



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

July 14, 2021

Regular Meeting

Property**Worx** 

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, June 9, 2021
VIA Zoom Meeting – 7:00 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

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

2. Chairwoman's Report – Acting Executive Director

Janelle Wilk: I hope everyone is staying cool and enjoying the very warm weather we are having right now. Again, I want to thank everyone for their patience and understanding with the transition that is happening. I am happy to say we now have a signed contract between PropertyWorx and the Watertown Housing Authority.

3. Approval of Minutes

a. Special Meeting VIA Zoom – April 28, 2021

A motion was made Carmine Verno, and seconded by Daniel DiVito to approve the minutes for the Special Meeting for April 28, 2021.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

- a. May 2021
- b. June 2021

Denise Russ asked about bundling Eversource to save time and paper.

Russell Antonacci, Property Manager: We can give you three lines stating this is the Eversource bill for Buckingham Terrace, Country Ridge and this is the total for Truman Terrace without giving the individual breakdown for each meter. We will always have the breakdown internally on what the meter reading is.

A motion was made Daniel DiVito, and seconded by Carmine Verno to approve bills for May 2021.

By voice vote the motion was passed unanimously

A motion was made Carmine Verno, and seconded by Sharon Pratt to approve bills for June 2021.

Denise Russ did not see the line for plumbing for the new tub in Unit A4 at Truman Terrace.

Lori Finke, Manager: It will be in the next month's bills.

By voice vote the motion was passed unanimously

5. Property Manager's Report

Russell Antonacci reported:

- a. Planning – We started the process of assessing each property consistent on what we discussed. We will be able to provide you with a detailed report next month on our findings.
- b.
 - i. Truman Terrace Exterior walk-around – performed May 12th
 - ii. Truman Terrace Interior Inspections – performed June 7th
 1. Information gathering – call to aide issue
 - iii. Next – Exterior walk-around Buckingham Terrace

Russell Antonacci, Property Manager: Mr. Antonacci noted that there is a call to aide issue specific to Truman Terrace which was abandoned. The call to aide system has switches in the back bedrooms and bathrooms, it is a switch if somebody falls the switch can be hit and an alarm system goes off on the door. I want to talk a little bit about what the Housing Authority responsibilities is in regards to the call to aide switches. The fact is the system existed and at some point in time there was an issue and instead of rectifying the issue the choice was made to abandon the system and I don't know how many years the system was abandoned. It provided a false sense of security for the residents of Truman Terrace in the sense of these switches were there and I don't know if there was any communication to the residents that the system did not work. The switches are there on the wall and if someone hit it, it would not do anything. We recently hired a contractor to go in and with a little bit of effort we reactivated the system. With that said we are going to send out a communication to the residents of Truman Terrace giving them more details about the system. But I do want to state in this meeting and it will also be communicated in a document notice to Truman Terrace that the call to aide system that is in place at Truman Terrace has recently been reactivated. It is not a substitute for lifeline service or another personal alert system that may be required for a resident's personal safety. This system is a courtesy system that the Housing Authority has in place but it is not our obligation to respond to the call to aide that would come from the switches. There is no specific entity or individual or organization that would be required to respond to these switches. It is really a courtesy and to give the residents a sense of security because if these switches are pulled the alarm does go off and people will hear it but nobody has a specific obligation to answer the system. With that said if the system is in place, it should be functioning, there is no

point in having these systems on the wall if they are not working. If you are going to abandon the system you might want to remove the switches and communicate what you are doing with the residents.

Lori Finke, Manager: When I did the internal audit today, P J Electric went through the whole thing to make sure that everything was working 100%. When I went through each individual apartment, I did both the bathroom and living room just to double check and everything was working very well. Some of the lights that were over the doors were just lights and they were not working. It also has a buzzer now, which is nice because when you are not looking for the white light with the bell at the end of the building going off. It is in a much better status right now with the newer technology.

Janelle Wilk: Thank you for following through and getting this corrected. I do have one request now that it is up and functioning. I think we should do a test at least a couple times a year to make sure that we don't have this false sense of security and that they are working.

Russell Antonacci, Property Manager: The next phase is Buckingham Terrace on the exterior walk around and I will notify in advance when that date is going to be.

- c. Vacancy Update – A tracking sheet will be supplied to the commission with ongoing vacancies to see activity and status.

Lori Finke, Manager reported:

Truman Terrace – 5 open apartments with 3 of them ready to go. With a recent passing there will be 6 open.

Buckingham Terrace – New tenants started at Buckingham on May 1st and June 1st which filled the 2 open vacancies.

Country Ridge – No vacancies.

Waiting List Update – Ninety-eight applications were filled out and 58 have been returned. I have already exhausted all of the folks that were already on the list and that was closed. Now we are moving into the new names, I have a spread sheet in the order that they have been received.

- d. Maintenance Update – A report was submitted from April 30th through June 9th with 48 work orders serviced and completed.

Denise Russ noted a lot of bathroom repairs were done.

Lori Finke, Manager: What we are finding with the shutoffs they are so rusted and, in some cases, they are afraid to shut them off. The toilets are getting very old and that is

why this is happening and, in some cases, we replace them. It is the same with the bathroom sinks as well.

Russ Antonacci, Property Manager: We will be implementing a preventive maintenance program.

1. Flagpole - Lori Finke checked back with the companies about questions asked from the past meeting.

The commission reviewed the figures and had discussions on the company's paperwork submitted.

The consensus of the commission is to go with A & A.

Lori Finke, Manager: Will contact company to see if there is a warranty

A motion was made Sharon Pratt, and seconded by Daniel DiVito I make a motion that we hire A & A to put up the flagpole.

By voice vote the motion was passed unanimously

6. Old Business

- a. Discussion on opening community building – We did open the Community Room since the middle of May with the kitchens still closed. We are asking if people can wear their masks, be socially distant and to wash hands.

