

MINUTES  
**OXFORD HOUSING AUTHORITY, INC. at**  
**CRESTVIEW RIDGE**  
**Regular Meeting – March 28, 2014**

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

The meeting was called to order by Chairman Bill Burns at 2:04 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 February 21, 2014 meeting was made by Peter Aiksnoras. Second by Kathy O'Connell. Motion passes unanimously.

Bill requested to revise the agenda to allow Kathy O'Neil and Don Smith to present their reports before Audience of Citizens.

Kathy O'Neil indicated that there was a delay in requisition for Chuck Radovich going into Finance Department at CHFA. They had an incorrect number in the spreadsheet which kicked everything out. That affected requisition five. Requisition five had been approved but CHFA will not cut two checks in a month. Check for requisition four was approved and received here in the office and paid out. Payment for requisition five is expected early April. We cannot put in a new requisition until April 20. The pencil requisition will be done prior and put in for approval and will be processed on 4/20 and disbursed after that date.

Bob Peck noted that the February minutes indicated that the contractor had no requisition for the month of February. Don Smith noted that the comment made on the subject was taken out of context. Don noted that the contractor is entitled to make a payment application every month and Donna confirmed that he did so for February. Kathy noted that there is no reason we should not get a check if a requisition was put in. She noted that because of the internal CHFA spreadsheet problem, there was a delay which caused the delay in the check being cut. Donna noted that an email was sent to CHFA requesting that a second payment during March be made and the request was denied by the Finance Department. Kathy noted the request was sent immediately. Bill noted he would like to make a call to CHFA and Donna advised him to speak to Penny Fisher. Bob Peck commented that Bill does not have to handle this and Bill noted that he would do the task anyway. Kathy indicated that she has gone to some of the units and sees progress is being made.

Don Smith reported that since the last meeting the work that has been completed is as follows: All closet doors have been replaced, all hot water heater replacements are done, all bathroom vanities have been replaced (except Bldg. C which was not in the plan to replace), shut off valves

in kitchen and bathroom sinks of all units have been replaced, all new inside quilted AC units have been installed, nineteen outside mounted lights near front doors have been installed (six more need to be done). He is waiting for final approval of the kitchen cabinet shop drawings and hopes to have them installed within four to six weeks. Next week work will commence on changing generator. There will be a two to three week period when the generator will not be in service. In a couple weeks the perimeter railings will be repainted and the boards will be replaced. This is a two month project (weather permitting). Some new wireless thermostats have issues and will be replaced. Complaints and concerns have been and will continue to be addressed. Don noted things are going well.

Audience of Citizens – Bob Peck asked if the audience of citizens is allowed to direct questions to the people attending the meeting other than commissioners and Bill answered no, only commissioners. Trish Gribben, Lenore Lyder, Muriel Sabetta, Virginia Kean, LouAnne Evon and Bonnie Chevarella attended the meeting but had not questions or comments. Frank Tomis informed the Commissioners that the hot water heater in his unit was not working a few weeks ago. Harry Whitcher came out to work on it and took a knob (mixing valve knob) off the unit and it has not been replaced. Bill asked if he has hot water and he answered yes. Frank said it needs fine tuning. Bill asked if management was informed and Frank said he did not call. He noted that his thermostat does not seem to work right. He explained that he was not pleased with the closet doors and there should be a track on the bottom. Bill asked him to call if he has a problem with the door. He complained about the vanity and commented it was a poor choice. He noted that the wall mounting soap/toothbrush holder was taken away when the vanity was put in. Donna noted that there is a place on the vanity for those items and Frank asked that the wall unit be put back. Bill said this will be looked into. Harry noted that the mixing valve knob will be replaced. Frank noted the shower head and light/fan is to be replaced and has not been done. He commented that all the items should have been done at once so there aren't so many days they are in the unit. He said they come when no one is home sometimes. Bill noted that he understands and that there are different subcontractors to do different parts of the job and that there will be interruptions at times during the renovation and he apologized. Peter noted that plans have been put in place before the project started to have the renovation work done in the most orderly manner and they are doing the best they can.

Bob Peck said he noticed that the hot water heaters in the units are being changed and he asked who is changing them. Don noted that it was the plumber putting the tank in and the electrician with Chuck Radovich is doing the wiring. Bob noted that he went to the Building Inspector in Town Hall a couple days ago and he has no record of an electrical contractor pulling a permit for the job. Bob noted that Chuck is the General Contractor but there has to be an electrical contractor on the job too. Kathy O'Neil noted that she will look into this.

Virginia Sobolisky asked if someone has altered their unit if management will undo the work and Donna noted no. She noted that when units are vacant, they are rectified to be put back to the way they should be.

Correspondence – Donna spoke about notice from Jennifer Ponte at Department of Housing regarding the Predevelopment Loan. We received approval for our first request for payment. Funds should be received soon.

