



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority  
Commissioner Report  
September 14, 2022





# Meeting Minutes

# MINUTES

## WATERTOWN HOUSING AUTHORITY

### Special Meeting: August 24, 2022

A special meeting was held by the Housing Authority on Wednesday, August 24, 2022 at Truman Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:00 p.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 (arrived 6:11)

Absent:

Others Present: Lori Finke – Property Manager

#### 2. Chairwoman's Report

Janelle Wilk reported: Happy August, I hope everyone is enjoying the last few weeks of summer. Just like I said at our last few housing meetings. I am going to add some of what I said at the last meeting, hoping this will allow all commissioners an opportunity to comment, ask questions and have conversation if need be. Believing this will help improve communication between commissioners and all parties. I just want to point out again that I added the Resident Commission Report to our agenda, this will be on our agenda every month. This will give Sharon, our Resident Commissioner, an opportunity to give a report if she has one to all commissioners hoping to improve communication between all parties. All of us will continue to come up with ideas and ways that will have WHA run more efficiently and will help us continue to improve.

#### 3. Approval of Minutes

##### a. Regular Meeting Country Ridge – June 8th

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the minutes of June 8, 2022.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. July 2022

A motion was made by Daniel DiVito, and seconded by Sharon Pratt to approve the bills for July 2022.

By voice vote the motion was passed unanimously

b. August 2022

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the bills for August 2022.

By voice vote the motion was passed unanimously

5. Property Manager's Report  
Lori Finke reported:

- a. Updated Vacancy Report - Country Ridge is full, Buckingham Terrace is full, Truman Terrace shows five that are available. I did meet with someone today so that will be four. We have two people coming in September 1<sup>st</sup>.
- b. Variance Requests – (2) requests
  1. Sharon Pratt has asked to install a ringing doorbell in the front and back door of unit.

A motion was made by Denise Russ, and seconded by Daniel DiVito to approve.

By voice vote the motion was passed unanimously

2. Country Ridge – Unit 34, this for a new tenant that just moved in on the 15<sup>th</sup> she is looking to paint. I have a picture with the color it is very neutral and it would be at her expense. She would like to have that done it would be a licensed contractor.

A motion was made by Janelle Wilk, and seconded by Sharon Pratt to approve as long as the contractor is licensed and insured.

Sharon Pratt noted she did not sign her paper.

Lori Finke will have her sign the paper.

By voice vote the motion was passed unanimously

- c. Maintenance Work Order Update – 70 Work Orders between June 9<sup>th</sup> and August 22, currently there is 6 open.

Sharon Pratt asked about a work order for shades, the Director at the time said she wanted to make everything uniform and put them in one day. I did see on the work order the blinds should be taken down was there a reason for that.

Lori Finke stated the tenant did have a reason she is getting headaches from the bright lights.

6. New Business
  - a. Discussion & possible action on sealed bids for electrician, plumber, interior/exterior painting, and lawn fertilization.

Chair Janelle Wilk stated we have one electrician, one painter, two lawn fertilization and no plumbers. We are three months behind on our contracting, all of the contractors that have been working with us now have no contracts and have been very kind in working with us and continue to keep the same rate that they have been contracted years ago. I want to give kudos to them for doing that. Ms. Wilk asked Lori if she could contact the current plumber and ask if he could stay on until we put the bid in again.

Chair Janelle Wilk noted that the bids are sealed and time stamped.

### **Electric**

#### **PJ Electric – time stamped (August 10<sup>th</sup>, 12:22 p.m.)**

- Routine Calls during regular business hours is E1 - \$75.00, E2- \$70.00, Apprentice - \$60.00.
- Emergency call after business hours and or weekends E1 - \$110.00, E2 - \$105.00, Apprentice - \$90.00.
- Any electrical work over \$5,000 would require manager approval.
- We will not pay any extra charges such as fuel surcharge or travel time.
- Please note there will be a 20% markup on materials, this will be above PJ's cost to purchase.

A motion was made by Carmine Verno, and seconded by Daniel DiVito to approve.

By voice vote the motion was passed unanimously

Chair Janelle Wilk PJ Electric has a 3-year contract.

**Painter**

**3J's Painting - time stamped (August 19th, 10:13 a.m.)**

**Exterior**

- Hourly rate per painter \$43.00  
Mark up of Materials 0%
- Deck Handrail, Stair - \$390.00  
Mark up of Materials – 0%.
- They have a note to the side saying that my 20% discount will be applied to the customer.
- Power wash per building Truman Terrace is \$1,200.00, Buckingham Terrace is \$1,000 including gutter cleaning and Country Ridge is \$980.00 including the gutter cleaning.

**Interior**

**Truman Terrace**

- Single unit is \$800.00 in labor and approximately \$280.00 dollars in paint.
- Double unit (600 square feet) is \$900.00 in labor and \$300.00 in paint.

**Buckingham Terrace**

- Single Unit is \$800.00 in labor, approximately \$280.00 in paint.
- Double unit is \$850.00 in labor and approximately \$300.00 in paint.

