The monthly meeting of the Preston Housing Authority was called to order on Monday, January 13, 2020 at 4:00 pm by Dave Goss.

1) Roll Call: In attendance are Leigh Pappas, Marie Perrin, Dave Goss and Carol Onderdonk, Executive Director was also in attendance. Secretary position is open.

2) The Minutes: from the December 9, 2019 monthly meeting were presented. A motion was made to approve the minutes by D. Goss and seconded by L. Pappas. So, moved.

3) Bills and Communications /Treasurer’s Report:

M. Perrin provided a complete review of the December 2019 receipts and disbursements. A motion was made to approve the December Bills and Communications by M. Perrin and seconded by L. Pappas. So, moved.

The Treasurer’s Report was presented for December.

December 2019

Checking $49,355.48

Dime CD $61,443.66

Total $110,799.14

4) Report of the Resident Services Coordinator:

Fran Minor reported that the craft group had a very successful cookie swap, and even had enough cookies left over that tenants were able to bring some home. The Olive Garden outing was a success! The group is currently thinking of the next project which will be for Easter.

5) Old Business:

1) Creating a policy of when work goes out to bid:
   C. Onderdonk stated that the list of contract services is almost complete and will have it for the next meeting in February.

6) New Business:

1) New Mailboxes- C. Onderdonk handed out spec sheets with prices of mailboxes and explained to the board that the current mailboxes are in sections of 4 and we will need 10 sections to fill replace the existing mailboxes. C. Onderdonk asked if someone else would be willing to look for other quotes, L. Pappas offered to support.
2) **Update current lease**: L. Pappas stated some items of concern that have been discussed/ or added with the support of attorney Manfredi are

1) The lease must be signed every year. 2) The apartment must be occupied for (x) amount of days (not used for storage). 3) The Housing Authority is not responsible for mildew damage, with the exception if it is caused by water damage. M. Perrin offered to explain to tenants how to use the systems in the apartments to properly prevent the mildew.

7) **Report of the Executive Director**: C. Onderdonk stated we had a profit of $20,128.24 to end the year!

8) **Public Comment**: Tenants expressed a concern for a partially down tree and wondered if the rest of the tree could be taken down to prevent carpenter ants from becoming a problem. C. Onderdonk stated she will follow up with the arborist. Another tenant expressed concerns about a leak in the roof at #9D, L. Pappas asked if C. Onderdonk could compile a list of all the units with leaks so the information can be given to the roofers when they come to give quotes. F. Minor stated the entrance to the walkway at Unit 8A need to be re-paved in the spring for better wheelchair accessibility. M. Perrin stated the entrance to the walkway in front of Building 12 needs to be repaved and leveled as well.

D. Goss made a motion to go into executive session at 4:25 PM M. Perrin seconded, so moved. M. Perrin made a motion at 4:49 PM to come out of executive session and seconded by L. Pappas so moved.

9) **Adjournment**: A motion to adjourn was made by D. Goss at 4:50 PM and seconded by M. Perrin. So, moved.

Respectfully submitted,

Leigh Pappas

Treasurer/ Preston Housing Authority