

Oxford Housing Authority

Regular Board Meeting

August 25, 2017

**Call to Order** – The meeting was called to order at 2:00 p.m. by Commissioner Elaine Barrett prior to the pledge of allegiance.

**Attendance** – Present: Commissioners Elaine Barrett, Kathy O'Connell, Bob Peck and Peter Aiksnoras. Also present was David Keyser (Executive Director), Kevin Brown (Property Manager), Harry and Jan Witcher (Maintenance), Joe Belletti Jr., and Joe Belletti Sr.

**Additions to the Agenda** – There were none.

**Minutes** – There were no corrections. Commissioner Barrett entertained a motion to accept the July 28, 2017 minutes as stated. Commissioner Aiksnoras made a motion to accept the July 28, 2017 minutes as stated, and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

**Audience of Citizens** – Tenants present: Shirley Gaetano, Muriel Sabetta, Rita Wilson, Lou Anne Evon, John Timmons, Helen Jurgens, Virginia Sobolisky, Kay Boyers, Jeanette Laird, Frank Tomis, MaryLou Bachhuber, Don Elmore and Ray Schietinger.

- Harry Witcher presented a letter from Radovich Builders stating that they gave Harry 2 refrigerators when they installed new ones at Crestview Ridge. Harry is requesting the approval to take them. The board will discuss his request and will get back to him with a definitive answer.
- It was requested that if someone comes to do work in an apartment that they leave a tag saying who they are and what they did.
- There is a desk chair covered in cat hair and a table in the newly cleaned storage room; it has been requested that they be removed.
- It has been requested that the floors in the apartments be replaced if needed after a tenant moves out.
- There are two separate motors in two tenant's apartments for the fans in the bathrooms that need to be replaced. Management assured these would be replaced when repairs will be done from the inspections that were just done.
- In a tenants apartment there is a light above their kitchen sink that has a burning smell when you turn it on; it has been requested that it be fixed. Management assured this too will also be addressed when the repairs from the inspections take place.
- It has been requested that a wedge be put in so it's easier to get into her apartment.

**Correspondence** – The obituary for Beverly Blakeman was presented.

**Treasurer's Report** – Commissioner Aiksnoras read the amended June financials into the minutes:

Petty Cash: \$100

Operating Cash: \$101,760.64

Stiff Account: \$202,731.10

Total: \$304,491.74

Commissioner Barrett entertained a motion to accept the amended June Financials.

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

- Commissioner Peck suggested that we try keeping the checking account under \$100,000. Commissioner Aiksnoras will take this comment into consideration and check with Kevin on what the outstanding liabilities are. Commissioner Aiksnoras also commented that it is the goal to keep the checking account under \$75,000.

Commissioner Aiksnoras gave his report for July as follows:

Petty Cash - \$100

Operating Cash - \$94,246.67

Stiff Account - \$202,908.19

Total: \$297,154.86

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

- Commissioner Peck requested a printout of the monthly budget in whole categories.

**Management and Budget** – As of September 1, 2017 there will be one vacancy. Otherwise Crestview Ridge is fully occupied. There are currently 64 people on the elderly waiting list and 13 people on the elderly disabled waiting list.

- The 120 unit inspections are completed. There were 65 work orders generated from these inspections. Radovich Builders and Dave Steeves construction will be doing the work.
- There were 16 work orders for July; they have been completed.

- Belletti removed the remaining ash trees.
- Bullock Access is halfway through the installation process; it should be completed by next week or the following week.
- The Nature's Edge completed trimming the shrubs and bushes. They have also installed a new fence (guard) beam in front of Building C.
- **Outstanding Items**
- Parking lot sweep and hot patching of pot holes will be done soon.
- The replacement of the shutters. (Management has quotes, but waiting for a few for the installation)
- Painting of the entry and exit doors. (Management is waiting for a few more quotes)
- Power washing of the buildings. (Management has 3 quotes)
- Fix broken fence beams.
- Repair of sidewalk – Process was proposed and presented to the board. (Quotes from J.D Paving & Ceiling, and from Precision Concrete & Cutting.
- Cleaning of gutters. (Can be done while power washing the buildings)
- Replacement of the Community Room deck door. Management will contact Dave Steeves.
- The monthly tenant meeting was held on August 23, 2017 to discuss items of concern of the Crestview Ridge community. In attendance: Elaine Barrett, Kathy O'Connell, MaryLou Bachhuber, Kay Boyers, David Keyser, and Kevin Brown.

