

Oxford Housing Authority

Regular Board Meeting

May 27, 2016

Call to Order: The meeting was called to order at 2:01 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance: Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Kathy O'Connell, Bob Peck and Peter Aiksnoras. Also present was Lori Caruso (Property Manager) and Harry Whitcher (Maintenance).

Additions to the Agenda: There were none.

Minutes:

Commission Chairman Burns entertained a motion to accept the April 22nd, 2016 minutes. Commissioner Barrett made a motion to accept the April 22nd minutes as stated, and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Audience of Citizens: Tenants present: Mary Lou Bachhuber and Lenore Lyder.

Correspondence:

- **Chairman** Burns needed to sign the Public Officials Liability form, and and insurance policy.
- The management plan that we put through to CHFA looks good; she is going to accept and approve it after Chairman Burns signs it.

Treasurer's Report: Commissioner Aiksnoras presented his report for April as follows:

Petty Cash: \$100

Operating Cash: \$ 106,808.84

Stiff Account: \$ 234,563.08

Total Cash: \$341,371.92

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

Management and Budget: None

Old Business:

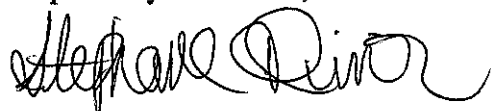
- Commissioner Peck recommends that the RMNR should be at the full 15% when we finalize the budget. When Lori input the original proposed numbers into the new CHFA spreadsheet she had to tweak a few hundred here and there because the line item is made up by CHFA in their formula. She brought the # to around \$29,000 which is what it locks in as; the requirement is \$30,000. Lori can report this at the 6 month mark and put in notes showing what the variances are and what we need to do.
- The manuals for the stoves and refrigerators have been found, they just need to be copied.
- Radovich will be here May 31st or June 1st to fix the shutters and SOFYTS that were damaged in February.
- We will be in contact with Scott regarding the evacuation plan.
- We are going to ask Belletti why the 6 trees died this year; last year they were trimmed and in good condition.
- Due to the new tenants who aren't aware of the requirements for the air conditioners for the living room windows, it has been requested that we find the specs to put them in the tenant's manual. The requirements for the bedrooms are in the tenant's manual.
- It has been requested of management that they put out a preventative maintenance letter as a reminder to a tenant who's been having someone stay with them on and off that it's not permitted.
- In regards to the locks we've had the meeting and everything is on order we should be hearing from someone any day (middle – end of June completed).

New Business:

- The recertification letters will be going out Tuesday; they should be received by Wednesday or Thursday the latest.
- Harry will be going out Monday and Tuesday, Wednesday if needed to mow. We need an air compressor.
- Commissioner Aiksnoras requested that after the locks are put in that we review the other outstanding items such as the drainage on the deck.

Adjournment: Commission Chairman Burns entertained a motion to adjourn at 3:12 p.m. Commissioner Barrett made a motion to adjourn at 2:46 p.m., and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

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TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK