071	PJ Electric, Inc.	Per bid - replace 78 thermostats	Truman Terrace	6,250.00
Bill	01/20/2022	6081	PJ Electric, Inc.	Materials and Labor C3 Truman Terrace	Truman Terrace	523.59
Bill	01/20/2022	6082	PJ Electric, Inc.	Materials & Labor C19 Truman Terrace	Truman Terrace	366.48
Bill	12/31/2021	3206	Prime Publishers, Inc.	Legal notice	All	197.64
Bill	02/01/2022	3962	Propertyworx LLC	February 2022 management services	All	6,600.00
Bill	12/23/2021	24589	Ray Palmer Plumbing & Heating, Inc.	Leak in water line - TT B-1	Truman Terrace	85.40
Bill	12/30/2021	24587	Ray Palmer Plumbing & Heating, Inc.	Shower valve, kitchen sink,	Buckingham Terrace	254.87
Bill	12/30/2021	24588	Ray Palmer Plumbing & Heating, Inc.	Repair sill cock	Country Ridge	140.85
Bill	01/31/2022	24613	Ray Palmer Plumbing & Heating, Inc.	Country Ridge repairs	Country Ridge	278.78
Bill	01/31/2022	24612	Ray Palmer Plumbing & Heating, Inc.	Thaw frozen water line	Buckingham Terrace	140.00
Bill	01/31/2022	24614	Ray Palmer Plumbing & Heating, Inc.	Reapir shower valve	Truman Terrace	85.32
Bill	12/31/2021	43746	Republican-American	Legal notice	All	603.20
Bill	12/17/2021	0602779698	USA Hauling & Recycling Inc	Roll off container	Country Ridge	505.16
Bill	02/01/2022	0602793438	USA Hauling & Recycling Inc	January 2022 Service	Truman Terrace	404.02
Bill	02/01/2022	0602793439	USA Hauling & Recycling Inc	January 2022 Service	Country Ridge	362.10
Bill	02/01/2022	0602793440	USA Hauling & Recycling Inc	January 2022 Service	Buckingham Terrace	362.10
Bill	01/24/2022	1020740	Watertown Fire District	12/15/21 - 01/18/22	Truman Terrace	305.29
Bill	01/01/2022	0304132000CR	Watertown WSA	09/30/21 - 12/31/21	Country Ridge	2,549.29

**Watertown Housing Authority  
Accounts Payable  
February 2022**

Type	Date	Num	Type	Name	Memo	Location	Amount
Bill	01/01/2022	0304130000BT	Watertown WSA		09/30/21 - 12/31/21 December 2021 - Repairs and maintenance per attached detail	Buckingham Terrace	1,875.47
Bill	12/31/2021	2556	Worxshop LLC		December 2021 - Repairs and maintenance per attached detail	Country Ridge	2,103.75
Bill	12/31/2021	2557	Worxshop LLC		December 2021 - Repairs and maintenance per attached detail	Buckingham Terrace	1,064.25
Bill	12/31/2021	2558	Worxshop LLC		December 2021 - Repairs and maintenance per attached detail	Truman Terrace	4,566.38
Bill	01/27/2022	2570	Worxshop LLC		Fire Rated SR (CR-14), The Bar Guide	Country Ridge	118.36
							<u>34,945.02</u>



# Property Manager Update

- a.* 2021 Year-end Financials
- b.* Reintroduction of discussion regarding FDIC insurance of funds
- c.* Review of proposals from architects and engineers
- d.* Vacancy Updates
- e.* Work Order Updates

