

MINUTES  
**OXFORD HOUSING AUTHORITY, INC. at  
CRESTVIEW RIDGE  
Regular Meeting – June 23, 2014**

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

The meeting was called to order by Chairman Bill Burns at 2:25 p.m. and the Pledge of Allegiance was recited.

Additions to Agenda – Bill Burns made the following amendments to add to the agenda: 1) Executive Session to be held at the conclusion of the regular meeting. Discussions will include reimbursement history and profile and discussion from the State of Connecticut regarding the renovation project and correspondence recently received from the First Selectmen of Oxford and contract deliberations between Seymour Housing Authority and Oxford Housing Authority. David Keyser and Donna Lane are also to be invited to the meeting.

Review and Acceptance of Minutes – **Motion** to accept the meeting Minutes of May 23, 2014 made by Elaine Barrett. Second by Robert Peck. Motion passes unanimously.

Audience of Citizens – Patricia Gribben, Unit 31, indicated that her garden was a mess last year. She got permission from Donna Lane to update the garden this year. All the soil was replaced along the curbing. Plants were purchased which was authorized by management and a neighbor helped put the plants in. She commented she is pleased.

Beverly Blakeman, Unit 7, attended the meeting and provided a letter addressed to the Oxford Housing Authority dated June 24, 2014 which states that she has been a resident for fourteen years. She would like to have her window planters back on the railings facing out. Bill noted there is an item in the handbook (pg. 9, item 10) that pertains to this. She feels as we cannot feed the birds but we are leaving the dumpsters open during the day which invites everything to partake and the smell will be ripe in the summer. Maybe we need to change sanitation companies. Hope you consider these requests. Bill noted that Article 10 of the handbook states that “no articles of any kind will be put on the inside upper level railing overlooking the lower entrance or on any stairs or ramps.” Bill noted that the rails are being kept free of anything so that people can use them for their safety. Bev noted that the planters will be facing out and not on the runway. Bill asked that management talk about the matter and get back to her. Bill commented that safety is the concern.

Bill indicated that there has been a huge amount of discussion about the dumpsters and he noted that we cannot seem to get a consensus on the issue. There have been requests to leave the dumpster open, leave it closed, lighten the top, add a handle to the top and other requests. He made the statement that after approximately four meetings, it has been found that there does not seem to be a consensus among all residents on the matter. He noted that it was suggested

that another sanitation company be used but feels that getting another company to come to facility is a very difficult thing.

Elaine Barrett wrote a letter and provided it for Bill to read as follows: "If Springer Sanitation cannot provide what is needed for tenants to empty their trash it becomes necessary for Crestview to contact another trash service." Bill noted that management has tried to reach other companies and have them serve us but there has been little or no response to the request. Bill asked if Elaine would aid management in reaching another company in an attempt to have them serve the facility and she agreed to do this. She noted that USA Hauling serves the Senior Center and that we should contact them.

Ray Schietinger, Unit 25, asked what the purpose is of the recent modification to the dumpster lid. Donna indicated that the piece was put on the lid as a guard so that there is extra support so the lid would not fall backward.

Donna reviewed the many modifications that have been done due to requests from tenants which include changing to plastic lids due to tenants saying the lids were too heavy. It was found that raccoons eat through the plastic which was not adequate. Metal lids were put back on the dumpsters. Another solution that was discussed at a meeting was to have the lids raised during the day so that tenants can easily dispose of garbage. Another solution that was discussed led her to ask the sanitation company to add a handle to the lid so that there is something for tenants to grip to raise the lid of the dumpster. Apparently the handles are not working out. Ray agreed that the latest solution is not working. Peter commented that there are only so many types of receptacles that are made no matter what company we use. Ray commented that the sliding door was working very well. Peter noted that if the door is not closed all the way animals will get into the dumpsters. Peter noted they are trying to find the best solution to the matter. Bill asked Elaine if she knows that the alternate company has a dumpster that is better than what we have been using. She answered no. Elaine suggested that a barrel for garbage be provided near the four places where dumpsters are kept for those who cannot open the lid of the dumpster. Donna commented that it creates an extra job to empty them into the dumpsters. Bill commented that he would assist in speaking to Springer Sanitation to try to find a solution.