Discussions with the commission members on opening the kitchens.

Sharon Pratt wanted to congratulate and thank Russ and Lori for the time they put in at Truman Terrace and the tenants do appreciate it.

The consensus of the commission to keep the kitchens closed will remain.

7. Executive Session: In at 7:46 p.m.

- a. Discussion of receipt of CHRO Complaint
- b. Discussion about contract between Resident Service Coordinator and WHA

Janelle Wilk, I move we go into Executive Session for the purpose of a discussion about CHRO complaint and a discussion about contract between Resident Service Coordinator and WHA. Attending executive session will be Dan DiVito, Carmine Verno, Denise Russ, Sharon Pratt, Russ Antonacci, Lori Finke and I, Janelle Wilk.

Time out of Executive Session 8:27 p.m.

A motion was made Carmine Verno, and seconded by Daniel DiVito I make a motion to go back into regular session.

By voice vote the motion was passed unanimously

Back into regular session 8:27 p.m.

8. Regular Session

a. Possible action to refer to WHA insurance company for defense – We will file an insurance claim for defense.

b. Possible action on contract between Resident Service Coordinator and WHA.

A motion was made Carmine Verno, and seconded by Denise Russ I make a motion to table.

By voice vote the motion was passed unanimously

9. Adjournment

A motion was made Dan DiVito, and seconded by Carmine Verno to adjourn the meeting at 8:28 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority



WHA PAYABLES

Watertown Housing Authority Accounts Payable July 2021

Type	Date	Num	Name	Memo	Class	Amount
Bill	06/24/2021	Add-ons	3J's Painting LLC	Add-ons to Country Ridge Exterior contract	Country Ridge	1,080.00
Bill	06/24/2021	Paint	3J's Painting LLC	Paint - Country Ridge Exterior	Country Ridge	962.15
Bill	06/25/2021	Bal Due	3J's Painting LLC	Balance due on contract - Country Ridge exterior	Country Ridge	13,000.00
Bill	06/04/2021	061491	Alarm Masters Inc	Alarm panel for Country Ridge	Country Ridge	3,200.00
Bill	06/11/2021	33623	AllStar Appliance Inc	Service TT C-13, New appliance TT C-13	Truman Terrace	638.00
Bill	06/14/2021	33629	AllStar Appliance Inc	Service BT - E-1 and C-6	Buckingham Terrace	458.00
Bill	06/21/2021	33654	AllStar Appliance Inc	Service CR #30	Country Ridge	149.00
Bill	05/17/2021	33518	AllStar Appliance Inc	New Appliances TT B-2 and A-8	Truman Terrace	1,098.00
Bill	06/01/2021	51167	Complete LLC	June 2021 grounds maintenance	BT, CR, TT	5,916.00
Bill	07/01/2021	51228	Complete LLC	July grounds maintenance	BT, CR, TT	5,916.00
Bill	06/08/2021	51189	Complete LLC	Pavement repairs at center island	Country Ridge	4,595.00
Bill	05/13/2021	750892	Delta Dental	6/1/2021 - 6/30/2021	BT, CR, TT	310.04
Bill	04/08/2021	744819	Delta Dental	5/1/2021 - 5/31/2021	BT, CR, TT	310.04
Bill	04/01/2021	732302	Delta Dental	02/01/2021 - 03/31/2021	BT, CR, TT	778.75
Bill	06/01/2021	210601496101	Edwards Answering Service	Service 6/1/2021 - 6/30/2021	BT, CR, TT	32.00
Bill	06/09/2021	5175 146 4082	Eversource	Service 5/26 - 6/8/2021; BT #3-5	Buckingham Terrace	15.50
Bill	06/01/2021	5139 798 3032	Eversource	Service 5/3 - 6/1/2021	Truman Terrace	103.25
Bill	06/28/2021	5127 946 4093	Eversource	Service 5/26 - 6/28/2021	Buckingham Terrace	24.50
Bill	06/28/2021	5125 298 3036	Eversource	Service 5/26 - 6/25/2021	Buckingham Terrace	477.17
Bill	06/28/2021	5160 799 3003	Eversource	Service 5/26 - 6/28/2021	Country Ridge	25.48
Bill	06/28/2021	5181 389 3054	Eversource	Service 5/26 - 6/28/2021	Country Ridge	22.83
Bill	06/28/2021	5129 979 3026	Eversource	Service 5/26 - 6/28/2021	Country Ridge	20.18
Bill	06/28/2021	5155 789 3047	Eversource	Service 5/26 - 6/28/2021	Country Ridge	33.80
Bill	06/28/2021	5144 889 3081	Eversource	Service 5/26 - 6/28/2021	Country Ridge	19.97
Bill	06/28/2021	5154 889 3080	Eversource	Service 5/26 - 6/28/2021	Country Ridge	22.61
Bill	06/28/2021	5175 889 3077	Eversource	Service 5/26 - 6/28/2021	Country Ridge	26.06
Bill	06/28/2021	5147 056 4014	Eversource	Service 5/26 - 6/28/2021	Country Ridge	29.51
Bill	06/28/2021	5131 089 3094	Eversource	Service 5/26 - 6/28/2021	Country Ridge	20.80
Bill	06/28/2021	5141 089 3093	Eversource	Service 5/26 - 6/28/2021	Country Ridge	27.70
Bill	06/28/2021	5161 089 3091	Eversource	Service 5/26 - 6/28/2021	Country Ridge	20.61
Bill	06/28/2021	5190 799 3000	Eversource	Service 5/26 - 6/28/2021	Country Ridge	23.63
Bill	06/28/2021	5135 689 3081	Eversource	Service 5/26 - 6/28/2021	Country Ridge	406.22
Bill	06/28/2021	5160 546 4056	Eversource	Service 6/17 - 6/25/2021	Truman Terrace	9.13
Bill	06/28/2021	5106 556 4007	Eversource	Service 5/26 - 6/28/2021	Truman Terrace	29.93
Bill	06/25/2021	5141 028 3030	Eversource	Service 5/26 - 6/25/2021	Truman Terrace	35.54
Bill	06/25/2021	5152 818 3080	Eversource	Service 5/26 - 6/25/2021	Truman Terrace	60.51
Bill	06/25/2021	5191 018 3029	Eversource	Service 5/26 - 6/25/2021	Truman Terrace	67.02