## 2021 WHA Combined Year End P & L

<b>OPERATING INCOME</b>	<b>ACTUAL 2021 Year End</b>	<b>BUDGET 12 MONTHS</b>	<b>BUDGET VARIANCE</b>
RENT REVENUE (BASE RENT)	369,779.00	358,740.00	11,039.00
EXCESS OF BASE RENTS	320,257.00	322,680.00	(2,423.00)
LESS: VACANCY LOSS	(18,294.00)	0.00	(18,294.00)
<b>TOTAL RENTAL INCOME</b>	<b>671,742.00</b>	<b>681,420.00</b>	<b>(9,678.00)</b>
INTEREST INCOME	3,765.00	6,000.00	(2,235.00)
LAUNDRY & VENDING REVENUE	7,560.00	7,560.00	0.00
NSF & LATE CHARGES	123.00	0.00	123.00
DAMAGES & CLEANING FEES	960.00	0.00	960.00
MISC REVENUE	5,121.00	0.00	5,121.00
<b>TOTAL OPERATING INCOME</b>	<b>689,271.00</b>	<b>694,980.00</b>	<b>(5,709.00)</b>
<b>ADMIN EXPENSES</b>			
ADVERTISING & MARKETING	3,219.00	0.00	3,219.00
OFFICE SALARIES	723.00	0.00	723.00
RES SVC COORD SUPPLIES	6,437.00	0.00	6,437.00
OFFICE SUPPLIES	2,784.00	4,500.00	-1,716.00
MANAGEMENT FEE	79,200.00	79,200.00	0.00
LEGAL	9,534.00	2,001.00	7,533.00
AUDIT	5,301.00	6,501.00	-1,200.00
BOOKKEEPING/ACCOUNTING	6,405.00	0.00	6,405.00
TELEPHONE & ANSWERING SVC	2,294.00	504.00	1,790.00
INTERNET	3,403.00	0.00	3,403.00
BAD DEBTS	2,085.00	0.00	2,085.00
MISC ADMIN EXPENSE	3,382.00	0.00	3,382.00
<b>TOTAL ADMIN EXPENSE</b>	<b>124,767.00</b>	<b>92,706.00</b>	<b>32,061.00</b>
<b>UTILITY EXPENSES</b>			
ELECTRICITY	29,752.00	29,001.00	751.00
WATER	5,453.00	14,496.00	-9,043.00
GAS	2,720.00	2,652.00	68.00
SEWER	11,816.00	852.00	10,964.00
CABLE TV	1,689.00	1,800.00	-111.00
<b>TOTAL UTILITIES</b>	<b>51,430.00</b>	<b>48,801.00</b>	<b>2,629.00</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
JANITORIAL/CLEANING CONTRACTS	0.00	12,000.00	-12,000.00
EXTERMINATING CONTRACTS	1,589.00	552.00	1,037.00
GARBAGE & TRASH REMOVAL	14,080.00	12,360.00	1,720.00
SECURITY CONTRACTS	5,045.00	1,200.00	3,845.00
GROUNDS CONTRACTS	77,483.00	75,000.00	2,483.00
REPAIRS PAYROLL	11,853.00	0.00	11,853.00
REPAIRS MATERIAL	123,283.00	7,500.00	115,783.00
REPAIRS CONTRACTS	34,152.00	53,499.00	-19,347.00
UNIT TURNAROUND CONTRACTS	43,492.00	49,500.00	-6,008.00
VEHICLE & MAINT EQUIP OPER/REPAIR	18.00	0.00	18.00
MISC OPERATING & MAINTENANCE	551.00	0.00	551.00
<b>TOTAL MAINTENANCE</b>	<b>311,546.00</b>	<b>211,611.00</b>	<b>99,935.00</b>
<b>TAXES &amp; INSURANCE</b>			
PAYROLL TAXES	5,346.00	0.00	5,346.00
INSURANCE	26,856.00	21,012.00	5,844.00
HEALTH INSUR/EMPLOYEE BENEFITS	3,267.00	0.00	3,267.00
PENSION	222.00	0.00	222.00
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>35,691.00</b>	<b>21,012.00</b>	<b>14,679.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>523,434.00</b>	<b>374,130.00</b>	<b>149,304.00</b>
<b>OPERATING INCOME/LOSS</b>	<b>165,837.00</b>	<b>320,850.00</b>	<b>-155,013.00</b>