**Country Ridge**

- Single double is \$950.00 in labor, approximately \$300.00 in paint.
- Handicap is \$1,050.00 in labor and approximately in paint \$300.00.

\$400.00 dollars total per ceiling.

\$190.00 Doors and Trim for door jam and chasings.

Closets (paint wall and ceiling) is \$190.00.

Occupied units moving furniture etc., hourly rate per worker, stain kilz units is \$650.00 in labor approximately \$45.00 in paint.

A motion was made by Carmine Verno, and seconded by Sharon Pratt to approve.

By voice vote the motion was passed unanimously

Chair Janelle Wilk 3J's painting is our exterior, interior, power washing contractor for the next three years.

**Lawn Fertilization**

**Lawn Keepers – time stamped (August 18<sup>th</sup>, 8:57 a.m.)**

- Country Ridge - \$350.00 for each season. There is a note must call for bed spray application. Grub control is \$385.00, back pack spray for bug is \$85.00, liming is \$597.00.

- Buckingham Terrace - \$280.00 for each season. Grub control is \$335.00, Backpack for bug spray is 85.00, liming is \$478.00 for liming.

- Truman Terrace is \$220.00 for each season, \$260.00 for Grub control, \$85.00 per backpack for bug spray, \$375.00 for lime.

**Diamond - time stamped (August 18<sup>th</sup>, 11:14 a.m.)**

\$1,500 a year per location for spring.

\$1,750 a year per location for summer.

\$1,900 a year per location for late summer.

\$1,500 a year per location for fall.

Total of \$7,950.00 per year for all three locations. For a total of a 3-year contract of \$23,850.00.

The consensus of the commission is to stay with the current lawn care.

A motion was made by Carmine Verno, and seconded by Sharon Pratt to go with Lawn Keepers.

By voice vote the motion was passed unanimously

Chair Janelle Wilk Lawn Keepers is our contractor for lawn fertilization.

B. Discussion & possible action on possible replacement timeline for floors, paint, appliances, etc.

General discussion among the commission regarding timelines for products. Whatever is the appropriate amount of time for items instead of how long they have been there. Documentation on what was put in, how long it should last and what condition it is in.

More discussion at next meeting for timelines.

C. Discussion of Fire Drills/Plans.

Looked at the plans drawn up by Sharon in the past, Kim Calabrese checked that they were up to date and they are good to go. They will be posted in each community room at each site, if tenants wanted a copy to contact the office. A fire drill will be conducted in October and a notice will be sent out to tenants.

7. Old Business
  - a. Follow up on WHA Handbook.
  - b. Follow up on proposed new Bylaws.

If the commission could contact Janelle a week before the next meeting with any edits for the handbook and bylaws.

8. Resident Commissioner Report  
Sharon Pratt reported:

**Country Ridge:**

- Sidewalk repairs
- Knobs for cabinets brought up in the meeting of June are not done.
- Tree removal brought up in November is not being taken care of.

The tenants at the 3 complexes are asking about the hours in the office and a cutback on maintenance.

A communication for the tenants will be posted regarding the office and maintenance hours and a number to call Lori to leave a message.

**Buckingham Terrace**

- Mold issue
- Sidewalk issues

**Truman Terrace**

- Tenant issue
- Window questions

Rules are not being followed at 3 sites

9. Public Participation  
Gerald Gilbert, Truman Terrace, A2 spoke.  
Roger Angel, B5 spoke.  
Sam Orsini, B9, spoke.



10. Adjournment

A motion was made by Sharon Pratt, and seconded by Dan DiVito to adjourn meeting at 7:35 p.m.

By voice vote the motion was passed unanimously

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Chairwoman Janelle Wilk  
Watertown Housing Authority



