

Oxford Housing Authority

Regular Board Meeting

August 28, 2015

Call to Order: The meeting was called to order at 2:05 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance: Present: Commissioners Bill Burns, Kathy O'Connell, Elaine Barrett and Bob Peck. Also present was Lori Caruso (Property Manager), Don Smith, Jr. and Harry Witcher.

Additions to the Agenda: Chairman Burns stated that there will be an executive session at the conclusion of the meeting.

Minutes: Chairman Burns entertained a motion to accept the minutes for July 24, 2015. Commissioner Barrett made a motion to accept the minutes as stated, and was seconded by Commissioner O'Connell. Chairman Burns asked all those in favor to vote Aye. All were in favor.

Audience of Citizens: Tenants present: Bessie Pawluk, Jeanette Laird, Muriel Sabetta, Virginia Sobelisky, Lenore Lyder, and John Timmons.

Bessie Pawluk discussed concern on the progress of completion of the hedge work. Chairman Burns stated the status of this will be looked into.

Correspondence: We have received 2 proposals for the trimming/removal of the pear trees around the islands in the parking lot. There are 19 trees total; 3 need to be removed completely because of rotting.

Treasurer's Report: Due to the absence of Commissioner Aiksnoras, Chairman Burns entertained a motion to defer the treasurer's report until next month. Commissioner Barrett made a motion to defer the treasurer's report until next month, and was seconded by Commissioner O'Connell. No comments. Chairman Burns asked all those in favor to vote Aye. All were in favor.

Security System Review: All work has been completed.

The total contract amount is \$985,585.

The final requisition is for \$50,948.78

There is a 1 year warranty on all the work that's been done.

Old Business: The CNA preliminary list has been sent out.

In regards to the shrub removal; Ted was on the property a few days ago. He left 2 areas undone (a larger and a smaller one). He will return next week to pull them. He damaged some of the asphalt.

New Business: Chairman Burns spoke with Bob Bailey to inform him that Lori is now the new property manager. He will be doing our required annual audit. Lori will be getting him the information he needs.

The looming and seeding was not included in the shrub removal pricing. Lori is suggesting we get a delivery of topsoil and have Harry go through the property to reseed and spread the topsoil throughout the month. Chairman Burns suggests we get a quote from the people doing the tree removal work.

Ted should be checking for roots and rocks.

Commissioner Peck wanted to express on behalf of the board a thank you to Lori for a seamless transition.

Adjournment: Chairman Burns entertained a motion at 2:35 p.m. to go into executive session. Commissioner Barrett made a motion to go into executive session at 2:35 p.m. and was seconded by Commissioner O'Connell.

MOTION: Elaine, second by Kathy to enter executive session to discuss management contract at 2:35pm.

Passed: 4 For, 0 Opposed.

MOTION: Bob, second by Elaine to exit executive session at 3:45pm.

Passed: 4 For, 0 Opposed.

There was discussion on the two bids presented to perform specific landscaping items.

MOTION: Elaine, second by Kathy to accept the Belletti Tree Service landscaping bid of \$3,800.00 subject to confirmation that the bid amount includes all of the services specified in the Ted's Lawn Care bid.

Passed: 4 For, 0 Opposed.

MOTION: Bob, second by Elaine to adjourn at 4:04pm.

Passed: 4 For 0 Opposed.

15 SEP -9 PM 3:50
TOWN OF OXFORD, CT
Margaret A. Clark
TOWN CLERK

Respectfully Submitted,
Stephanie Dimon
Stephanie Dimon

Oxford Housing Authority
Balance Sheet for July 2015
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
ASSETS		
CASH		
1117 Petty Cash	0.00	100.00
Cash- Operating	32,034.78	177,327.70
Reserve Cash-Savings	0.00	234,488.58
TOTAL CASH	32,034.78	411,828.28
TENANTS' ACCOUNTS RECEIVABLE		
Tenants Accounts Receivable	(633.00)	(3,083.22)
TOTAL TENANTS' ACCOUNTS RECEIVABLE	(633.00)	(3,083.22)
OTHER TENANTS' ACCOUNTS RECEIVABLE		
1126 Rehab funds Receivables	(56,416.10)	104,861.76
TOTAL OTHER RECEIVABLES	(56,416.10)	104,861.76
DEFERRED CHARGES & PREPAYMENTS		
Unexpended Insurance	6,394.00	12,161.36
Prepaid Expenses	1,053.00	1,560.00
TOTAL DEFERRED CHARGES & PREPAYMENTS	7,447.00	13,721.36
FIXED ASSETS		
Development Cost	0.00	3,314,198.92
Furniture and Equipment	0.00	43,625.85
Capital Improvements	0.00	840,807.68
TOTAL FIXED ASSETS	0.00	4,198,632.45
CLEARANCE		
Insurance Claims Clearance	0.00	1,895.56
TOTAL CLEARANCE	0.00	1,895.56
REHAB AND DEVELOPMENT		
RAP	0.00	1,271,371.09
RAP Subsidy Payments	1,013.00	1,013.00
TOTAL RAP	1,013.00	1,013.00
RSC		
RSC Expenses	1,193.53	1,193.53
TOTAL RSC	1,193.53	1,193.53
TOTAL ASSETS	(15,385.79)	6,069,021.83