## 2021 Buckingham Terrace Year End P & L

<b>OPERATING INCOME</b>	<b>ACTUAL 2021 Year End</b>	<b>BUDGET 12 MONTHS</b>	<b>BUDGET VARIANCE</b>
RENT REVENUE (BASE RENT)	118,904.00	116,820.00	2,084.00
EXCESS OF BASE RENTS	103,022.00	107,560.00	-4,538.00
LESS: VACANCY LOSS	-2,753.00	0.00	-2,753.00
<b>TOTAL RENTAL INCOME</b>	<b>219,173.00</b>	<b>224,380.00</b>	<b>-5,207.00</b>
INTEREST INCOME	1,255.00	2,000.00	-745.00
LAUNDRY & VENDING REVENUE	3,297.00	2,520.00	777.00
NSF & LATE CHARGES		0.00	0.00
DAMAGES & CLEANING FEES	260.00	0.00	260.00
MISC REVENUE	1,707.00	0.00	1,707.00
<b>TOTAL OPERATING INCOME</b>	<b>225,692.00</b>	<b>228,900.00</b>	<b>-3,208.00</b>
<b>ADMIN EXPENSES</b>			
ADVERTISING & MARKETING	1,073.00	0.00	1,073.00
OFFICE SALARIES	241.00	0.00	241.00
RES SVC COORD SUPPLIES	2,142.00	0.00	2,142.00
OFFICE SUPPLIES	928.00	1,500.00	-572.00
MANAGEMENT FEE	26,400.00	26,400.00	0.00
LEGAL	3,178.00	667.00	2,511.00
AUDIT	1,767.00	2,167.00	-400.00
BOOKKEEPING/ACCOUNTING	2,135.00	0.00	2,135.00
TELEPHONE & ANSWERING SVC	560.00	168.00	392.00
INTERNET	1,148.00	0.00	1,148.00
BAD DEBTS	530.00	0.00	530.00
MISC ADMIN EXPENSE	1,101.00	0.00	1,101.00
<b>TOTAL ADMIN EXPENSE</b>	<b>41,203.00</b>	<b>30,902.00</b>	<b>10,301.00</b>
<b>UTILITY EXPENSES</b>			
ELECTRICITY	8,459.00	9,667.00	-1,208.00
WATER	1,311.00	4,832.00	-3,521.00
GAS	0.00	884.00	-884.00
SEWER	4,533.00	284.00	4,249.00
CABLE TV	557.00	600.00	-43.00
<b>TOTAL UTILITIES</b>	<b>14,860.00</b>	<b>16,267.00</b>	<b>-1,407.00</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
JANITORIAL/CLEANING CONTRACTS		4,000.00	-4,000.00
EXTERMINATING CONTRACTS	489.00	184.00	305.00
GARBAGE & TRASH REMOVAL	4,345.00	4,120.00	225.00
SECURITY CONTRACTS	757.00	400.00	357.00
GROUNDS CONTRACTS	25,879.00	25,000.00	879.00
REPAIRS PAYROLL	3,956.00	0.00	3,956.00
REPAIRS MATERIAL	39,438.00	2,500.00	36,938.00
REPAIRS CONTRACTS	6,829.00	17,833.00	-11,004.00
UNIT TURNAROUND CONTRACTS	7,977.00	16,500.00	-8,523.00
VEHICLE & MAINT EQUIP OPER/REPAIR	6.00	0.00	6.00
MISC OPERATING & MAINTENANCE	347.00	0.00	347.00
<b>TOTAL MAINTENANCE</b>	<b>90,023.00</b>	<b>70,537.00</b>	<b>19,486.00</b>
<b>TAXES &amp; INSURANCE</b>			
PAYROLL TAXES	1,782.00	0.00	1,782.00
INSURANCE	8,952.00	7,004.00	1,948.00
HEALTH INSUR/EMPLOYEE BENEFITS	1,089.00	0.00	1,089.00
PENSION	74.00	0.00	74.00
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>11,897.00</b>	<b>7,004.00</b>	<b>4,893.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>157,983.00</b>	<b>124,710.00</b>	<b>33,273.00</b>
OPERATING INCOME/LOSS	67,709.00	104,190.00	-36,481.00