# WHA PAYABLES

Watertown Housing Authority  
Accounts Payable  
September 2022

2:55 PM  
9/12/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	08/14/2022	TT A3	3J's Painting LLC	TT - A3 prep & paint	Truman Terrace	2,050.00
Bill	08/21/2022	TT C9	3J's Painting LLC	TT - C9 prep & paint	Truman Terrace	2,050.00
Bill	08/24/2022	123007 0824	Ace Hardware of Watertown	Statement ending 08/24/22	All	275.31
Bill	08/24/2022	1128984	American Rooter LLC	CR - Water jet main sanitary sewer line	Country Ridge	2,300.00
Bill	07/31/2022	RLoRusso refund Ann.Lonusso		Refund - overpayment	Country Ridge	233.00
Bill	09/01/2022	46495	Carpets Plus, Inc.	TT A3 Flooding	Truman Terrace	1,400.00
Bill	09/01/2022	518129	Complete LLC	All - Concrete repairs	All	8,957.72
Bill	09/01/2022	518130	Complete LLC	CR Unit 18 - repair rear pad	Country Ridge	675.00
Bill	09/01/2022	518131	Complete LLC	TT B5 & B6 - repair concrete slab	Truman Terrace	1,960.00
Bill	09/01/2022	518137	Complete LLC	monthly contracted services	All	5,916.00
Bill	09/01/2022	220901496101	Edwards Answering Service Enterprises Inc	Service 09/01-10/03/22	All	33.50
Bill	08/31/2022	RLoRusso refund Estate of Rosemary LoRusso		refund overpayment	Country Ridge	233.00
Bill	08/16/2022	5142 646 4038	Eversource	Service 07/28-08/14/22	Country Ridge	8.48
Bill	08/29/2022	5113 818 3082	Eversource	Service 07/27-08/29/22	Country Ridge	360.78
Bill	08/29/2022	5125 288 3036	Eversource	Service 07/27-08/29/22	Truman Terrace	536.26
Bill	08/29/2022	5129 516 4024	Eversource	Service 07/27-08/29/22	Buckingham Terrace	34.52
Bill	08/29/2022	5129 979 3026	Eversource	Service 07/27-08/29/22	Truman Terrace	20.25
Bill	08/29/2022	5131 089 3094	Eversource	Service 07/27-08/29/22	Country ridge	20.02
Bill	08/29/2022	5135 689 3081	Eversource	Service 07/27-08/29/22	Country ridge	538.13
Bill	08/29/2022	5141 028 3030	Eversource	Service 07/27-08/29/22	Country Ridge	36.84
Bill	08/29/2022	5141 089 3093	Eversource	Service 07/27-08/29/22	Truman Terrace	28.34
Bill	08/29/2022	5144 889 3081	Eversource	Service 07/27-08/29/22	Country ridge	20.47
Bill	08/29/2022	5147 056 4014	Eversource	Service 07/27-08/29/22	Country ridge	30.03
Bill	08/29/2022	5150 466 4038	Eversource	Service 07/27-08/29/22	Country ridge	26.96
Bill	08/29/2022	5152 818 3080	Eversource	Service 07/27-08/29/22	Truman Terrace	69.81
Bill	08/29/2022	5154 889 3080	Eversource	Service 07/27-08/29/22	Truman Terrace	19.40
Bill	08/29/2022	5155 789 3047	Eversource	Service 07/27-08/29/22	Country ridge	49.61
Bill	08/29/2022	5159 366 4089	Eversource	Service 07/27-08/29/22	Country ridge	38.42
Bill	08/29/2022	5160 799 3003	Eversource	Service 07/27-08/29/22	Truman Terrace	25.99
Bill	08/29/2022	5161 089 3091	Eversource	Service 07/27-08/29/22	Country ridge	20.02
Bill	08/29/2022	5175 889 3077	Eversource	Service 07/27-08/29/22	Country ridge	28.97
Bill	08/29/2022	5181 389 3054	Eversource	Service 07/27-08/29/22	Country ridge	22.40
Bill	08/29/2022	5182 936 4033	Eversource	Service 07/27-08/29/22	Country ridge	34.98
Bill	08/29/2022	5184 906 4027	Eversource	Service 07/27-08/29/22	Truman Terrace	33.37
Bill	08/29/2022	5184 906 4027	Eversource	Service 07/27-08/29/22	Truman Terrace	23.23
Bill	08/29/2022	5190 799 3000	Eversource	Service 07/27-08/29/22	Country ridge	70.77
Bill	08/29/2022	5191 018 3029	Eversource	Service 07/27-08/29/22	Truman Terrace	34.52
Bill	08/29/2022	5194 056 4081	Eversource	Service 07/27-08/29/22	Truman Terrace	

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Accounts Payable  
September 2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	08/16/2022	5743 964 0046	Eversource - Gas	Service 07/28-08/14/22	Country Ridge	13.54
Bill	09/01/2022	5760 163 0056	Eversource - Gas	Service 07/28-08/29/22	Country Ridge	116.00
Bill	08/25/2022	6035 3220 0591	Home Depot	Statement ending 08/25/22	All	1,130.44
Bill	08/18/2022	222632	J & J Lock LLC	CR Repair lock on Unit 9	Country Ridge	122.00
Bill	09/01/2022	09 2022	Janice Connor	Sep 2022 - supplies	All	300.00
Bill	04/01/2022	375374	Kaufman Dolowich Voluck, LLP	Billing 07.01.21 to 07.27.21 Claim #0006813010	All	4,371.00
Bill	08/11/2022	081122	Lori Finke	reimbursement - roll of stamps	All	60.00
Bill	08/08/2022	231006	Millette Pest Control LLC	CR termite treatment	Country Ridge	125.00
Bill	08/10/2022	07881-138731-01	Optimum BT	Service 08/15-09/14/2022	Buckingham Terrace	194.68
Bill	08/10/2022	07881-134130-01	Optimum CR	Service 08/15-09/14/2022	Country Ridge	233.97
Bill	08/10/2022	07881-138730-01	Optimum TT	Service 08/15-09/14/2022	Truman Terrace	204.68
Bill	09/01/2022	4218	Propertyworx LLC	Aug 22 management services	All	6,600.00
Bill	07/31/2022	14595	Quisenberry Arcant Malik LLC	TT - Window replacement	Truman Terrace	1,240.00
Bill	08/30/2022	24709	Ray Palmer Plumbing & Heating, Inc.	CR - Unit 22 repair tub & shower valve	Country Ridge	202.36
Bill	08/25/2022	24708	Ray Palmer Plumbing & Heating, Inc.	BT - E8 unplug toilet & A8 replace water heater	Buckingham Terrace	1,052.76
Bill	08/30/2022	6035 5178 1216	Staples Credit Plan	STMT 07/29-08/29/22 All	All	173.15
Bill	08/08/2022	TT B12	Steven L. Clark	TT B12 nstal new kitchen countertops	Truman Terrace	850.00
Bill	09/01/2022	0602873109	USA Hauling & Recycling Inc	monthly service	Buckingham Terrace	416.41
Bill	09/01/2022	0602873110	USA Hauling & Recycling Inc	monthly service	Country Ridge	416.41
Bill	09/01/2022	0602873108	USA Hauling & Recycling Inc	monthly charge	Truman Terrace	484.62
Bill	08/04/2022	1020740 07	Watertown Fire District	Service 07/15 - 08/15/2022	Truman Terrace	316.32