Watertown Housing Authority Accounts Payable

July 2021

Bill	06/25/2021	5113 818 3082	Eversource	Service 5/26 - 6/25/2021	Truman Terrace	357.84
Bill	06/25/2021	5184 246 4018	Eversource	Service 5/26 - 6/25/2021	Truman Terrace	37.20
Bill	06/25/2021	5115 336 4062	Eversource	Service 5/26 - 6/25/2021	Truman Terrace	34.95
Bill	06/25/2021	5185 156 4047	Eversource	Service 5/26 - 6/25/2021	Truman Terrace	38.88
Bill	06/25/2021	5194 056 4081	Eversource	Service 5/26 - 6/25/2021	Truman Terrace	38.30
Bill	06/25/2021	5172 826 4052	Eversource	Service 5/31 - 6/25/2021	Truman Terrace	26.92
Bill	06/28/2021	5760 163 0056	Eversource - Gas	Service 5/26 - 6/28/2021	Country Ridge	140.58
Bill	05/31/2021	Tub retro fit	Fiberglass Repair & Bath Remodeling, LLC	Tub retro fit	Buckingham Terrace	1,010.00
Bill	06/24/2021	6035 3220 0591 6832	Home Depot	STMT 06/24/2021	BT, CR, TT	2,442.28
Bill	06/07/2021	W/C Audit	Janet S Wortman CPA LLC	Worker's Comp Audit	BT, CR, TT	218.75
Bill	06/14/2021	Accounting Services	Janet S Wortman CPA LLC	Accounting Services	BT, CR, TT	593.75
Bill	06/08/2021	7230	Lawnkeepers LLC	Fertilization 5/27/2021	Country Ridge	585.00
Bill	06/08/2021	7232	Lawnkeepers LLC	Fertilization 5/27/2021	Truman Terrace	379.00
Bill	06/08/2021	7231	Lawnkeepers LLC	Fertilization 5/27/2021	Buckingham Terrace	490.00
Bill	06/10/2021	07881-138731-01-1	Optimum BT	Service 6/15 - 7/14/2021	Buckingham Terrace	179.18
Bill	06/10/2021	07881-134130-01-9	Optimum CR	Service 6/15 - 7/14/2021	Country Ridge	218.50
Bill	06/10/2021	07881-138730-01-3	Optimum TT	Service 6/15 - 7/14/2021	Truman Terrace	189.18
Bill	06/07/2021	3110	Pilicy & Ryan, PC	Legal fees 4/30/2021	BT, CR, TT	275.00
Bill	06/10/2021	5589	PJ Electric, Inc.	Electrical motor repair BT C-6	Buckingham Terrace	256.30
Bill	06/10/2021	5588	PJ Electric, Inc.	GFI plug; BT D-6	Buckingham Terrace	146.30
Bill	06/10/2021	5590	PJ Electric, Inc.	Repair of "Call to Aid"	Truman Terrace	5,607.50
Bill	06/10/2021	5608	PJ Electric, Inc.	Bell at common area building	Truman Terrace	317.60
Bill	06/17/2021	5633	PJ Electric, Inc.	TT C-2; new GFI	Truman Terrace	146.30
Bill	05/03/2021	5627	PJ Electric, Inc.	Generator repairs	Country Ridge	80.00
Bill	07/01/2021	3729	Propertyworx LLC	Management fee - July 2021	BT, CR, TT	6,600.00
Bill	06/14/2021	60033478	Stewart & Stevenson Power Products	Annual preventive maintenance - generator	Country Ridge	699.33
Bill	05/24/2021	10564318	The Hartford	W/C renewal - premium paid in full	BT, CR, TT	1,661.00
Bill	07/01/2021	0602701401	USA Hauling & Recycling Inc	July 2021 - refuse removal	Truman Terrace	404.02
Bill	06/24/2021	1020740	Watertown Fire District	Monthly water & sewer 5/17-6/15/2021	Truman Terrace	294.90
Bill	05/31/2021	2744	Western CT Area Agency on Aging, Inc.	May 2021 - RSC Services	BT, CR, TT	2,133.33
Bill	06/30/2021	2371	Worxshop LLC	March - May 2021 - Repairs and maintenance	Country Ridge	4,120.88
Bill	06/30/2021	2372	Worxshop LLC	March - May 2021 - Repairs and maintenance	Truman Terrace	8,340.75
Bill	06/30/2021	2373	Worxshop LLC	March - May 2021 - Repairs and maintenance	Buckingham Terrace	6,645.38
Bill	07/12/2021	Reimb - picnic	Lori Flinke	Reimbursement for picnic supplies	BT, CR, TT	72.09
Bill	07/12/2021	Picnic food	LaBonne's Market	Picnic food	BT & CR	1,628.00
Bill	07/12/2021	Picnic food	LaBonne's Market	Picnic food	Truman Terrace	818.00

87,191.92



Property Manager Update

1. Property Manager's Report

- a. ACH/Direct Debit of Rent becoming available
- b. Financial Audit - New Auditor proposed – David Cappelletti with Clermont & Associates, LLC. Previous auditor - Jason Geel with Maletta & Company, CPAs
- c. Community Interior/Exterior Inspections – Reserve & Budget Planning
- d. Vacancy Update
- e. Waiting List Update
- f. Variance Request Form
- g. Maintenance Update
 - i. Possible Speed Bumps at Buckingham Terrace
 - ii. Possible purchase of storage containers for Truman Terrace
 - iii. Flagpole - Complete
 - iv. Country Ridge Patching – Complete

July 12, 2021

Dear Resident –

We are pleased to announce that Watertown Housing Authority will start processing rental payments by automatic direct payment (ACH) as of **September 1, 2021**.

