

MINUTES
OXFORD HOUSING AUTHORITY, Inc.
At
CRESTVIEW RIDGE
REGULAR MEETING

11-27-2013

1. Call to meeting/Roll Call.
The meeting was called to order at 2:03 P.M. by chairman Burns.
The Pledge of Allegiance was recited.
Commissioners present were: Elaine Barrett, Bob Peck, Peter Aiksnoras, Kathy O'Connell, and Chairman Bill Burns.
Also present were: David Keyser and Harry Whitcher.
2. Peter Aiksnoras was elected Secretary Pro Tem since our clerk has retired from his position. The motion was made by Commissioner Barrett, 2nd by Commissioner Peck, and voted unanimously.
Note: Commissioner Elaine Barrett arrived at 2:13P.M.
3. The only addition to the agenda was the inclusion of a discussion for a new clerk under "new business".
4. Since both Don Smith and Kathy O'Neill were both present, the commission solicited their report on the progress, to date, on the renovations and next grant.

Don reported that the sidewalks have all been redone and the curbs set. The conduits for the fire alarms are being completed. Three man-hole covers have been replaced. The color of the new hand rails will be a dark brown (to conceal dirt). The color for the cabinets for the kitchen and bathrooms will be decided by a consensus of the tenants no later than Wednesday, Dec.4, 2013. They will be light in color.

Kathy and Don both reported that the appropriate paperwork for the expansion project has been submitted to both Inland Wetlands and Planning and Zoning. Planning and Zoning has scheduled a public hearing on the project to be held Friday, Dec.6 at 3:00 P.M. A water line will have to be relocated, a minor issue. Everything should be ready by 12/16/2013 for submission to the state.

At this point, Chairman Burns introduced a new Certified Resolution of the Governing Body regarding the application to the state for the funds required to undertake the Crestview Ridge Senior Housing II Predevelopment Loan in the amount of \$195,360.

Commissioner Barrett motioned to adopt the Certified Resolution of the Governing Body regarding the application to the state for the funds required to undertake the

Crestview Ridge Senior Housing II Predevelopment Loan in the amount of \$195,360 as presented, 2nd by Commissioner Peck. Chairman Burns acknowledged the motion and its second and asked for a Roll Call Vote that was recorded as follows:

Commissioner	Aye	Vote	
		Nay	Abstain
Aiksnoras	X		
Barrett	X		
Burns	X		
O'Connell	X		
Peck	X		

Chairman Burns declared the motion carried and the resolution duly adopted.

The Building Committee will convene one (1) hour prior to the Commission's regularly scheduled meeting to be updated on the progress of the renovations.

5. Review and Acceptance of Minutes.

Commissioner O'Connell moved, Commissioner Peck 2nd, to accept the minutes of the meeting of 10-25-2013. All were in favor.

6. Audience of Citizens.

Irene Uhelsky and Lenore Lyder.

Irene had some questions: Regarding tenant notification prior to work being started. Dave indicated a four to six week notification will be provided. Also, "lazy-susans" will be incorporated in the lower corner cabinets. Irene also asked whether all refrigerators will be replaced. That is part of the plan. The elevator still remains an issue. That will also be addressed.

7. Correspondence.

No correspondence.

8. Treasurer's Report.

The Treasurer's report was submitted.

Checking account	\$81,870.65
S.T.I.F. account	\$174,028.04
Petty cash	\$100.00
Total	\$255,998.69

Commissioner Barrett moved to accept the report as read. 2nd by Commissioner Peck. All in favor.

9. Management and Budget.

Vacancy: 24d is vacant. Lease signed on 11/26/2013. Move in expected after Dec.25,2013. Rent paid from 11/26/2013 through December.
Auditor has finished his work. Report expected shortly.
Status of renovation project discussed earlier in meeting.

10. Old Business.

Harry Whitcher reported on pricing for a hardened blade for tractor bucket.

Cost of plate	\$184.48
Cutting cost and labor	\$285.00
Transportation	\$400.00

Commissioner Peck moved that blade be installed with total cost not to exceed \$600. Harry can transport bucket to facility in Seymour for installation. 2nd by Commissioner Barrett. All in favor.

Commissioner Peck made a point of acknowledging Harry Whitcher's work and efforts on behalf of the Commission. All also indicated their appreciation.

Twin Brooks update. 26 acres is to be conveyed to the Oxford Housing Authority. Town attorney is waiting for a map delineating the parcel to be conveyed. Surveyor will be contacted and asked to provide detail A.S.A.P.

11. New Business.

Commissioner Peck indicated the need for a clerk. He has a prospect in mind. He asked Chairman Burns to please follow-up since the Town of Oxford is responsible for hiring a clerk for the Oxford Housing Authority.

12. Adjournment.

Commissioner Barrett moved to adjourn at 3:33P.M. 2nd Commissioner Peck. All in favor.

Respectfull submitted, subject to approval.



Peter Aiksnoras

Clerk, Pro Tem
Oxford Housing Authority

13 DEC -4 PM 1:41
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK