

Oxford Housing Authority

Regular Board Meeting

February 24, 2017

**Call to Order** – The meeting was called to order at 2:00 p.m. by Commissioner Elaine Barrett prior to the pledge of allegiance.

**Attendance** – Present: Commission Chairman Bill Burns, Commissioners Bob Peck, Kathy O'Connell, Elaine Barrett, and Peter Aiksnoras. Also present was David Keyser (Executive Director), Kevin Brown (Property Manager), and Harry Witcher (Maintenance).

**Additions to the Agenda** – There were none.

**Minutes** – There were no corrections. Commissioner Elaine Barrett entertained a motion to accept the January 31, 2017 minutes as stated. Commissioner Bob Peck made a motion to accept the January 31, 2017 minutes as stated, and was seconded by Commissioner O'Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

**Audience of Citizens** – Tenants present: Virginia Keane, Muriel Sabetta, Jeanette Laird, John Timmons, Virginia Sobolisky, LouAnne Evon, Kay Boyers, Beverley Blakeman, Shirley Gaetano and Frank Tomis.

- In regards to Ted's Lawn Service using our equipment, it was approved by management to let them use the Kubota, due to the fact that there was an additional \$145/hr. to use their own equipment; which is in the contract. At the end of the season, any damage or repairs, it is also in the contract that we retain 10%.
- Pictures were presented to the board of the insufficient work that was done was Ted's Lawn Service after the last snowstorm. Pictures showed no ice melt/sand on walkways, and incomplete work. The garbage area was not cleared out; the tops of the garbage cans were not cleaned off. There were 2 tenants that fell. Management will set up a meeting with Ted's Lawn Service to present the pictures and discuss the concerns regarding the incomplete work. Kevin Brown did call that Friday after they left to come complete the work.
- A tenant asked if they could get they're shades replaced, management was not aware of the issue. All that needs to be done is contact management and they will replace any broken shades with blinds.

**Correspondence** – There was none.

**Treasurer's Report --**

**December Financials --**

Petty Cash: \$100

Operating Cash: \$109,926.95

Stiff Account: \$265,853.09

Total: \$375,780.04

**January Financials --**

Petty Cash: \$100

Operating Cash: \$128,971.31

Stiff Account: \$265,995.77

Total: \$394,967.08

Commission Chairman Burns entertained a motion to accept the December 2016 treasurer's report. Commissioner Barrett made a motion to accept the treasurer's report and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Commission Chairman Burns entertained a motion to accept the January 2017 treasurer's report. Commissioner Barrett made a motion to accept the treasurer's report and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

**Management and Budget --**

- For the past month or so management has been preparing for the recertification's; they have met with everyone except 2 tenants.
- The wait list is currently at 73 for elderly applicants, and 13 disabled applicants.
- It was asked of management why on the wait list you are assigned a number instead of having your name on it; this is due to confidentiality reasons.
- In January there were 49 work orders, 66 hours total, and took 1.64 days in total to complete.

**Old Business --**

- Commission Chairman Burns entertained a motion to accept the Key Fob Policy subject to review and approval of the attorney and with the following revisions: 1.) Under the 3<sup>rd</sup>

section (Key Fob section), to change 2 to 3 fobs per household with 1 occupant; and to change 3 to 4 fobs per household with 2 residents. 2.) As per management, on page 3 an advancement regarding key holders. Commissioner Barret made a motion to accept the Key Fob Policy subject to review and approval of the attorney and with the 2 revisions, and was seconded by Commissioner O'Connell. All were in favor.

- Commissioner Peck contacted the town of Oxford and the superintendent said they will repair the damaged pavement.
- Management got bids for cleaning services.
- Commission Chairman Burns entertained a motion that we change the cleaning service we currently have and accept the bid for Pride Cleaning Professionals effective April 1, 2017 subject to management's verification that Pride Cleaning Service provides their own equipment, and was seconded by Commissioner O'Connell. 4 for, 1 opposed.
- We need to give Mac-Gray notice; the new services are effective April 1, 2017.

**New Business** – Last month, Kevin Brown presented a letter that he was going to be sending to DECD; which is a historical recounting of the prior year. They strongly encourage us to do this annually. It has been filed.

**Adjournment** – Commission Chairman Burns entertained a motion to adjourn at 3:16 p.m. and go into executive session. Commissioner O'Connell made a motion to adjourn at 3:16 p.m. and go into executive session and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

MOTION: Kathy O'Connell, second by Bob Peck to enter Executive Session at 3:16pm.

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

Exited Executive Session at 4:15pm.

MOTION: Peter Aiksnoras, second by Elaine Barrett to have management obtain bids for third party landscaping and snow removal contracts. Bids both for combined services and separate services will be accepted.

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

MOTION: Peter Aiksnoras, second by Kathy O'Connell to adjourn at 4:17pm

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

Respectfully Submitted,



Stephanie Dimon

**Oxford Housing Authority**  
**Balance Sheet for January 2017**  
**Program: CT State Elderly      Project: Consolidated**

	Period Amount	Balance
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
Accounts Payable - Vendors	43,687.55	0.00
Sundry Accounts Payable	(3,427.00)	0.00
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>40,260.55</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>	<b>40,260.55</b>	<b>0.00</b>
<b>SURPLUS</b>		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	43,625.85
2814 Contributions by the Municipality	0.00	314,198.92
2820.2 Rehab Funds Authorized No.2	0.00	195,380.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
2821.13 Capital Grant by St of CT	0.00	1,147,811.18
2827.1 RAP Unissued	4,170.00	4,170.00
<b>RETAINED EARNINGS</b>		
Unappropriated	(23,974.12)	83,225.29
Appropriated	0.00	262,956.20
<b>TOTAL RETAINED EARNINGS</b>	<b>(23,974.12)</b>	<b>346,181.49</b>
<b>TOTAL SURPLUS</b>	<b>(19,804.12)</b>	<b>5,892,155.12</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>20,456.43</b>	<b>5,892,155.12</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

17 MAR -8 PM 2:36  
TOWN OF OXFORD, CT  
*Angela A. Clark*  
TOWN CLERK