

A regular meeting of the Kingston Housing Authority was held on Tuesday, March 8, 2016 at 3:00 p.m. at the office of the Authority located at 15 Hillcrest Road, Kingston, MA. The following members were in attendance:

Donald Ducharme
Mary Hayes
Robert Pinato

Richard Conlon, CPA
Chris Plourde, Assistant Facilities Manager
Amanda Cheverie, Convention Housing Administrator
Dede Riendeau, Executive Director

Mr. Conlon reviewed the April 1, 2016-March 31, 2017, 400-1 Budget with the members.

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KINGSTON BUDGET ESTIMATES			
12 MONTH OPERATING BUDGET			
FISCAL YEAR 4/1/16 TO 3/31/17			
ACCT NO	CLASSIFICATION	STATE 400-01	STATE 689-1
	OPERATING RECEIPTS		
3110	SHELTER RENT - TENANTS	\$ 211,000	\$ 32,628
3115	ADMINISTRATIVE FEE LEASED HOUSING		
3610	INTEREST ON INVESTMENTS	\$ 10	\$ -
3610	INTEREST ON RESTRICTED INVESTMENTS		
3690	MISCELLANEOUS INCOME	\$ 1,700	
3800	OPERATING SUBSIDY	\$ 55,983	
3000	TOTAL OPERATING RECEIPTS	\$ 268,693	\$ 32,628
	NON UTILITY EXPENDITURES		
	ADMINISTRATION		
4110	ADMINISTRATIVE SALARIES	\$ 13,187	\$ 2,147
4130	LEGAL	\$ -	\$ -
4140	MEMBERS COMPENSATION	\$ -	
4150	TRAVEL & RELATED EXPENSES	\$ 1,290	\$ 210
4170	ACCOUNTING + AUDIT FEE	\$ 8,400	\$ 2,820
4171	AUDIT FEE	\$ 3,600	\$ -
4190	ADMINISTRATIVE OTHER	\$ 43,529	\$ 6,949
4100	TOTAL ADMINISTRATION	\$ 70,006	\$ 12,126
4230	TENANTS ORGANIZATION	\$ 250	\$ -
	MAINTENANCE		
4410	MAINTENANCE LABOR	\$ 24,935	\$ 4,062
4420	MATERIALS & SUPPLIES	\$ 20,082	\$ 5,460
4430	CONTRACT COSTS	\$ 30,000	\$ 8,532
4400	TOTAL MAINTENANCE	\$ 75,017	\$ 18,054
4510	INSURANCE	\$ 7,207	\$ 1,193
4520	PILOT	\$ -	\$ -
4540	EMPLOYEE BENEFITS	\$ 7,707	\$ 1,255
4590	OTHER GENERAL EXPENSES	\$ -	
4500	TOTAL GENERAL	\$ 14,914	\$ 2,448
4000	TOTAL NONUTILITY EXPENSES	\$ 160,187	\$ 32,628

KINGSTON BUDGET ESTIMATES			
12 MONTH OPERATING BUDGET			
FISCAL YEAR 4/1/16 TO 3/31/17			
ACCT NO	CLASSIFICATION	STATE 400-01	STATE 689-1
	UTILITIES		
4310	WATER & SEWER	\$ 20,340	
4320	ELECTRIC	\$ 84,487	
4330	GAS	\$ 3,679	
4340	OIL	\$ -	
4360	ENERGY CONSERVATION	\$ -	
4300	TOTAL UTILITIES	\$ 108,506	\$ -
4000	TOTAL OPERATING EXPENDITURES	\$ 268,693	\$ 32,628
NET INCOME (DEFICIT) BEFORE			
USE OF OPERATING RESERVE		\$ (0)	\$ 0
	NONCAPITALIZED EXPENDITURES		
4580	COLLECTION LOSSES	\$ -	
4610	EXTRAORDINARY NOT CAPITALIZED	\$ 35,500	\$ 5,000
4611	EQUIPMENT NOT CAPITALIZED	\$ 8,800	\$ 3,000
	TOTAL NONCAPITAL EXPENDITURES	\$ 44,300	\$ 8,000
	CAPITALIZED EXPENDITURES		
7520	EQUIPMENT CAPITALIZED	\$ -	\$ -
7540	BETTERMENTS CAPITALIZED	\$ -	\$ -
	TOTAL CAPITAL EXPENDITURES	\$ -	\$ -
	USE OF RESERVES	\$ (44,300)	\$ (8,000)
OPERATING RESERVES 3/31/15		\$ 79,502	\$ 25,649
NET INCOME (DEFICIT)		\$ (44,300)	\$ (8,000)
EST OPERATING RESERVES 3/31/16		\$ 35,202	\$ 17,649
PERCENTAGE OF NET ASSETS MAXIMUM		22.49%	86.88%

Upon a motion made by Mary Hayes seconded by Robert Pinato to approve the April 1, 2016 to March 31, 2017 400-1 Budget as presented. The motion was passed on a 3-0 vote.

Mr. Conlon reviewed 689 Budget for fiscal year April 1, 2016- March 31, 2017. Upon a motion made by Robert Pinato seconded by Mary Hayes the members voted 3-0 to approve the 689 Budget as presented.

Chris Plourde discussed the 2016 Capital Plan with the members, the plan includes the following

Project Name	Development	FY 2015 or Prior Or Other Funds	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020
Siding Replacement - Bldg 4	MEADOWCREST		\$8,888.08	\$42,108.60			
Electrical Room Repairs - Bldg 3	MEADOWCREST		\$11,999.98				
Replacing Unit Smoke Detectors	MEADOWCREST	\$18,360.00					
Hot Water Heater replacement - Bldg #3	MEADOWCREST		\$8,160.00				
Elect Panel Replacement and Relocation - ER Request	MEADOWCREST	\$126,500.00					
Exterior Drainage	237 Pembroke Street			\$8,625.00			
Exterior Siding Replacement	MEADOWCREST	\$960,000.00					
Repave walkway transitions	237 Pembroke Street			\$11,400.00			
Hot Water Heater Replacement - Remaining bldgs	MEADOWCREST	\$25,000.02			\$25,399.98		
Exterior railing replacement	MEADOWCREST					\$12,209.99	
Staircase glass railing repairs - 2019	MEADOWCREST					\$15,032.99	
Electrical Room Repairs - Remaining Bldgs	MEADOWCREST					\$37,299.99	\$10,700.00
Bathroom Exhaust System	MEADOWCREST					\$11,359.08	\$30,640.91
Community Building Slider Replacement	MEADOWCREST	\$40,020.78					\$31,979.22

After discussion, Robert Pinato made a motion seconded by Mary Hayes to approve the plan as discussed. The motion passed on a 3-0 vote.

At 3:50 p.m. Robert Pinato made a motion seconded by Mary Hayes to adjourn the meeting. The motion passed on a 3-0 vote.

A true record

