

MINUTES  
OXFORD HOUSING AUTHORITY at CRESTVIEW RIDGE  
11-30-2012  
2:00 P.M.  
REGULAR MEETING

1. Call to Order/Roll Call.  
Chairman Bill Burns called the meeting to order at 2:03 P.M. Present were Willard Revaz, Bob Peck, Peter Aiksnoras, Kathy O'Neil, Elaine Barrett, Bill Burns, Donna Lane, Harry Witcher, Chris Brooks.  
The Pledge of Allegiance was recited.
2. Agenda Update.  
The Grant Writer's report was heard at this time. Please see Item 9 for more info. on the positioning of the Grant Writers Report.
3. Review and Acceptance of Minutes.  
A motion was made by Elaine and seconded by Peter to accept the minutes of the October meeting as read. All were in agreement.
4. Audience of Citizens.  
The Audience of Citizens included Jackie Dressel, Jeannette Laird, Muriel Sabetta, Betsy Woodworth, Irene Ullelsky, John Timmons, Emily Inzitari, Kathy O'Connell.
5. Correspondence.  
Willard Revaz submitted a letter stating the he will not seek reappointment to the Commission for the year 2013. The Commission extended its thanks to Mr. Revaz for his exemplary service.
6. Treasurers Report.  
Willard Revaz moved to accept the Treasurer's report as read. Elaine Barrett seconded. All were in agreement.  
  
A Vendor Accounting Check Register was received showing recent checks issued. Please see Exhibit 1.
7. Management and Budget.  
  
Recent septic system difficulties were discussed. Several suggestions were made, and will be considered.

*Exhibit I*

## Oxford Housing Authority General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Account: Oxford - Operating 1000, 2) Check Numbers From: 0 to 999999, 3) Date From: 11/1/2012 to 11/30/2012

Check Num	Check Date	Recipient	Check Description	Cleared	Amount
8772	11/20/2012	American Rooter	unit B10 snake tub	No	\$158.50
8773	11/20/2012	AT&T	acct 203 881-9555 141	No	\$132.43
8774	11/20/2012	Buddy's Fuel LLC	91.1 gallons for generator	No	\$333.43
8775	11/20/2012	comcast	acct 8773 40 215 0026439	No	\$56.39
8776	11/20/2012	Comcast	aact 8773 40 215 0015754	No	\$607.41
8777	11/20/2012	Connecticut Light & Power	acct 51178593018 bldg E	No	\$40.25
8778	11/20/2012	Connecticut Light & Power	acct 51673693024 Bldg C	No	\$561.08
8779	11/20/2012	Connecticut Light & Power	acct 51789793007 Bldg A	No	\$71.10
8780	11/20/2012	Connecticut Light & Power	acct 51023793078 bldg B	No	\$62.94
8781	11/20/2012	Connecticut Light & Power	acct 51817693054 bldg D	No	\$51.80
8782	11/20/2012	Donald Tamis	hold harmless agreement	No	\$200.00
8783	11/20/2012	Great American Leasing	agreement 012-0619071-000	No	\$77.98
8784	11/20/2012	Home Depot	joint compound	No	\$6.75
8785	11/20/2012	Hope & Hernandez	audit fees	No	\$257.00
8786	11/20/2012	Oxford Paint & Hardware, Inc.	duct tape	No	\$17.94
8787	11/20/2012	Radovich Builders LLP	seal cupola, new hinges,	No	\$1104.00
8788	11/20/2012	Springer's Sanitation Inc.	October container service	No	\$304.00
8789	11/20/2012	Town of Oxford	fuel for 7/1/12-8/31/12	No	\$119.60
8790	11/30/2012	Seymour Housing Authority	November management fee	No	\$2700.00
8791	11/30/2012	Seymour Janitorial Services	november cleanings	No	\$675.00
Cleared: 0					(\$0.00)
Uncleared:					\$7,537.60
Total					\$7,537.60

*End of Report*

**2013 OXFORD HOUSING AUTHORITY MEETING DATES** *Exhibit 2*

November 12, 2012

Following are the proposed 2013 dates for the Oxford Housing Authority commission meetings. Please take a moment to check them against a 2013 calendar as, due to some holidays, the stated dates are not always the fourth Friday of the month:

January 18, 2013

February 22, 2013

March 22, 2013

April 26, 2013

May 24, 2013

June 28, 2013

July 26, 2013

August 23, 2013

September 27, 2013

October 25, 2013

November 22, 2013

December 20, 2013

Please review the above dates so that we can discuss and finalize them at the next (Friday, November 30) meeting, which will be held in the Community Room.

Thanks,

Bill

8. Old Business.  
Kathy O'Neil's Grant Writer report has already been heard.

9. New Business.

A motion was made by Peter, and seconded by Elaine, to move the Grant Administrator's report from Old Business to a new line item at position number two on the Agenda. This item is of more than sufficient importance to warrant this action. All were in agreement.

The Chairman presented a tentative schedule of meetings for 2013.  
A motion was made by Peter, seconded by Elaine, to accept this schedule of meetings. All were in agreement. Please see Exhibit 2.

Bill reminded the Commission that Officer Elections will take place in January.

10. Adjournment.

There being no further business, Elaine moved, seconded by Bob, to adjourn at 2:05 P.M.

Respectfully submitted, subject to approval.



Chris Brooks  
Clerk  
Oxford Housing Authority

12 DEC -5 AM 10:48  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK