

Oxford Housing Authority

Regular Board Meeting

April 22, 2016

Call to Order: The meeting was called to order at 2:07 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance: Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Kathy O'Connell, Bob Peck and Peter Aiksnoras. Also present was David Keyser (Executive Director), Lori Caruso (Property Manager), Harry Whitcher (Maintenance), and John Tuz.

Additions to the Agenda: There were none.

Minutes:

- Under New Business, it should be clarified that Frank doesn't have the \$1,000 spending limit, management does.
- Under Management and Budget, "specks" should be "specs".
- Under Old Business, it should be changed that we aren't waiting to speak with Mr. Smith regarding the extra parking spaces; David Keyser spoke with Mr. Smith and he is currently but he will

Commission Chairman Burns entertained a motion to accept the March 18th, 2016 minutes with corrections. Commissioner Barrett made a motion to accept the March 18th minutes as stated, and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Overview of the lock bids:

- We received 3 bids;
 - Tomlinson Hawley Patterson (Trumbull, CT) - \$64,945
 - Builders Hardware (West Hartford, Shelton CT) - \$74,300
 - Dave Steeves (Oxford, CT) - \$98,000

In the packages they presented, the first 2 bidders put a bid bond from their bonding company with it. Dave Steeves put a check for the 5% requirement.

Commissioner Peck entertained a motion to choose the lowest bidder. Commissioner Aiksnoras made a motion to choose the lowest bidder and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Mr. Tuz will contact Tomlinson Hawley Patterson on Monday, to vet with them. He will then email David and Lori with conformation of that. After that they will begin to sign contracts. He

will notify the other 2 bidders that they were not successful and return Dave Steeves check. The contracts should be signed by beginning of May. It takes 4 – 6 weeks to get the locks in stock and about a month once they start for completion of the job.

Audience of Citizens: Tenants present: Virginia Sobolisky, Jeanette Laird, James Boyers, Kathlyn Boyers, Virginia Keane, and Jack Timmons.

Of the 3 tenants that were asked regarding the manuals for the stoves and refrigerators, they found them in their cabinets.

Correspondence:

- The First Selectman emailed Commission Chairman Burns earlier this month regarding the status of Twin Brooks. A few days later Commission Chairman Burns responded. Commission Chairman Burns attached the correspondence that he developed at the request of the board 2 years ago asking for it and stating that we were waiting for an answer; if we didn't hear an answer that it went into inactive status . We haven't heard a response from the First Selectman since April 10th.
- We have received notification from the Department of Housing regarding our RSC grant that we have thru June 30th. They cut us by \$1,045.

Treasurer's Report: Commissioner Aiksnoras presented his report for March as follows:

Petty Cash: \$100

Operating Cash: \$ 104,288.84

Stiff Account: \$ 234,563.08

Total Cash: \$338,851.92

Commission Chairman Burns entertained a motion to accept the March treasurer's report. Commissioner Barrett made a motion to accept the March treasurer's report, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Management and Budget: None

Old Business:

- The VCR for the community room has been replaced by the association. It's hooked up with labels and instructions.
- Comcast will be emailing Lori the updated channel lineup that everyone should have.
- After recertification's, in May sometime we will have the evacuation procedures done with Scott.

- At the last tenants meeting they compiled a list of items that could be added to the CNA's:
 - The windows on the panels on the upper doors to see who's being buzzed in (4 doors)
 - Floors in hallway (8 floors)
 - Fans in bathroom
 - Drainage on deck

New Business:

