

Oxford Housing Authority

Special Board Meeting

January 31, 2017

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

Attendance – Present: Commission Chairman Bill Burns, Commissioners Bob Peck, Kathy O'Connell, and Elaine Barrett. Also present was Kevin Brown (Property Manager), and Harry Whitcher (Maintenance).

Additions to the Agenda – There were none.

Minutes – There were no corrections. Commission Chairman Burns entertained a motion to accept the December 23, 2016 minutes as stated. Commissioner O'Connell made a motion to accept the December 23, 2016 minutes as stated, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor, with one abstention; Commissioner Barrett was not present at the December 23, 2016 meeting.

Audience of Citizens – Tenants present: Gary Blow, John Timmons, Mary Lou Bachhuber, Nora-Birch Wodalski, LouAnne Evon, Kay Boyers, and Frank Tomis.

- In regards to the lift, Chairman Bill Burns discussed the issue with the Fire Marshall; he said everything is all set with the brass keys in the Knox boxes. We are hoping sometime this year that we will be replacing the lift with an elevator providing the funding is good.
- Gary Blow requested someone come to look in his apartment to check if there's anything there; there was someone who was spraying a preventative spray down outside his apartment. He also suggested we look into getting a copper line installed in case anyone gets locked out of their apartment and needs to make a phone call.

Correspondence – Hope & Hernandez sent a letter summarizing the audit. In regards to item #1 on the bottom; Chairman Bill Burns told the accounting firm that despite a motion by the board of selection a few months ago, to transfer the property to us that have not been accomplished.

Treasurer's Report –

Commission Chairman Burns deferred a motion to accept the treasurer's report until the treasurer, Commissioner Peter Aiksnoras, is present. There were no questions at this time.

Management and Budget – There is a completed application for the America the Beautiful tree grant. Kevin Brown and Kathy O'Connell met with Joe Belletti and his son at town hall put the

application together. It will not cost anything. Everything will balance out in kind dollars. The time and materials equate.

Old Business – The key fobs systems, locksets have been completely installed. Additional keys fobs have been delivered, but Kevin Brown has to program them. He will sent communication out to everyone, and put it in their mailbox. Hopefully they will be all set and ready for pickup Wednesday or Thursday. There will be 1 extra fob given to a single occupancy apartment, and 2 additional key fobs for apartments with double occupancy.

- Commissioner O'Connell asked in regards to her and Commissioner Barrett being bonded when they receive the master keys fobs. Chairman Burns said he will discuss with David Keyser about it, and calling the insurance company to verify. Kevin Brown suggested by virtue of the insurance that governs the commission, your bonded in that manner already. We're just not sure of the extent of the monetary value.
- Chairman Burns wanted to discuss the recertification packet. It is governed by state statutes. If anyone were to provide false information, it is punishable by law in the state statutes. The state has the right to look at them and question the information on them.
- It has been requested by the Commissioners that we revise the recertification. It has been requested that there is individual appointment times, to have in the board room at Crestview, and to have Kevin Brown do the recertification.
- It will be discussed with David Keyser in regards to the cost determination and change order to get fob vs. key for Harry's office.

New Business – It has been requested that we look into getting quotes for new cleaning services.

Adjournment – Commission Chairman Burns entertained a motion to adjourn at 2:43 p.m. Commissioner O'Connell made a motion to adjourn at 2:43 p.m. and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

- When winter is over, in April, we will look into repairing the epoxy rail fences.
- It has been requested of management that we discuss with Ted's Lawn service about being a little quieter if they come at late hours.
- Management will get quotes on painting shutters.

Respectfully Submitted,



Stephanie Dimon

17 FEB 21 PM 4:06
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK