

Oxford Housing Authority

Regular Board Meeting

April 28, 2017

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

Attendance - Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Kathy O'Connell, Peter Aiksnoras, and Bob Peck. Also present was David Keyser(Executive Director), and Kevin Brown(Property Manager).

Additions to the Agenda - There were none.

Minutes - There were no corrections. Commission Chiirman Burns entertained a motion to accept the February 24,2017 minutes as stated. Commissioner Barrett made a motion to accept the February 24,2017 minutes as stated, and was seconded by Commissioner O'Connell. Commission Chiirman Burns asked all those in favor to vote Aye. All were in favor.

Audience of Citizens - Tenants present: MaryLou Bachhuber, Helen Jurgens, Rita Wilson, Muriel Sabetta, Virginia Keane, Kathryn Boyers, Frank Tomis, John Timmons, and Bill Bittar. Also present on behalf of the tenants was Selectmans Kathy Johnson, and Jeff Haney.

- The tenants had a meeting with the selectmans regarding the following issues:

- There are concerns with poor communication
- Fear of a broken lift
- Bed bugs
- The tenants voices are not being heard, they need to feel needed

- Mary Lou Bachhuber expressed her concern regarding the chair lift.

- It has been requested that managment look into fixing the following items:

- The shutters
- The paint around the doors
- The doors(some don"t close all the way)

- Frank Tomis requested that we move the Oxford Housing sign closer to the front of the

property as to be more visible. The board/managment requested he communicate with the tenants and ask their opinion. The tenants are not objective to moving the sign. He was able to get an estimate from a sign painters to how much it would be, it will be \$600. Managmnet will concider it.

- It has been requested that we have 2 part time maintenence employees.

Correspondance - We recieved a congratulatory letter regarding the America the Beautiful grant, and information in regards to it.

Treasurer's Report - Due to the meeting not being held last month on March 24th due to lack of quarum; the February financials were read into the mintues.

February Financials -

Petty Cash: \$100

Operating Cash: \$60,433.82

Stiff Account: \$266,126.84

Total Cash: \$326,560.66

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

March Financials -

Petty Cash: \$100

Operating Cash: \$73,622.01

Stiff Account: \$266,290.54

Total Cash: \$339,912.55

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

- The state of Ct for housing authorities requires you to file reports quarterlyand also an audited statement annually. When your in good financial status, they exepmt you from filing reports quarterly and you only need to file semi annually. We have been exempt for 2 + years.

Managment and Budget -

- They met with Ted's Lawn care service in regards to the snow removal . The pictures taken by Commissioner Barrett were presented. Unfortunately, they said they need to be notified of the issues sooner.
- Pride Cleaning Services started April 6th. Managment recieved noted comments from the tenants on how satisfied they are with the service. Kevin sent out a letter to everyone informing them of the Pride Cleaning Services duties.
- Managment and Commissioners Barrett and O'Connell met with Mac Grey laundry services representatives Bob Williams and Tom Marcy (Service Manager), to discuss when the new washing machine will be delivered. It will be delivered in June. The washer and dryer will be programmed to turn off at 8 p.m and to turn back in the morning at 8 a.m. The dryers will be programmed to allow time to be added incremently without having to pay the full price every time.
- The card machine for the washer/dryer has been moved from the community room to the second floor near the chair lift.
- The upstairs dryer door has been removed and fixed so that it opens and swings the opposite way as to be easier when transferring the clothes.
- There is a bid package for the chair lift. There is also contract proposals for the lawn care and snow removal.

Old Business -

- In regards to the bed bug issue; when the incident first occured, it was immedietly and thouroughly checked and taken care of. When it was believed there may have been a second occurance, managment was immedietly notified, there was a thourough check and it was fortunetly not bed bugs. The exterminator comes every week just to make sure the bed bugs are not coming back. It is all preentative procedures.
- Commission Chairman Burns entertained a provisional motion to possibly award the bid for the chair lift to Bullock Access subject to review and confirmation after we recieve the third proposal. Commissioner Peck made a provisional motion to possibly award the bid for the chair lift to Bullock Access subject to review and confirmation after we recieve the third proposal and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.
- It was requested of managment to go get bid from various people for a combination of items. The bids for snow removal and landscaping were presented to the board.
- Commission Chairman Burns entertained a motion to accept The Natures Edge bid.

Commissioner Barrett made a motion to accept the bid for The Natures Edge, and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

- We need to file a preliminary managment plan with the state; its a 90 day process.
- It is possible the state might be eliminating RAP
- Whether it will be due to the preliminary budget or the withdraw of the RAP program, there may be a tenative base rent increase. There will be a notice posted informing the residents of this possible base rent increase.
- Commission Chairman Burns entertained a motion to file a managment report with the state by May 1st. Commissioner Aiksnoras made a motion to file a managment report with the state by Mayst and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor with 2 abstentions; Commissioners Barrett and O'Connell.
- Commission Chairman Burns entertained a motion to immedietly post a notice informing the residents of a possible base rent increase of \$50 for the fiscal year. Commissioner Aiksnoras made a motion to immedietly post a notice informing the residents of a possible base rent increase of \$50 for the fiscal year, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor with 2 abstentions; Commissioners Barrett and O'Connell.

There will be a 30 day period where the tenants can comment on these 2 motions; they will then be presented at the next board meeting.

New Business -

- It has been requested that a list of the tenants who attend and who do not attend the meeting be posted every month.

Adjournment - Commission Chairman Burns entertained a motion to go into executive session at 3:49 p.m. Commissioner Barrett made a motion to go into executive session at 3:49 p.m and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Finish to 04/28/17 Minutes

MOTION: Elain, second by Kathy to enter Executive Session at 3:49pm

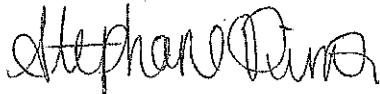
PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED

Exited Executive Session at 4:45pm

MOTION: Elaine, second by Peter to adjourn at 4:47pm

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED

Respectfully Submitted,



Stephanie Dimon

Clerk

17 MAY -3 AM 10:16
TOWN OF OXFORD, CT
Stephanie A. West
TOWN CLERK

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

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	480.00	0.00
TOTAL ACCOUNTS PAYABLE	<u>480.00</u>	<u>0.00</u>
TOTAL LIABILITIES	<u>480.00</u>	<u>0.00</u>
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	4,170.00
RETAINED EARNINGS		
Unappropriated	10,654.13	67,040.05
Appropriated	2,417.00	282,292.20
TOTAL RETAINED EARNINGS	<u>13,071.13</u>	<u>349,332.25</u>
TOTAL SURPLUS	<u>13,071.13</u>	<u>5,895,305.88</u>
TOTAL LIABILITIES AND SURPLUS	<u>13,551.13</u>	<u>5,895,305.88</u>
PROOF	<u>0.00</u>	<u>0.00</u>