

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

**October 17, 2022
Special Housing Authority meeting**

The Special meeting of the Preston Housing Authority was called to order on **Monday, October 17, 2022** at 4:02 pm by Chairperson L. Pappas.

1) Roll Call:

In attendance are Board Members: Chairperson Leigh Pappas, Dave Goss, Maureen Domina, Heidi Comeau and Dave Hamelin. 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 September 12, 2022 regular meeting were presented.

Motion to approve the minutes by L. Pappas and seconded by M. Domina.

3) Bills and Communications /Treasurer's Report:

Treasurers report was reviewed and bills were read aloud. Motion to approve the Treasurers report and expenses by L. Pappas and seconded by M. Domina. So, moved.

4) Report of the Resident Services Coordinator:

F. Minor shared the holiday craft which are themed napkin holder and will be donated to a local nursing facility. She also reported on the meet and greet that was held with Resident State Trooper Fisher. There were no questions however Trooper Fisher share valuable information. A draft of a welcome packet was shared with Board members. She has been gathering helpful information that may answer many questions a new resident may have.

5) Old Business:

- 1) **Community Investment Fund.** No discussion. Tabled pending more information.
- 2) **Roaming cats update:** C. Onderdonk reported that there are only 2 roaming cats. The residents are trying to keep the animals indoors. Will continue to monitor the situation. L. Pappas will meet with the one tenant that is having difficulty with keeping her pet inside.
- 3) **Apartment Inspection Update:** There was discussion regarding the amount of time that has passed since the inspections and it may not be timely to provide a report to the residents at this time. It was suggested that we provide the residents with a checklist of items that will be inspected to give them ample opportunity to understand what will be inspected. This has been tabled until early spring 2023.
- 4) **Power washing buildings:** Tabled until spring.
- 5) **Perimeter lighting repair:** Waiting for lights to arrive.
- 6) **Generator:** Additional contractor is scheduled to look at generator. D. Goss will also reach out to Piela Electric for a quote.
- 7) **Security camera repair.** C. Onderdonk received a quote for a \$200 box necessary to fix the system.
- 8) **Addition of "harassment" clause to the Tenant Policies, Rules and Regulations. Also should a washing machine or dishwasher be allowed?:** there was discussion regarding the issue of a harassment clause. As there were discussions with the State Trooper at the meet and greet regarding harassment and when to contact the Police, it was decided that this did not

need to be included in the lease and emphasized that residents should contact the Police Department should they feel threatened. Large appliances such as washing machines and dishwashers should not be allowed, especially without the permission of the Housing Authority, as it could create a safety hazard and it is being attached to the utilities of the Housing Authority.

9) Snow Removal – rocks, etc. next to sidewalks: there was discussion regarding the items that border the sidewalks and the tenant policy stating what is acceptable. These items create a hazard and impair the maintenance crews ability to clear sidewalks. A notice to residents stating all items must be cleared prior to November 15 will go out. Motion to distribute the notice and set expectations for compliance by November 15 made by L. Pappas, second by M. Domina. So moved.

10) Removal of Fire Extinguishers from apartments: L. Pappas recommended tabling this discussion until the Fire Chief can meet with residents to discuss the concerns. D. Goss stated he is opposed to removing them.

6) New Business:

None.

7) Report of the Executive Director:

A resident is willing to create a drawing of the property so public safety can identify the buildings. There was discussion regarding the types of identifying tools that could be used to aid the public safety personnel (ie., reflective numbering, yard signs, etc.). C. Onderdonk will contact the Fire Department to schedule annual safety inspection. There was also discussion regarding tenants planting items on the property that have not been authorized and the overall look of the complex. A detailed list of items that are allowed on patios and a reminder of the size of gardens allowed will be distributed and this will be included in the detailed inspection.

8) Public Comment:

There is concern regarding the removal of the fire extinguishers from apartments. This will be addressed with a meeting with the Fire Chief.

The overall look of the complex has deteriorated. The Board will look into a spring cleanup and have shrubs and trees around the public areas trimmed and cleaned up.

9) Executive Session: Motion by L. Pappas and second by M. Domina at 5:23 p.m. to enter into Executive Session to discuss salaries So, moved.

Executive Session adjourned at 6:18 p.m.

Motion by M. Domina and second by D. Goss to approve a 3% salary increase. So, moved.

10) Adjournment:

Motion by M. Domina and second by D. Hamelin to adjourn the meeting at 6:18p.m. So, moved.

Respectfully submitted,

Heidi Comeau

Preston Housing Authority