

Oxford Housing Authority
Board Meeting
October 24, 2014

Call to order: The meeting held at Crestview Ridge, 100 Stakum Circle in the Conference room on the lower floor, was called to order at 2pm, by William Burns, Chairman, prior to the pledge of allegiance.

Attendance: Present: Commissioners William Burns, Elaine Barrett, Peter Aiksnoras, and Robert Peck. Also present were David Keyser, Executive Director, Donna Lane, Property Manager and Donald Smith Jr., Consulting Engineer.

Additions to the Agenda: Chairman Burns then asked if there were any additions to the agenda.

Minutes: Hearing none, Chairman Burns introduced the previous meeting's minutes of September 26, 2014. A motion was made by Commissioner Barrett, and seconded by Commissioner O'Connell to accept the minutes of the September 26, 2014 meeting. Discussion followed and Donna Lane asked that two motions, related to grants that were not recorded be corrected. A discussion also followed concerning inaccuracies on the Town of Oxford's web site in reference to where Oxford Housing Authority meetings are held and the Commissioners listed. Chairman Burns acknowledged the motion and its second asked for all those in favor of approving the minutes as corrected to signify by voting aye. Voting aye were Commissioners Aiksnoras, Barrett, Burns, O'Connell and Peck. Chairman Burns declared the motion passed 5-0 and the minutes accepted as corrected.

Audience: Tenants: Virginia Sobolisky B29 and Muriel Sabetta A6. Ms. Sobolisky read a letter to the board, regarding the scheduled removal of hedges around the building. She also gave some pictures to the Chairman. A discussion followed, after which, the general consensus was to revisit this matter in the spring.

Correspondence: Donna Lane, Property Manager/Bookkeeper presented all pertinent correspondence. She mentioned that she received a letter from NRG Electric regarding a rate increase. She informed the Commission that the NRG Electric contract is a month to month contract. The Board's consensus is to seek better rates and a longer term contract. She will be looking for another provider. She also received a letter from Northeast Lightening, who have not been able to reschedule a visit. She will keep the board up to date on both matters.

Treasurer: Commissioner Aiksnoras, Treasurer, gave his report summarized as follows:

Operating Cash: \$189,316.57
Stiff Account: \$199,269.86

Petty Cash: \$100.00
Total: \$388,686.43

Commissioner Barrett motioned to accept the Treasurer's report and bills listing (see Exhibit I) as presented. Commissioner O'Connell seconded the motion. Chairman Burns acknowledged the motion and its second asked for all those in favor of approving the Treasurer's report as presented to signify by voting aye. Voting aye were Commissioners Aiksnoras, Barrett, Burns, O'Connell and Peck. Chairman Burns declared the motion passed 5-0.

Treasurer Aiksnoras introduced the first unaudited quarterly Financial Report to CHFA . Commissioner Peck made a motion to accept the Quarterly Financial Report as presented and to authorize Management to submit it to the Asset Manager in a timely manner. Commissioner Barrett seconded the motion. Chairman Burns acknowledged the motion and its second asked for all those in favor of approving the first quarter financial report as presented to signify by voting aye. Voting aye were Commissioners Aiksnoras, Barrett, Burns, O'Connell and Peck. Chairman Burns declared the motion passed 5-0 Motion passed 5-0.

Management/Budget report: Chairman Burns introduced the Management/Budget report. Donna Lane, Property Manger/Bookkeeper reported on the General Ledger and Receipt Register. This included bills for the audit, the RAP, and the RSC.

Old Business: Chairman Burns introduced Old Business and opened the floor to comments from the Consulting Engineer. Donald Smith, Jr., Consulting Engineer reported on the progress of the pedestrian bridges, Governor Mallow's first year \$30m renovations, and lighting. He also discussed, explained and recommended that the Commission approve the change order proposals, numbers 7,8,9,10,11,12,13,14 in the amount of \$43,931.00 with an addition of 42 days to complete relative to the construction contract with Radovich Builders as presented in the letter from Silver/Petrucelli, Architects (See Exhibit II).