## 2021 Country Ridge Year End P & L

<b>OPERATING INCOME</b>	<b>ACTUAL 2021 Year End</b>	<b>BUDGET 12 MONTHS</b>	<b>BUDGET VARIANCE</b>
RENT REVENUE (BASE RENT)	144,702.00	138,540.00	6,162.00
EXCESS OF BASE RENTS	125,511.00	107,560.00	17,951.00
LESS: VACANCY LOSS	-370.00	0.00	-370.00
<b>TOTAL RENTAL INCOME</b>	<b>269,843.00</b>	<b>246,100.00</b>	<b>23,743.00</b>
INTEREST INCOME	1,255.00	2,000.00	-745.00
LAUNDRY & VENDING REVENUE	2,655.00	2,520.00	135.00
NSF & LATE CHARGES	0.00	0.00	0.00
DAMAGES & CLEANING FEES	375.00	0.00	375.00
MISC REVENUE	1,707.00	0.00	1,707.00
<b>TOTAL OPERATING INCOME</b>	<b>275,835.00</b>	<b>250,620.00</b>	<b>25,215.00</b>
<b>ADMIN EXPENSES</b>			
ADVERTISING & MARKETING	1,073.00	0.00	1,073.00
OFFICE SALARIES	241.00	0.00	241.00
RES SVC COORD SUPPLIES	2,137.00	0.00	2,137.00
OFFICE SUPPLIES	928.00	1,500.00	-572.00
MANAGEMENT FEE	26,400.00	26,400.00	0.00
LEGAL	3,178.00	667.00	2,511.00
AUDIT	1,767.00	2,167.00	-400.00
BOOKKEEPING/ACCOUNTING	2,135.00	0.00	2,135.00
TELEPHONE & ANSWERING SVC	1,043.00	168.00	875.00
INTERNET	1,132.00	0.00	1,132.00
BAD DEBTS	0.00	0.00	0.00
MISC ADMIN EXPENSE	1,175.00	0.00	1,175.00
<b>TOTAL ADMIN EXPENSE</b>	<b>41,209.00</b>	<b>30,902.00</b>	<b>10,307.00</b>
<b>UTILITY EXPENSES</b>			
ELECTRICITY	9,071.00	9,667.00	-596.00
WATER	1,433.00	4,832.00	-3,399.00
GAS	2,720.00	884.00	1,836.00
SEWER	6,399.00	284.00	6,115.00
CABLE TV	561.00	600.00	-39.00
<b>TOTAL UTILITIES</b>	<b>20,184.00</b>	<b>16,267.00</b>	<b>3,917.00</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
JANITORIAL/CLEANING CONTRACTS	0.00	4,000.00	-4,000.00
EXTERMINATING CONTRACTS	50.00	184.00	-134.00
GARBAGE & TRASH REMOVAL	4,867.00	4,120.00	747.00
SECURITY CONTRACTS	3,531.00	400.00	3,131.00
GROUNDS CONTRACTS	26,139.00	25,000.00	1,139.00
REPAIRS PAYROLL	3,941.00	0.00	3,941.00
REPAIRS MATERIAL	36,472.00	2,500.00	33,972.00
REPAIRS CONTRACTS	9,970.00	17,833.00	-7,863.00
UNIT TURNAROUND CONTRACTS	18,476.00	16,500.00	1,976.00
VEHICLE & MAINT EQUIP OPER/REPAIR	6.00	0.00	6.00
MISC OPERATING & MAINTENANCE	102.00	0.00	102.00
<b>TOTAL MAINTENANCE</b>	<b>103,554.00</b>	<b>70,537.00</b>	<b>33,017.00</b>
<b>TAXES &amp; INSURANCE</b>			
PAYROLL TAXES	1,782.00	0.00	1,782.00
INSURANCE	8,952.00	7,004.00	1,948.00
HEALTH INSUR/EMPLOYEE BENEFITS	1,089.00	0.00	1,089.00
PENSION	74.00	0.00	74.00
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>11,897.00</b>	<b>7,004.00</b>	<b>4,893.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>176,844.00</b>	<b>124,710.00</b>	<b>52,134.00</b>
<b>OPERATING INCOME/LOSS</b>	<b>98,991.00</b>	<b>125,910.00</b>	<b>-26,919.00</b>