Shirley Gaetano, Unit 4, asked if there is any way that her building can be made smoke free. She noted that she uses oxygen and the situation is getting worse. She noted that she opens the outer door from time to time to get fresh air into the building. Bill noted that the person who smokes in the building has been there for some time and the rules that applied when the person moved in are "grandfathered". David Keyser noted that years ago state statute made public buildings "smoke free" but the buildings at this facility are not considered public buildings. There is a provision in the statute that exempts public housing units and college dormitories. Donna commented that she is aware of the smoke problem in the building and that she has contacted CCCI, the family of the resident, and has a janitorial service doing some work in an attempt to help. She noted that work will be done in the hallway to help alleviate the smell of smoke.

Frank Tomis, Unit 11, reminded the Commissioners that he was very upset at the last meeting and that the saga continues. He noted when the outdoor railings were being put up the lights were disconnected. He stated that he approached Chuck and asked if he would put the lights back up and he replied that is not part of the Contract. Frank noted that the lights are tied with plastic ties. Frank asked why this is allowed. Bill indicated that the contractor reports to the building committee and that if he has any issue he should direct his concern or anger to them and not the contractor. Frank noted he understands. Don Smith noted the railings were replaced and that the Contract did not call for the lights to be replaced. When the contractor started working in the area he noticed that five of the seven lights had problems and he reported this to Don. It was decided that management wanted an estimate to replace all seven lights. The contractor was told to set the old lights back temporarily and they were waiting for the proposal for new lights. The proposal was received today and was sent to CHFA for review. The problem is in the process of being fixed. Bill asked Frank again to direct his future complaints and comments, if there are any, to him and not the contractor. Frank replied that Bill is not the one doing the work and Bill commented that he is the one who Frank should be in contact with. Frank asked if he was able to view the accounting records for the housing authority and the Contract for renovation. Bill answered yes, that all records are available for public review. Bill noted that he can contact management to request the information.

Bill asked if Commissioners agree to take Old Business out of order at this time. It was agreed.

### **Old Business**

Don Smith reported that all kitchen cabinets are on site in the storage trailers. They have reviewed an initial install in Bldg. A, Unit 3 and they were satisfied. Installation will begin the week of July 7 with Bldg. E. The plan is to do four units per week. Monday morning the upper cabinets will be taken down. The electrician will enter to do the necessary work. Wednesday the base cabinets and counter and sink and faucet will be replaced in each unit. The third day the upper cabinets will be put up. Fourth day painting and touch up will be done. On the fifth day all four units should be complete. New refrigerators and stoves will be received approximately September and replaced in the units at that time. Don noted that storage units are provided for items kept in cabinets and that they are placed in the units so they do not block the means of egress.

Kathy O'Neil reported that requisition seven is currently in the works. The next payout for contractor will be happening after July 1. Pencil requisition will be submitted the first of week of August. Work on renovation is progressing as expected. Some delays due to back orders have occurred.

Don Smith also reported that railings are done outside with the exception of some touch up painting that needs to be done. Railings on stairs at south end of Building C were not included in the original Contract. There is a change order pending to replace those handrails. Bill asked if there are any significant delays in the project. Don noted that the kitchen cabinets took longer than expected to order and be delivered but the project is progressing. One pole lights in the

back driveway has been changed. Over the next two months the majority of the project should be complete.

Correspondence - Donna commented she has no correspondence to review. Bill commented that he received three pieces of correspondence and that two items were reviewed during Audience of Citizens. Bill noted that he has a letter from the First Selectmen dated June 26, 2014 to read.

Robert Peck requested that the Treasurer's Report be given at this time. Commissioners agreed to have the Treasurer's Report reviewed at this time, out of order.

Treasurer's Report - Peter Aiksnoras reported as follows:

Operating cash balance:	\$130,780.73
STIF:	\$174,177.82
Petty Cash:	\$100.00
Total:	\$304,958.55

Commissioners each received a copy of the Variance Report and an explanation of the expenditures to date. Bill asked about the payment of \$1,828 to Security Solutions. Donna noted that the board was replaced. She was informed by Security Solutions that the panel was wet due to the recent rainstorm.

A copy of the May 2014 General Ledger Cash Payment/Receipt Register report is Attachment A.