The ACH process will increase efficiency and accuracy and make it more convenient for you to pay your monthly rental fees.

Enclosed is an AUTHORIZATION form. This form gives the WHA the authority to withdraw your monthly rent directly from your bank account. Once completed, your rental fees will be deducted from your checking or savings account. The fees will be deducted on the 5th of each month. If the 5th of the month is a non-banking day (Saturday, Sunday, or Holiday) the payment will be deducted on the next banking day.

Once you are enrolled in the ACH process your payments will be made each month from the account you designate. If you would like to change your account information you will need to complete a new AUTHORIZATION form. Also, if you would like to stop your automatic payments, you will need to sign a CANCELLATION form. Both forms are available at the WHA office, or by e-mail: (eleanor@watertowncthousingauthority.com or lori@watertowncthousingauthority.com).

If you do not wish to enroll in the ACH process, do not complete the AUTHORIZATION form. Your rental payments can still be made at the WHA office, 1091 Buckingham Street, Watertown, CT 06795. Payments can be dropped in the mail slot or mailed to the office. Payments will no longer be accepted at Thomaston Savings Bank.

Please let us know if you have any questions on the AUTHORIZATION form, or the ACH process. You can contact Eleanor Ramirez by phone (860-274-5182) or e-mail (eleanor@watertowncthousingauthority.com).

Best regards-

Your Board of Commissioners and the Team at Property Worx

Authorization for Direct Deposit of Rental payments (ACH)

I/We, _____, HEREBY AUTHORIZE Watertown Housing Authority, Inc. or its agent, as designated by its Board of Commissioners, to electronically debit Rental Fees from my/our bank account, and, if necessary, electronically credit my/our bank account to correct erroneous debits. Payments will be debited on the 5th of each month. If the 5th of the month is a non-banking day (Saturday, Sunday or Holiday) the payment will be deducted on the next banking day. Payments will be equal to the monthly rental fee for your unit.

Checking Acct Savings Account (Select one), at the financial institution and account number as named below. I/We agree that ACH transactions authorized comply with all applicable law.

Bank Name

Bank ABA Number (9 digit routing number)

Account Number

If the above account is a checking account, please attach a copy of a void check.

I/We understand that this authorization will remain in force and effect until I/we notify Watertown Housing Authority, Inc., 1091 Buckingham Street, Watertown, CT 06795, in writing or e-mail that I/we wish to revoke this authorization. I/We understand that Watertown Housing Authority requires at least 10 days prior notice to cancel this authorization.

Signature

Date

Printed Name

Unit #

CLERMONT

ACCOUNTANTS • ADVISORS

Clermont & Associates, LLC
16 Waterbury Road
Prospect CT 06712

Main: 203-758-6658
Fax: 203-758-6758

clermontaccounting.com

June 11, 2021

Watertown Housing Authority
1091 Buckingham Street
Watertown CT 06795

Directors:

I would like to thank you for the opportunity to work with you and your Organization. It was a pleasure to speak with your management company and I am excited to work with the Watertown Housing Authority.

Clermont and Associates, LLC is an accounting firm specializing in attestation services, taxation and business consulting.

We currently provide services to a wide range of clients including individuals, small businesses, nonprofit organizations, as well as Connecticut municipalities. We comply with the Federal Government Auditing Standards "yellow book" for attestation services, which require additional education and oversight on all our attestation services.

Our yellow book (government) audits in 2020 were as follows:

- Town of Hamden, Connecticut*
- City of Shelton, Connecticut*
- Town of Litchfield, Connecticut*
- Town of Morris, Connecticut
- Town of Prospect, Connecticut
- East Haven Housing Authority*
- Watertown Fire District (Municipal Utility)
- The Borough of Litchfield, Litchfield CT
- Borough of Bantam, Bantam CT
- Valley Transit District, Derby CT
- West Shore Fire District, West Haven CT
- Area Cooperative Educational Services (ACES)

*Include U.S. Department of Housing and Urban Development programs

We also provide a number of attestation services (audit, review, or compilation of financial statements) to small businesses and other nonprofits. This list may be provided upon request.

A summary of my work experience and education is as follows:

Education: University of Massachusetts, Bachelor of Arts in Mathematics
University of New Haven, Bachelor of Science in Accounting

License: Certified Public Accountant, license number 13054

Experience: 1996-2015 Levitsky & Berney, P.C. (Audit Supervisor)
2015-present Clermont & Associates, LLC (Managing Member)

The majority of my services include attestation and business consulting services to small businesses, governmental and nonprofit agencies with a heavy concentration in the healthcare industry and government organizations. The attestation services include audits, reviews and compilation of government agencies and of small businesses and nonprofits. Most of the consulting services include mergers and acquisitions, due diligence reporting, startup companies, small business operations and financing. I also have significant experience in litigation support and taxation of individuals and small businesses.

Again, I would like to thank you for this opportunity and look forward to working with you and the Watertown Housing Authority.



David Cappelletti, C.P.A.

CLERMONT & ASSOCIATES, LLC

Results for the Walk Around at Buckingham Terrace (June 23, 2021)

This walk was a general inspection of the outside at Buckingham Terrace.