## 2021 Truman Terrace Year End P & L

<b>OPERATING INCOME</b>	<b>ACTUAL 2021 Year End</b>	<b>BUDGET 12 MONTHS</b>	<b>BUDGET VARIANCE</b>
RENT REVENUE (BASE RENT)	106,173.00	103,380.00	2,793.00
EXCESS OF BASE RENTS	91,724.00	107,560.00	-15,836.00
LESS: VACANCY LOSS	-15,171.00	0.00	-15,171.00
<b>TOTAL RENTAL INCOME</b>	<b>182,726.00</b>	<b>210,940.00</b>	<b>-28,214.00</b>
INTEREST INCOME	1,255.00	2,000.00	-745.00
LAUNDRY & VENDING REVENUE	1,608.00	2,520.00	-912.00
NSF & LATE CHARGES	123.00	0.00	123.00
DAMAGES & CLEANING FEES	325.00	0.00	325.00
MISC REVENUE	1,707.00	0.00	1,707.00
<b>TOTAL OPERATING INCOME</b>	<b>187,744.00</b>	<b>215,460.00</b>	<b>-27,716.00</b>
<b>ADMIN EXPENSES</b>			
ADVERTISING & MARKETING	1,073.00	0.00	1,073.00
OFFICE SALARIES	241.00	0.00	241.00
RES SVC COORD SUPPLIES	2,158.00	0.00	2,158.00
OFFICE SUPPLIES	928.00	1,500.00	-572.00
MANAGEMENT FEE	26,400.00	26,400.00	0.00
LEGAL	3,178.00	667.00	2,511.00
AUDIT	1,767.00	2,167.00	-400.00
BOOKKEEPING/ACCOUNTING	2,135.00	0.00	2,135.00
TELEPHONE & ANSWERING SVC	691.00	168.00	523.00
INTERNET	1,123.00	0.00	1,123.00
BAD DEBTS	1,555.00	0.00	1,555.00
MISC ADMIN EXPENSE	1,106.00	0.00	1,106.00
<b>TOTAL ADMIN EXPENSE</b>	<b>42,355.00</b>	<b>30,902.00</b>	<b>11,453.00</b>
<b>UTILITY EXPENSES</b>			
ELECTRICITY	12,222.00	9,667.00	2,555.00
WATER	2,709.00	4,832.00	-2,123.00
GAS	0.00	884.00	-884.00
SEWER	884.00	284.00	600.00
CABLE TV	571.00	600.00	-29.00
<b>TOTAL UTILITIES</b>	<b>16,386.00</b>	<b>16,267.00</b>	<b>119.00</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
JANITORIAL/CLEANING CONTRACTS		4,000.00	-4,000.00
EXTERMINATING CONTRACTS	1,050.00	184.00	866.00
GARBAGE & TRASH REMOVAL	4,868.00	4,120.00	748.00
SECURITY CONTRACTS	757.00	400.00	357.00
GROUNDS CONTRACTS	25,465.00	25,000.00	465.00
REPAIRS PAYROLL	3,956.00	0.00	3,956.00
REPAIRS MATERIAL	47,373.00	2,500.00	44,873.00
REPAIRS CONTRACTS	17,353.00	17,833.00	-480.00
UNIT TURNAROUND CONTRACTS	17,039.00	16,500.00	539.00
VEHICLE & MAINT EQUIP OPER/REPAIR	6.00	0.00	6.00
MISC OPERATING & MAINTENANCE	102.00	0.00	102.00
<b>TOTAL MAINTENANCE</b>	<b>117,969.00</b>	<b>70,537.00</b>	<b>47,432.00</b>
<b>TAXES &amp; INSURANCE</b>			
PAYROLL TAXES	1,782.00	0.00	1,782.00
INSURANCE	8,952.00	7,004.00	1,948.00
HEALTH INSUR/EMPLOYEE BENEFITS	1,089.00	0.00	1,089.00
PENSION	74.00	0.00	74.00
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>11,897.00</b>	<b>7,004.00</b>	<b>4,893.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>188,607.00</b>	<b>124,710.00</b>	<b>63,897.00</b>
<b>OPERATING INCOME/LOSS</b>	<b>-863.00</b>	<b>90,750.00</b>	<b>-91,613.00</b>