### **Old Business**

Bill led a conversation about Twin Brooks and the official conveyance of the property to the Housing Authority. He suggested that this Board give him the authority to write a letter to the Board of Selectmen telling them that unless we hear something from them in writing that we will consider this project to be inactivated. Kathy O'Neil noted that one of the reasons for the impasse is that Nafis & Young made a map with the easement going through the wetlands and right through the project. Selectman Haney got involved and understands, along with the Board of Selectmen, that the easement will go along the southern edge. She also indicated that Fred D'Amico has agreed to cut expenses down when the map is redone and that things should be moving forward. Bill commented that it would be great if things would move forward.

**Motion** made by Bob Peck to have Bill Burns send a letter to the Board of Selectmen informing them that the Housing Authority will consider the Twin Brooks project to be inactivated at this time unless they receive notice that this is not true from the Board of Selectmen. Second by Elaine Barrett. Discussion: Peter Aiksnoras commented that there should be a deadline of June 1, 2014 for this Commission to consider the project inactivated unless they otherwise hear from the Selectmen.

**Amended Motion** made by Bob Peck to have Bill Burns send a letter to the Board of Selectmen informing them that the Housing Authority will consider the Twin Brooks project to be inactivated on June 1, 2014 unless they receive notice that this is not true from the Board of Selectmen by said date. Second by Elaine Barrett. Motion passes unanimously.

Kathy O'Neil noted that a tax credit was received and that she is reporting back to the Commission on the matter as she had been asked to do. Bill thanked her for the information.

*Kathy O'Neil excused herself from the meeting at 2:45.*

Bob Peck spoke about a spreadsheet showing the contractor's progress and financial report of the rehabilitation project and how he would like it available at each regular meeting for review. Bill commented that at the last meeting when this was brought up, management indicated that a binder of information containing the above information is available in the office. Bill noted that the book could be put on the table at the monthly meetings. Bob asked for a one page spreadsheet that could be done each month for the meeting. Donna noted that she has financial spreadsheets for the borrowers and contractors costs and that Don Smith has a spreadsheet on the percentage of completion of the project. Bob asked that the borrower's cost spreadsheet and the report from Don Smith be available at each monthly meeting. Bill agreed that this will be done. He also reminded Bob that there is a building committee meeting every two weeks that he could attend that would give him the information.

Bill indicated that we are on schedule for recertification. Donna agreed. He spoke about the State's rental assistance program. Donna indicated that she has not heard that the program will be discontinued and she will continue to watch for a notice indicating the same. She noted she feels that the program will continue.

Elaine Barrett brought up the topic of the dumpsters for garbage that are difficult for residents to use. Harry noted there are four dumpsters. Donna was asked to do research to find out if Springer Sanitation has dumpsters that have sliding doors on the front for easier access and the cost of having the dumpsters changed.

Treasurer's Report - Peter Aiksnoras reported as follows:

Operating cash balance:	\$79,860.22
STIF:	\$174,111.04
Petty Cash:	\$100.00
Total:	\$254,071.26

A copy of the February General Ledger Cash Payment/Receipt Register report is Attachment A.

Bob Peck spoke about the overage for the gas bill. He noted that the residents have to pay a large portion of the gas bill and that their bill for the same will go up due to the overage. Bob noted that we planned to have the tanks full in November but that the reports lead him to believe that this was not done. He was assured that the tanks were filled in November and was reminded that a lot of gas was used due to the extremely cold winter. Harry gave information on the topic and Bob questioned the reason for filling the tanks at one point in the winter. Bill reminded Bob that Management makes decisions on matters such as this and the Commission has no reason to question it. Donna commented that the residents will not see an increase and that the matter has already been dealt with.

**Motion** to approve Treasurer's report of February 2014 made by Bob Peck. Second by Elaine Barrett. Motion passes unanimously.

Management and Budget Donna reported that Unit 28 will be considered vacant on 4/18 and a lease is signed to be occupied on that date. Unit 26 – the resident passed away recently and it will go vacant as of 4/7 and letters have gone out to applicants for the unit. She spoke of the visit from Housing Authority insurance group. An employee from risk management came on 3/19 and reviewed the premises and Donna filled out a risk analysis questionnaire. On 3/26 Donna received an email that stated that as a result of the review of the premises, they will not be issuing any risk control recommendations for the site. The letter also asked that they be informed when the Fire Marshal will be on site to do resident training so that they can be involved in the process.

Donna spoke of fire extinguishers. She was informed this year that thirty-two of the thirty-four fire extinguishers need to go for hydro testing next year. She compared the price of having the hydro test done (\$12.95 each) versus purchasing new fire extinguishers (\$38-\$59 each to

replace them with 5 lb. units instead of 2 lb.). It was suggested that she find out if there is a different rate if we purchase all new extinguishers at once. Resident training in using the fire extinguishers was discussed. Donna will contact Scott Pelletier to set up a date for a fire drill and training in using fire extinguishers.