Area/Topic	Findings	Action to be taken by	Complete
Windows	Seals need to be replaced. Fogging and black mold	Vendor	
Bait Traps	Check to see if we have a contract with Enviro or Mil	Lori	
Sidewalks	Walk the entire property - repair all cracks and broken pieces.	Lori/Rick	
	Edge all sidewalks including sidewalk from the road.	Complete (All Communities)	
	Sawcut and repair 5 sections in front of E3	Lori/Price from Dave Pope and work Complete	
	Trim the bushes to the right side - at entrance along town sidewalk.	Complete	
Parking Lot	Catch Basin needs to be repointed, cut and patch	Lori/Price from Dave Pope and work Complete	
	Get a price to crack seal	Lori	
	Get a price to put concrete in front of the dumpsters (front and back). Concrete to be height of the asphalt not the existing pad.	Lori/Dave Pope	
	Price to line strip and number the spaces	Lori/Dave Pope	
Agenda	Put on the agenda that we would like to add speed bumps in two areas at Buckingham Terrace	Ask Janelle to add	
Weeding	Complete needs to Weed.		
Bushes	Remove the bushes in front of the CC by AC unit.	Call Complete	
Trees	Find out property line behind the D building	If on WHA property - Call Good Old Boys for price	
	Get a price to grind the tree stumps on the property.	Good Old Boys	
Fence	Fence between BT and CR behind neighbors home.	Find a fence company to give a price. Composite mat'l	
General			
	Paint Fire Hydrants		
	Order signs for "No Smoking or Vaping on Property"		

Results for the Walk Around at Truman Terrace (May 12, 2021)

This walk was a general inspection of the outside at Truman Terrace.

Area/Topic	Findings	Action to be taken	Complete
	Pull Scholar Painting file for Janelle		X
	Pull Eastwood Fine Finishing file for Janelle		
Roofs	Good shape. They have been replaced.		
Gutters	Clean inside but guards have debris on them.	Check to see if Complete is responsible for cleaning gutters.	
Sidewalks	Top and bottom - good shape. (1) section between two blgs needs to be repaired.	Work order to skim coat this section of the sidewalk.	
Fence	Circle at the bottom. Two broken pieces of fence.	Pictures to be sent to Complete to replace the two broken sections of fence.	
Railings	Good shape.		
Ramps	Cosmetic repairs needed on the ramps @ A3/A4; C1/C2.	On a repair list	
	B1/B2 filler is breaking away between the ramp and sidewalk.	On a repair list	
Balconys	Concrete on the balconies for Bldg A/B were never sealed.	Need to contact Eastwood Fine Finishes.	
Trees	Would like a price to remove the tree in the circle - upper lot. Remove two stumps (1) along walkway; (1) Lower section in front of building.	Lori to get pricing from Good Old Boys.	
Driveway/PK LT	Lower lot has a dip that needs to be looked at. In front of B10 - B11	Possibly have the area repaired. (Darby)	
	Lower roadway is in need of repair. Possible reclaim and pave.	Get a price for budget.	
	Crack Seal; Sealcoat; Paint Lines	Get pricing for each	
	Crack Seal and Paint Lines	Get a price to do both	
Grounds	Clean up the boards of debris, brush and over grown areas. Cut down the Bamboo	Get a price to perform these duties once we know the property lines.	
Caps for posts	Find caps to put on the posts through out the parking areas. Stain the posts.	Look for caps and then do a work order to have the post stained.	

Area/Topic	Findings	Action to be taken	Complete
General			
Property Lines	We need to find out what the property lines are.	Janelle has reached out to the town for this information.	
Alarm System	Call Alarm Masters and find out why the wires were cut instead of fixing the problem. If Alarm Masters is not going to fix the problem I will get (3) sealed bids to have the alarm system repaired.	See if I can find a file on the alarm system. What would it cost to get this going? TBD	
Air Handlers	Located in the hallways. Need to be cleaned and checked out. They haven't been used in a few years.	Will have to find contractor to do this.	
Sewer	Preventive maintenance needed for all sewer lines.	Schedule American Router to snake that sewer lines for the 40 apartments and the community center.	
Small catch basin	Preventive maintenance needed to clean all of the smaller catch basins on the property.	Schedule American Router to clean the leaves and debris from the smaller catch basins.	
Attics	Inspection of all attics	Attics should be inspected for insulation and status or existing wires/cables. Make sure there are not any rodents accessing these areas.	
Variance Request	Introduce Variance Requests to residence. This should be filled out for any requests that will need to be considered by the Commission.	Create the Variance Report for WHA and let Residents know that they will need to fill out their request to be brought to the Commission for approval.	
Blank Plates	Suggested to put blank plates over the "Call to Aide pull switches"	Work order to cover the Pull strings until they are actually working. We do not want people to be miss led that if they pull the string for help - someone will come.	
T-Stats	New T-stats are needed for all apartments	This should be added to the To Do List.	
Electrical Panels	Suggested to clean up and paint the electrical panels a Battle Ship Gray	Work order to be cut to paint the panels.	
Containers	Added to the Agenda will be the discussion for outdoor containers to hold gardening tools, shovels etc.	Janelle will add this to the next meetings agenda.	