WHA 2021

Income / Loss Side-by-Side Comparison

	Profit / Loss	Budget	Variance
BT	67,709.00	104,190.00	-36,481.00
CR	98,991.00	125,910.00	-26,919.00
TT	-863.00	90,750.00	-91,613.00
	<b>165,837.00</b>	320,850.00	-155,013.00
	<i>Profit</i>		

# OPTION A

## WHA Bank Accounts as of January 31, 2022

Operating Account - TSB 804,112.75

### Capital Reserves

Webster CD	81,890.41
TSB - Money Market	939,873.96
Webster - Money Market	154,559.88
Litchfield - CD	143,413.17
Ion Bank - CD	114,898.08
	<u>1,434,635.50</u>

**TOTAL CASH** **2,238,748.25**

*Under FDIC  
250k*

Capital Reserve Accounts	CR	BT	TT	
Webster	240,000.00			240,000.00
Thomaston Savings Bank	240,000.00			240,000.00
Litchfield	240,000.00			240,000.00
Ion		240,000.00		240,000.00
TD Bank		240,000.00		240,000.00
Liberty Bank		240,000.00		240,000.00
Mutual Security Credit Union			240,000.00	240,000.00
Newtown Savings Bank			240,000.00	240,000.00
Wells Fargo			240,000.00	240,000.00
	<u>720,000.00</u>	<u>720,000.00</u>	<u>720,000.00</u>	<u>2,160,000.00</u>

WHA Operating	78,748.25
Truman Terrace Reserve	720,000.00
Buckingham Terrace Reserve	720,000.00
Country Ridge Reserve	720,000.00

**TOTAL CASH** **2,238,748.25**

## **Treasurer's Short-Term Investment Fund (STIF)**

The STIF is a Standard & Poor's AAA rated investment pool of high-quality, short term money market instruments managed by the Cash Management Division of the Office of the State Treasurer.

Created in 1972, STIF serves as an investment vehicle for the operating cash of the State Treasury, state agencies and authorities, municipalities, and other political subdivisions of the State.

The STIF rating, AAA, is Standard & Poor's highest principal stability fund rating and "demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to a credit risk."

The investment objective of the Short-Term Investment Fund is to provide the greatest income while, first, ensuring the preservation and safety of principal, and, second, providing immediate liquidity to meet participants' daily cash flow requirements.

STIF lowers risk by investing in high quality, well-diversified securities with relatively short average maturities. In addition, STIF maintains a reserve of approximately one percent of fund assets to protect against losses.

As of June 30, 2019, the STIF unit administered 953 active STIF accounts for 416 state agencies and authorities and 537 municipalities and local entities.

### **Services**

- 100 percent daily liquidity of investor deposits
- Online access to make deposits and withdrawals and view daily and historical performance
- Monthly, quarterly and annual reports
- Annual investor meetings

### **STIF Investor Programs**

- Grant Express - allows municipalities to have certain grant payments from the State of Connecticut deposited directly into their STIF accounts ([Program Application](#))
- Clean Water Fund (CWF) Express - allows municipalities to have CWF payments automatically transferred from their STIF accounts to the CWF trustee, U.S. Bank N.A. ([Authorization Form](#))
- Debt Service Express - allows municipalities to have debt service payments automatically transferred from their STIF accounts to their paying agent, U.S. Bank N.A.