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

*Kathy O'Neil excused herself from the meeting at 3:15 p.m.*

### New Business

Bill indicated that he was recently advised of concern with the footbridges located at the facility. Management found the problem and advised Don Smith. In turn, he did a study of the bridges. Donna noted that she has approached CHFA asking that the renovation of the bridge be added to the grant. She has received two yeses and it has gone to technical services for review. We are waiting to hear from them. Don supplied copies of his report of findings with recommendations and photos and brought samples of the rusted pieces of the bridges that have come off for the Commissioners to see. He reported that a condition study was done on the footbridges. Metal on the under part of the bridge was found to be rusted and deteriorating. He noted that some of the bridges are very bad and some are in better shape. He found that when the bridges were constructed, the concrete was poured up against the steel structure. The cement retains moisture and has caused the metal to rust. Bill asked if the construction of the bridge was done to code when built and Don noted there would not be a code prohibiting this but it was not a good construction practice. His recommendation is that the concrete encasement be removed to

expose the beam. Rust will be removed as much as possible. Primer and paint will be used to treat the metal and a maintenance schedule will be followed to maintain the bridge in the future. Bill asked if there is a chance that it will be found during the renovation that the bridge is in worse shape than it appears. Don noted this could be the case and that beam replacement may be necessary but that it is unlikely. Don added that the renovation should be adequate considering it is a foot bridge and now used by motor vehicles. Don gave an estimate for repair at \$25,000 to \$30,000. Bill asked if this figure would rise if beam replacement is necessary. Don agreed that the figure would rise if this is the case but he feels that it will not be the case. The work should be done as soon as possible.

**Motion** made by Peter Aiksnoras to take immediate steps as outlined by our Engineer to rectify the situation with the bridges with the cost not to exceed \$30,000. Second by Kathy O'Connell. Discussion: Bob noted that he would only support this motion if the work can be added as a contractor's addition to the grant and be funded through the grant. If approval is not received through the Grant the matter should be readdressed. Don noted that the upper level parking lot and sidewalks near the bridge have been renovated and water drains away from the bridge now, which will help alleviate deterioration. There was a concern that lead paint was used on the bridge. A test was done which showed that the paint does not contain lead. Dave Keyser agreed that it is necessary to reconvene and discuss funding if steel needs to be replaced on the bridge. Donna added that this motion will allow her to get quotes. Motion passed unanimously.

*Don Smith excused himself from the meeting at 3:30 p.m.*

### **Management and Budget**

Donna noted that Unit A-3 is going vacant on 7/19. The lease up scheduled for 7/30. Champ IV application went in. We were advised that Nathan Cairns has been put in charge of that. There was one communication that the Application has a preference that we are supposed to give to homeless veterans a two unit block of the eight new units. This is a requirement of the NOFA. Now we wait for further communication. It was noted that deficiencies were not found in the application.

### **Old Business**

Elaine Barrett spoke about the work that Seymour Janitorial does in the buildings. She commented that this is the fourth time she has brought up the fact that this cleaning firm and management has for our seniors. The floors are left wet and no signs indicating the floors are wet are being used. This is an accident waiting to happen.

**Motion** made by Elaine Barrett to bring in another janitorial service. Second by Kathleen O'Connell. Discussion: Donna noted that she contacted Liz from Seymour Janitorial and told her she should be the one who does the work at the facility and not her counterpart. Donna noted she did not know about the most recent problem. Donna noted that Liz was responsive when she told her of the concern on another occasion. Bob Peck suggested an alternative that we get other proposals from Liz as to how to fix the problem. Peter noted that this is a

management situation and he feels we should instruct them to handle the situation. Bill asked if the Board would be willing to give Seymour Janitorial thirty days to resolve this.

Motion withdrawn.

### **New Business**

Bob Peck asked that management get a quote on lightning rods for Building C. At one time we had a quote a company in Shelton. He noted that anything to do with electrical service (i.e., transformers, poles) has lightning rods. He suggested we get a price for lightning rods for other buildings also. Effectiveness of lightning rods was discussed.