46,819.44



# Property Manager Update



# Watertown Housing Authority

1091 Buckingham Street  
Watertown, CT 06795

## Scope of Work

### Snowplowing and Landscaping

#### **DEFINITIONS – as used herein, terms and their definitions**

- a) Owner: Defined as Watertown Housing Authority
- b) Contractor: Defined as Snow Removal and Landscaper
- c) Manager is Propertyworx LLC, Contact Person- Lori Finke
  - a. Contact information for Lori Finke: [lori@propertyworx.com](mailto:lori@propertyworx.com) or cell 860-960-3459
- d) Start date of October 1, 2022 for a 3 year Contract.

#### **SCOPE OF WORK**

Owner seeks a good and conscientious Contractor to provide all labor, equipment, and materials to properly perform snow removal and landscaping services for all three Owner communities.

Truman Terrace - 100 Steele Brook Road, Watertown, CT  
Buckingham Terrace –935 Buckingham Street, Watertown, CT  
Country Ridge - 1091 Buckingham Street, Watertown, CT

#### **SCOPE OF WORK – SNOW REMOVAL**

The contractor shall furnish all labor, equipment and material necessary to perform the following snow removal work. All equipment utilized shall be appropriate to the task being performed, in good working condition with a sufficient number of properly trained personnel to assure work is completed in a timely manner.

Contractor will plow snow from all driveways and parking areas, spread ice-melt and shovel front walks, steps, and top porch areas to door. All snow accumulation must be removed and ice-melt should be generously applied to all driving and walking areas as needed.



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Also, to be included:

- Fire hydrants to be kept clear.
- Dumpster pathway to be cleared and gate able to open for pick-up.
- Dumpsters and Recycle bins tops to be kept clear of snow.
- NOTE: front and rear patios stoops are included.
- Gas meters at Country Ridge.
- After snow accumulation of 1 ft. or more of snow, a path must be made around the buildings at Country Ridge and Buckingham Terrace.

Contractor will begin snow removal at or before the end of snowfall.

**Major Snow-Long Term Snow Fall:** Contractor must keep access ways to parking spaces open and periodic plowing will be necessary to keep streets and driveways passable. Contractor must own equipment necessary to move heavy snow. If extra equipment is necessary for snow removal due to extreme conditions the Watertown Housing Authority will pay the hourly rate for the use of such equipment. The Contractor must keep accurate hours to perform the services needed and approval from the Executive Director.

Contractor will complete cleanup operations (plowing, shoveling, and spreading ice-melt within four (4) to eight (8) hours from start of clean-up operations.

Contractor will always keep the street entrance and main driveways open to traffic during each storm.

## Resident Interface

All accessible spaces are to be plowed.

The contractor is to help residents to clear their cars, move the cars when necessary. Clear the parking area and replace cars in their proper parking area.



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## **Miscellaneous**

Contractor will remove drifting snow and additional accumulation from snow flurries up to six (6) hours after the end of the initial snowfall at no additional charge.

The contractor must provide a means of communication during day and evening hours (i.e., radio communication, car phone message beeper, etc.)

The contractor will be responsible for any and all damage to buildings, curbs, sidewalks, lawn areas, and shrubbery caused by the machinery used to provide snow removal.

## **SCOPE OF WORK – LANDSCAPING SERVICES**

The contractor shall furnish all labor, equipment, and material necessary to perform the following landscape work. All equipment utilized shall be appropriate to the task being performed, in good working condition with a sufficient number of properly trained operators to assure work is completed in a timely manner. Where applicable, contractor's employees shall possess licenses from appropriate federal, state, and local governmental agencies. All work is to be performed in accordance with accepted trade practices and is responsible for maintaining all records required by any and all such regulations and make such record available for review at any time.

### **A. Spring Cleanup (to be completed by mid-May)**

- Removal of all leaves, sand, papers, trash, branches and winter debris from Authority planting beds, lawn, and shrubbery. Included in cleanup are front basement window wells.
- Sweep all lawn/turf areas, parking areas, roadways, sidewalks, dumpster driveways, and dumpster pads free of sand, leaves, and winter debris.
- Edging of all sidewalks.
- All debris is to be removed from Authority property and shall not be disposed of in wooded areas along housing property.