# OPTION B

WHA Bank Accounts as of January 31, 2022

Operating Account - TSB 804,112.75

## Capital Reserves

Webster CD	81,890.41
TSB - Money Market	939,873.96
Webster - Money Market	154,559.88
Litchfield - CD	143,413.17
Ion Bank - CD	114,898.08
	<hr/>
	1,434,635.50

**TOTAL CASH** **2,238,748.25**

## Capital Reserve Accounts

Webster - TT	250,000.00
Litchfield - BT	250,000.00
Ion - CR	250,000.00
	<hr/>
	750,000.00

WHA @ TSB Operating	250,000.00
Truman Terrace Reserve	250,000.00
Buckingham Terrace Reserve	250,000.00
Country Ridge Reserve	250,000.00
	<hr/>

**TOTAL CASH - Local Banks** **1,000,000.00**

**State of CT - Treasurer's**

**Shot Term Investment Fund** **1,238,748.25**

# Architect / Engineering Candidate Procurement

## *Evaluation Criteria / What we will be looking at:*

1. Firm's qualifications - history and resource capability to perform required services in a timely manner
2. Evaluation of staff personnel
3. Fee Schedule
4. Housing Authority experience
5. CHFA, DOH and Other relative experience
6. Overall response to RFQ

Open Apartments as of February 4, 2022

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
Full as of 10/1/21			
Buckingham Terr.			
Full as of 9/1/2021			
Truman Terrace			
2 Available			
	C-15	Open 8/1/21 Cleaning needed to show	
	C-19	Cleaning needed to have ready to show	
<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
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
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 & Roseann Behr	12/17/2021

<b>Transfers</b>			
Buckingham Terr.	A-1	Marza Noss relocated from A-6	12/12/2020
Truman Terr.	C-15 - C-5	Avriye Osman	8/1/2021

### 36 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
01/21/22	765	Complete	TT C-6 Repair wall and rehang toilet paper holder	NONE	AnneMarie VanAllen, Unit C-6, 203-709-0591			01/21/22	01/20/22
01/21/22	752	Complete	TT B-12 Change screen door handle to non locking	NONE	Ann Curtitta, Unit B-12, 860-274-2068	Loft Fnke		01/17/22	01/14/22
01/21/22	751	Complete	TT B-11 Change screen door handle to non locking	NONE	Frank Brndt, Unit B-11, 860-483-1154	Loft Fnke		01/17/22	01/14/22
01/20/22	764	Complete	BT E-5 Recaulk kitchen counter/ replace rotted sink/ faucet	NONE				02/08/22	01/20/22
01/20/22	763	Complete	BT D-6 Add knobs to kitchen cabinets and drawers	NONE	Kathleen Linton, Unit D-6, 203-695-1356	Loft Fnke		01/20/22	01/20/22
01/20/22	762	Complete	BT A-7 Repair dose/ bi-fold door	NONE	Sharn Sovia, Unit A-7, 860-417-2963	Loft Fnke		01/20/22	01/20/22
01/19/22	761	Complete	BT B3 Kitchen sink draining slowly	NONE	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)	Loft Fnke		01/20/22	01/19/22
01/19/22	760	Complete	BT E-1 Outside light needs a new bulb	NONE	Gloria Bradshaw, Unit E-1, 860-945-3097	Loft Fnke		01/20/22	01/19/22
01/19/22	759	Complete	TT B-Blower stall/ will light needs to be replace	NONE	Joan McBride, Unit B-8, 203-982-2882	Loft Fnke		01/20/22	01/19/22
01/18/22	756	Complete	BT E-8 Animal in the wall	HIGH	Daniel and Patricia Quarella, Unit E-8, 203-522-3837	Loft Fnke		01/20/22	01/17/22
01/17/22	758	Complete	BT E-8 New light storage room	NONE	Daniel and Patricia Quarella, Unit E-8, 203-522-3837	Loft Fnke		01/17/22	01/17/22
01/17/22	757	Complete	BT E-4 Weather strip	NONE	Clare Roberts, Unit E-4, 860-274-0918	Loft Fnke		01/17/22	01/17/22
01/14/22	755	Complete	BT E-6 Multiple from inspection	NONE	Robert Neuman, Unit E-6, 203-802-4496	Loft Fnke		01/14/22	01/14/22
01/14/22	754	Complete	BT D-3 New screen for kitchen exhaust, recaulk tub	NONE	Scott Hassel, Unit D-3, 860-274-4011	Loft Fnke		01/14/22	01/14/22
01/14/22	753	Complete	BT C-8 Replace stove top tray and burner	NONE	Joyce and Robert Goldberg, Unit C-8, 860-462-6135 PLEASE CALL FRST	Loft Fnke		01/14/22	01/14/22
01/13/22	750	Complete	TT B-3 Cracked toilet tank	NONE	Joyce and David Perkins, Unit B-3, 959-209-4105	Loft Fnke		01/13/22	01/13/22
01/13/22	749	Complete	TT C-3 Inspection mulit items	NONE	Sharon Pratt, Unit C-3, 860-274-6769	Loft Fnke		01/13/22	01/13/22
01/13/22	748	Complete	TT A-5 Replace light over toilet	NONE	Richard Garceau, Unit A-5, 860-274-3214	Loft Fnke		01/13/22	01/13/22

