

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

**August 16, 2021
Special Housing Authority meeting**

The Special meeting of the Preston Housing Authority was called to order on **Monday, August 16, 2021** at 4:08 pm by Chairperson, Leigh Pappas.

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: D. Goss

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

Minutes of the July 12, 2021 monthly meeting were presented.

Motion to approve the minutes by L. Pappas 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. There was discussion and questions regarding specific expenses.

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. Update on the craft group – Weekly in person meetings continue. Fran displayed the snowmen with hand knitted scarves as the current craft. The Board thanked Fran and the residents present at the meeting for their great work and adorable crafts.

F. Minor also reported that residents participated in the Farmers Market Voucher program. A voucher for \$18 was provided to residents and should they travel to Old Saybrook or Willimantic, the voucher would be double in value at each of those markets.

F. Minor distributed before and after photos of a vacated apartment cleaned by maintenance staff. The photos show a clear difference after the apartment was cleaned and painted.

5) Old Business:

- 1) **Update Current Lease:** The lease, patios and flowers and gardens were all discussed as one item. H. Comeau discussed determining one size for a single storage unit allowed on the patio. It was recommended that the unit be 5'W x 2'D x 4'H. Language from another local Housing Authority was referenced and will be utilized as it addresses many of the concerns the board had been discussing. Specifically, the exterior grounds/patios, usage and storage of grills, specific items allowed on patios and areas where they are allowed, all personal items must fit safely on the patio, size of gardens and usage of electric/gas powered equipment by residents to maintain premises. There was also discussion that residents who are currently not in compliance with the proposed rules will need to submit an exemption request to the Executive Director for approval.

Motion by L. Pappas to accept the changes as discussed. Second by M. Domina, so moved.

H. Comeau will compile the specific language and submit to C. Onderdonk for inclusion in the lease.

- 2) **Patios:** Item discussed.
- 3) **Flowers and gardens around buildings:** Item discussed.

- 4) **Quarterly entertainment:** L. Pappas reached out to Waterford Country School (WCS) to bring in animals for entertainment. She has also reached out to a local magician and is working with both the magician and WCS to determine dates, payment, etc. September 20 was the agreed upon date for the entertainment.
- 5) **Fire egress and safety inspections:** Mike Guiher was provided the list of concerns and will finalize a time to come out and inspect the units.
- 6) **Tree trimming:** One tree was trimmed and one tree was cut down/removed. It was reported that the contractor physically climbed the trees for trimming/limbing and it was enjoyed by the residents. The contractor will come back out to walk the property to determine if any additional trees need to be addressed.
- 7) **Property maintenance:** Discussed feeding of animals and birds and concerns with rodents. A memo to residents was read aloud and will be distributed. The memo discourages the feeding of outdoor pets/animals and leaving food outdoors of any kind. An additional quote for pest services is pending and upon receipt, the Board will contract for rodent/pest services.
L. Pappas discussed the issue of the distinct separation of the Housing Authority and the Town of Preston Government. If residents have questions or concerns they should first reach out to C. Onderdonk as the Town of Preston has no official oversight of the Housing Authority.

6) New Business:

No New Business

7) Report of the Executive Director:

C. Onderdonk reported that water testing was done and as usual the testing came back clean with no indication of coliform. The report of CLA engineers was discussed and funding for the projects recommended would most likely be through the Small Cities Grants. The consultant hired by the Town will at the Town Hall in the coming weeks to begin addressing potential projects for submission under the grant.

8) Public Comment:

F. Minor asked if a Hold Harmless Agreement could be provided to residents to allow them to continue mowing and weed whacking their spaces as there are some residents who enjoy doing this. H. Comeau will research if this is a possibility as there are liability concerns.

9) Adjournment:

Motion by L. Pappas and second by M. Domina to adjourn the meeting at 5:10 p.m. So, moved.

Respectfully submitted,

Heidi Comeau

Preston Housing Authority