

MINUTES  
OXFORD HOUSING AUTHORITY  
*at*  
CRESTVIEW RIDGE  
**REGULAR MEETING**

**7-26-2013**

- 1, Call to Meeting/Roll Call.  
The meeting was called to order by Chairman Bill Burns at 2:00 P.M.  
The Pledge of Allegiance was recited.  
Commissioners present were; Elaine Barrett, Bob Peck, Peter Aiksnoras, and Bill Burns.  
Also present were; Donna Lane, Chris Brooks, Kathy O'Neil, and Mary LoPresti.
- 2, Additions to Agenda.  
There were no additions to the Agenda.
- 3, Review and Acceptance of Minutes.  
Bob, seconded by Elaine, moved to accept the minutes of the meeting of 6-28-2013. These are the minutes that appear on the Web Site of the Town of Oxford. These minutes contain the words **Roll Call** in large letters at the beginning of the first page. All were in agreement.
- 4, Audience of Citizens.  
Loretta Sharpe, Muriel Sabetta, Kathy O'Connell, Lenore Lyder, Carol Schoonmaker, Jack Timmons, Jacquelin Dresel, and Virginia Kean were in attendance. Comments were made concerning the Air Conditioning unit in the Community Room, in that it has not been working properly. It is apparently not cooling as it should, and not running for a sufficient time. Maintenance will be requested to check on it. Commissioner Peck brought out the fact that this unit is designed to cool the entire floor, not just the Community Room, so the doors have to be left open in the summer time. This has apparently not been happening.
- 5, Correspondence.  
A letter was received from a tenant who is confined to a wheelchair. Her concern is about the height of the countertops in Bldg. C in the upcoming renovation. She is concerned that the renovations will be A.D.A. compliant. Management assured her that this will be done, and reminded the Grant Administrator of this. The Grant Administrator is well aware of the requirements. This will be addressed at a Pre-Construction meeting. Management will make a written response to the tenant to ease her concerns.  
A letter from the Town Attorney concerning the conveyance of the Twin Brooks has not yet been received. Commissioner Burns will be meeting with the First

Selectman in an effort to move this along.

6, Treasurer's Report.

The Treasurer's report was at hand. A Vendor Accounting Check Register was received showing checks issued. Please see Exhibit 1.

Balances for the Checking Account and the S.T.I.F. Account are as follows:

Checking account	\$ 101273.76
S.T.I.F. account	<u>\$ 173959.55</u>
Total	\$ 275233.31
Petty Cash	<u>\$100.00</u>
	\$ 275333.31

Commissioner Barrett, seconded by Commissioner Peck, moved to approve the Treasurer's report as read. All were in agreement.

Commissioner Peck raised a concern about the size of the checking account. He was concerned that the checking account be only large enough to cover two or three months' expenses. Some discussion ensued.

This will be addressed after the end of the fiscal year.

7, Management and Budget.

The rental copier has been returned. This has been replaced by a copier that was donated to the Authority and is working out fine. Annual inspections are forth coming. Donna Lane will be on vacation from Aug. 3 to Aug. 10.

The smaller cracks in the sidewalks have been repaired.

8, Old Business.

The computer repair people have been frequent visitors. Progress is apparently not their most important product. It is expected that things will improve.

Two bids have been received concerning the Renovation project. These were from:

Radovich Builders, LLP, of Seymour, CT.

J.A Rosa Construction LLC. of Wolcott, CT.

Commissioner Barrett moved to accept Resolution #101. Seconded by Treasurer Aiksnoras. This Resolution concerns the Contractor bid award 1<sup>st</sup> yr. 30m.

The Chairman then requested that the Clerk read the Resolution aloud.

The Clerk then did so. Please see Exhibit 2.

Commissioner Peck made a motion to eliminate the reference to "Executive Director" from paragraph 4 of the Resolution. Due to the lack of a second, the motion failed.

The Chairman now requested a vote on the made and seconded motion to accept Resolution #101. All were in agreement.

