



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

October 9, 2024





Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Wednesday, October 9, 2024

Regular Meeting – Buckingham Terrace, 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting, Country Ridge, September 11, 2024
4. Approval of bills paid in:
 - a. October 2024
5. New Business
 - a. RSC Position
6. Old Business
 - a. Door Bells
7. Property Manager's Report
 - a. Available Apartments
 - b. Work Orders
 - c. Variance Request
8. Resident Commissioner Report
9. Public Participation
10. Adjournment

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

**Meeting Wednesday, September 11, 2024
Country Ridge, 6:00 P.M.**

MINUTES

A meeting was held by the Housing Authority on Wednesday, September 11, 2024 at Country Ridge – 6:00 P.M.

Vice Chairman Dan DiVito called the meeting to order at 6:00 P.M..

1. Roll Call

Members Present:

Dan DiVito – Vice Chairman
Peter Mucciarone – Commissioner
Denise Russ – Commissioner

Absent:

Janelle Wilk – Chairwoman
Sharon Pratt – Resident Commissioner
Russell Antonacci – Manager

Others Present:

Lori Finke, On-Site Property Manager

2. Chairwoman’s Report:

Dan DiVito asked to take a moment of silence in honor of those lost on September 11th.

Dan thanked everyone for taking the moment of silence. Dan mentioned that Janelle was not able to make the meeting tonight so there is not going to be a Chairwoman’s report.

3. Approval of Minutes

a. Regular Meeting Truman Terrace, August 14, 2024

A motion was made by Denise Russ, and seconded by Peter Mucciarone to approve the Regular meeting minutes of August 14, 2024.

Discussion: none

Aye: DiVito, Russ, Mucciarone
Nay: 0
Abstain: 0

4. Approval of Bills
a. August bills

Denise Russ had two questions. The first question was regarding the Home Depot bill for \$3,075.85. Lori responded that we have started to purchase refrigerators (2) and stove (1) from Home Depot. We have been having to many issues with All Star Appliance. Refrigerators being purchase from All Star are failing shortly after the 1-year warranty has expired. Pricing from Home Depot is very close to the same price as All Star with the exception that we are now getting a 3-year warranty instead of a 1-year warranty. So going forward, as long as the appliances from Home Depot work well we will stick with purchasing from Home Depot.

The second question was regarding the request for RSC petty cash in the amount of \$176.19. Denise did not understand why there was a request for RSC money because the RSC had not started yet. Lori responded that money was still being reimbursed to residents that were purchasing snacks for the coffee hours until the new RSC starts. The \$176.19 is the difference between what is on hand in the cash box and the \$300.00 per month allowance.

Lori informed the Commission that the new RSC started on September 10, 2024

Motion was made by Denise Russ, and seconded by Pete Mucciarone to approve the August bills.

5. New Business

No New Business

6. Old Business

No Old Business

7. Property Management Report

a. Available Apartments

- a. Country Ridge: (2) apartments have been filled. CR 4 on August 1st and CR 14 on September 1st. Unfortunately, we had a death at Country Ridge and that apartment is now open
- b. Buckingham Terrace: Unfortunately, we had a death at Buckingham Terrace and that apartment is now open.
- c. Truman Terrace has (1) open apartment that is currently being updated. This will be ready to show the week of September 23rd.

b. Work Orders

- a. 27 workorders were opened between 8/14/24 - 9/9/24. (4) still open. Lori is working with Terry to use a different software to track workorders. This should be accomplished by the end of September.

8. Resident Commissioner Report:

No Report

9. Public Participation:

Deborah Manley CR 13 Spoke
Carol Minicucci CR 27 Spoke
Joyce DeMarest CR 18 Spoke
Donato Perugini CR 19 Spoke
Phyllis West BT B-7 Spoke

10. Adjournment:

A motion was made by Dan DeVito and second by Denise Russ to adjourn at 6:19 P.M.