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## B. Mowing/Trimming

- Mowing and trimming of all turf areas during the growing season, after the lawn has exceeded 1 ½" in height.
- Mowing and trimming will be done weekly. Lawn height will be adjusted depending upon the conditions to prevent the lawn from burning out. Contractor shall recommend to The Authority proper lawn heights to present a uniform appearance throughout the property.
- Mowing shall be done in such a way as to minimize the tracking of clippings through the property. All planting beds, roadways, and sidewalks shall be blown free of clippings at the end of each day in which work is performed.
- The lawn shall not be cut when wet.
- There will be a minimum of five days between cuts.
- The contractor shall establish a regular weekday for mowing and shall attempt to maintain a set schedule throughout the season.
- The Authority reserves the right to cancel any weekly cutting for any reason.
- All clippings are to be removed from housing property. Clippings shall not be disposed of in wooded areas along housing property.

## C. Weeding

- Planting beds and cracks in sidewalks shall be weeded on a weekly, or as needed basis. All bushes and trees shall be kept free of weeds and vines. Chemical applications may be utilized, if appropriate. Prior to using any chemical application, the contractor shall notify the Executive Director and shall not utilize any chemical without the approval of the Executive Director.

## D. Pruning

- Trimming and pruning shall be performed on all shrubs and trees twice a year after growing season, or as needed.

## E. Mulching/Dressing of Planting Beds:

- Mulching, edging, weeding, and dressing of planting beds around all Community Buildings, Property Signs, and individual units once per year.



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## F. Fall cleanup

- Removal of all leaves from lawns, bushes, shrubs, roadways, sidewalks, planting beds, patio areas, and window wells. All leaves are to be removed from housing property and are not to be disposed of in wooded areas along housing property.
- After leaves have fallen, all gutters will be cleaned.

## G. Additional trimmings

- The fence line at Truman Terrace will be trimmed, pruned, and cleared approximately two to three feet behind the fence two times per year.
- The bank designated at Country Ridge will be sickle-mowed and cleared two times per year.
- Mow the back field at Country Ridge (1) once per year.

## GENERAL REQUIREMENTS

- a. Contractor must be able to respond to emergencies in a timely manner all days of the week and holidays.
- b. Contractor shall provide the labor, equipment, and materials necessary to perform all preparation and work in accordance with the above scope of work.
- c. Contractor shall obtain all permits necessary for this work.
- d. Contractor shall conform to all applicable laws and maintains sole liability of any breach of law or ordinance and the consequences thereof.
- e. Prior to commencing work the Contractor and Manager shall hold a project meeting to review job issues and specs.
- f. Contractor is responsible for damage he/she causes to the personal property of residents during work.
- g. Contractor to remove all debris caused as a result of each project and shall upon project completion restore site to its original condition.
- h. Contractor is responsible for all disposal costs associated with each project and should include these costs as part of their bid.



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- i. Contractor is required to notify Manager when work will be commencing and make sure that the workers on site can be contacted via cell phone.

## INSURANCE

- a. Contractor shall carry all necessary Workers Compensation Insurance.
- b. Contractor shall carry a Contractors General Liability Policy a coverage minimum of 1,000,000.00 to protect the Contractor and subcontractors against claims due to operations initiated by this contract.
- c. Contract shall carry, during the life of this contract, property damage insurance in an amount not less than \$100,000 to protect contractor and/or subcontractors from claims of property damage.
- d. In the event that Owner should be named in any litigation arising out of the operations of the Contractor, the Contractor hereby agrees to reimburse Owner for any legal cost incurred with respect to the litigation.
- e. Contractor shall supply Owner a certificate of Insurance prior to commencing work. The COI will have Watertown Housing Authority listed the additional insured.
- f. Contractor shall supply Owner with a completed W9 form.

## WORKING HOURS

- a. The Contractor is permitted to work on-site Monday through Saturday between the hours of 8 AM to 6:00 PM and on Sundays between 9:00 AM and 1:00PM with prior permission of the Manager.



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## SITE RESTRICTIONS

- a. Contractor and employees of subcontractor must wear identification gear.
- b. No heavy equipment is allowed on the property that will destroy or damage the common elements including but not limited to pavement, sidewalks, lawn, mulch beds and plantings.
- c. Contractor shall be responsible for repairing or restoring common elements damaged by Contractor or subcontractors during the duration of work including but not limited to pavement, sidewalks, lawn, mulch beds and plantings.

## INSPECTIONS

Upon completion of work, contractor shall contact manager requesting inspection and approval.

## TERMINATION CLAUSE

Owner shall retain the right to terminate this contract if Contractor fails to correct problems reported by Manager within five (5) working days or if Owner or Manager feels work is not being done in a satisfactory manner according to the Scope of Work.

