

Oxford Housing Authority

Regular Board Meeting

March 27, 2015

Call to Order: The meeting was called to order at 2:04 p.m. by William Burns, Commission Chairman, prior to the pledge of allegiance.

Attendance: Present: Commissioners William Burns, Elaine Barrett, Kathleen O’Connell, and Robert Peck. Also present were Donald Smith Jr. Consulting Engineer, Donna Lane Property Manager, David Keyser, Executive Director, and Harry Whitcher, Maintenance.

Additions to the Agenda: Chairman Burns reported there were no additions to the agenda.

Minutes: Chairman Burns introduced the minutes of February 27, 2015. He asked if there were any corrections or comments to the minutes. Commissioner O’Connell reported one correction. The sinks that were replaced should be “kitchen” sinks, not “bathroom” sinks. A motion was made by Commissioner Barrett and seconded by Commissioner O’Connell to accept the corrected minutes. Chairman Burns asked all those in favor of the motion to vote Aye. Voting Aye were Commissioner Barrett, Burns, Peck and O’Connell. Chairman Burns declared the motion carried and the corrected minutes accepted.

Audience of Citizens: Tenants: Frank Tomis (B11), Jeanette Laird (A2), Virginia Keane (A5), Murial Sabetta (A6), and Virginia Sobolisky (D29).

Virginia Sobolisky reported that in December, one of the other residents, received her annuity check and kept it in their possession for 14 days. She called her advisor who said the check would be voided and she would receive another one. New postal carrier was delivering mail at that time and was not familiar with route. A discussion ensued.

Correspondence: Donna Lane reported we have received another letter from Heritage Village saying they will be changing out the water meters in buildings A, B, and C. They will need to shut off the water for a few hours to do so. As of right now the date is set for some time in June.

Treasurer’s Report: Chairman Burns read allowed the following:

Operating Cash: \$80,803.87

Renovation Balance: \$50

Development Balance: \$73,287.60

Stiff Account: \$209,395.14

Petty Cash: \$100

Total: \$363,636.11

Due to the absence of the treasurer, the treasurer's report was not formally accepted. Acceptance will be done at next month's meeting when Commissioner Aiksnoras is present. However, the balances were read by Chairman Burns so that they may be included in this month's minutes.

Management/Budget: Donna Lane announced that a resident has recently passed away, June Behuniak, Unit 34. Services will be held February 27, 2015. The unit will be available March 31, 2015. Due to the fact that there is carpeting that was glued to the tile before the resident moved in it will make it difficult to completely prepare the unit to be available.

Ever source came on March 20, 2015 to change out all of the electric meters. They tested to make sure all the meters corresponded to the correct units. There were no reported problems with this. Our next due reading of the propane tanks is for April 17, 2015. We will determine when they will be turned off based on weather conditions when the time approaches. Penny Fisher, Asset Manager, will be making a site visit on Monday April 2, 2015 at 9:30. We are not due for a site visit for 2 Years but due to the fact that she has recently become our Asset Manager and has not seen the property, she would like to do so.

Security System Review: We've met with 2 Fire Alarm system vendors, Fire marshal, and the ambulance facility director. The project initially proposed installing 4 strobes per building 2 on the upper and 2 on the lower, 1 strobe signifying for fire, the other a call for aide. There was confusion as to what the reasoning for the strobes is. The problem with this initial plan is that building A, B, D has 2 sets of doors, where the strobe could be going off on one and the call for aide or smoke detector will be going off on the other side of the building. The improvements to the fire alarm system will now allow buildings A, B, and C units to have specific addresses so when someone calls for aide it will read a specific apartment # versus just a general reading of which building the emergency is in. So now we will only have one strobe light on the lower level of each building where the fire panel is in the lower level. If they should lose the address they will know what building and door to go in. There is a change order proposal for change order #19 for \$5,008 for the net cost of the construction contract that is recommended for approval. Also changing the fire alarm vendor and monitoring company vendor from the current one, SSI, to Barnum Engineering. With this change in vendor's there will be an annual savings of \$3,000. There has been a meeting with Don Smith, Management, and the Fire Marshall to discuss the specific details of this proposal and the Fire Marshal's comments and concerns with this proposal. The fire marshal suggested we go to the Ambulance Facility director to also ask for his comments and concerns on the issue as well. We have requested from Barnum engineering, when they are doing the programming if they can program the lower level units with a Dunn Drive address. As of right now both the upper and lower levels have Stakum Circle as their address. A motion was made by Commissioner Barrett to approve the change order # 19 to Radovich Builders, LLP for \$5,008, and seconded by Commissioner O'Connell. Chairman Burns asked all those in favor of the motion to vote Aye. Voting Aye were Commissioner Barrett, Burns, Peck and O'Connell. Chairman Burns declared the motion carried.

Due to current weather conditions, the work items that are scheduled to be completed outside can now hopefully be accomplished. They will be onsite next week. If change order #19 is approved and everything moves forward the project will hopefully have an end date of the end of May.

Old Business: We received correspondence from our Grant Writer, that we did not get the Champ 6 funding. Jennifer would like to have a meeting, with Nathan and the powers that be, and discuss funding outside of the round. Commissioner Peck made a motion to change our security company to Barnum engineering, and the effective date is to be determined. Chairman Burns asked all those in favor of the motion to vote Aye. Voting Aye were Commissioner Barrett, Burns, Peck and O'Connell. Chairman Burns declared the motion carried.

New Business: Commissioner Peck suggests that we show our respects to the family of the recently deceased resident, June Behiniak.

Adjournment: A motion was made by Commissioner Barrett to adjourn and seconded by Commissioner Peck. All were in favor. The meeting adjourned at 3:01p.m.

Respectfully submitted,

Stephanie Dimon

15 APR - 8 PM 4: 22
TOWN OF WINDFORD, CT
Stephanie H. West
TOWN CLERK