

**Oxford Housing Authority
Special Board Meeting
December 30, 2014**

Call to Order: The meeting was called to order at 2:06pm by William Burns, Commission Chairman, prior to the Pledge of Allegiance.

Attendance: Present: Commissioners: William Burns, Elaine Barrett, Peter Aiksnoras, Robert Peck, and Kathleen O'Connell. Also present were: Donald Smith, Jr., Consulting Engineer; Donna Lane, Property Manager; and Harry J. Whitcher, Maintenance.

Additions to the Agenda: None

Minutes: Chairman Burns then introduced the minutes of November 21, 2014. A motion was made to approve the minutes by Commissioner Burns and seconded by Commissioner Barrett. All were in favor. Commissioner Burns declared the motion carried.

Audience: None

Correspondence:

***Meeting at DEEP offices – they will take all historical data – sent letter with questions – Bill Carboni will be responding – by end of January.

***Letter received from Welch, Teodosio, Stanek & Blake – thanking us for electing them as Counsel for the Oxford Housing Authority and detailing the hourly rate of \$175/hr plus expenses and fees. Bills will be sent monthly. The letter was signed and returned.

***The Asset Manager was asked to respond to the gift from the Housing Authority to the Tenants Association – if this is acceptable. She said that \$300/year is ok and that it can be posted to “Other Office Expenses”.

***There was a letter sent to the Board of Selectmen requesting Elaine's reappointment but we have not heard back yet. An e-mail from Elaine requesting reappointment will be attached to this letter for our file.

Treasurer's Report: Commissioner Aiksnoras gave his report as follows (see Exhibit 1):

Operating Cash: \$111,882.31

Stif Account: \$199,318.68

Petty Cash: \$100.00

Renovation Balance: \$50.00

Development Balance: \$84,317.60

Total: \$395,568.59

There was a request to transfer \$25,000 into the Stif Account; there will be a \$22,000 expenditure soon.

Motion to accept the Financial Report and approval of bills (see Exhibit 2 – list of bills paid) was made by Donald Smith and seconded by Elaine Barrett. All were in favor. Commissioner Burns declared the motion carried. A comment was made that any prior bills are in Donna's office for review at any time. Six checks were voided this month.

Management/Budget Report:

***Packets have been sent out for the Recertification Process and placed in mail slots

***Management has requested removal of the washing machine in Unit 15; done Saturday, November 1st, 2014; there was a flood in unit causing \$4,500 in damages to Unit B13. No charge if removed. They agreed and on December 10th, 2014 the machine was put in storage until sold or disposed of. There were two more machines found in the complex. A letter was sent out that no washers are allowed in the units. This particular tenant was given written permission by previous management although not in writing.

***Six months ago Building B water bills had spiked. Everything was checked.

***The Asset Manager requested a change on the Quarterly Report; request was made to change the "Budget" column to "Budget per Current Time Frame". Does not want the annual budget in there; CHFA spreadsheet cannot be altered; will send Bill a copy of the e-mail. We will need to be sure of any legal ramifications of this before anything is done.

***Robert Peck asked, in addition to annual inspections and regular maintenance, can we read the water meters more often? Water leaks are expensive. Inspections have been delayed a few months. Water company is in constant communication with us regarding usage.

Old Business:

***We reapplied for CHAMP. Heard from Nathan Carnes – asked us for letter from the First Selectman. Bill met with George; Kate did not obtain signatures on the support letters so we need to get these. These were obtained.

***Nathan asked to reduce the number of parking spaces from 92 to 84 (required). We can do this. He asked for a few other small items (updated commission list) and gave us until January 9th for these. All items are in his possession. Waiting on his review; he will contact early next week. It took multiple efforts – Fred four visits - to get letter signed. As a condition of the letter being signed, we were requested to form a building commission. Since we already have a building commission set up, he asked us to be sure an oversight committee be in place, consisting of the Town attorney (Kevin Condon) and our attorney (Fred Stanek). Bill reminded them that our meetings are open to everyone. Will send them summary reports. Fred will be writing an outline. Bob commented that although we have a building committee it is not the type the Selectmen are used to. Original grants were joint grants but are no longer. In the event we are successful with this application, we should make a compromise. This grant is under the auspices of the OHA. It was our impression that the state wants to give us the money.

***Mr. Smith's report on Renovation Project: There were a number of change orders returned; contract work completed except for two items: tie in of fire alarms and the replacement of bollard lights (close to resolution). The electrician is onsite today working on bridges, kitchen outlets.

Three additional charge orders in packet. Change order #15 for **\$5,080** for relocating plug outlets in kitchen – can't have the plugs above the baseboard heat. This is a new code requirement – will address all of them. Donna received a complaint from the Heritage Village Water Company – said that they couldn't get into the water meter pit because the manhole steps were missing. Next change order CHFA said was approved expense **\$882** for two or three manhole steps. It was a "non-oshia complying water pit". Last change was for **\$4,740** to add spacers on the railings on upper level bridge. The plastic was not as thick; wood rails have been installed. Total for all three is **\$10,702**. They are asking for an addition of 51 days onto contract. Currently scheduled to end around January 27th (end of January) – additional 51 days – to March 19th including approval of changes. Completion deadline should be around April 1st.

Does the fire alarm tie in have anything to do with the alarm contractor? This is outside of our and the contractor's control. It was not documented.

Total change orders to date: \$78,400.