**Old Business** – There are 4 quotes for the power washing and 2 quotes for the sidewalk/asphalt repair.

**Sidewalk repair** – (1 quote) - Commissioner Barrett entertained a motion to choose the quote of \$2,610 from Precision Concrete & Cutting for the sidewalk repair. Commissioner Peck made a motion to choose the quote of \$2,610 from Precision Concrete & Cutting for the sidewalk repair and was seconded by Commissioner Aiksnoras. These funds will be withdrawn from the RMNR account. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

**Asphalt** – (1 quote) - Commissioner Barrett entertained a motion to choose the quote of \$4,500 from J.D Paving & Sealing for the asphalt repair. Commissioner Aiksnoras made a motion to choose the quote of \$4,500 from J.D Paving & Sealing for the asphalt repair and was seconded by Commissioner O'Connell. These funds will be withdrawn from the RMNR account. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

**Power washing** – (4 quotes) –

- 1.) Hydro – Clean (\$3,250)
- 2.) William Robles (\$2,000)
- 3.) Angelo Enterprises (\$2,200)
- 4.) The Nature's Edge (\$10,012.85)

Commissioner Barrett entertained a motion to accept the bid of \$2,000 from William Robles. Commissioner Peck made a motion to accept the bid of \$2,000 from William Robles, and was seconded by Commissioner Aiksnoras. These funds will be withdrawn from the RMNR account. Commissioner Barrett asked those in favor to vote Aye. All were in favor.

- There are 2 quotes for repairing/ painting 14 doors.
  - 1.) Dave Steeves (\$2,100)
  - 2.) Angelo Enterprises (\$4,500)

Commissioner Barrett entertained a motion to accept Dave Steeves bid of \$2,100 for the repair/painting of 14 doors. Commissioner Aiksnoras made a motion to accept Dave Steeves bid of \$2,100 for the repair/painting of 14 doors, and was seconded by Commissioner O'Connell. These funds will be withdrawn from the RMNR account. Commissioner Barrett asked those in favor to vote Aye. All were in favor.

**New Business** – There is a proposed solution to monitoring who and when people enter and exit the buildings. It is security software that needs to be installed into the computer. The proposed cost for the software and installation is \$1,388. Kevin will also look into other options.

- Belletti presented their proposal for the plating of the trees. On Stakum Circle, there will be Grey or Silky Dogwoods. Initially they were going to plant Hackberry trees, but the grant didn't come in until July, and by then there were no Hackberry trees left. They are looking into alternative plans that fit Crestview Ridge's site plan and coincide with the grant for the trees. American Brasswood and Maple trees may be an option. Everything will be all set in about 3 weeks.
- Commissioner Peck made a motion to allow Harry to pick up the 2 refrigerators given to him by Radovich Builders, and was seconded by Commissioner O'Connell. This motion is still on the table and will be discussed at the next meeting.

**Adjournment** – Commissioner Barrett entertained a motion to adjourn at 3:55 p.m. and go into executive session. Commissioner Aiksnoras made a motion to adjourn at 3:55 p.m. and go into executive session and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

**Executive Session** -

MOTION: Peter, second by Kathy to enter Executive Session at 4:00pm

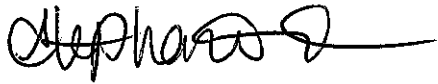
PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Exited Executive Session at 4:33pm

MOTION: Kathy, second by Bill to adjourn at 4:33pm.

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Stephanie Dimon', with a long horizontal flourish extending to the right.

Stephanie Dimon

17 AUG 30 AM 11:36  
TOWN OF OXFORD, CT  
*Christine A. West*  
TOWN CLERK

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

	Period Amount	Balance
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
Accounts Payable - Vendors		
<b>TOTAL ACCOUNTS PAYABLE</b>	(14,331.57)	0.00
<b>TOTAL LIABILITIES</b>	(14,331.57)	0.00
<b>SURPLUS</b>		
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
<b>RETAINED EARNINGS</b>		
Unappropriated	4,818.00	31,077.44
Appropriated	2,417.00	219,192.31
<b>TOTAL RETAINED EARNINGS</b>	7,235.00	250,289.75
<b>TOTAL SURPLUS</b>	7,235.00	5,800,413.38
<b>TOTAL LIABILITIES AND SURPLUS</b>	(7,096.57)	5,800,413.38
<b>PROOF</b>	0.00	0.00