

Oxford Housing Authority

Special Board Meeting

July, 8, 2016

Call to Order - The meeting was called to order at 2:02 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, and Robert Peck. Also present was David Keyser (Executive Director), and Kevin Brown (Property Manager).

Additions to the Agenda - There was no executive session due to it being a special meeting.

Minutes - Commission Chairman Burns entertained a motion to accept the May 27, 2016 minutes. Commissioner Barrett made a motion to accept the May 27, 2016 minutes and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Audience of Citizens - Tenants present: Gary Blow, Kathlyn Boyers, Mary Lou Bachhuber, Jack Timmons, and Virginia Sobolisky.

- It has been requested that if and when there is a change in management that the tenants be notified.
- It has been requested that we look into why the fire alarms aren't being heard on the second floor.
- Commission Chairman Burns will contact Scott regarding the fire evacuation plans.

Correspondence - There was none.

Treasurer's Report - Commission Chairman Burns read into the minutes the financial numbers for the May 2016 treasurer's report.

Petty Cash: \$100

Operating Cash: \$115,078.41

Stiff Account: \$265,146.30

Total Cash: \$380,224.71

Due to Commissioner Aiksnoras's absence, Commission Chairman Burns deferred a motion to accept the May 2016 treasurer's report until Commissioner Aiksnoras is present.

Management will look into the adjustments in vacancy loss for next month's meeting.

Commission Chairman Burns will present the liability wording for the state loan at next month's meeting.

Management and Budget - In regards to the trees, they are being invaded by beetles. Commission Chairman Burns entertained a motion to remove the infested trees. Commissioner Barrett made a motion that we remove all infested trees and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.


Old Business - At next month's meeting we will look into replacing the refrigerator door handles. A detailed list with all the tenants' names that are in compliance with this replacement will be presented.

- Washing machines: Management will look into getting top loaders, switching back to quarters vs. cards, and adding an additional machine.
- Parking Spaces: Management will inform Mr. Smith that he was looking in the wrong area.
- We now have the air conditioning specs for what is required for the apartments.
- In regards to the locks, they are on order, and delivery should be in 6 weeks.

New Business – There was none.

Adjournment – Commission Chairman Burns entertained a motion to adjourn at 3:24 p.m. Commissioner Barrett made a motion to adjourn at 3:24 p.m. and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,


Stephanie Dimon

16 JUL 21 AM 11:40
TOWN OF OXFORD, CT
Stephanie Dimon
TOWN CLERK