

**Oxford Housing Authority
Special Board Meeting
January 27,2022**

Call to Order - The meeting was called to order at 10:06 AM by Treasurer Peter Aiksnoras. The Pledge of Allegiance was recited by all present. As the regular meeting was cancelled due to weather, a special board member is being held in place. As such, the audience of citizens may remain present for this special meeting.

Attendance – Present: Treasurer Peter Aiksnoras
Commissioner Kathy Johnson
Secretary Kathy O’Connell
Also present was Jennifer Berry – Imagineers, LLC

Audience of Citizens – Tenants present: Bonnie Chevarella and Carol Gliford

Bonnie asked that extra agendas be provided at the meeting, so going forward, they will be provided. She requested a new refrigerator and stove with additional features. The refrigerator is reported to be noisy and too cold. Maintenance will replace the fan. The appliances were replaced with grant funding from the state of Connecticut. The rehabilitation work required for the appliance selection to fall under the state’s parameters, and there was a limited selection of what was approved to be installed. Bonnie also reported maintenance work orders for the kitchen and bathroom for which Jen advised maintenance can address.

Carol reported an issue with frozen pipes and heat in the unit, as well as the medical alarm not functioning last year. Jen advised work orders were placed with the electrician, plumber, and maintenance to address these concerns. The annual inspection for the alarm system is scheduled, so the unit’s alarm system will be checked to ensure it is functioning properly.

Minutes – Motion to accept meeting minutes from November 18, 2021 by Kathy O’Connell. Kathy Johnson seconds. All were in favor. Motion to accept special meeting minutes for maintenance equipment made by Peter. Kathy seconds. All in favor.

Correspondence – Applications continue to be mailed out, as requested, each week.

Treasurer’s Report –
Operating Cash: \$32,222
Petty Cash: \$100
Cash-Savings: \$73,523
STIF Account: \$213,802
Total Assets: \$319,647

Old Business – Flooring Project – We discussed the potential to install new flooring in all units in the community over several years. This could be done over the next five years, with three or

four units completed per year. Based on tenant tenure, D23, C19, D27, and E32 would be completed in Phase 1. Materials costs have increased, and the cost to move furniture would bring the cost per unit to be between \$3,150 and \$3,580. The flooring has a 30-year residential warranty. Schedule of work provided to Board.

New A/C covers have been ordered and received.

Quote for the painting of the common hallways and doors (quote enclosed). A verbal quote was given by Rosvel Services at \$6,000, paint not included. Board would like to table for next meeting.

The key cover in the chair lift was removed.

The railing repair at the A Building was completed. The concrete repairs at the top of the stairs between the C and D Building were completed.

The new tractor was purchased.

The handbook was updated and provided at the November meeting for the Board's review. Board would like to table for next meeting.

Maintenance has installed the new thresholds for half of the community.

Maintenance has inspected one quarter of the unit radiators to compile the list of replacement.

New Business – Election of Officers – Peter elected Chairman through volunteer and second by Kathy Johnson. All in favor. Kathy Johnson elected Vice Chairperson as all were in favor. Kathy O'Connell elected to stay on as Secretary.

Suburban Propane has provided contract pricing for the 2022 heating season at \$2.749 per gallon.

The 2nd ERAP payment request was submitted.

The 2021 Audit was completed.

The streetlight on Dunn Drive is in process of repair.

One unit is vacant and in the process of turnover at this time.

38 work orders have been completed since the last meeting.

Peter moved to adjourn at 11:05 AM.