### **New Business**

Bob Peck noted that management is burdened with a lot of work since the construction project has begun and that they are doing a lot for Oxford Housing Authority. There are contracts with the workers for the construction project. He noted that when the Chairman needs to make phone calls that someone has dropped the ball. He does not see how we can engage in a construction project when we are in and out of housing units without proper staffing. He spoke about the need to have office staff and maintenance staff available to cover the forty-hour work week. He feels there is a liability in having units being entered into when tenants are not home and that the OHA will be responsible. Bob commented that there is a liability issue. Bill asked if Bob means we may have a liability in some manner under the present manner of executing the rehabilitation grant. Bob noted that someone should be here full time between Donna and Harry during the rehabilitation project. Bill asked Donna to make a note to call the insurance company that handles our business operations policy and ask if there is a difference in having part-time or full-time coverage here during the rehab project. Bill asked if anyone else feels similarly to Bob and Peter answered no. Peter commented that this should have been brought to the Commission's attention in September during planning. Kathy O'Connell noted that the workers do not wear identification badges and don't leave a tag on the door stating they were there to work when nobody was home. Elaine agreed that full-time coverage is a good idea. Kathy O'Connell agreed that full-time coverage is a good thing. Bill noted that we don't know who will be able to do the coverage to make it full time.

**Motion** made by Bob Peck to expand part-time management staff during the term of renovation to full-time hours. Second by Elaine Barrett. Discussion: Bob noted that the motion was made so there is coverage whenever a contractor is working here on the renovation project. Peter commented that the contractor and office staff have their hours set already and a new person may need to be hired. Bill noted that funding for the additional hours will not be paid from the Grant. Monday hours need to be added to make it full time. Bob noted that Donna should revise the hours she works to handle the need for full time on Mondays. Bill noted that there may be a conflict on Mondays for current staff. He asked for confirmation that all Commissioners understand the motion. Bob reviewed his intention. Vote: (3) Ayes – Bob Peck, Elaine Barrett, Kathy O'Connell (2) Nays – Bill Burns, Peter Aiksnoras. Motion passes.

Bill said that the next task is to list what days/hours the contractors and sub contractors are working and what days/hours staff and management are working. Once Bill receives the information he will speak to management about another person to handle the hours.

**Motion** to adjourn was made by Elaine Barrett at 3:45 p.m. Second by Kathy O'Connell.  
Motion passes unanimously.

Respectfully submitted, subject to approval

  
Marni Soss

14 APR - 1 PM 1:07  
TOWN OF OXFORD, CT  
  
TOWN CLERK

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

ATTACHMENT A

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: February 2014, 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>
9143	02/15/2014	CHK	AT&T	acct 203 881-9555 141	Yes	\$112.16
9144	02/15/2014	CHK	comcast	acct 8773 40 215 0141857	Yes	\$79.90
9145	02/15/2014	CHK	Comcast	acct 8773 40 215 0015754	Yes	\$637.91
9146	02/15/2014	CHK	Connecticut Light & Power	acct 51789793007 bldg A	Yes	\$113.47
9147	02/15/2014	CHK	Connecticut Light & Power	acct 51277944096 unit 21 vacancy	No	\$51.03
9148	02/15/2014	CHK	Connecticut Light & Power	acct 51023793078 bldg B	No	\$108.05
9149	02/15/2014	CHK	Connecticut Light & Power	acct 51817693054 bldg D	Yes	\$127.58
9150	02/15/2014	CHK	Connecticut Light & Power	acct 51673693024 bldg C	Yes	\$833.10
9151	02/15/2014	CHK	Connecticut Light & Power	acct 51178593018 bldg E	Yes	\$108.21
9152	02/15/2014	CHK	Home Depot	supplies unit 21	Yes	\$20.81
9153	02/15/2014	CHK	Radovich Builders LLP	January snow removal	Yes	\$2,105.00
9154	02/15/2014	CHK	Springer's Sanitation Inc.	January container service	Yes	\$304.00
9155	02/15/2014	CHK	Suburban Propane	704.5 gallons to top off tanks	Yes	\$2,071.39
9156	02/21/2014	CHK	Oxford Town Clerk	Recording fees	Yes	\$85.00
9157	02/21/2014	CHK	Paul B. Bailey	50% of bill to be reimbursed to	Yes	\$26,500.00
9158	02/28/2014	CHK	Connecticut Light & Power	vacancy B12	No	\$107.92
9159	02/28/2014	CHK	Experian	Acct TCTA-6906070	No	\$10.46
9160	02/28/2014	CHK	Office Depot	office/maintenance supplies	No	\$125.26
9161	02/28/2014	CHK	Oxford Paint & Hardware, Inc.	maintenance supplies	No	\$21.18
9162	02/28/2014	CHK	Security Solutions Inc.	repair D30 call for aid	No	\$344.50
9163	02/28/2014	CHK	Seymour Housing Authority	February management fee	No	\$2,700.00
9164	02/28/2014	CHK	Seymour Janitorial Services	common area/C21 floors	No	\$575.50
Cleared: 13						\$33,098.53
Uncleared: 9						\$4,043.90
Total Payments: 22						\$37,142.43