Dan DiVito
Watertown Housing Authority



WHA PAYABLES

Watertown Housing Authority
Accounts Payable
October 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	09/24/2024	123007 092424	Ace Hardware of Watertown	monthly charges	All	286.53
Bill	09/04/2024	065447	Alarm Masters Inc	TT C-11 service call	Truman Terrace	103.00
Bill	09/13/2024	11W3-CYW4-DWQX	Amazon.com	digital voice recorded CR	Country Ridge	42.18
Bill	08/24/2024	1CJ6-YL71-PH9P	Amazon.com	security camera, sash locks CR	Country Ridge	176.49
Bill	09/22/2024	1PJH-JTFX-FH6G	Amazon.com	American flags, paper products	All	252.19
Bill	09/10/2024	i149929	American Rooter LLC	BT C8 - snake main line	Buckingham Terrace	378.50
Bill	09/12/2024	486406	Carpets Plus, Inc.	TT 20 dlue down installed	Truman Terrace	1,752.00
Bill	09/18/2024	486428	Carpets Plus, Inc.	TT A1 installed with new wall base	Truman Terrace	1,764.00
Bill	09/25/2024	486453	Carpets Plus, Inc.	CR 22 installation	Country Ridge	2,373.00
Bill	10/01/2024	519585	Complete LLC	monthly contracted services	All	6,750.00
Bill	10/02/2024	519591	Complete LLC	BT & CR - two retention ponds	Buckingham Terrace	20,880.00
Bill	09/11/2024	100771	Dumouchel Paper	supplies	All	282.29
Bill	10/01/2024	241001496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	09/04/2024	5158 636 4085	Eversource	Service 08/27/24-09/01/24	Country Ridge	2.47
Bill	09/03/2024	5139 798 3032	Eversource	Service 08/01/24-09/03/24	Truman Terrace	114.30
Bill	09/26/2024	5113 818 3082	Eversource	Service 08/28/24-09/26/24	Truman Terrace	272.53
Bill	09/26/2024	5125 298 3036	Eversource	Service 08/28/24-09/26/24	Buckingham Terrace	591.88
Bill	09/26/2024	5129 979 3026	Eversource	Service 08/28/24-09/26/24	Country Ridge	28.69
Bill	09/26/2024	5131 089 3094	Eversource	Service 08/28/24-09/26/24	Country Ridge	29.80
Bill	09/26/2024	5135 689 3081	Eversource	Service 08/28/24-09/26/24	Country Ridge	596.16
Bill	09/26/2024	5141 028 3030	Eversource	Service 08/28/24-09/26/24	Truman Terrace	46.62
Bill	09/26/2024	5141 089 3093	Eversource	Service 08/28/24-09/26/24	Country Ridge	46.41
Bill	09/26/2024	5144 889 3081	Eversource	Service 08/28/24-09/26/24	Country Ridge	30.53
Bill	09/26/2024	5151 346 4073	Eversource	Service 08/28/24-09/26/24	Truman Terrace	49.33
Bill	09/26/2024	5152 818 3080	Eversource	Service 08/28/24-09/26/24	Truman Terrace	109.44
Bill	09/26/2024	5154 889 3080	Eversource	Service 08/28/24-09/26/24	Country Ridge	27.23
Bill	09/26/2024	5155 789 3047	Eversource	Service 08/28/24-09/26/24	Country Ridge	53.65
Bill	09/26/2024	5160 799 3003	Eversource	Service 08/28/24-09/26/24	Country Ridge	40.44
Bill	09/26/2024	5161 089 3091	Eversource	Service 08/28/24-09/26/24	Country Ridge	28.69
Bill	09/26/2024	5175 889 3077	Eversource	Service 08/28/24-09/26/24	Country Ridge	63.94
Bill	09/26/2024	5179 146 4068	Eversource	Service 08/28/24-09/26/24	Country Ridge	22.18
Bill	09/26/2024	5181 389 3054	Eversource	Service 08/28/24-09/26/24	Country Ridge	42.27
Bill	09/26/2024	5190 799 3000	Eversource	Service 08/28/24-09/26/24	Country Ridge	35.68
Bill	09/26/2024	5191 018 3029	Eversource	Service 08/28/24-09/26/24	Truman Terrace	102.95
Bill	09/26/2024	5195 116 0191	Eversource	Service 08/28/24-09/26/24	Country Ridge	17.51
Bill	09/04/2024	5701 216 0016	Eversource - Gas	Service 08/27/24-09/01/24	Country Ridge	4.56
Bill	09/26/2024	5741 865 0156	Eversource - Gas	Service 08/28/24-09/26/24	Country Ridge	28.08
Bill	09/26/2024	5760 163 0056	Eversource - Gas	Service 08/28/24-09/26/24	Country Ridge	110.95
Bill	09/26/2024	5784 051 0028	Eversource - Gas	Service 08/28/24-09/26/24	Country Ridge	28.08
Bill	09/07/2024	9186 BT	Lawnkeepers LLC	Fertilization & Lime	Buckingham Terrace	758.00
Bill	09/07/2024	9185 CR	Lawnkeepers LLC	Fertilization & Lime	Country Ridge	947.00
Bill	09/07/2024	9187 TT	Lawnkeepers LLC	Fertilization & Lime	Truman Terrace	595.00
Bill	09/10/2024	07881-138731-01-1	Optimum BT	Service 09/15-10/14/24	Buckingham Terrace	246.30