After further brief discussion, Commissioner Aiksnoras made a motion to approve the change order proposals, numbers 7,8,9,10,11,12,13,14 to the construction contract with Radovich Builders in the total amount of \$49,931.00 and an extension to the contract completion of 42 days as presented by Silver/Petrucelli Architects and recommended by Donald Smith, Jr., Consulting Engineer. Commissioner Barrett seconded the motion. Discussion followed and Chairman Burns asked management if there was enough funds in the rehabilitation budget to accommodate this significant change order proposal. Donna Lane, Property Manger/Bookkeeper responded that there is sufficient contingency in the budget to accommodate this change order. Chairman Burns acknowledged the motion and its second asked for all those in favor of approving the change order as presented to signify by voting aye. Voting aye were Commissioners Aiksnoras, Barrett, Burns, O'Connell and Peck.

Chairman Burns declared the motion passed 5-0.

A letter from Kathleen O'Neil relative to her update/report on the rehabilitation project was read by Ms. Lane. A brief discussion followed.

Chairperson Burns reported that Mr. Fred Stanek Attorney is still contemplating whether or not his firm will be doing the board's legal work. Negotiations continue.

Commissioner Barrett read a letter from the Oxford Housing's Tenants Association, requesting a \$50 a month stipend for their use in planning and holding events. There was a lengthy discussion on this matter, with Commissioner Peck questioning its relevance relating to Connecticut housing regulations. A motion had been made by Commissioner Aiksnoras, and was on the table during the ensuing discussion, to give the Tenants Association the \$50 a month, \$600 a year stipend. It had been seconded by Chairman Burns. After the discussion, Chairman Aiksnoras moved to amend his motion to pay the Tenant Association \$300 (\$25.00 a month) for 2014 and to pay up to \$25 a month for 2015 with the expectation that a match dollar for dollar by the Tenant Association up to \$300.00 for 2015 with the stipulation that the Board of Commissioner review the current Tenant association's treasurer's report. Chairman Burns acknowledged the motion and its second asked for all those in favor of approving the change to the motion as presented to signify by voting aye. Voting aye were Commissioners Aiksnoras and Burns. Chairman Burns asked all those opposed to vote Nay. Commissioner Peck voted Nay. Commissioners Barrett and O'Connell abstained from voting to avoid a conflict of interest. Chairman Burns declared the motion passed 2-1.

Also under new business, Donna Lane, Property Manager/Bookkeeper reported that there was nothing new regarding the expansion of Crestview and no further news regarding the Twin Brooks project.

New Business: There was no new business.

Adjournment: Hearing no New Business, Chairman Burns entertained a motion to adjourn. At 3:17 pm, Commission Aiksnoras motioned to adjourn the October 24, 2014 regular meeting. Chairman Burns seconded the motion. Chairman Burns acknowledged the motion and its second asked for all those in favor of approving the motion to adjourn signify by voting aye. Voting aye were Commissioners Aiksnoras, Barrett, Burns, O'Connell and Peck. Chairman Burns declared the motion passed 5-0. The meeting adjourned at 3:17pm.

Respectfully submitted,

Bonnie Chevarella

Bonnie Chevarella, Clerk

14 OCT 28 PM 2:41
TOWN CLERK
TOWN OF OXFORD, CT
Bonnie Chevarella

Oxford Housing Authority
Vendor Accounting Cash Payment/Receipt Register
CT State Elderly

Exhibit 1

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: September 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Ion Bank - Development, Bank Account: 1102, GL Account: 1102

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
1010	09/10/2014	CHK	Langan Engineering & Environmental	Phase I	\$3,200.00
1011	09/11/2014	CHK	Housing Development Team, LLC	champ V application	\$12,060.00
1012	09/11/2014	CHK	Vimini Associates	appraisal services	\$2,500.00
Total Payments:					\$17,760.00

Bank: Ion Bank-Renovation, Bank Account: 1101, GL Account: 1101

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
1030	09/10/2014	CHK	Donald Smith JR., PE	Clerk services for July	\$4,730.00
1031	09/10/2014	CHK	K. O'neil & Associate, LLC	administrator	\$3,625.00
1032	09/10/2014	CHK	Langan Engineering & Environmental	reimburse retainage held in error	\$380.25
1033	09/10/2014	CHK	Radovich Builders LLP	Contractor Requisition 8	\$173,373.10
1034	09/10/2014	CHK	Silver Petrucelli & Associates, Inc.	Architect services July	\$595.00
Total Payments:					\$182,703.35