0 Open Work Orders  
 0 On Hold Work Orders  
 0 In Progress Work Orders  
 36 Closed Work Orders

36 Work Orders assigned to Workshop

Work Order ID	Request Date	Completion Date	Customer Name	Address	Issue	Status
01/24/22 766	01/24/22	01/24/22	Joan McBride,	Unit B-8, 203-982-2882	TT-B-8 Install Kitchen knobs/counter	Complete
01/24/22 767	01/24/22	01/24/22	Frank Birkett, B-	11, 860-483-1154	B-11 BT Recaulk bathroom sink	Complete
01/24/22 768	01/24/22	01/24/22	Ann Cutitta, Unit	B-12, 860-274-2068	BT B-12 Install Kitchen Knobs	Complete
01/24/22 769	01/24/22	01/24/22	Anne Marie	Van Allen, Unit C-6, 203-709-0591	TT C-6T oilleat, knobs and caul	Complete
01/24/22 770	01/25/22	01/25/22	Kathleen Lincik,	Unit D-6, 203-695-1356	BT D-6 Exhaust fan is still leaking water	Complete
01/25/22 771	02/03/22	01/25/22	Francis Membrino, Unit	C-17, 203-592-4174	TT C-17 knob stove replace and check stove hood	Complete
01/28/22 772	01/31/22	01/31/22	Gertrude (Rudy) Druan, Unit C-1,	203-592-6063	TT C-1 lockswap	Complete
01/31/22 773	02/03/22	01/28/22	William and Roseann Behr,	Unit B-4, 475-323-9692	TT Swap out stoves C-15 to B-4	Complete
01/31/22 774	02/03/22	01/28/22	Maureen Murray	Unit B 10, 203-910-8161	TT B-10 mail door will not close tight	Complete
01/31/22 775	02/08/22	01/31/22	Shirley Belinski,	Unit 2, 860-274-1952 (cell: 860-417-7526)	CR 2 Cut access panel in doses	Complete
02/01/22 778	02/01/22	02/01/22	Roberta D'Amico,	Unit A-3, 860-945-3241	TT A-3 install Kitchen knobs	Complete
02/01/22 779	02/01/22	02/01/22	Carl Miscavage,	Unit A-7, 203-558-8604	TT A-7 Replace Toilet and seat	Complete
02/01/22 780	02/01/22	02/01/22	William Daniels,	Unit C-20, 203-510-1487	C-20 Bathroom Vantyneds to be replaced	Complete
02/02/22 781	02/08/22	02/02/22	Thomas Willis,	Unit C-12, 860-483-2777	TT C-12 Two lights are out	Complete
02/03/22 782	02/07/22	02/02/22	Clair and Vivian Upton, Unit 17,	860-417-3166	CR 17 Toilet base may have moved	Complete
02/04/22 783	02/08/22	02/03/22	Thomas Willis,	Unit C-12, 860-483-2777	TT C-12 Replace bad light fixture	Complete
02/07/22 777	02/08/22	02/01/22	Jeanne O'Brien,	Unit B-6, 860-47-2134	BT B-6 Please check the toilet	Complete
02/07/22 776	02/08/22	02/01/22	Daniel and Patricia	Quarella, Unit E-8, 203-522-3837	BT E-8 Please close up two living room wall,	Complete