10/7/2024
12:27 PM

Watertown Housing Authority
Accounts Payable
October 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	09/10/2024	07881-134130-01-9	Optimum CR	Service 09/15-10/14/24	Country Ridge	285.76
Bill	09/10/2024	07881-138730-01-3	Optimum TT	Service 09/15-10/14/24	Truman Terrace	256.30
Bill	09/19/2024	091924	Petty Cash	office supplies	All	300.00
Bill	09/03/2024	12573	Pilicy & Ryan, PC	emails and call re: care of F Servidas	All	243.75
Bill	09/23/2024	8141	PJ Electric, Inc.	CR 14 - replace 2 bad photo cells	Country Ridge	186.98
Bill	08/12/2024	8064	PJ Electric, Inc.	BT ran wire & installed outlets in community roor	Buckingham Terrace	697.37
Bill	10/02/2024	8165	PJ Electric, Inc.	TT C1-2 new pole fixture, installed wiring	Truman Terrace	225.00
Bill	10/01/2024	5174	Propertyworx LLC	Oct 2024 management services	All	6,930.00
Bill	09/03/2024	25112	Ray Palmer Plumbing & Heating, Inc.	TT A-1 bathum installation	Truman Terrace	891.54
Bill	09/10/2024	25111	Ray Palmer Plumbing & Heating, Inc.	CR 37 check hot water	Country Ridge	290.83
Bill	09/19/2024	091924	RSC - petty cash	funding for RSC activities	All	237.83
Bill	09/05/2024	TT A-1	Steven L. Clark	TT A-1 remove and replace tub & shower	Truman Terrace	4,100.00
Bill	10/01/2024	0603134780BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	10/01/2024	0603134781CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	10/01/2024	0603134779TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	502.40
Bill	09/30/2024	0603142032CR	USA Hauling & Recycling Inc	CR 20yd roll off	Country Ridge	735.00
Bill	09/24/2024	1020740 0924	Watertown Fire District	TT Service 08/15-09/16/24	Truman Terrace	319.04
Bill	09/10/2024	4127	Worxshop LLC	Aug 2024 - Maintenance & Repairs BT	Buckingham Terrace	687.50
Bill	09/10/2024	4128	Worxshop LLC	Aug 2024 - Maintenance & Repairs CR	Country Ridge	4,303.75
Bill	09/10/2024	4129	Worxshop LLC	Aug 2024 - Maintenance & Repairs TT	Truman Terrace	2,406.25
						<u><u>64,619.34</u></u>



New Business



Old Business



Property Manager Update

Open Apartments as of October 7, 2024

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
1			
	CR 22		Will be rented as of November 1, 2024
Buckingham Terr.			
1			
	E-5	Resident Passed away	Apartment is being updated
Truman Terrace			
1	A-1		Showing apartment
New Tenants since 11/1/2020			
Country Ridge			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
	32	Claire Cipriano	10/1/2021
	26	Mario Mancini	7/1/2022
	34	Louella Plaut	8/15/2022
	40	Arnold Torretta	3/1/2023
	7	Edward & Lynn Marti	3/1/2024
	4	Nancy Brooks	8/1/2024
	14	Andrea Smith	9/1/2024
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
	C-7	Menuhkisqua Benedict	3/1/2024
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
	C-7	Tony and Cathy Macelis	6/21/2024
	C-16	Martin Finley	6/10/2024
Transfers			
Buckingham Terr.	A-6 - A1	Marza Noss	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021
Truman Terr.	B-1 - C-14	Keivn Dzafer	11/1/2022
Buckingham Terr.	A- 6 - B-2	Tom St. Onge	12/15/2022
Truman Terr	B-7 - C-9	Karen Searles	1/4/2023
Truman Terr	C-16- B4	Richard Gaynor	7/1/2023

Country Ridge	CR14 - CR20	Gloria Rossi	5/5/2024
---------------	-------------	--------------	----------