Bill Burns read a letter dated June 26, 2014 to Mr. William Burns, Oxford Housing Authority from George R. Temple, Oxford First Selectmen as follows: Dear Mr. Burns: As First Selectman of the Town of Oxford, I am directing all of the Oxford Housing Commission members, David Kaiser, the Executive Director and Donna Lane to attend the Wednesday, July 2, 2014 Board of Selectmen meeting held in the large meeting room at the Oxford Town Hall, 486 Oxford Road, Oxford, CT, at 7:30 p.m. There are serious questions the Board of Selectmen and some of the town departments have regarding the Governor Malloy's 1<sup>st</sup> Year, 30 Million Dollar Grant award for the rehabilitation of the Crestview Ridge Senior Housing. In addition to the Oxford Housing Commission, I am mandating the entire Construction Committee to attend: John Tuz, Architect, Charles Nyberg, CHFA observer, Don Smith, Clerk of the Works, Chuck Payne, Contractor, Elaine Barrett, Oxford Housing Authority and Cathy McConnell, Oxford Housing Authority. I consider this directive to attend the July 2, 2014 Board of Selectmen meeting so important, that if the above individuals do not attend, I will recommend that the Town of Oxford withdraw its support of this project while considering and planning further action. Sincerely, George R. Temple, Oxford First Selectman.

**Motion** to go into Executive Session made by Peter Aiksnoras at 3:46. Second by Robert Peck. Those invited to the meeting included: Chairman Bill Burns, Kathy O'Connell, Elaine Barrett, Peter Aiksnoras, Robert Peck, Donna Lane and David Keyser. The purpose of Executive Session is to discuss reimbursement history and profile and discussion from the State of Connecticut regarding the renovation project and correspondence recently received from the First Selectmen of Oxford and contract deliberations between Seymour Housing Authority and Oxford Housing Authority.

**Motion** to come out of Executive Session was made by Elaine Barrett at 5:02 p.m. Second by Kathy O'Connell. Motion passed unanimously.

**Motion** made by Bill Burns to adjust the 2014-2015 contract with Seymour Housing Authority to reflect compensation of \$40,000/year contingent on a guarantee that the Seymour Housing Authority provides personnel to be onsite for a minimum of 20 hours/week. Oxford Housing Authority reserves the right to revise the financial terms of the contract if the 20 hour/week stipulation is not met. Second by Peter Aiksnoras. Vote: 4 Ayes (1) Nay. Motion passes.

**Motion** to adjourn was made by Elaine Barrett at 5:14 p.m. Second by Robert Peck. Motion passes unanimously.

Respectfully submitted, subject to approval



Marni Soss, Clerk

14 JUL -1 PM 3:59  
TOWN OF OXFORD, CT  
*Gregory A. West*  
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: May 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>Amount</u>
9216	05/15/2014	CHK	American Rooter	clogged toilet C20	\$200.50
9217	05/15/2014	CHK	AT&T	acct 203 881-9555	\$110.85
9218	05/15/2014	CHK	comcast	acct 8773 40 215 0141857	\$79.90
9219	05/15/2014	CHK	Comcast	acct 8773 40 215 0015754	\$637.91
9220	05/15/2014	CHK	Connecticut Light & Power	acct 51789793007 bldg A	\$74.27
9221	05/15/2014	CHK	Connecticut Light & Power	acct 51057911092 D26	\$90.80
9222	05/15/2014	CHK	Connecticut Light & Power	acct 51023793078 bldg B	\$75.67
9223	05/15/2014	CHK	Connecticut Light & Power	acct 51673693024 bldg C	\$740.52
9224	05/15/2014	CHK	Connecticut Light & Power	acct 51178593018 bldg E	\$69.93
9225	05/15/2014	CHK	Connecticut Light & Power	acct 51817693054 bldg D	\$79.70
9226	05/15/2014	CHK	Friends of Fur, LLC	ext. treatment bldg A & B	\$100.00
9227	05/15/2014	CHK	Home Depot	also inv # 22259	\$88.58
9228	05/15/2014	CHK	Springer's Sanitation Inc.	april container service	\$304.00
9229	05/15/2014	CHK	Department of Energy & Environmental Protection	Septic Application	\$650.00
9230	05/15/2014	CHK	Hearst Media Services CT, LLC	acct 151322	\$585.80
9231	05/15/2014	CHK	La Voz Hispana	Grant writer ad	\$690.00
9232	05/30/2014	CHK	Radovich Builders LLP	multiple repairs	\$4,738.00
9233	05/30/2014	CHK	Seymour Housing Authority	May management fee	\$2,700.00
9234	05/30/2014	CHK	Seymour Janitorial Services	5 weeks cleaning	\$425.00
9235	05/30/2014	CHK	Walsh Fence LLC	wind blocks	\$662.40
Cleared: 2					\$890.50
					\$12,213.33
Total Payments:					\$13,103.83

*End of Report*