

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

**February 14, 2022
Housing Authority meeting**

The meeting of the Preston Housing Authority was called to order on **Monday, January 10, 2022** at 4:04 pm by Heidi Comeau.

1) Roll Call:

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

Excused: Leigh Pappas, Dave Goss.

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

Minutes of the January 10, 2022 regular meeting were presented.

Motion to approve the minutes by H. Comeau and seconded by M. Domina.

3) Bills and Communications /Treasurer's Report:

C. Onderdonk read the cash account analysis; M. Domina read the expenses. Motion to approve expenses by H. Comeau and seconded by M. Domina. So, moved.

4) Report of the Resident Services Coordinator:

F. Minor read a heartfelt thank you card from a recipient of the bird houses from a member of the VET Center. As a precaution, craft class is still on hold until the transmission of COVID slows. F. Minor is considering distributing projects for members to complete at home.

5) Old Business:

- 1) **Update Current Lease:** C. Onderdonk distributed copies of the lease for review. This item will be tabled until the March meeting to provide members an opportunity to review.
- 2) **Base Rent Increase:** Item was tabled until March meeting to allow for all Board members to weigh in.
- 3) **Tree Trimming:** M. Domina will obtain an additional quote from the vendor who will be removing one tree that has already received approval.
- 4) **Smoke Detector replacement:** H. Comeau asked to table the vote until all members could be present to discuss. It was determined that the Board was ready for a vote. Motion by M. Domina and seconded by D. Hamelin to approve the replacement of smoke detectors and carbon monoxide detectors for a total cost of \$31,226.38. So, moved.

6) New Business:

- 1) **Small Cities Grant:** F. Minor gave an overview of the Small Cities Grant process and informed the Board that the Housing Authority will need to make a request to the Town to apply on behalf of the Authority. Several projects were discussed and the Board will need to gather necessary information to move forward. Due to timing, the Board should focus on submitting an application next year.

7) Report of the Executive Director:

C. Onderdonk reported that the Housing Authority ended the calendar year 2021 with an income of \$9,388.72. C. Onderdonk also reported that she computed the formula for the Payment In Lieu of Taxes (PILOT) to the Town in the amount of \$7,279.00 and the check will be issued next month.

8) Public Comment:

There was discussion regarding the obstruction of cameras by large trees on the property. This will be addressed the tree removal vendor.

A complaint was made regarding the maintenance of sidewalks and patios. There have been large piles of leaves accumulating near patios that are not being removed timely. H. Comeau stated that it has been a particularly windy winter and unfortunately, it has been difficult to address the issue. There was also a concern regarding snow removal and the condition of sidewalks after they have been plowed – given that a tenant has fallen. There was discussion of whether ice melt is put down on the sidewalks and a request was made to C. Onderdonk to speak with the maintenance staff to ensure that product is put down on all public sidewalks.

9) Executive Session: Pursuant to CT Gen. Stat. 1-200; 1-210 (b)(1)

Motion by H. Comeau to enter into Executive Session at 4:47 p.m. and seconded by D. Hamelin. To include C. Onderdonk, F. Minor and tenant Ashley Guiher.

Executive Session adjourned at 5:18 p.m.

9) Adjournment:

Motion by H. Comeau and second by M. Domina to adjourn the meeting at 5:19 p.m. So, moved.

Respectfully submitted,

Heidi Comeau

Preston Housing Authority