WO#	Created On	Completed On	Work Order Description	Status	Location Name	Location Address
1841	10/2/2024	10/8/2024	2 kitchen lights are out.	Complete	Thomas St. Onge, B-2	Buckingham Terrace
1843	10/3/2024		Needs gasket replaced on freezer.	Open	Anthony Raimo, B-5	Truman Terracee
1918	9/13/2024		All Three Communities - Fill Bait boxes for fall	Open		
1913	9/11/2024	09/13/2024	Add grab handle at entry door to the apartment.	Complete	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	Truman Terracee
1914	9/11/2024	09/13/2024	Please replace the night light bulb.	Complete	Robin Lynn Teach, Unit C-11, 203-808-8087	Truman Terracee
1912	9/11/2024	09/13/2024	Please replace the bulb over the bathroom sink.	Complete	Robin Lynn Teach, Unit C-11, 203-808-8087	Truman Terracee
1917	9/13/2024	09/16/2024	Check back window - hard to close.	Complete	Helen Gizzi, Unit 21, 860-417-6159	Country Ridge
1915	9/11/2024	09/16/2024	Please replace the bait box located outside of CR 1.	Complete	Marian Kalpin, Unit 1, 203-525-0777	Country Ridge
1919	9/13/2024	09/16/2024	Remove old refrigerator and stove.	Complete	Watertown Housing Authority - Truman Terrace	Truman Terracee
1910	9/11/2024	09/16/2024	Fix weather strip needs fixing on bathroom window	Complete	Pat Packard, Unit E-7, 860-483-2804	Buckingham Terrace
1916	9/13/2024	09/16/2024	BT all buildings - remove weather all hanging weather striping	Complete	Watertown Housing Authority - Buckingham Terrace	Buckingham Terrace
1921	9/16/2024	09/17/2024	Dryer hose became disconnected. Please reconnect.	Complete	Watertown Housing Authority - Truman Terrace	Truman Terracee
1920	9/16/2024	09/17/2024	Check tub faucet. Dripping	Complete	Lorraine Wilson, Unit 16, 860-274-1445	Country Ridge
1922	9/17/2024	09/18/2024	Please add longer dryer vent hose to the dryer.	Complete	Watertown Housing Authority - Truman Terrace	Truman Terracee
1924	9/19/2024	09/23/2024	Replace flapper on the toilet.	Complete	3837	Buckingham Terrace
1909	9/9/2024	09/23/2024	Sweeps on both of the front and back doors need to be replaced. Light bulb in the Kitchen light needs to be replaced.	Complete	Carol Muller, Unit E-2, 475-222-7148	Buckingham Terrace
1923	9/18/2024	09/23/2024	Check the outlet where the TV is plugged in. Resident reported that the power seems to go in and out.	Complete	Antoinette Palmieri, Unit A-6, 203-695-4163	Truman Terracee
1925	9/23/2024	09/24/2024	Please see if you can repair. If not let me know so I can call the plumber.	Complete	Jeffrey S Grenier, Unit B7, 413-614-9763	Truman Terracee
1929	9/24/2024	09/25/2024	Bathroom door will not stay closed and the door doesn't lock.	Complete	Nancy Brooks Unit 4 203-525-8567	Country Ridge
1928	9/24/2024	09/25/2024	Please check the tub. If I need to call American Rooter, please let me know.	Complete	Michael Boyce, Unit A-8, 203-217-5753	Buckingham Terrace
1927	9/24/2024	09/25/2024	Replace light bulb in the bathroom.	Complete	Thomas Wills, Unit C-12, 860-483-2777	Truman Terracee
1932	9/25/2024	09/26/2024	If it isn't a reset and I need to call PJ electric let me know.	Complete	Nancy Brooks Unit 4 203-525-8567	Country Ridge
1933	9/25/2024	09/26/2024	needs a new small burner for her stove	Complete	Marian Kalpin, Unit 1, 203-525-0777	Country Ridge
1934	9/25/2024	09/26/2024	Needs a small burner replaced on her stove.	Complete	Gloria Bradshaw, Unit E-1, 860-945-3097	Country Ridge
1930	9/24/2024	09/26/2024	Please replace the bulb over the kitchen sink.	Complete	4414	Country Ridge
1936	9/27/2024	10/03/2024	Please replace the light bulb at the back door - outside light.	Complete	Irene Lucewicz, Unit 31, 203-558-1510	Country Ridge
1926	9/23/2024	10/03/2024	Fall Clean out into dumpster - Basement	Complete	Open 14	Country Ridge
1937	10/2/2024	10/07/2024	Please replace the bulb in the kitchen light.	Complete	Thomas St. Onge Unit B-2; 203-982-4426	Buckingham Terrace
1938	10/2/2024	10/07/2024	Check the kitchen sink - draining slowly.	Complete	Michele Desrosiers, Unit 24, 860-274-9934	Country Ridge

**Watertown Housing Authority
Variance Request**

COMMUNITY: BUCKINGHAM TERRACE

Unit Number: E8 Date Submitted: 09/19/2024

First Name: DAN Last Name: QUATRELLA

Home Phone: 203-522-3837 Cell Phone: S A M E

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.

PAINT BATHROOM -

WALLS, SINK CABINET AND WALLS AROUND SHOWER

20240919 -

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: D A N Q U A T R E L L A _____

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the drop box in your Community Center.

For Administrative Use Only: