

MINUTES
OXFORD HOUSING AUTHORITY
at
CRESTVIEW RIDGE
REGULAR MEETING

8-23-2013

- 1, Call to Meeting/Roll Call.
The meeting was called to order by Chairman Bill Burns at 2:05 P.M.
The Pledge of Allegiance was recited.
Commissioners present were; Elaine Barrett, Bob Peck, and Bill Burns.
Also present were; Brittany Hannon, of Seymour Housing Authority,
Harry Whitcher, and Chris Brooks
- 2, Additions to Agenda.
There were no additions to the Agenda.
- 3, Review and Acceptance of Minutes.
Commissioner Barrett, seconded by Commissioner Peck, moved to accept the minutes of the meeting of 7-26-2013, with the following corrections: Virginia Keane's name is herein spelled correctly. In item 4 of the minutes, the reference to the doors of the Community Room not being left open is incorrect. The doors have been left open to facilitate the operation of the air conditioning unit. In item 8 of the minutes, the reference to "computer repair" people is incorrect. The people referred to have been from "Security Solutions Co." who have been doing software upgrades and modifications.
The last item in section should read;
"The Chairman now requested a vote on the **motion** made and seconded to accept the minutes. All were in agreement."

With the above corrections, all were in agreement with Commissioner Barrett's motion.
- 4, Audience of Citizens.
Frank Tomis, Virginia Keane, Muriel Sabetta, Lenore Lyder, Loretta Sharpe, Kay Boyers, Shirley Gaetano, Beverly Blakeman, and Bill Harrison. (Mr. Harrison is a next door neighbor.)
The new benches were a subject of discussion. More information on this subject will be found in item 8, Old Business.
At this point, Mr. Don Smith, P.E., gave the first of what will be regular monthly reports on the progress of the Renovation project. Mr. Smith will oversee the project both from the contractors' and OHA's point of view. For a copy of this report, please see Exhibit 1, pages 1 and 2.

Donald W. Smith, Jr., P.E.
CONSULTING ENGINEER
56 Greenwood Circle
Seymour, Connecticut 06483
(203) 888-4904
Fax: (203) 881-3434
Email: dwsjrpe@sbcglobal.net

Exhibit #1
Page 1

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

OXFORD HOUSING AUTHORITY
CRESTVIEW RIDGE RENOVATIONS

OWNERS REPRESENTATIVE MONTHLY STATUS REPORT

REPORT NO.: 1

August 23, 2013



The following activities are in progress or have been completed during the period from July 1, 2013 to the above date:

1. Construction bids were received by the Authority on July 16, 2013.
2. The Construction Contract was awarded to Radovich Builders in the amount of \$811,645.00 for work included in the base Bid and ALL Alternates.
3. A Pre-Construction / Contract Signing meeting was held on August 14, 2013. The following topics were discussed
 - A contract was executed with Radovich Builders (RB) in the amount of \$811,645.00 and a term of 365 calendar days.
 - Work is expected to commence in early October, 2013. Work hours will be M – F, 8:00 AM to 4:30 PM. Tenants will be given a written notice a minimum of three (3) (preferably five (5)) days in advance of scheduled work within that unit.
 - Tenant inconvenience will be minimized to the greatest extent possible. RB has completed numerous construction projects in occupied elderly facilities. They are a courteous and conscientious contractor. Tenant cooperation during construction activities is greatly appreciated and will help to expedite the work.
 - No unit will be left without a kitchen and bathroom sink overnight.
 - Kitchen renovations will be performed first, taking 2 -3 days per unit.
 - Hopefully, the closet doors will be done at this time, they may however be scheduled for a subsequent visit. Closet doors 18" wide and less will NOT be Bifold.
 - The kitchen appliances will be replaced as a group when all of the kitchen renovations are completed.

- It is anticipated that the sidewalks and railings will be completed this fall
- All units except those in Building C will receive new bathroom vanities. NO EXCEPTIONS. They cannot be installed in Building C due to the conflict with the 60" diameter accessibility circle.
- Job Meetings will be held on the 3rd Friday of the month in the OHA Board room @ 2:00 PM.

End of Status Report

Exhibit 2

Oxford Housing Authority
General Ledger Cash Payment/Receipt Register
CT State Elderly