## FEE

The Contract will be awarded to the lowest responsible and eligible bidder complying with the conditions of the Scope of duties, providing that the bid is reasonable, and the bidder has the skill, ability, and integrity necessary to faithfully perform the work under the terms of the contract. The Watertown Housing Authority reserves the right to accept or reject any or all bids, to waive defects in any bid, to negotiate directly with any bidder and to award the contract in the manner deemed to be in the best interests of the Watertown Housing Authority.



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**SNOWPLOWING BID**                      \$ \_\_\_\_\_

**LANDSCAPING BID**                      \$ \_\_\_\_\_

**MULCH BID**                                \$ \_\_\_\_\_

**PAYLOADER**

Per Hour                                      \$ \_\_\_\_\_

*This bid has been submitted by:*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

*This bid has been accepted by:*

\_\_\_\_\_  
Russell Antonacci, Manager  
Watertown Housing Authority

\_\_\_\_\_  
Date



# Watertown Housing Authority

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## Scope of Work

### Arborist

#### **DEFINITIONS – as used herein, terms and their definitions**

- a) Owner: Defined as Watertown Housing Authority
- b) Contractor: Defined as Arborist
- c) Manager is Propertyworx LLC, Contact Person- Lori Finke
  - a. Contact information for Lori Finke: [lori@propertyworx.com](mailto:lori@propertyworx.com) or cell 860-960-3459
- d) Start date of October 1, 2022 for a 3 year Contract.

#### **SCOPE OF WORK**

Owner seeks a good and conscientious Contractor to provide all labor, equipment, and materials to properly perform tree removal, trimming and planting services for all three Owner communities.

Truman Terrace - 100 Steele Brook Road  
Buckingham Terrace – 935 Buckingham Street  
Country Ridge - 1091 Buckingham Street

#### **ARBORIST**

To perform all requested projects directed by the Property Management Company. This will include but not limited to:

- a) Trimming and removal of trees as requested



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

## GENERAL REQUIREMENTS

- a. Contractor must be able to respond to emergencies in a timely manner all days of the week and holidays.
- b. Contractor shall provide the labor, equipment, and materials necessary to perform all preparation and work in accordance with the above scope of work.
- c. Contractor shall obtain all permits necessary for this work.
- d. Contractor shall conform to all applicable laws and maintains sole liability of any breach of law or ordinance and the consequences thereof.
- e. Prior to commencing work the Contractor and Manager shall hold a project meeting to review job issues and specs.
- f. Contractor is responsible for damage he/she causes to the personal property of residents during work.
- g. Contractor to remove all debris caused as a result of each project and shall upon project completion restore site to its original condition.
- h. Contractor is responsible for all disposal costs associated with each project and should include these costs as part of their bid.
- i. Contractor is required to notify Manager when work will be commencing and make sure that the workers on site can be contacted via cell phone.

## INSURANCE

- a. Contractor shall carry all necessary Workers Compensation Insurance.
- b. Contractor shall carry a Contractors General Liability Policy a coverage minimum of 1,000,000.00 to protect the Contractor and subcontractors against claims due to operations initiated by this contract.
- c. Contract shall carry, during the life of this contract, property damage insurance in an amount not less than \$100,000 to protect contractor and/or subcontractors from claims of property damage.
- d. In the event that Owner should be named in any litigation arising out of the operations of the Contractor, the Contractor hereby agrees to reimburse Owner for any legal cost incurred with respect to the litigation.



# Watertown Housing Authority

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Watertown, CT 06795

- e. Contractor shall supply Owner a certificate of Insurance prior to commencing work. The COI will have Watertown Housing Authority listed as additional insured.
- f. Contractor shall supply Owner with a completed W9 form.

## **WORKING HOURS**

- a. The Contractor is permitted to work on-site Monday through Saturday between the hours of 8 AM to 6:00 PM and on Sundays between 9:00 AM and 1:00PM with prior permission of the Manager.

## **SITE RESTRICTIONS**

- a. Contractor and employees of subcontractor must wear identification gear.
- b. No heavy equipment is allowed on the property that will destroy or damage the common elements including but not limited to pavement, sidewalks, lawn, mulch beds and plantings.
- c. Contractor shall be responsible for repairing or restoring common elements damaged by Contractor or subcontractors during the duration of work including but not limited to pavement, sidewalks, lawn, mulch beds and plantings.

## **INSPECTIONS**

Upon completion of work, contractor shall contact manager requesting inspection and approval.





# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

## TERMINATION CLAUSE

Owner shall retain the right to terminate this contract if Contractor fails to correct problems reported by Manager within five (5) working days or if Owner or Manager feels work is not being done in a satisfactory manner according to the Scope of Work.

## FEE

The Contract will be awarded to the lowest responsible and eligible bidder complying with the conditions of the Scope of duties, providing that the bid is reasonable, and the bidder has the skill, ability, and integrity necessary to faithfully perform the work under the terms of the contract. The Watertown Housing Authority reserves the right to accept or reject any or all bids, to waive defects in any bid, to negotiate directly with any bidder and to award the contract in the manner deemed to be in the best interests of the Watertown Housing Authority.

