

**Preston Housing Authority
11 Lincoln Park Rd. Ext.
Preston, CT 06365**

**January 10, 2022
Housing Authority meeting**

The meeting of the Preston Housing Authority was called to order on **Monday, January 10, 2022** at 4:00 pm by Chairperson, Leigh Pappas.

1) Roll Call:

In attendance are Board Members: Chairperson, Leigh Pappas, Vice Chairperson, David Goss, Heidi Comeau, Dave Hamelin and Maureen Domina. Also in attendance: Carol Onderdonk, Executive Director and Fran Minor, Resident Services Coordinator.

2) Reading and approval of the minutes of the previous meeting and any intervening special meeting:

Minutes of the December 13, 2021 regular meeting were presented.
No motion to approve the minutes was made.

3) Bills and Communications /Treasurer's Report:

M. Domina read the cash account analysis. Motion to approve expenses by L. Pappas and seconded by M. Domina. So, moved.

4) Report of the Resident Services Coordinator:

F. Minor reported that the craft class held a social and was enjoyed by all who attended. Bird houses made by the craft class were delivered to the Vet Center in Norwich. F. Minor distributed K95 masks and at home COVID test kits to all residents who do not drive and were unable to attend the regular distribution. As a precaution, craft class has been put on hold until the transmission of COVID slows.

5) Old Business:

Motion by L. Pappas and second by D. Goss to move the discussion of Smoke Detectors as the first order of business. So, moved.

- 1) **Smoke Detector update:** L. Pappas introduced Chris from Integrated Security Solutions to discuss options for our system. The C.O. detectors are expected to last 10 years and ours are beginning to set off trouble codes in the fire panel. The smoke detectors are functioning correctly however, given that the c.o. detectors are creating failures in the system, we will need to replace both c.o. and smoke detectors to keep the system functioning properly. Chris provided an estimate of \$37,000 to replace the system like for like as this is the simplest and will not need an additional expense to reprogram the panel. Chris will reach out to the Fire Marshal to determine if there are other options that would be approved. D. Goss asked for C. Onderdonk to reach out to the vendor who originally installed this system for a quote as he believed \$37,000 to be high. Motion by L. Pappas and second by H. Comeau to table this item pending more information.
- 2) **Update Current Lease:** C. Onderdonk reported that Attorney Manfredi is working on finalizing the lease and should have it ready soon. This item was tabled until February meeting.
- 3) **Base Rent Increase:** C. Onderdonk is waiting for a response from State personnel. This item is tabled pending more information. It was clarified that this increase is only for future residents.

- 4) **Tree Trimming:** Quotes were provided to remove a tree that is dropping acorns over marked parking spaces and damaging vehicles. A quote of \$3,900 was received from the company which provided a quote to trim multiple trees on the property. The tree in question was not included in the original plan. The second quote received would provide a 10% discount if we committed to the vendor in January. The cost to cut the tree down and leave the wood would be \$1,800. There was discussion on removing the wood and who would be responsible. A motion was made by D. Goss and second by D. Hamelin to authorize the tree to be cut down, wood removal would be a discussion at a later time, for \$1,800. So, moved.

6) New Business:

No new business

7) Report of the Executive Director:

C. Onderdonk reported that a package that was delivered to the office by the Post Office went missing before it was retrieved by the resident. The Board agreed to reimburse the resident for the cost of the package. Motion by L. Pappas and second by D. Hamelin to reimburse the resident \$33.00. So, moved.

C. Onderdonk also wanted to remind residents that the Housing Authority Insurance does not cover personal belongings inside the apartment in the event of a fire – even if that fire is caused by Housing Authority negligence. It was recommended that residents have renters insurance to cover their belongings.

It was reported that there is an underground drain on the property that is blocked. L. Pappas will look at plans in the Town offices to determine where the drain goes.

C. Onderdonk also reported the current Rental Assistance plan is being phased out by the state and monies in the plan need to be disbursed. There are 3 ways to disburse the monies left in the account: by lottery; in-need; seniority. C. Onderdonk recommends seniority. This item was tabled until February meeting pending additional information.

L. Pappas to follow up with Public Works Director to determine if the Town can push back the leaf pile.

8) Public Comment:

There was discussion on creating a system for residents to retrieve packages. C. Onderdonk will follow up with the Post Office to determine if they can deliver all packages directly to the residents.

It was also reported that there are cracks in some of the sidewalks and wheels of walkers, etc. are getting stuck in these cracks. A request will be made for maintenance to address this concern.

9) Adjournment:

Motion by L. Pappas and second by D. Goss to adjourn the meeting at 4:52 p.m. So, moved.

Respectfully submitted,

Heidi Comeau

Preston Housing Authority