Bank: Oxford Bank, Bank Account: 1000, GL Account: 1100

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
9322	09/02/2014	CHK	Cash	replenish petty cash	\$112.58
9323	09/16/2014	CHK	AT&T	acct 203 881-9555 141	\$116.53
9324	09/16/2014	CHK	comcast	acct 8773 40 215 0141857	\$79.90
9325	09/16/2014	CHK	Comcast	acct 8773 40 215 0015754	\$669.77
9326	09/16/2014	CHK	Connecticut Light & Power	acct 51178593018 bldg. E	\$33.74
9327	09/16/2014	CHK	Connecticut Light & Power	acct 51673693024 bldg. C	\$601.63
9328	09/16/2014	CHK	Connecticut Light & Power	acct 51023793078 bldg. B	\$56.37
9329	09/16/2014	CHK	Connecticut Light & Power	acct 51789793007 bldg. A	\$63.10
9330	09/16/2014	CHK	Connecticut Light & Power	acct 51817693054 bldg. D	\$55.61
9331	09/16/2014	CHK	Donald Tamis	Req 9 title rundown	\$75.00
9332	09/16/2014	CHK	Friends of Fur, LLC	bee removal bldg. C	\$50.00
9333	09/16/2014	CHK	Home Depot	supplies units A3 & A1	\$26.49
9334	09/16/2014	CHK	Hope & Hernandez, CPA's PC	work done to date on audit	\$600.00
9335	09/16/2014	CHK	Penfield Communications	bridgework ad	\$360.00
9336	09/16/2014	CHK	Springer's Sanitation Inc.	container service for august	\$304.00
9337	09/16/2014	CHK	Ted's Lawn Care LLC	cut down embankment	\$1,350.00
9338	09/30/2014	CHK	Seymour Housing Authority	September management fee	\$2,700.00
9339	09/30/2014	CHK	Seymour Janitorial Services	September common area cleaning	\$340.00
9340	09/30/2014	CHK	Ted's Lawn Care LLC	top soil/seed/fertilizer/hay for bush	\$800.00
Total Payments:					\$8,394.72

End of Report

SILVER/PETRUCELLI+ASSOCIATES*Architects and Engineers*

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 Fax: 203 230 8247

silverpetrucelli.com

October 23, 2014

Oxford Housing Authority
100 Stakum Circle
Oxford, CT. 06478Attn: William Burns
ChairmenRE: Oxford Housing Authority
Renovation to: Oxford Senior Housing-Crestview Ridge
100 Stakum Circle, Oxford, Ct. 06478
Change Order Package # 7, 8, 9, 10, 11, 12, 13, 14

SP&A Architect on the above stated Project has received and reviewed Change Order Proposal # 7, 8, 9, 10, 11, 12, 13, 14 from Radovich Builders, LLP.

SP&A Architect has reviewed Change Order Proposal # 7, 8, 9, 10, 11, 12, 13, 14 and verified the cost to be acceptable for the Scope of Work of the proposed change.

We recommend that the Oxford Housing Authority accept Change Order Proposal # 7, 8, 9, 10, 11, 12, 13, 14 and issue a change order in the amounts and time extension described below.

Change order #	Date issued	Change Order Amount	Time Extensions
7	06/06/2014	\$5,988.00	14 days
8	06/06/2014	\$17,573.00	14 days
9	06/13/2014	\$2,700.00	14 days
10	06/13/2014	\$376.00	0 days
11	10/10/2014	\$7,190.00	0 days
12	10/10/2014	\$8,346.00	0 days
13	10/10/2014	\$1,025.00	0 days
14	10/10/2014	\$733.00	0 days
Totals		\$43,931.00	42 days

The new date of substantial completion will be changed by these change orders to 1/27/2015


 Dustin Lombardi, AIA
 Project Architect

cc: File