

Oxford Housing Authority

Regular Board Meeting

July 28, 2017

Call to Order – The meeting was called to order at 2:00 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance – Present: Commission Chairman Bill Burns, Commissioners Kathy O'Connell, Bob Peck and Peter Aiksnoras. Also present was David Keyser (Executive Director), Kevin Brown (Property Manager), Harry Whitcher (Maintenance), Teila Cheever (RSC), and Ondrea Kanwhen (Grid Alternative).

Additions to the Agenda – There were none.

Minutes – There were no corrections. Commission Chairman Burns entertained a motion to accept the June 23, 2017 minutes as stated. Commissioner Aiksnoras made a motion to accept the June 23, 2017 minutes as stated, and was seconded by Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor, with one abstention; Commissioner Kathy O'Connell.

Audience of Citizens – Tenants present: Muriel Sabetta, Rita Wilson, Bonnie Chevarella, Lou Anne Evon, Jack Timmons, Helen Jurgens, Virginia Sobolisky, Virginia Keane, Kathryn Boyers, Jeanette Laird, Frank Tomis, Judy Lungarini, and Irene Cullhen.

- There is a notice on the board regarding the missing items from the community room cabinets and drawers that are used for tenant functions. It has been requested for the time being that locks be purchased to put on cabinets until the lift is fixed and the items can be moved to the storage room where the lift is.

Correspondence – We received a letter in regards to getting the \$30,000 grant for the chair lift.

- We will be getting a definitive date for the planting of the trees.

Treasurer's Report –

Petty Cash: \$100

Operating Cash: \$101,760.64

Stiff Account: \$202,731.10

Total: \$304,491.74

Commission Chairman Burns entertained a motion to accept the treasurer's report.

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

- The 2016 – 2017 CHFA Report was presented. There needs to be a signature to complete.
- Commission Chairman Burns entertained a motion to accept and authorize the signature needed for the CHFA Report. Commissioner Aiksnoras made a motion to accept and authorize the signature needed for the CHFA Report, and was seconded by Commissioner O'Connell.
- Commissioner Peck objects to the excessive increases in electric and contractor charges on the previously approved budget. He asked the Commission/ Management to consider decreasing some of these costs in the future. Such as looking into alternatives for snow removal, and possibly renting equipment and man power supervised by management and/or maintenance.

Management and Budget – There is a new tenant.

- The elderly list went down by 22 people and is now at 59 people total; also the elderly disabled list went down by 3 people and is now at 11 people.
- All the unit inspections have been completed; there is no work orders generated yet.
- The Fire Marshall performed his annual inspection; everything is ok.
- Barnum Engineering also performed an inspection; checking the fire control panel, call for aides and the alarm notification appliances.
- Bullock Access dismantled lift; they will install beginning of next week.
- The deck has been completed and just needs to be stained.
- The rails around the walkway have been secured.
- Comcast came out; there were loose wires.
- The storage room has been completely cleaned out.
- Management will look in to getting the junk removed from storage.
- The Natures Edge trimmed back the trees and removed overgrow on the property.
- The lighting that needed to be fixed has been done.
- Outstanding Items: Management has been trying to contact Public Works in regards to hot patching the potholes on the property, but they have no voicemail.
- We are waiting on the quotes for the shutters.
- We received two quotes for the sidewalk repairs. 1.) Precision Concrete Cutting - \$2,610
2.) JD Paving and Sealing - \$4,500
- Management will be getting quotes for cleaning the gutters.
- Frank Tomis will be securing an application with Ion Bank for the funding for the flagpoles.
- The banks will be cut every other week and will use a mower vs. the tractor to not cause a mess.

- It was determined by the tenant association to have State Representative David Labriola in attendance. The door leading out to the deck of the community room was discussed regarding getting it replaced.
- The cobwebs and bugs in the hallways are going to be removed by the cleaning services.
- The entry/ exit doors need to be painted.
- The building needs to be power washed.
- We will be getting information on the fence beams.

Old Business – Bob quoted that we have never had an increase in the electric bill the way we’ve had this past year.

- Everyone likes the cleaning services.
- We need to have a discussion with Precision Concrete Cutting and ask them some questions.
- In regards to the asphalt, there is no quote to fix the curbs, just the cracks.

New Business – “Grid Alternatives” – Ondrea Kanwhen (Representative) presented the solar energy proposed project for Oxford Housing Authority.

- It was requested that she provide the contact info for the Norwalk, CT project they did.
- It was asked if there is a roll off for the “credit” we acquire for “unused energy”
- It was asked if there are any fees if we decide in the next 5 years we don’t want the services any longer; she thinks you will have to buy the systems from The CT Green Bank (pay the remaining balance). But will get back to Commission/Management with a definitive answer.
- Also it was asked how long the potential liability goes for. She will get back to us with a definitive answer.
- The next step would be to schedule a site visit to look around the property to see if a ground mount is possible, assess the roof. There is no cost for this. The next step after this would be to do a PPA work order. They will then start the final design permitting and some initial procurement.
- Grid Alternatives handles all of the permitting. The CT Green Bank will need financial records, insurance records, and to sign up on their database to set up an account.

Adjournment – Commission Chairman Burns entertained a motion to adjourn at 4:07 p.m. and go into executive session. Commissioner O’Connell made a motion to adjourn at 4:07 p.m. and go into executive session and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Executive Session -

MOTION: Kathy, second by Peter to enter Executive Session at 4:07pm

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Exited Executive Session at 4:57pm

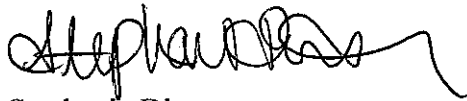
MOTION: Peter, second by Bob that, given current budget concerns, to empower management to terminate any/all part-time maintenance personnel.

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

MOTION: Kathy, second by Bill to adjourn at 5:09pm.

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Respectfully Submitted,



Stephanie Dimon

17 AUG 16 AM 11:48
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK

Oxford Housing Authority
Balance Sheet for June 2017
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	25,661.54	14,331.57
TOTAL ACCOUNTS PAYABLE	25,661.54	14,331.57
TOTAL LIABILITIES	25,661.54	14,331.57
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
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
2821.13 Capital Grant by St of CT	0.00	1,147,811.18
2827.1 RAP Unissued	0.00	8,340.00
RETAINED EARNINGS		
Unappropriated	(310.20)	26,259.44
Appropriated	2,417.00	289,938.20
TOTAL RETAINED EARNINGS	2,106.80	316,197.64
TOTAL SURPLUS	2,106.80	5,866,341.27
TOTAL LIABILITIES AND SURPLUS	27,768.34	5,880,672.84
PROOF	0.00	0.00