

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

**Special Meeting  
April 19, 2021**

The Special monthly meeting of the Preston Housing Authority was called to order on Monday, April 19, 2021 at 4:18 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 March 8, 2021 monthly meeting were presented.

Motion to approve the minutes by D. Goss and seconded by M. Domina. 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 M. Domina. So, moved.

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

F. Minor gave a brief report. Cards were made by the craft group to provide to Norwichtown Convalescent Home. The community garden is being prepped – residents will need to sign up and sign agreement regarding rules and regulations for the garden. Plots are still available. The Renters Rebate program is also open. Anyone interested should contact Fran Minor.

**5) Old Business:**

- 1) **Update Current Lease:** Attorney Manfredi has reviewed the document. The new lease will be rolled out after the patio inspections.
- 2) **Security System:** Dynamic Alliance evaluated the system and laptop and determined that an additional \$1,647.91 expenditure was necessary to upgrade existing system. Motion to approve the purchase for upgraded hardware by L. Pappas and seconded by M. Domina. So, moved.
- 3) **Update on shed:** M. Domina spoke with Overhead Door. They needed additional details in order to provide a quote. L. Pappas reviewed the quote for materials for the build of a 20x24. It was determined that the costs, inclusive of a concrete pad and overhead door would be in the \$10-15k range. There was discussion on a pre-built. L. Pappas obtained material on this option. Motion to table discussion pending additional information by L. Pappas, second by D. Goss. So, moved. .
- 4) **Newsletter:** L. Pappas discussed creation of the newsletter on a quarterly basis to ensure information is timely. Anyone wanting to be included in a birthday celebration should provide their information to C. Onderdonk.
- 5) **Give away of items left in Community Room:** there are no more items in the Community Room. Swap party has been rescheduled to May 10.
- 6) **Update to job description:** Motion that this item be discussed in executive session by L. Pappas, second by D. Hamelin. So, moved.

**6) New Business:**

**1) Flowers and gardens around the apartments:** Motion to table until after the patio inspections on May 10 by L. Pappas, second by D. Hamelin. So, moved. .

**2) Chairman, Leigh Pappas term expiring this month:** Motion to reappoint L. Pappas to an additional term by H. Comeau, second by M. Domina. So, moved.

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

C. Onderdonk requested Treasurer, M. Domina to have check signing authority. Motion to approve signing authority for M. Domina made by H. Comeau, second by L. Pappas. So, moved.

C. Onderdonk requested purchase of filing cabinet. Discussion of reaching out to multiple vendors to obtain best price. There was a request for a fold up table to be placed in the laundry room. It was also reported that there is an invasive plant within the garden areas. C. Onderdonk will contact DEEP to determine the species and best course for removal.

**8) Public Comment:**

Several residents expressed concern over the new layout and furniture in the Community Room. It was determined that we would make a few minor changes in layout and provide some time to determine if permanent changes need to be made. A request for seat cushions was made. There was also discussion of items left in the community room and the determination to no longer allow this practice. This discussion was tabled until the next meeting.

**9) Executive Session:** to discuss personnel

Motion to enter into executive session to include C. Onderdonk and F. Minor made by L. Pappas, second by D. Goss. So, moved. Executive session commenced at 5:21 p.m.

Executive session adjourned at 5:44 p.m.

**9) Adjournment:**

Motion by H. Comeau and second by L. Pappas to adjourn the meeting at 5:45 p.m. So, moved.

Respectfully submitted,

Heidi Comeau

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