1. Please provide an hourly rate for routine calls during regular business hours 8 AM – 5 PM.

\$ \_\_\_\_\_

2. Please provide an hourly rate for Emergency Calls after Business Hours and/or Weekends.

\$ \_\_\_\_\_

Please include any additional charges to your hourly rate; we will not pay any extra charges, such as fuel surcharge or travel time.



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

*This bid has been submitted by:*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

*This bid has been accepted by:*

\_\_\_\_\_  
Russell Antonacci, Manager  
Watertown Housing Authority

\_\_\_\_\_  
Date



## IMPORTANT NOTICE

September 2022

Dear Residents of *Truman Terrace, Buckingham Terrace, and Country Ridge*:

Your on-site manager will be **Lori Daveluy Finke**. Her Housing Authority office hours at 1091 Buckingham Street will be 9AM to 12PM Monday – Friday. After 12PM she can be reached on her work mobile phone at 860-960-3459 or via email at [lori@propertyworx.com](mailto:lori@propertyworx.com).

If Lori cannot be reached on her work cell phone, please feel free to call the Propertyworx main number for all community issues. Our regular office hours are Monday – Friday from 9AM to 5PM. More Propertyworx information is below.

The Propertyworx, LLC Main Office is located at:  
1278 Main Street (*2<sup>nd</sup> level of the Crestwood Plaza with the H&R Block in front*)  
Watertown, CT 06795  
Main Line: 860-274-5182  
Main Fax: 860-274-5572

Warm Regards,

Lori Finke  
Property Manager  
Propertyworx LLC

Mobile (860) 960-3459 / Office (860) 274-5182 / Fax (860) 274-5572  
[lori@propertyworx.com](mailto:lori@propertyworx.com) / [www.propertyworx.com](http://www.propertyworx.com)



# Variance Requests

Watertown Housing Authority  
Variance Request

COMMUNITY: Country Ridge

Unit Number: 20 Date Submitted: 9/9/22

First Name: Carol Last Name: Lavoie

Home Phone: 860-945-0500 Cell Phone: \_\_\_\_\_

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.

Carol would like to have the cut out done to her existing tub for easier access. 1/2 of \$1000.00 bill will be paid by Carol.

Fiberglass Repairs & Master Bath is the licensed/Insured contractor who has done all of the other tub modifications for with.

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: \_\_\_\_\_



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: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/25/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Southington Insurance Center, Inc. 85 Liberty Street PO Box 550 Southington CT 06489		<b>CONTACT NAME:</b> Debbie Belanger <b>PHONE (A/C, No, Ext):</b> (860) 628-7335 <b>FAX (A/C, No):</b> (860) 621-9494 <b>E-MAIL ADDRESS:</b> debbie@southingtoninsurance.com	
<b>INSURED</b> Fiber Glass Repairs And Master Bath Remodeling LLC 209 Meriden Ave Southington CT 06489		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Ohio Security Insurance Co. NAIC # 24082 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: CL2251604146

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			BKS59311051	11/15/2021	11/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liab Exl Endt \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

WATERTOWN HOUSING AUTHORITY 1091 BUCKINGHAM ST WATERTOWN CT 06795	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Debbie Belanger</i>
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# WHA MAINTENANCE



## 24 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
08/25/22	1003	Complete	BT A-8 HW tank leaking	HIGH	Lori Finke	Michael Boyce, Unit A-8, 203-217-5753		08/30/22	08/25/22
08/29/22	1002	Complete	TT C-18 Stove burner issues	NONE	Lori Finke	Martha Nemiccola, Unit C-18, 860-274-6956		09/06/22	08/25/22
08/30/22	1008	Complete	TT C-7 Light is out in the kitchen	NONE	Lori Finke	Sofie and Stephen Besse, Unit C-7, 860-945-3098		09/01/22	08/30/22
08/31/22	1006	Complete	BT E-8 Kitchen window lock	NONE	Lori Finke	Daniel and Patricia Quatrella, Unit E-8, 203-522-3837		08/31/22	08/29/22
08/31/22	1004	Complete	BT C-8 Exhaust fan install in bathroom	MEDIUM	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		09/01/22	08/25/22
08/31/22	1005	Complete	CR 21 Tub stopper in drain is rusted	NONE	Lori Finke	Helen Gizzi, Unit 21, 860-417-6159		08/31/22	08/25/22
08/31/22	1007	Complete	TT C-1 Crank on window not working	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063		08/31/22	08/29/22
09/01/22	1009	Complete	TT C-19 Replace light shade, new po lock and broken crank	NONE	Lori Finke	Edmond Charette, Unit C-19, 203-560-8374		09/01/22	08/31/22
09/01/22	1012	Complete	TT B-5 Bathroom ceiling light out	NONE	Lori Finke	Roger Anctil, Unit B-5, 203-721-0248		09/02/22	09/01/22
09/01/22	1010	Complete	TT B-3 Stove needs new knobs.	NONE	Lori Finke	Joyce and David Perkins, Unit B-3, 959-209-4105		09/02/22	08/31/22
09/01/22	1011	Complete	CR 8 Light out slow drain	NONE	Lori Finke	Beverly Monterosso, Unit 8, 860-274-5841		09/01/22	08/31/22
09/02/22	1015	Complete	TT B-4 Blind replacement and door handle	NONE	Lori Finke	William Behr, Unit B-4, 475-323-9692		09/06/22	09/02/22
09/02/22	1013	Complete	CR 3 Toilet seat is loose	NONE	Lori Finke	Sophie Calo, Unit 3, 203-725-6490		09/02/22	09/01/22
09/02/22	1014	Complete	CR 21 Shower head	NONE	Lori Finke	Helen Gizzi, Unit 21, 860-417-6159		09/02/22	09/01/22
09/06/22	1016	Complete	TT A-5 Water Leak (Labor Day)	NONE	Lori Finke	David Reda, Unit 5, 860-274-4429		09/06/22	09/06/22
09/06/22	1018	Complete	TT C-1 Check light switch in entry of apartment.	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063		09/06/22	09/06/22
09/08/22	1019	Complete	TT C-12 Outside light out	NONE	Lori Finke	Thomas Wills, Unit C-12, 860-483-2777		09/09/22	09/08/22
09/08/22	1020	Complete	Tt B-8 Bathroom Blind is broken	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882		09/09/22	09/08/22
09/09/22	1022	Complete	TT C-15 Po Lock issue and light out in bathroom	NONE	Lori Finke	Madeline Di Stiso, Unit C-15, 203-217-0984		09/12/22	09/09/22
09/13/22	1023	Open	TT C-1 replace all four stove	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1,		09/09/22	09/09/22