Kathy O'Neil, of K.O'Neil and Associates gave a short synopsis of the three

*Exh. 6.1*

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

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: June 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: 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>Cleared</u>	<u>Amount</u>
8933	06/18/2013	CHK	AT&T	acct 203 881-9555 141	Yes	\$157.13
8934	06/18/2013	CHK	Comcast	acct 8773 40 215 0015754	Yes	\$606.85
8935	06/18/2013	CHK	Connecticut Light & Power	acct 51950154005 unit 8	Yes	\$46.76
8936	06/18/2013	CHK	Connecticut Light & Power	acct 51178593018 bldg. E	Yes	\$32.18
8937	06/18/2013	CHK	Connecticut Light & Power	acct 51817693054 bldg. D	Yes	\$56.61
8938	06/18/2013	CHK	Connecticut Light & Power	acct 51673693024 bldg. C	Yes	\$550.86
8939	06/18/2013	CHK	Connecticut Light & Power	acct 51023793078 bldg. B	Yes	\$55.12
8940	06/18/2013	CHK	Connecticut Light & Power	acct 51789793007 bldg. A	Yes	\$80.40
8941	06/18/2013	CHK	Experian	acct TCTA-6906070	Yes	\$5.01
8942	06/18/2013	CHK	GreatAmerica Financial Svcs	agreement #012-0619071-000	Yes	\$138.42
8943	06/18/2013	CHK	HD Supply Facilities Maintenance, Ltd.	also credit memos 9122276511 & 9122713084	Yes	\$49.22
8944	06/18/2013	CHK	Home Depot	also inv# 9025275	Yes	\$356.23
8945	06/18/2013	CHK	Huntington Power Equipment	annual generator maintenance	Yes	\$518.05
8946	06/18/2013	CHK	Mr. Rooter Plumbing	bi annual main line cleanouts	Yes	\$500.00
8947	06/18/2013	CHK	Penfield Communications	grant bid advertising	Yes	\$720.00
8948	06/18/2013	CHK	Springer's Sanitation Inc.	May container service	No	\$304.00
8949	06/18/2013	CHK	The Hartford	policy# 02WBNY7957	No	\$2,938.00
Cleared: 15						\$3,872.84
Uncleared: 2						\$3,242.00
Total Payments: 17						\$7,114.84

**Project Summary**

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$7,114.84	\$0.00
Total:	\$7,114.84	\$0.00

*End of Report*

Exhibit 2

**Resolution #101  
(Concerning Contractor bid award 1<sup>st</sup> yr 30M)**

**Whereas, the Commissioners of the Oxford Housing Authority have reviewed Silver/Petrucelli's qualification and recommendation of the low bidder and wishes to accept the low bid proposed by Radovich Builders, LLP, 156 Roosevelt Drive, Seymour, CT 06483 for the rehabilitation work as designed and specified by Architects Silver/Petrucelli prepared and finally amended June 1, 2013 including all three (3) amendments.**

**Whereas, the Commissioners accept the Radovich Builders LLP base bid of \$582,101 and all seven (7) Alternate Additions for a total contract price of \$811,641 as submitted in their bid on July 16, 2013 which was inclusive of all three (3) Addendums.**

**Now therefore, be it resolved; that the Board of Commissioners do hereby approve the bid award to Radovich Builders, LLP as described in detail above and authorize the Chairman to enter into agreement with Radovich Builders LLP for an amount not to exceed \$811,641.**

**Be it further resolved that the Board of Commissioners authorize the Treasurer or the Executive Director to enter into the agreement in the absence of the Chairman.**

**Be it further resolved that the board of commissioners authorize K. O'Neil and Associates as Contract Administrator to forward the executed contract to the State of Connecticut Department of Economic & Community Development and the Connecticut Housing Finance Authority and to issue an intent to award and notice to proceed to Radovich Builders, LLP**

projects now under way:

Project 1, Rehabilitation work at Crestview Ridge has been well covered in the previous paragraphs.

Project 2, Expansion at Crestview Ridge.

The next move is for the Grant Administrator to put out a Request for Qualifications to the Architect. Architects applying will be rated using a standard system to assure qualifications.

Project 3, Twin Brooks.

A conveyance letter is needed from the Town Attorney concerning the transfer of the land for this project.

9, New Business.

Commissioner Barrett, seconded by Commissioner Peck, moved to accept the Quarterly Financials report and to authorize the Treasurer to sign it. All were in approval.

10, Adjournment.

At 3:15 P.M., there being no further business, Commissioner Barrett, seconded by Commissioner Peck moved to adjourn. All were in agreement.

Respectfully submitted, subject to approval.



Chris Brooks

Clerk

Oxford Housing Authority

13 JUL 30 AM 10:34  
TOWN OF OXFORD, CT  
Margaret A. West  
TOWN CLERK