

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

**VIRTUAL Regular Meeting
March 8, 2021**

The monthly meeting of the Preston Housing Authority was called to order on **Monday, March 8, 2021** at 4:00 pm by Chairperson, Leigh Pappas.

1) Roll Call:

In attendance are Board Members: Leigh Pappas, Chairperson, Dave Goss, Heidi Comeau, Maureen Domina, 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 February 8, 2021 monthly meeting were presented.

Motion to approve the minutes by D. Goss and seconded by H. Comeau. So, moved.

3) Bills and Communications /Treasurer's Report:

Details of the monthly expenses and Cash Account Analysis were presented.

Motion to approve the Bills/Treasurer's report by L. Pappas and seconded by D. Goss. So, moved.

4) Report of the Resident Services Coordinator:

F. Minor gave a brief report. Paper flowers were created by craft group and will be donated to local convalescent and rehabilitation facilities to be placed as decoration on Easter trays. Farm to Families boxes will be picked up and distributed to any residents who sign up. Connie Bresnan was the winner of the "guess the number of M&M's" contest.

5) Old Business:

- 1) **Update Current Lease:** C. Onderdonk sent the comments to Attorney Manfredi. Parking rules will be streamlined.
- 2) **Comcast Contract:** Contract was signed by L. Pappas and returned to Comcast representative.
- 3) **Security System:** Dynamic Alliance evaluated the system and laptop and determined that better hardware was required at a cost of \$499. Motion to approve the purchase for upgraded hardware by L. Pappas and seconded by D. Goss. So, moved.
- 4) **Update on shed:** H. Comeau reported that the Housing Authority would be eligible for a Community Impact Grant through the Home Depot or Foundation. L. Pappas will obtain a detailed project budget for submission and M. Domina will obtain a quote for the overhead door. These items are needed to apply for the grant. L. Pappas has provided town wetlands representative with the location of potential placement and there are no concerns, initially.
- 5) **Newsletter:** L. Pappas discussed revisions made to the newsletter template. The revisions will streamline the information provided and keep the information current.
- 6) **Follow up on patio inspections:** We have tentatively scheduled May 10, 2021 at 3:00 p.m. to meet prior to the May meeting for this purpose.
- 7) **Election of Officers:** Discussion of open positions with Board.
Vice Chairman – D. Goss
Treasurer – M. Domina

Motion to approve the appointment of D. Goss and M. Domina made by H. Comeau and seconded by L. Pappas. So, moved.

Secretary – H. Comeau

Motion to approve appointment of H. Comeau made by L. Pappas and seconded by M. Domina. So, moved.

- 8) **Give away of items left in Community Room:** Swap party has been scheduled for April 19, with a rain date of April 26, from 10:00 a.m. – 2:00 p.m. There was discussion of holding this event quarterly. No money will be exchanged for any items.
- 9) **New employee:** it was agreed that after review of expenses, there is no need for a new employee at this time. Motion by L. Pappas and seconded by H. Comeau to delete this item from the agenda.
- 10) **Update to job description:** C. Onderdonk will update her job description. H. Comeau will create a draft job description for Maintenance Person based on information/input already provided.
- 11) **Creating email addresses for Board members:** H. Comeau agreed to create email addresses for the remaining Board members to provide consistency in email addresses and ensuring each member has a separate address for Housing Authority business.

6) New Business:

1) **Consideration of raising base rent for incoming tenants:** There was discussion of the base rent for efficiencies and double units. Motion by L. Pappas and seconded by H. Comeau to raise the base rent of efficiencies to \$400 and double units to \$425 for new tenants. So, moved.

2) **Changing minimum age requirement from 62 years of age to 55 years of age:** C. Onderdonk will reach out to other local Housing Authorities to determine if this change would be in line with what other communities are doing. This item was tabled pending additional information.

7) Report of the Executive Director:

C. Onderdonk reported that there were potential residents inquiring about bus service. Lincoln Park is not currently on the bus route. There was also discussion of opening/continuing the road through Route 2. This had been proposed many years ago but not budgeted within the Town's annual budget. L. Pappas will discuss this with the First Selectwoman. C. Onderdonk also reported that several tenants had asked about possibility of units with more sun. A table in the laundry room was also requested.

There was discussion among the Board members of scheduling cleaning of heat pumps and filters.

D. Goss will reach out to roofing contractor, who has previously submitted a quote and was contracted for work, to see if his costs are the same. Roofing repairs will need to be done.

8) Public Comment:

No public comment.

9) Adjournment:

Motion by L. Pappas and second by D. Goss to adjourn the meeting at 5:24 p.m. So, moved.

Respectfully submitted,

Heidi Comeau

Preston Housing Authority