

MINUTES
**OXFORD HOUSING AUTHORITY, INC. at
CRESTVIEW RIDGE
Regular Meeting – December 20, 2013**

Commissioners present: Chairman Bill Burns, Kathy O'Connell, Elaine Barrett, Peter Aiksnoras, Robert Peck. Also present: Donna Lane, Harry Witcher, Donald W. Smith, Jr., Kathleen O'Neil.

The meeting was called to order by Chairman Bill Burns at 2:00 p.m. and the Pledge of Allegiance was recited.

Additions to Agenda – None.

Review and Acceptance of Minutes – **Motion** to accept the Minutes of the 11/27/13 meeting was made by Elaine Barrett. Second by Kathy O'Connell. Motion passes unanimously.

Audience of Citizens – Virginia Keene attended the meeting to observe.

Correspondence – Donna Lane received mail from the State of Connecticut regarding STIF (Short Term Investment Fund). Bill explained that the fund is available for companies/entities to use for excess funds. They have decided to turn the management over to Bank of New York. Bill noted that our excess funds do not have to be placed in this fund. Regulations require us to put funds in a U.S. denominated instrument. Donna noted that she has spoken to three different banks. A representative will attend the next regular meeting to review the different accounts/funds they have available and options we have. Bill will forward a copy of the information received to all Commissioners.

Treasurer's Report - Peter Aiksnoras indicated that a copy of the report for November 2013 was forwarded by email to all commissioners (Attachment A). He noted the following:

Operating cash balance:	\$107,539.23
STIF:	\$174,046.09
Petty Cash:	\$100.00
Total:	\$281,685.32

Bill spoke about Security Solutions which is the company we use for our security system. It has been brought to his attention that we are paying a high fee for services and should get quotes from other companies. He will obtain quotes and will keep the commission informed.

Motion to approve Treasurers report of November 2013 made by Elaine Barrett. Second by Kathy O'Connell. Motion passes unanimously.

Bill added that Paul Bailey completed the Audit and Financial Statement. Donna noted that she spoke to him and he will be in the office next week to drop off the reports. These will be forwarded by email to all Commissioners when available.

Don Smith reported regarding construction for the past month that not much has occurred on site. Work will continue right after the holiday. Tenants are working on getting their kitchen cabinet submittals approved. This is not complete. The matter of contract workers and wages was discussed. Donna noted that she received an email from the Department of Labor that states that the contract clearly falls under the requirement of prevailing wage. However, since it is an ongoing project, DOL states that we should take no steps to enforcement the payment of prevailing wage at this time until a department policy is agreed upon. Discussion ensued about the filing of wage reports and it was noted that this is not required of us in this situation.

Cabinet color was discussed. Don indicated that a decision was made to make the bathroom vanities white. The kitchen cabinet color has not been decided. Don noted that the subcontractor who bid on the cabinets submitted plantation hardwood instead of maple as the specifications showed. The general contractor will make a good faith effort to deal with the problem. Once an agreement has been reached, residents will receive samples of colors that are available. Discussion continued and Elaine noted that the general consensus of residents is that a light color cabinet would be best due to the lack of natural light in the kitchen area.

Kathy O'Neil reported that the CHAMP application was completed on 12/16/13 and delivered to Hartford for the eight new units. She noted it is a strong application. Regarding the existing rehabilitation of Crestview Ridge the first checks were disbursed today. The third borrowers requisition is done with the release of funds (and a check will be received as soon as possible). She noted that she will continue to try to get the conveyance letter for the Twin Brooks property. Bill spoke of the easement and the involvement with the Town Attorney and Board of Selectmen. Bill noted that he was assured that the three year window does not start until the document is received.

Management and Budget

Donna reported that unit B12 is vacant as of 1/1/14 and is being marketed. Another unit will be vacant at the end of January. Letters went to those on the waiting list for both units and the acceptance deadline is set for 12/26/13.

Kathy O'Neil excused herself from the meeting at 2:25 p.m.

Recertification process has started. Donna sent out the packets to prepare the residents for items that they will need. Appointments are scheduled to review the documents with residents and the process should go smoothly.

Donna spoke about the renovation and her meeting with Attorney Don Tamis. He has to do a title rundown for every payment requisition and he will charge \$175 for each. The budget has almost been used. Bill suggested a meeting with Don to discuss the fee.

