

Preston Housing Authority

11 Lincoln Park Rd. Ext.

Preston, CT 06365

February 13, 2023

The monthly meeting of the Preston Housing Authority was called to order on Monday, February 13, 2023 at 4:07 pm by Chairperson D. Goss.

**1) Roll Call:**

In attendance are Board Members: Maureen Domina, Dave Hamelin, & Dave Goss.

Excused: Leigh Pappas.

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 meetings on December 12, 2022, January 9, 2023, and minutes of the special meeting on December 30, 2022 read and accepted. Motion to approve by M. Domina and seconded by D. Hamelin. AIF. So, moved.

**3) Bills and Communications /Treasurer's Report:**

Treasurer's report was reviewed and bills were read aloud by C. Onderdonk. Motion to approve the Treasurer's report and expenses by M. Domina and seconded by D. Hamelin. AIF. So, moved.

**4) Report of the Resident Services Coordinator:**

F. Minor shared that the craft class' new project will be bunny napkin rings.

**5) Old Business:**

1. **Generator:** Awaiting replacement generator estimates; tabled until next meeting. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.  
  
Eric French Jr. Excavation Inc. donated labor & material for cement slab improvement.
2. **Removal of Fire Extinguishers from apartments:** Will check with local businesses to accept donations of fire extinguishers removed from apartments. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.
3. **CHFA grant:** Tabled until next meeting. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.
4. **Staff vacation time increase:** Clarified and noted that at meeting held January 9, 2023, an increase to 4 weeks vacation per year was granted to C. Onderdonk & J. Anduskiewicz.
5. **Rent Increase:** Tabled until next meeting. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.
6. **Roaming Cat:** Letter to be sent to tenant stating: roaming cat must be captured & given to PHA to be forfeited to animal facility; if tenant unable to capture it, then tenant must notify PHA who will arrange this. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.

**6) New Business:**

1. **Patio/grounds guidelines:** Tabled until next meeting. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.

2. **PHA Commissioner Vacancy:** Cathy Brosnan nominated for position of Commissioner and Treasurer; nomination accepted. Motion made to appoint C. Brosnan to positions made by D. Hamelin, seconded by M. Domina. AIF. So, moved.
3. **Smoking in apartments:** Letters to be sent to all tenants reminding them of smoking policy inside apartments, including (but not limited to) tobacco, marijuana (medical or otherwise), vape. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.

**7) Report of the Executive Director:**

1. C. Onderdonk presented an estimated cost for new heat pump x1. Tabled until next meeting to allow additional time for C. Onderdonk to collect additional estimates. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.
2. C. Onderdonk requested to open additional account at Liberty Bank for funds collected from new tenant security deposits. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.
3. C. Onderdonk requested to include M. Domina, C. Brosnan, & C. Onderdonk as signers on new account. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.

**8) Public Comment:**

1. Tenant stated that floor tiles in their apartment are in need of repair. Instead of repairing, tenant requested to pay 50% of installation cost of overlying flooring. C. Onderdonk to get estimates. Motion made by M. Domina, seconded by D. Hamelin. AIF. So, moved.
2. Tenant expressed their concern about appearance of grounds (sticks, leaves, etc). Tenant informed that J. Andruskiewicz to perform grounds maintenance when weather appropriate.

**9) Executive Session:** Motion made by D. Goss and seconded by M. Domina at 4:55 p.m. to enter into Executive Session. So, moved.

Discussion of legal issues.

Motion made by D. Goss and seconded by M. Domina at 5:15 p.m. to close Executive Session and return to regular meeting. So, moved.

**10) Action taken in Executive Session:**

1. M. Domina made a motion to increase COLA for PHA employees to 4% as requested, seconded by D. Hamelin. AIF. So, moved.
2. Tenant lawsuit still pending.

**11) Adjournment:**

Motion made by M. Domina and seconded by D. Hamelin to adjourn the meeting at 5:45p.m. AIF. So, moved.

Respectfully submitted,

Maureen Domina

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*Shirley Keith*  
PRESTON TOWN CLERK