Summary of work needed at Truman Terrace per Inspection on 6/7/2020

Old Flooring that should be replaced.	A1 B1 C2 C7 C20
Call to Aide switches to correct button	A1 A2 A3 A4 A6 A7 A8 A8 B2 B3 B4 B5 B6 B7 B8 B9 B11 B12
2 to be replaced in each apartment	C3 C4 C5 C6 C7 C8 C10 C11 C13 C14 C16 C17 C18 C19
Call to Aide switches to correct button	
Singles one new one old already	B10 A4
T-stats old need to be replaced.	A1 A2 A3 A4 A6 A7 A8 B2 B5 B6 B7 B8 B9 B11 B12 C1 C2 C6
2 each apartment	C9 C10 C11 C14 C16 C19
T-stats old need to be replaced.	
3 each apartment	B3 B4 C3 C4 C7 C8 C13 C14 C17 C18
Toilet and seat cover need to be repl.	A1 A7 A8 B3
New tank cover needed	C12 C5
New toilet seat needed	B2 Needs flapper replaced. C3 C6
Lighting	
Light over toilet needs replacing	A5
Light over kitchen sink need repl.	C12
New bulbs in bathroom ceiling light and over sink	C17
Replace range hood/light	B2 C5
Tub/Bathroom sink	
Caulk bathroom sink	B11 C2 C3
Kitchen Knobs cabinets and drawers	A3 A4 A5 B8 B12 C6 C7 C12
Kitchen counter needs new caulk	A4 B8 B9 C2 C3 C6

Medicine/light combo replacement	A5 B10 C14 C19 C12
Sink/Vanity Combo	B6
Entry door handle need replacing.	C3 Commercial grade
Misc items	B3
Bedroom Blind need to be replaced	
New trays for stove top	
Kitchen Dbl cabinet -shelf weak repl	
Kitchen window crank is broken	
Bathroom towel holder replace	
Clean kitchen light over the sink	C10
Main light in the kitchen needs repl.	C10
Large Stove burner needs replacement	C-15
Repaint hatch over the refrigerator	C19
New stove will be needed by fall	C10
New 10 year smoke detectors will be installed in all 40 units. Already purchased and Rick has a work order.	ALL

Open Apartments as of July 2021

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
	32	Will be available/process of moving out.	Resident is going to stay at Conv. Home
Buckingham Terr.			
1 Available			
	A-6	Ready for occupancy	Need the right tenant do to situation A7
Truman Terrace			
6 Available			
	A-8	Ready for occupancy	
	B-2	Ready for occupancy	
	B-5	Ready for occupancy	New tenant starting August 1
	C-5	Will be ready by August 1 to rent	
	C-19	Cleaning needed to have ready to show	
		Due to a resent death this apartment will be available. Review for work to be done after family finishes cleaning out the belongings.	Full makeover needed
	B-1		
	C-1	Resident is in the process of moving out.	Will need to go through the apartment once empty to see what work needs to be done.
New Tenants since 11/1/2020			
Country Ridge			
	31	Irene Luewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
Buckingham Terr			
	A-1	Marza Noss relocated from A-6	12/12/2020
	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

Truman Terr.				
	C-13	Judith Wrogg	12/1/2020	
	C-11	Robin Lynn Teach	4/1/2021	
	C-17	Francis Membrino	4/1/2021	

Watertown Housing Authority
Variance Request

COMMUNITY: _____

Unit Number: _____ Date Submitted: _____

First Name: _____ Last Name: _____

Home Phone: _____ 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.

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.

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: _____



WHA MAINTENANCE

Highlights

- 59 Assigned work orders since 6/09/21
- 51 Assigned work orders have been completed and closed
- 1 Assigned work order is in progress
- 7 Assigned work orders remain open



59 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
06/11/2021	429	Complete	TT C-18 Toilet handle is falling off, lights flickering	HIGH		Martha Nemiccola, Unit C-18, 860-274-6956		06/11/2021	06/10/2021
06/11/2021	432	Complete	B-3 Closet light isn't working.	NONE	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)		06/11/2021	06/10/2021
06/11/2021	433	Complete	CR 35 Toilet handle is falling off	HIGH	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274		06/11/2021	06/10/2021
06/14/2021	435	Complete	BT D-4 Closet light is flickering	LOW	Lori Finke	Dolores Pescetelli, Unit D-4, 860-274-5992		06/11/2021	06/11/2021
06/15/2021	439	Complete	CR 7 Gutters are full	HIGH	Lori Finke	James Walters, Unit 7, 860-274-5383		06/17/2021	06/14/2021
06/15/2021	430	Complete	BT C-8 Bathroom sink drain is draining slowly.	MEDIUM	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		06/11/2021	06/10/2021
06/15/2021	440	Complete	TT C-5 Bathroom light is out	NONE	Lori Finke	Richard Garceau, Unit A-5, 860-274-3214		06/17/2021	06/14/2021
06/16/2021	431	Complete	BT - D-1 Stove trays	LOW	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821		06/11/2021	06/10/2021
06/16/2021	434	Complete	CR 36 Door sticks	LOW		Paula Grenier, Unit 36, 772-342-2177		06/11/2021	06/10/2021
06/17/2021	442	Complete	BT D-6 Door handle fell off of the screen door	HIGH	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356		06/21/2021	06/17/2021
06/17/2021	443	Complete	BT E-1 Blind is stuck	LOW	Lori Finke	Gloria Bradshaw, Unit E-1, 860-945-3097		06/17/2021	06/17/2021
06/17/2021	444	Complete	CR 19 Screen door handle is falling off	MEDIUM	Lori Finke	Donata Perugini, Unit 19, 860-274-6604		06/17/2021	06/17/2021
06/18/2021	437	Complete	CR 31 Bathroom Vanity and Kitchen Knobs	MEDIUM	Lori Finke	Irene Lucewicz, Unit 31, 203-558-1510		06/25/2021	06/14/2021
06/18/2021	436	Complete	CR 25 List of items	NONE	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212		06/17/2021	06/11/2021
06/18/2021	445	Complete	BT A-1 Gutter and downspout are clogged.	HIGH	Lori Finke	Marzia Noss, Unit A-1, 203-217-3942		06/21/2021	06/17/2021
06/18/2021	446	Complete	CR Between 17 and 19 Water pipe	HIGH	Lori Finke	Watertown Housing Authority - Country Ridge		06/21/2021	06/17/2021
06/21/2021	447	Complete	CR 31 Screen door handle falling off	HIGH	Lori Finke	Irene Lucewicz, Unit 31, 203-558-1510		06/21/2021	06/21/2021
06/21/2021	448	Complete	CR 11 Replace knob on shower faucet.	HIGH	Lori Finke	Norma Kennedy, Unit 11, 860-484-4812		07/08/2021	06/21/2021
06/22/2021	453	Complete	TT B3 Air	HIGH	Lori Finke	Joyce and David Perkins, Unit B-3,		06/25/2021	06/22/2021