Donna spoke about the common areas and the need for updates to the flooring. She noted that a significant amount was budgeted and no repairs or replacements have been done to date. She had three contractors come out to give estimates to replace the downstairs floor (hallway, bathroom, laundry room) in Bldg. C and she has received two estimates. She received one from See More Floors (vinyl plank flooring) who quoted \$6,466 (also included replacement of toilet). The second estimate came in higher \$8,500 (standard VCT flooring) and ADA compliant flooring would be \$11,000. It was noted that Building C has the largest common area of all the buildings.

Bob Peck asked that George's Flooring of Oxford be asked for a quote. He noted that tile replacement within the units was done as routine maintenance in the past. Elaine noted that replacement of damaged tile is not always done and color matching is not done well. Bill commented that an assessment of the common areas within the buildings should be done. An estimate of the cost for the project was discussed.

Bob asked that the project be quantified as far as what needs to be replaced. Donna commented that it may be found that a portion of the floor that is most damaged could be replaced but that it would no look appealing when complete which is not desired.

Old Business

Harry Whitchen reported that the blade for the tractor bucket was purchased within budget.

Bill noted that the Twin Brooks matter was discussed earlier in the meeting (see pg. 2).

Bill noted that he had a conversation with Vic Noll as to whether or not he will be on the current building committee. Vic has not decided and will be in touch.

New Business

Bob Peck spoke about the State of Connecticut Short Term Investment Fund and noted that he is opposed to this housing authority being one of the first to use this fund. He questioned if CHFA would permit it and Bill commented he believes they will. Discussion continued on the matter.

Proposed meeting schedule for 2014 was reviewed.

Motion to approve meeting schedule for 2014 made by Elaine Barrett. Second by Peter Aiksnoras. Motion passes unanimously. *The schedule will be filed with the Town Clerk.*

Motion to adjourn was made by Elaine Barrett at 3:02 p.m. Second by Peter Aiksnoras.
Motion passes unanimously.

Respectfully submitted, subject to approval

Marni Soss
Marni Soss, Clerk

002832

TOWN OF OXFORD, CT
13 DEC 26 PM 3:03
John J. ...
TOWN CLERK

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

ATTACHMENT A

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: November 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: 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, 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>Cleared</u>	<u>Amount</u>
9059	11/15/2013	CHK	AT&T	acct 203 881-9555 141	Yes	\$146.76
9060	11/15/2013	CHK	Buddy's Fuel LLC	emergency water heater repair	Yes	\$763.00
9061	11/15/2013	CHK	Comcast	acct 8773 40 215 0015754	Yes	\$637.91
9062	11/15/2013	CHK	Connecticut Light & Power	acct 51023793078 bldg B	Yes	\$58.50
9063	11/15/2013	CHK	Connecticut Light & Power	acct 51766944094 unit C18	Yes	\$49.18
9064	11/15/2013	CHK	Connecticut Light & Power	acct 51673693024 bldg C	Yes	\$644.53
9065	11/15/2013	CHK	Connecticut Light & Power	acct 51817693054 bldg D	Yes	\$62.58
9066	11/15/2013	CHK	Connecticut Light & Power	acct 51789793007 bldg A	Yes	\$77.12
9067	11/15/2013	CHK	Connecticut Light & Power	acct 51178593018 bldg E	Yes	\$34.21
9068	11/15/2013	CHK	Home Depot	also inv # 4564695 & 7015445	Yes	\$442.08
9070	11/15/2013	CHK	K. O'neil & Associate, LLC	partial payment champ grant	No	\$1,750.00
9071	11/15/2013	CHK	Little River Power Equipment	knob	No	\$5.50
9072	11/15/2013	CHK	Security Solutions Inc.	final bill after credit	Yes	\$380.00
9073	11/15/2013	CHK	Springer's Sanitation Inc.	october container service	Yes	\$304.00
9074	11/30/2013	CHK	comcast	acct 8773 40 215 0141857	No	\$79.90
9075	11/30/2013	CHK	Experian	Application credit checks	No	\$14.46
9076	11/30/2013	CHK	Security Solutions Inc.	repair horn on bldg E	No	\$278.00
9077	11/30/2013	CHK	Seymour Housing Authority	November management fee	No	\$2,700.00
9078	11/30/2013	CHK	Seymour Janitorial Services	November common areas	No	\$530.00
9079	11/30/2013	CHK	Valley Electric Supply & Lighting	heater element for baseboard	No	\$70.60
Cleared: 13						\$3,749.87
Uncleared: 8						\$5,428.46
Total Payments: 21						\$9,178.33

Project Summary

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$9,178.33	\$0.00
Total:	\$9,178.33	\$0.00

End of Report