			trays			203-592-6063		
09/14/22	1017	Open	TT A-5 Repair hole in kitchen wall	NONE	Lori Finke	Richard Garceau, Unit A-5, 860-274-3214	09/12/22	09/06/22
09/16/22	1021	Open	TT B-11 Add knobs to kitchen cabinets	NONE	Lori Finke	Frank Brickett, B-11, 860-483-1154	09/12/22	09/08/22
09/16/22	1024	Open	CR 27 Bathroom tub and sink are still draining slowly	NONE	Lori Finke	Carol Minicucci, Unit 27, 860-274-5026	09/12/22	09/09/22
09/16/22	1025	Open	BT C-8 Outlet not working	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST	09/12/22	09/09/22

**24 Work Orders assigned to WorxShop**

**5** Open Work Orders

**0** On Hold Work Orders

**0** In Progress Work Orders

**19** Closed Work Orders

Open Apartments as of September 12, 2022

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
Full			
Buckingham Terr.			
Full			
Truman Terrace			
5 Available			
	A-3		Painting and floor is completed. Final cleaning being perform to get ready to show.
	B-12	Showing	2 rejections week of 8/8. Still showing.
	C-6		Ready to start showing as of 9/12/22
	C-9	Resident passed away.	Full remodel needed. Painting completed balance of work is being scheduled. Flooring material due first week in October.
	C-14	Waiting for reply. Haven't heard back from possible tenant.	Showing

New Tenants since 11/1/2020			
Complex	Unit #	Condition / Necessary Work	Comment
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
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
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 Ancia	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>Transfers</b>			
Buckingham Terr.	A-1	Marza Noss relocated from A-6	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021



Buckingham Terrace - Upgrades (con't)										
	Stoves	Refrigerator	Kit. Exhfan	Bath Exhfan	Toilet	Tub	Painting	Flooring	HWH	
D7		7/1/2008								
D8		3/1/2016								
E1		7/1/2005								
E2										
E3		7/1/2009								
E4		1/1/2019							1/28/2014	
E5									10/1/2013	
E6										
E7		6/1/2022							6/9/2021	
E8									3/26/2018	

Country Ridge - Upgrades

	Stoves	Refrigerator	Kit. Exhfan	Bath Exhfan	Toilet	Tub	Painting	Flooring	HWH
1	12/1/2001	9/1/2018							
2	4/1/2001	4/1/2019							
3	4/1/2001	Res purch							
4	2/1/2001	4/1/2001							
5	4/1/2001	4/1/2017							
6	12/1/2019	12/1/2019							
7	4/1/2001	4/1/2018							
8	4/1/2001	5/1/2017							
9	4/1/2001	4/1/2017						11/24/2020	11/1/2018
10	4/1/2001	3/1/2001							
11	1/1/2001	4/1/2017							
12	4/1/2001	1/1/2008							
13	4/1/2001	6/1/2015							
14	12/1/2016	2/1/2002							
15	2/1/2022	12/1/2020							
16	4/1/2001	10/1/2014							
17	11/1/2011	7/1/2014							
18	4/1/2001	12/1/2014						4/21/2022	
19	4/1/2001	1/1/2014							
20	4/1/2001	2/1/2014							
21	6/1/2021	6/1/2021							
22	9/1/2021	7/1/2021							
23	4/1/2001	5/1/2014							
24	3/1/2020	3/1/2019							
25	2/1/2021								
26	1/1/2001	1/1/2015							
27	4/1/2001	5/1/2003							
28	3/1/2020	10/1/2014							
29	4/1/2001	10/1/2015							
30	4/1/2001	12/1/2014							







