

**Oxford Housing Authority
Regular Board Meeting
November 18, 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
Treasurer Peter Aiksnoras
Commissioner Kathy Johnson
Secretary Kathy O’Connell
Also present was Jennifer Berry – Imagineers, LLC

Audience of Citizens – Tenants present: Bonnie Chevarella, Mary Lee Bachhuber, Carol Gliford, Judith Brown, Catherine Cervera, Joan Stanko, Kathryn Boyers, Ray Schietinger, Emily Inzitari, Dorothy McDonald, and Lou Anne Evon.

Ray asked about the power washing. It is to be completed the same day of the meeting. He then asked about the concrete repairs. The Board has approved the quote and is awaiting the scheduled date from the vendor. He also asked about the painting of hallways and new air conditioner covers. The Board approved for new covers to be purchased, and painting is scheduled to be done over the winter months.

Kathryn asked if propane invoices will be provided every month, and Jen advised they will.

Judith asked if a washer and dryer could be installed in each unit. The Board advised this cannot be done due to the water and septic system.

Marylee asked about installing new thresholds for the unit door. Maintenance will be working on them every week. She also asked about the key cover in the chair lift. Jen will look into getting the cover removed.

Minutes – Motion to accept meeting minutes from September 16, 2021 by Peter. Kathy O’Connell seconds. All were in favor.

Correspondence – Application continue to be mailed out, as requested, each week.

Treasurer’s Report –
Operating Cash: \$22,326
Petty Cash: \$100
Cash-Savings: \$73,523
STIF Account: \$213,786

Total Assets: \$309,735

Old Business – Flooring Project – We discussed the potential to install new flooring in all units in the community over several years. This could be done over the next five years, with three or four units completed per year. Based on tenant tenure, D23, C19, D27, and E32 would be completed in Phase 1. Materials costs have increased, and the cost to move furniture would bring the cost per unit to be between \$3,150 and \$3,580. The flooring has a 30-year residential warranty.

Accumark was provided the approved proposal for the concrete and railing repair.

The handbook has been updated for the Board's review.

The bushes have been trimmed throughout the community.

Maintenance has been working to research lower profile thresholds for all unit doors.

Maintenance has begun to take care of the rusty radiators. All units' radiators will be inspected.

New Business – The annual Fire Marshal inspection was completed.

The septic tank was cleaned.

The propane was turned on for this winter.

The A/C sleeves were placed on units.

The application to maintain tax exemption status has been provided to the town.

The RSC Quarterly reports and request for payment have been provided to CT DOH.

The annual unit and waitlist reports have been provided to CHFA.

The annual preventative lift maintenance was completed.

All units are occupied at this time.

25 work orders have been completed since the last meeting.

Elaine moved to adjourn at 10:44 AM.