

Oxford Housing Authority

Special Board Meeting

September 29, 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, and Peter Aiksnoras. Also present was David Keyser (Executive Director) and Kevin Brown (Property Manager).

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

**Minutes** – There were no corrections. Commissioner Barrett entertained a motion to accept the August 25, 2017 minutes as stated. Commissioner O'Connell made a motion to accept the August 25, 2017 minutes as stated, and was seconded by Commissioner Aiksnoras. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

**Audience of Citizens** – Tenants present: Harry and Jan Witcher, Helen Jurgens, Bonnie Chevarella, Muriel Sabetta, Virginia Keane, and Kay Boyers.

**Correspondence** – We received a letter from Bullock Access stating they have successfully installed the chair lift and it is now in service.

- Management would like to have ceremonies for the Elevator (Lift) and the trees that were planted.

**Treasurer's Report** – Commissioner Aiksnoras gave his report for August into the minutes:

Petty Cash: \$100

Operating Cash: \$41,095.19

Stiff Account: \$203,089.10

Total: \$244,184.29

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

**Management and Budget** – Joe Belleti and Son, removed the remaining Ash Trees. They planted 7 River Birch on the upper level and 5 Dogwoods at the lower level.

- Bullock Access, Oxford Fire Marshall and the Oxford Town Building Inspector met Wednesday, September 27, 2017 to inspect the operation and functionality of the Elevator (Lift). It just needs some minor carpentry work.
  - The door frames and exit doors have been painted. The majority of the carpentry work on the door frames has been completed.
  - There is currently 1 vacancy.
  - The deadline for applications is Monday, October 2, 2017.
  - There are currently 64 Elderly and 13 Elderly Disabled people on the waitlist.
  - All of the buildings have been power washed, as well as the gutters being cleaned out.
  - The 5 broken fence beams have been removed. They will be replaced by The Natures Edge.
  - JD Paving and Ceiling have completed the asphalt work.
  - As of last week there were 125 work orders; there are 11 incomplete now. There were 26 work orders done and completed.
  - Precision Concrete and Cutting have completed the concrete cutting project in front of Building C, upper level.
  - Outstanding Items:
    - The parking lot sweep and hot patching of pot holes,
    - Replacement of the Community Room Deck Door (Week of September 24, 2017)
    - Upper level of Building D (25-26), exterior door frame. (Week of September 24, 2017)
    - Unit C18, rear door frame. (Week of September 24, 2017)
- The Crestview Tenants met with OHA on September 20, 2017 to discuss items of concern of the Crestview Ridge community. Present: Kathy O'Connell, Elaine Barrett, Kay Boyers, and Kevin Brown.
- They discussed putting together a Welcome packet for new tenants, and what to possibly include in the packet. A telephone directory of widely used phone numbers in Oxford and the Naugatuck Valley, How to apply for renters rebate, and energy assistance, an annual master calendar of events that will be held at Crestview Ridge, Senior friendly eating establishments, with delivery, coupons, and map of Oxford.

**Old Business** – There are 2 quotes for the price of the actual shutters.

One from Oxford Lumber for \$5,583.50 for 130 Shutters

One from Lyon and Billard – One for \$5565 for 140 shutters at 4x47

One for \$5880 for 140 shutters at 4x51

There are 2 quotes for the actual installation of the shutters.

One from The Natures Edge for \$3,615.90 for the removal and installation of 130 shutters

One from Dave Steeves for \$17,325 (Actual Shutters, and removal and installation)

Commissioner Aiksnoras made a motion to purchase the shutters from Oxford Lumber at \$42.95/ each with a total of \$5,583.50, and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

Commissioner Aiksnoras made a motion to accept The Natures Edge quote of \$3,615.90 for the removal and installation of 130 shutters, and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

Management just needs to get the accurate count of shutters that need to be replaced. 130 or 140.

- Commissioner Aiksnoras made a motion to go into contract with Seymour Housing Authority for the fiscal year with an extension provided the mutual agreement, and was seconded by Commissioner Barrett. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.
- The policy for the key fobs needs to be completed, in regards to a charge for the replacement of the fobs. Commissioner Aiksnoras made a motion to add a charge of \$50 for the key fobs to cover the replacement of it, and was seconded by Commissioner O'Connell.
- Commissioner Aiksnoras made a motion to authorize the treasurer to close the account with \$17 in it and transfer it to the checking account, and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.
- In regards to the question regarding the refrigerators; the Attorneys of Harry Witcher and OHA have discussed the issue, it is still under review and will be discussed at the next meeting.

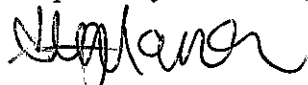
**New Business** – There are documents for the audit that need to be signed by the treasurer.


- Oxford Housing now has a service contract with Huntington Power for the generator. 2 times a year they will service the generator; check belts, connections, battery, etc. They had their first visit last week.
- The floors will be buffed and waxed soon – A memo will be sent out when that will take place.

**Adjournment** – Commissioner Barrett entertained a motion to adjourn at 2:57 p.m.

Commissioner Barrett made a motion to adjourn at 2:57 p.m. and was seconded by Commissioner Aiksnoras. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,

  
Stephanie Dimon

17 OCT -2 AM 11:47  
TOWN OF OXFORD, CT  
  
TOWN CLERK

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

	Beginning Balance	Period Amount	Balance
<b>LIABILITIES AND SURPLUS</b>			
<b>LIABILITIES</b>			
<b>ACCOUNTS PAYABLE</b>			
Accounts Payable - Vendors	(19,562.84)	3,569.51	(15,993.33)
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>(19,562.84)</b>	<b>3,569.51</b>	<b>(15,993.33)</b>
<b>TOTAL LIABILITIES</b>	<b>(19,562.84)</b>	<b>3,569.51</b>	<b>(15,993.33)</b>
<b>SURPLUS</b>			
2810 Capital Grant by State of Connecticut	3,000,000.00	0.00	3,000,000.00
2813 Valuation of Fixed Assets	43,625.85	0.00	43,625.85
2814 Contributions by the Municipality	314,198.92	0.00	314,198.92
2820.2 Rehab Funds Authorized No.2	195,360.00	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	840,807.68	0.00	840,807.68
2821.13 Capital Grant by St of CT	1,147,811.18	0.00	1,147,811.18
2827.1 RAP Unissued	8,340.00	0.00	8,340.00
<b>RETAINED EARNINGS</b>			
Unappropriated	24,826.12	(2,118.79)	22,707.33
Appropriated	219,192.31	2,310.40	221,502.71
<b>TOTAL RETAINED EARNINGS</b>	<b>244,018.43</b>	<b>191.61</b>	<b>244,210.04</b>
<b>TOTAL SURPLUS</b>	<b>5,794,162.06</b>	<b>191.61</b>	<b>5,794,353.67</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>5,774,599.22</b>	<b>3,761.12</b>	<b>5,778,360.34</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>