

**Oxford Housing Authority  
Board Meeting  
March 17, 2022**

**Call to Order** - The meeting was called to order at 10:09 AM by Chair Peter Aiksnoras. The Pledge of Allegiance was recited by all present.

**Attendance** – Present: Chair Peter Aiksnoras  
Vice Chair Kathy Johnson  
Secretary Kathy O’Connell  
Also present was Jennifer Berry and Janay Jeter – Imagineers, LLC

**Audience of Citizens** – Tenants present: Raymond Schietinger, Rita Casey, Virginia Sobolisky, Dorothy McDonald, Bonnie Chevarella, Kathryn Boyers, and Mary Lee Bachhuber

Bonnie asked about the meeting minutes. Kathy O. advised that pre town protocol, the minutes are posted to the town website and officially approved at the next meeting.

Virginia asked that the RSC not hold public events on property. This will not occur going forward. She expressed concerns with the vendor’s salting of the property. Peter will speak to the owner of the company. A question on who can live in a unit was asked. Janay advised that it is whoever is on the lease. Children would not be permitted. A question on the concrete was raised. Quotes are being obtained.

Raymond advised that the Senior Center would provide the community with the extra yellow paint that they had. He asked that the parking bumpers be repaired/replaced. Maintenance to work on this project. He would like a reminder about carboard to be provided.

Mary Lee asked about the threshold project. It had been on hold to focus on the common hallway painting. Kathy O. requested that the thresholds be made a priority. The painting will be paused to focus on thresholds.

Bonnie asked about the potential rent increase. Peter advised that the landscape and snow contract has increased. With prices rising, the budget needs to adjust, as well. The management fee is not increasing.

Dorothy asked that the painting in her unit be looked at. Maintenance to inspect.

Mary Lee asked for work order forms to be provided. They are to be placed at the bulletin boards.

Kathryn asked about the window stoppers. The Fire Marshal will not permit stoppers to be installed.

**Minutes** – Motion to accept meeting minutes from February Meeting by Kathy O’Connell. Kathy Johnson seconds. All were in favor.

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

**Treasurer’s Report –**

Operating Cash: \$23,601

Petty Cash: \$100

Cash-Savings: \$73,523

STIF Account: \$213,838

**Total Assets: \$311,062**

**Old Business** – Maintenance has started on the common hallway painting project.

The handbook was updated and provided at the November meeting for the Board’s review. It was e-mailed on February 24<sup>th</sup>, as well. Kathy O. made motion to approve the handbook. Kathy J. seconds.

Barnum installed the new fire alarm communicator.

Recertification notices provided.

The electric supplier contract was executed.

2022-2023 Budget – draft provided. Board will discuss at April Meeting.

**New Business** – The fire and medical alarm inspection was completed. All alarms are in working order.

Nature’s Edge provided the landscaping and snow removal contract for 2022-2024. Price increase is for landscaping. Snow removal costs remain the same or are lower. Kathy O. made motion to accept the contract. Kathy J. seconds. All in favor.

The chair lift was repaired.

Quotes for concrete and railing repairs on the upper level are being obtained.

14 work orders have been completed since the last meeting.

Kathy O. would like the fob policy to be reviewed. She will provide the policy to management and the Board.

A question on manager and maintenance hours was posed. The contract dictates the manager hours as 16 hours per week with two days onsite. There was a job posting for a part time maintenance person, and no one accepted the position.

Kathy O. asked the Board to approve a \$300 match for the tenant association. Kathy J. made a motion. Peter also in favor.

Kathy O. asked if she could go to a grant writer for new patio furniture. Peter asked for her to get pricing, and the Board can see if there is money in the budget.

Motion to adjourn at 11:39 AM. All in favor.