conditioner

959-209-4105

06/22/2021 449	Complete	BT C-8 Bathroom Faucet clogged	MEDIUM	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST	06/23/2021	06/21/2021
06/23/2021 455	Complete	TT C-9 Water from the refrigerator	HIGH	Lori Finke	John Rock, Unit C-9, 203-560-7709 (ENTER ANYTIME)	06/25/2021	06/23/2021
06/23/2021 450	Complete	CR 33 New toilet seat and kitchen knobs	LOW		Sadie Carrah, Unit 33, 860-274-0028	06/23/2021	06/21/2021
06/24/2021 451	Complete	BT E-7 Bathroom Window crank broke	MEDIUM	Lori Finke	Pat Packard, Unit E-7, 860-483-2804	06/22/2021	06/22/2021
06/24/2021 458	Complete	CR 24 building Flashing falling off	HIGH	Lori Finke	Watertown Housing Authority -Country Ridge	06/24/2021	06/24/2021
06/24/2021 459	Complete	BT sidewalk in front of E1	HIGH	Lori Finke	Watertown Housing Authority -Buckingham Terrace	06/24/2021	06/24/2021
06/25/2021 452	Complete	CR 21 Back screen door is broken and will not stay closed.	MEDIUM	Lori Finke	Helen Gizzi, Unit 21, 860-417-6159	06/25/2021	06/22/2021
06/25/2021 438	Complete	CR 24 New lock needed	NONE	Lori Finke	Watertown Housing Authority -Country Ridge	06/17/2021	06/14/2021
06/25/2021 463	Complete	TT C-7 Toilet Handle broke off	HIGH	Lori Finke	Sofie and Stephen Besse, Unit C-7, 860-945-3098	06/25/2021	06/25/2021
06/25/2021 457	Complete	BT E-7 Stove Bumer broke	LOW	Lori Finke	Pat Packard, Unit E-7, 860-483-2804	06/24/2021	06/24/2021
06/25/2021 454	Complete	CR 25 Blinds need replacing	LOW	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212	07/13/2021	06/22/2021
06/28/2021 456	Complete	CR 29 Replace back screen door	NONE	Lori Finke	Susan Dubay, Unit 29, 860-417-9259	07/01/2021	06/24/2021
06/29/2021 464	Open	C-5 Truman Terrace final touch up for tenant	HIGH	Lori Finke	Unit C-5- Currently Empty- Awaiting New Tenant	06/25/2021	06/25/2021
07/01/2021 467	Complete	TT B-8 Broken blind	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882	07/09/2021	06/30/2021
07/01/2021 468	Complete	BT C-3 Ant issue inside the apartment	HIGH	Lori Finke	Joan McAvoy, Unit C-3, 860-945-9540	07/01/2021	07/01/2021
07/01/2021 465	Complete	BT E-7 Faucet in bathroom is leaking	HIGH	Lori Finke	Pat Packard, Unit E-7, 860-483-2804	07/13/2021	06/29/2021
07/01/2021 466	Complete	TT C-2 Light bulb in the kitchen needs to be replaced.	MEDIUM	Lori Finke	Francis Servidas, Unit C-2, 860-945-8010	07/08/2021	06/29/2021
07/02/2021 470	Complete	BT E-8 Leaking Bathroom sink	HIGH	Lori Finke	Daniel and Patricia Quatrela, Unit E-8, 203-522-3837	07/06/2021	07/02/2021
07/02/2021 460	Complete	TT all apartments Smoke Detectors	MEDIUM	Lori Finke	Watertown Housing Authority -Truman Terrace	07/13/2021	06/24/2021
07/02/2021 469	Complete	BT D-6 Bifold door will not shut	NONE	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356	07/09/2021	07/01/2021
07/06/2021 471	Complete	E8 Black mold in toilet tank	HIGH	Lori Finke	Daniel and Patricia Quatrela, Unit E-8, 203-522-3837	07/07/2021	07/06/2021