Undefined items: **First:** Security System - \$37,000 spent in the last three years – who is responsible for what? Relations between Jamie Orvis of Security Solutions and Radovich Builders not very good. We may need to evaluate some alternative solutions. One alternative has been identified that can work on the system we have but they need drawings. Surge protection was put in but knocked out in the last few storms and is not hooked up. We need to get this job done. **Second:** Potential additional remuneration with third party vendors. We need to get a list of these potential vendors and what the costs may be. Also, who we need and who we can get along without. Alarm system vendors meeting may require an executive session to deal with. We need to get this contract cleaned up to satisfaction of general contractor. All parties should meet together before next month's regular meeting and agree upon a solution because the alarm contract situation is holding up the project. Motion was made to approve change orders and was approved by all.

New Business:

***PHA Web had a small increase – went from \$673 to \$707 semi-annually – increase \$68 or 5.1% annually.

***New dates for 2015 Meetings – need to be filed with Town Clerk – approved by all.
January 23rd will have to be a Special Meeting because it is less than 30 days.

Adjournment:

A motion was made by Commissioner Barrett to adjourn and seconded by Commissioner O'Connell. All were in favor. The meeting adjourned at 3:10pm.

Respectfully submitted:

Stephanie Dimon
Recording Secretary

15 JAN -2 AM 11:04
TOWN CLERK
Oxford Housing Authority
TOWN CLERK

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
1039	11/30/2014	No	CHK	Donald Smith JR., PE	clerk services through september	\$1,812.50
1040	11/30/2014	No	CHK	K. O'neil & Associate, LLC	admin fee	\$3,625.00
1041	11/30/2014	No	CHK	Radovich Builders LLP	Contratractor req 10	\$47,068.88
1042	11/30/2014	No	CHK	Silver Petrucelli & Associates, Inc.	work done to date	\$357.00
Total Payments:						\$52,863.38

Bank: Ion Bank, Bank Account: 1100, GL Account: 1100

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
9369	11/15/2014	No	CHK	comcast	acct 8773 40 215 0141857	\$79.90
9370	11/15/2014	No	CHK	Comcast	acct 8773 40 215 0015754	\$669.69
9371	11/15/2014	No	CHK	Connecticut Light & Power	acct 51673693024 bldg. C	\$721.50
9372	11/15/2014	No	CHK	Connecticut Light & Power	acct 51178593018 bldg. E	\$39.28
9373	11/15/2014	Yes	CHK	Connecticut Light & Power	acct 51817693054 bldg. D	\$59.07
9373	11/15/2014	No	VD	Connecticut Light & Power	print error	(\$59.07)
9374	11/15/2014	Yes	CHK	Connecticut Light & Power	acct 51023793078 bldg. B	\$60.11
9374	11/15/2014	No	VD	Connecticut Light & Power	print error	(\$60.11)
9375	11/15/2014	Yes	CHK	Connecticut Light & Power	acct 51789793007 bldg. A	\$67.14
9375	11/15/2014	No	VD	Connecticut Light & Power	print error	(\$67.14)
9376	11/15/2014	Yes	CHK	Donald Smith JR., PE	bridge work	\$562.00
9376	11/15/2014	No	VD	Donald Smith JR., PE	print error	(\$562.00)
9377	11/15/2014	Yes	CHK	HD Supply Facilities Maintenance, Ltd.	maintenance supplies	\$253.90
9377	11/15/2014	No	VD	HD Supply Facilities Maintenance, Ltd.	print error	(\$253.90)
9378	11/15/2014	Yes	CHK	Home Depot	maintenance supplies	\$25.76
9378	11/15/2014	No	VD	Home Depot	print error	(\$25.76)
9379	11/15/2014	Yes	CHK	Security Solutions Inc.	11/1/14-10/31/15 monitoring	\$480.00
9379	11/15/2014	No	VD	Security Solutions Inc.	print error	(\$480.00)
9380	11/15/2014	No	CHK	Springer's Sanitation Inc.	October container service	\$254.00
9381	11/15/2014	No	CHK	Connecticut Light & Power	acct 51789793007 bldg. A	\$67.14
9382	11/15/2014	No	CHK	Connecticut Light & Power	acct 51023793078 bldg. B	\$60.11
9383	11/15/2014	No	CHK	Connecticut Light & Power	acct 51817693054 bldg. D	\$59.07
9384	11/15/2014	No	CHK	Donald Smith JR., PE	bridge work	\$562.00
9385	11/15/2014	No	CHK	HD Supply Facilities Maintenance, Ltd.	maintenance supplies	\$253.90
9386	11/15/2014	No	CHK	Home Depot	maintenance supplies	\$25.76
9387	11/15/2014	No	CHK	Security Solutions Inc.	11/1/14-10/31/15 monitoring	\$480.00
9388	11/30/2014	No	CHK	American Rooter	snake main line building B	\$455.50
9389	11/30/2014	No	CHK	Experian	acct TCTA-6906070	\$27.92
9390	11/30/2014	No	CHK	Frontier	acct 203-881-9555-121891-5	\$112.34
9391	11/30/2014	No	CHK	New England Septic & Excavating	annual septic pump	\$1,620.00
9392	11/30/2014	No	CHK	Northeast Lightning Protection	lightning rod system	\$4,800.00
9393	11/30/2014	No	CHK	Oxford Housing Tenants Association	tenant association fee	\$300.00
9394	11/30/2014	No	CHK	Seymour Housing Authority	November management fee	\$3,333.00
9395	11/30/2014	No	CHK	Seymour Janitorial Services	common area cleanings	\$340.00
9396	11/30/2014	No	CHK	Suburban Propane	1162.70 gallons	\$1,891.06
Total Payments:						\$16,152.17