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: July 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>
8950	07/01/2013	CHK	comcast	acct 8773 40 215 0141857	Yes	\$31.53
8951	07/01/2013	CHK	Donald W. Smith JR PE	work done to date on grant	Yes	\$1,650.00
8952	07/01/2013	CHK	Great American Leasing	final payment agreement #012-	Yes	\$103.98
8953	07/01/2013	CHK	Seymour Housing Authority	June management fee	Yes	\$2,700.00
8954	07/01/2013	CHK	Seymour Janitorial Services	cleaning for month of June	Yes	\$390.00
8955	07/01/2013	CHK	Silver Petrucelli & Associates, Inc.	Work done on grant to date	Yes	\$15,090.21
8956	07/18/2013	CHK	AT&T	acct 203 881-9555 141	Yes	\$147.31
8957	07/18/2013	CHK	Cash	petty cash replenish	Yes	\$81.49
8958	07/18/2013	CHK	Comcast	acct 8773 40 215 0015754	Yes	\$606.85
8959	07/18/2013	CHK	Connecticut Light & Power	acct 51673693024 bldg C	Yes	\$521.05
8960	07/18/2013	CHK	Connecticut Light & Power	acct 51178593018 bldg E	Yes	\$30.09
8961	07/18/2013	CHK	Connecticut Light & Power	acct 51817693054 bldg D	Yes	\$53.94
8962	07/18/2013	CHK	Connecticut Light & Power	acct 51023793078 bldg B	No	\$52.89
8963	07/18/2013	CHK	Connecticut Light & Power	acct 51789793007 bldg A	Yes	\$78.83
8964	07/18/2013	CHK	Heritage Village Water	acct 104494 bldg E	Yes	\$81.35
8965	07/18/2013	CHK	Heritage Village Water	acct 104493 bldg A	Yes	\$122.31
8966	07/18/2013	CHK	Heritage Village Water	acct 104491 bldg B	Yes	\$119.75
8967	07/18/2013	CHK	Heritage Village Water Company	Acct 104495 bldg D	Yes	\$101.83
8968	07/18/2013	CHK	Heritage Village Water Company	acct 104492 bldg C	Yes	\$217.03
8969	07/18/2013	CHK	Home Depot	maintenance supplies	Yes	\$38.15
8970	07/18/2013	CHK	Housing Authority Risk Retention Group	policy HARRG-125905-126135-2013 07/01/13-07/01/14	Yes	\$1,512.00
8971	07/18/2013	CHK	Housing Insurance Services	policy HAPI-125905-126136-2013	Yes	\$5,730.00
8972	07/18/2013	CHK	Little River Power Equipment	maintenance supplies	No	\$41.98
8973	07/18/2013	CHK	Management Computer Services, Inc.	semi annual pha web fee 07/01/13-12/01/13	No	\$647.00
8974	07/18/2013	CHK	Radovich Builders LLP	misc contractor work	Yes	\$3,447.00
8975	07/18/2013	CHK	Republican American	invitation to bid ad	Yes	\$603.20
8976	07/18/2013	CHK	Springer's Sanitation Inc.	June container service	Yes	\$304.00
8977	07/18/2013	CHK	The Hartford	policy 02 WB NY7957	Yes	\$3,888.00
8978	07/18/2013	CHK	Town of Oxford	60 gallons fuel	No	\$200.70
8979	07/18/2013	CHK	treasurer, state of Connecticut	master insurance program	Yes	\$195.84
8980	07/18/2013	CHK	TTR Shipping	shipping of leased copier	Yes	\$245.00
8981	08/01/2013	CHK	Barco Products Company	Benches	No	\$2,520.93
8982	08/01/2013	CHK	comcast	acct 8773 40 215 0026439	No	\$35.85
8983	08/01/2013	CHK	FedEx	acct 1665-7481-1	No	\$51.40
8984	08/01/2013	CHK	Flagman of America	Cust ID: SEYMOURHOU	No	\$102.75
8985	08/01/2013	CHK	Oxford Paint & Hardware, Inc.	hardware	No	\$2.90
8986	08/01/2013	CHK	Seymour Housing Authority	July management fee	No	\$2,700.00
8987	08/01/2013	CHK	Seymour Janitorial Services	July common area cleaning	No	\$340.00
Cleared: 27						\$38,090.74
Uncleared: 11						\$6,696.40
Total Payments: 38						\$44,787.14

- 5, Correspondence.
No correspondence was received this month.
- 6, Treasurer's Report.
The Treasurer was not in attendance at the meeting. Chairman Burns decided to defer action on the Treasurer's report until the next meeting.
A General Ledger Cash Payment Receipt Register was provided, showing recent checks issued. Please see Exhibit 2.
- 7, Management and Budget.
Unit inspections are finished. The only major problem was the "Call for Aid Cords". The difficulty here is that some of the cords were much longer than they needed to be. Standard length is 6" long. Maintenance is requested to trim them all to the correct length. Also, the cords must be left free hanging, and instantly available for use. Cords found to be not in compliance will subject OHA to a serious fine.
Harry Whitcher commented that persons having legitimate business on the property are not reporting to him prior to doing their jobs. This results in a security question that needs to be corrected. Management is in the process of sending out letters to contractors and vendors concerning this.
- 8, Old Business.
Commissioner Peck moved to purchase no more benches until the item can be revisited. Commissioner Barrett seconded the motion. All were in approval.
a, Contract with Radovich Builders L.L.C. has been signed.
A closing with the State of Ct. should be held on 9-27-2013.
b, No news on Crestview Expansion.
c, Twin Brooks. Formal notification of the ownership of the property is in progress, hopefully for the next meeting.
- 9, New Business.
There was no new business.
- 10, Adjournment.
At 3:00 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 AUG 27 AM 10:43
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK