

**Oxford Housing Authority
Regular Board Meeting
September 16, 2021**

Call to Order - The meeting was called to order at 10:00 AM by Chairperson Elaine Barrett. The Pledge of Allegiance was recited by all present.

Attendance – Present: Chairperson Elaine Barrett
Vice Chairperson Bob Peck
Treasurer Peter Aiksnoras
Commissioner Ann Cummings
Secretary Kathy O’Connell

Also present was Jennifer Berry – Imagineers, LLC

Audience of Citizens – Tenants present: Bonnie Chevarella, Mary Lee Bachhuber, and Lou Anne Evon. Bonnie would like for the bushes at the end of the road on Dunn Drive to be trimmed. The town is responsible for this area. Bonnie also requested for the bushes on the side of the doors to be trimmed. Mary Lee advised that a former resident’s family have been spending a lot of time in their unit and leaving very late. Jen to follow up on these concerns. Mary Lee advised that the intercom for the handicap units require the residents to have a landline. Jen to look into other options that allow for cell phones.

Additions to the Agenda – Bob would like to discuss solar electric options, the smaller propane heaters, and the eviction policy. Peter specified that a tenant issue and proposed changes to the rules would be discussed in the executive session.

Minutes – Motion to accept meeting minutes from July 15, 2021 by Kathy O’Connell and seconded by Ann Cummings. All were in favor.

Correspondence – Top of waitlist notices were mailed to the individuals at the top of the handicap waiting list to obtain the required paperwork for certification.

Treasurer’s Report – Treasurer Peter Aiksnoras was absent from the meeting.

Operating Cash:	\$35,270
Petty Cash:	\$100
Cash-Savings:	\$73,128
STIF Account:	\$213,737
Total Assets:	\$322,235

Peter requested that funds be pulled from the STIF account to cover coverage in last year's budget due to unit turnovers. Jen to follow up with Accounting. Bob requested that the Savings Account be transferred to the STIF to gain interest. Peter would like for the funds to be kept separate. Jen to follow up on option to open a new STIF account for the funds currently in the Savings Account.

Old Business - The repairs of the asphalt sidewalks have been completed.

Routine maintenance walk throughs are being performed weekly. Ruben has continued to work on several checklists and is focusing on preventative maintenance. Painting and power washing are on the schedule to be done.

A quote from Buddy's Fuel was obtained for the propane heater replacement. The smaller heater is 64-69 efficient, and it was noted that the amount of space it would take would not be much different from the current model. The cost of the heater and installation would be \$1,750 plus an additional \$350 for a blower option. I am waiting for another quote for a more efficient model, but it will be more expensive, and the manufacturer will not begin production until November. The capital needs assessment does not include planned replacements of the furnaces. Bob stated that as the reason to install smaller heaters was to save space and the sizing will not be much different, this answers the question. Repairs will be required, as needed, but not replacement. Use of the heaters is optional, and as they were purchased under direction of the architect, he would object to making changes to the heaters without reviewing with them. Once they become too expensive to repair, replacement may be an option.

Concrete quotes are in progress. One has been received and two more are being provided. The capital needs assessment lists the concrete sidewalks to be taken care of in 2021 (\$20,809). Bob made a motion to move ahead with the repairs as soon as the second quote is received. Peter seconded.

Thresholds with lower profiles were installed for the common hallway doors. Kathy requested that the thresholds for the unit doors be replaced, as well. Jen to follow up with options.

New Business - Tree work has been approved and was completed at the beginning of this month.

There are currently two vacant units. They will likely both be ready for move in by October.

Repairs were made in both laundry rooms. The dryer in the upper-level laundry room's screen was replaced, and repairs were made to the washing machine in the lower-level laundry room.

The streetlight on Dunn Drive was replaced.

The issue with the alarm in the B Building was repaired. The vendor replaced a module.

Outlets were added to the lower-level common hallways for the dehumidifiers. Maintenance is checking that they all work. Replacements will be made, as needed.

55 work orders have been completed since the last meeting.

A resident requested the installation of a Ring doorbell or something of the like. She cannot see who is at the door from the upper-level entry. Would the Board approve for the installation on the exterior of the building? Peter made a motion that any tenant interested in installing a video doorbell submit their plan and location to Jen, and she can approve. Kathy seconded.

Elaine stated that when Bill Burns was Chairman, he was authorized to approve small jobs without full Board approval up to \$1,000. She requested that Nature's edge install bushes on the lower level.

There were questions regarding floor replacement for all of the units, not just the units that are turned over. This work was included on the Capital Needs Assessment for 2021.

The radiators the in bathroom are rusty. Maintenance to address this.

Kathy stated that if a resident lives in a unit for six years or more, they are eligible to have their unit painted. This information is also in the Tenant Handbook.

Bob would like for the town to use or auction off the idle equipment in storage. He spoke to the Finance Director and Director of Public Works. If it is unable to be resolved in 90 days, then work with an equipment supplier. Peter spoke to Natures Edge, who was going to secure a deal to exchange the current unutilized equipment for smaller equipment so that the crew can use it for snowplowing, etc.,. Peter will reach out. Bob made a motion to pursue the town program. Peter asked for 30 days to work with Natures Edge. Bob made the motion to pursue the town program again, and no one seconded.

Bob has been in contact with solar electric vendors and wanted to make a motion to listen to the vendors. This had occurred in the past. Bob requested that Jen listen and collect information on solar panels. Jen to follow up on changing all of the lightbulbs in the community over to LED.

Bob would like to improve the eviction policy due to issues with tenants who do not follow the rules. He would like for two or more violations or police interactions to result with turning the issue over to the attorney to seek court eviction. Bob made a motion to enact this change. Peter seconded but only for discussion purposes. Peter advised that we will check the documents and review with the attorney. Will discuss at the November Meeting.

Bob would like for something to be added to the rules regarding vehicles and for the police to be contacted to have the unauthorized vehicle towed. It is a public road but is not public parking.

Elaine moved to go into executive session at 11:03.

The Board came out of executive session and resumed the meeting. Peter made a motion that beginning 1/1/2022, a resident of Oxford Housing cannot be nominated to the position of Chair of the OHA Board. Ann seconded. All in favor.

Meeting was adjourned at 11:17.