Teresa Hunt, Unit

07/06/2021 472	Complete	CR 35 Ants	MEDIUM	Lori Finke	35, 203-945-9274	07/09/2021	07/06/2021
07/06/2021 473	Complete	CR 36 Broken handle on the toilet	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177	07/06/2021	07/06/2021
07/06/2021 474	Complete	BT A7 Flapper and handle on the toilet need replacing	HIGH	Lori Finke	Sharyn Sovia, Unit A-7, 860-417-2963	07/07/2021	07/06/2021
07/08/2021 480	Complete	CR 19 Gutter is full of debris	HIGH	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212	07/09/2021	07/08/2021
07/08/2021 481	Complete	CR 25 Gutter is full of debris	HIGH	Lori Finke	Donata Perugini, Unit 19, 860-274-6604	07/09/2021	07/08/2021
07/08/2021 483	Complete	BT C-2 Cracked Toilet Tank	HIGH	Lori Finke	Margret Hilman, Unit C-2, 959-209-4702 (ENTER ANYTIME)	07/08/2021	07/08/2021
07/08/2021 479	Open	CR 8 Large Picture is falling off of the wall	HIGH	Lori Finke	Beverly Monterosso, Unit 8, 860-274-5841	07/07/2021	07/07/2021
07/09/2021 475	Complete	CR 33 Kitchen overhead light is out.	MEDIUM	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028	07/09/2021	07/07/2021
07/09/2021 476	Complete	CR 39 Bathroom faucet problems	NONE	Lori Finke	Georgianna Duval, Unit 39, 860-417-2893	07/09/2021	07/07/2021
07/09/2021 477	Complete	BT E-7 Bathroom Faucet	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804	07/08/2021	07/07/2021
07/09/2021 478	Complete	CR 14 Bugs and more bugs	NONE	Lori Finke	Gloria Rossi, Unit 14, 860-921-7619	07/09/2021	07/07/2021
07/12/2021 484	Open	TT Outside A-2	HIGH	Lori Finke	Watertown Housing Authority - Truman Terrace	07/12/2021	07/12/2021
07/12/2021 485	Open	CR-39 Door will not lock.	HIGH	Lori Finke	Georgianna Duval, Unit 39, 860-417-2893	07/12/2021	07/12/2021
07/12/2021 486	Complete	TT B-11 Door knob fell off of the door	HIGH	Lori Finke	Frank Brickett, B-11, 860-483-1154	07/13/2021	07/12/2021
07/12/2021 482	Complete	BT D-1 Kitchen light needs to be replaced	MEDIUM	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821	07/09/2021	07/08/2021
07/15/2021 487	Open	TT C-18 Slow draining sink and tub	MEDIUM	Lori Finke	Martha Nemiccola, Unit C-18, 860-274-6956	07/12/2021	07/12/2021
07/16/2021 461	Open	CR sidewalk repairs	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	06/24/2021	06/24/2021
07/19/2021 488	Open	TT C-9 Hole in the Kitchen Wall	LOW	Lori Finke	John Rock, Unit C-9, 203-560-7709 (ENTER ANYTIME)	07/12/2021	07/12/2021
07/23/2021 462	In Progress	CR 28 Screen door is in bad shape	LOW	Lori Finke	Judy Thibeau, Unit 28, 860-483-1976	07/13/2021	06/25/2021

Buckingham Terrace has a speeding problem.

We would like to install speed bumps @ 2 locations to slow cars down.



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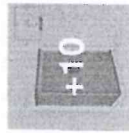


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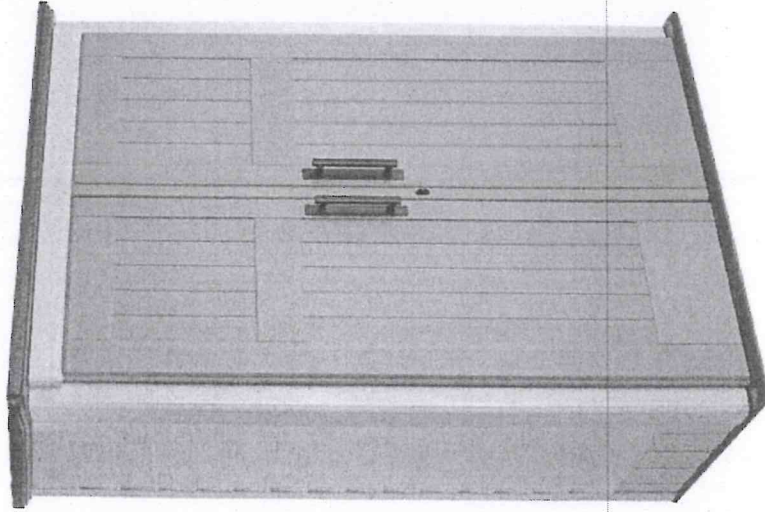
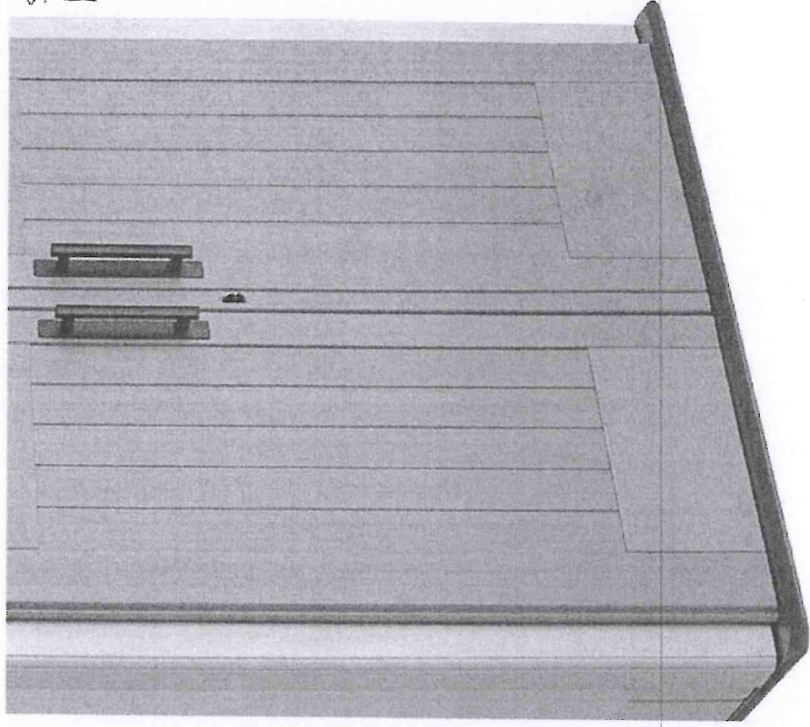
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Internet #204721844 Model #1887156 UPC Code #071691479574 Store SKU #1000027712



Truman Terrace

We would like to purchase two storage bins. These would be shared to store shovel, lawn tools etc.



Hover Image to Zoom

Top Rated

Big Max 2 ft. 6 in. x 4 ft. 3 in. Large Vertical Resin Storage Shed

Save to List