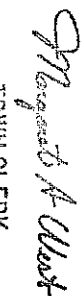
- In regards to the 3 sheds; they are not 100% ready yet. Management is getting all the equipment sent out for service. Dump runs have been made by Maintenance.
- Management is sending the tractor out for service to get the lawn ready next week. The landscaping number has been raised.
- **Budget:**
 - Income – No major difference. Just a couple adjustments were made in case of vacancies, people moving in and out.
 - Office Supplies - Has been dropped a little
 - Meeting & Conference – Dropped the fees to half. Not utilizing amount in budget.
 - Total office expense has dropped down by a couple thousand.
 - Payroll & Taxes - An adjustment was made for a 3 – 5% increase with Medicare/unemployment.
 - Water – Was dropped to a more realistic amount for next year. We're not at our budgeted amount now and we're almost due for our final bill.
 - Electricity – Was also dropped. There was an increase in electricity fees. It's not near the budgeted amount.
 - Gas – The propane refill price was below half of what we paid last year. For the next season, we're not going to be near the budgeted amount.
 - Cable – Small increase just in case there's any changes.
 - The total utilities have dropped by about \$7,000.
 - Contractors/Painting – The tenants that have been here 20 years + have requested a touch – up paint job.
 - The contractor cost went up from \$28,000 to \$33,400.
 - Maintenance Shop & Equipment – Was raised because we need a compressor. Also some other small additions to maintenance shop.
 - Refuse Removal – Dropped by a couple hundred.
 - There was an increase on each insurance line item
 - There cannot be a surplus in the budget so the \$2,800 can go to R &R.
 - We will be looking to getting a number for converting Harry's office from electric to gas.

- The budget is due to the state on June 1st.
- Commission Chairman Burns and Management will look into getting 2 washers per location.
- Commissioner Aiksnoras made a motion to approve the 2016- 2017 Budget, and was seconded by Commissioner Peck. Commissioner Burns asked all those in favor of the motion to vote Aye. All were in favor.

Adjournment: Commission Chairman Burns entertained a motion to adjourn at 3:12 p.m. Commissioner Barrett made a motion to adjourn at 2:45 p.m., and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Respectfully Submitted,


Stephanie Dimon

16 MAY -2 PM 2:50
TOWN OF OXFORD, CT

TOWN CLERK

Oxford Housing Authority
Balance Sheet for March 2016
Program: CT State Elderly Project: E197 - Crestview Ridge

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
ACCOUNTS PAYABLE - VENDORS		
2111 Accounts Payable Vendors	(7,559.48)	(8,633.44)
2112 Contract Retention	0.00	47,484.91
TOTAL ACCOUNTS PAYABLE - VENDORS	<u>(7,559.48)</u>	<u>38,851.47</u>
SUNDRY ACCOUNTS PAYABLE		
2119 Sundry Accounts Payable	0.00	229.00
TOTAL SUNDRY ACCOUNTS PAYABLE	<u>0.00</u>	<u>229.00</u>
TOTAL ACCOUNTS PAYABLE	<u>(7,559.48)</u>	<u>39,080.47</u>
TOTAL LIABILITIES	<u>(7,559.48)</u>	<u>39,080.47</u>
SURPLUS		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	43,625.85
2814 Contributions by the Municipality	0.00	314,198.92
2820.1 Rehab Funds Authorized No.1	0.00	1,197,379.00
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
RETAINED EARNINGS		
UNAPPROPRIATED		
2830 Unappropriated Retained Earnings	0.00	44,437.35
2830.1 Income & Expense Clearance	0.00	10,845.91
2830.1 Income & Expense Clearance (Current Year)	4,691.41	24,375.60
TOTAL UNAPPROPRIATED	<u>4,691.41</u>	<u>79,658.86</u>
APPROPRIATED		
2830.4 Retained Earnings for RM&R	310.83	274,094.49
TOTAL APPROPRIATED	<u>310.83</u>	<u>274,094.49</u>
TOTAL RETAINED EARNINGS	<u>5,002.24</u>	<u>353,753.35</u>
TOTAL SURPLUS	<u>5,002.24</u>	<u>5,945,124.80</u>
TOTAL LIABILITIES AND SURPLUS	<u>(2,557.24)</u>	<u>5,984,205.27</u>
PROOF	<u>0.00</u>	<u>0.00</u>