



TOWN OF OXFORD

**Oxford Main Street Project Committee
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
(203) 888-2543**

REGULAR MEETING MINUTES

Tuesday July 13, 2021

12:30 p.m. – Virtual Meeting/Google Meet

Present: Jeff Luff, Helen Leung, Pat Cocciarella, Chrissy Kimball, Tony SanAngelo, Mary Beth Nelson, Tanya Carver, Susan Kovacs, Jim Sanders

Absent: Robbi Costigan

Also present: Kristyn Rosa, Scott Flaherty

Call to Order

The meeting was called to order at 12:30 p.m. by Chairman Jeff Luff and the Pledge of Allegiance was recited.

Acceptance of Minutes

6/22/21 Regular Meeting

Tony SanAngelo moved to approve the 6/22/21 minutes as presented. Motion was seconded by Pat Cocciarella. 8 Ayes. Chrissy Kimball Abstains. Motion Carries.

Amendment of the Agenda

No amendment to the Agenda

Old Business

1. Kathleen O'Neil and Mary LoPresti have resigned from the OMSP Committee

New Business

1. **South Sidewalk Project**
 - a. Encroachment permit has been issued by CT DOT.
 - b. Grasso to begin work sometime in July
 - c. Google Drive is up and accessible to all OMSP Committee Members. Contents include: scope of work, plans, specifications, Grasso's bid, list of Committee members and contact information. Contact Jeff Luff or Helen Leung if you have problems accessing the drive.
2. **OMSP Website**
 - a. Chrissy Kimball (administrator) to provide username and password to Jeff Luff
 - b. Chrissy Kimball to add Jeff Luff as co-administrator
3. **OMSP Facebook Page and Group**
 - a. Chrissy Kimball and Jim Sanders are the administrators
 - b. Chrissy Kimball to provide username and password to Jeff Luff
 - c. Chrissy Kimball to add Helen Leung as additional administrator
4. **Welcome new member Tony SanAngelo**

5. **Quorum of 6** required for future meetings – please alert Helen Leung if you will not be available
6. **Treasurers Report**
 - a. A summary of grants and total expenditures will be produced after Jeff Luff, Helen Leung and Sue Kovacs meet with Finance Director Jim Hliva in July. Chrissy Kimball will decide if she will remain as Treasurer
 - b. Tony SanAngelo inquired if the OMSP is funded by the town operating budget or just grants. Jeff Luff stated that Jim Hliva will provide this answer at the meeting in July

501(c)(3)

1. **Membership**
 - a. Tony SanAngelo will provide a list of active members and their contact information. Chrissy Kimball will organize on a spreadsheet. Tony stated that there are currently 4 active members. 2 current members have been non-responsive. Tony would like 3 additional members for a 7 member board. Pat Cocciarella will try and locate original list of potential members with their contact info and commentary he created a few years back ~2018. Mary Beth Nelson suggested someone from a bank. Recommendations can be emailed to Tony or Chrissy.
2. **Bank Account Signatory**
 - a. Mary LoPresti and Chrissy Kimball are the current signatories on both the savings and checking accounts. The 501(c)(3) must schedule a board meeting to remove Mary LoPresti as a signatory on the bank accounts. The minutes of said meeting are to be distributed to Sue Kovacs for this purpose
 - b. Jeff Luff would like there to be 3 signatories for each bank account
 - c. Assign new signatory at next meeting
3. **Fundraising Events**
 - a. Tony SanAngelo to provide comprehensive list of needs for upcoming BH Care fundraiser event at the Quarry Walk on August 14th. Only information will be provided (ie: tri-fold pamphlets). No money will be solicited. Chrissy Kimball can create the pamphlet and has access to any images from the files on Google Drive for this purpose
4. **Volunteers**
 - a. Tanya Carver to forward existing list of potential volunteers and their contact information to Jeff Luff
 - b. Jeff Luff will check with town attorney on liability issues related to use of volunteers

Adjournment

Pat Cocciarella moved to adjourn the meeting at 1:15 p.m. The motion was seconded by Chrissy Kimball. All Ayes. Motion carries.

Respectfully submitted and subject to approval

Jeff Luff
OMSP Chairman

21 JUL 14 PM 12:07
TOWN OF OXFORD, CT
TOWN CLERK
Christy Kimball