

A regular meeting of the Kingston Housing Authority was held on Tuesday May 17, 2016 at 7:00 p.m. at the office of the Kingston Housing Authority located at 15 Hillcrest Rd. Kingston, MA. The following members were in attendance:

Donald Ducharme  
Mary Hayes  
Robert Pinato  
Cynthia Fitzgerald  
Gretchen Emmetts

Dede Riendeau, Executive Director  
Paul Blanchard, Facilities & Modernization Manager  
Chris Plourde, Assistant Facilities & Modernization Manager

Donald Ducharme Introduces Gretchen Emmetts to the board and asks her to share a little about herself. Gretchen states that she has been a resident of Kingston for 16 years. She works at the Council on Aging and many questions come up about the housing authority so she thought being proactive and sitting on the board would be a good way to get familiar with the housing in town.

Donald Ducharme explains that for some reason the updated agenda for the May meeting including a reorganization of the board didn't get posted at town hall. Donald suggests waiting on that part of the agenda to avoid violating the open meeting law. On a motion made by Cynthia Fitzgerald and seconded by Mary Hayes, the members vote 5-0 to hold off on board reorganization until the next meeting.

### **Update- Capital Improvements**

Paul Blanchard explains that DHCD took away the health and safety funding this year, so the drainage repairs in the courtyard and around the walkways will have to be delayed and put back into the capital funding somewhere. Prices are being collected for the driveway and parking paving repairs and are being handled on an emergency basis. A price has been given and the replacement of the sliders in the community room will begin shortly. It will be done a little at a time because there are so many and it's pretty costly. Unfortunately the architect hasn't finished the plans for the siding and window replacement in building 4. Hopefully they will be ready soon so it can be advertised by the first of June. Paul requests that the board approve the project pending DHCD approval so that when it comes back it can be sent out to bid. On a motion made by Cynthia Fitzgerald and seconded by Mary Hayes, the members vote 5-0 to approve the project pending DHCD approval. DHCD has brought in their engineer to look at the water heaters in building 3. They are looking into a heat pump system. The water heater in building 3 needs to be removed from the electrical room because of the

moisture and the fact that that's the main electrical service location. DHCD has offered money to relocate the electrical panels in the units. Three have already been done at turnover. On a motion made by Cynthia Fitzgerald and seconded by Gretchen Emmetts, the members vote 5-0 to approve the engineering cost of \$17,775 from Jarvis Engineering and authorize the Executive Director to sign the contract once DHCD approves it. The proposal came in from Sounder to replace the smoke detectors and it should be together for a contract at the next meeting. The budget was for \$19,000 and the price should come in just under that. Drainage repairs need to be made at the 689/BAMSI home. The grade around the building is too high and work will be done to address that issue. Additionally, the shutters will be replaced, the exterior will be pressure washed and the shingles will be re-stained. Paul recognizes that BAMSI has done a lot of work in the house which has been very helpful. There is only \$8,000-9,000 in the budget to replace the walkways but it's not enough. He will look into other options for funding. There was an inspection done by ABCD (which is the nonprofit that obligates the energy conservation money from NStar) and he did not find any air sealing or insulation issues that haven't already been taken care of but they are reviewing the issues with the electrical and heat pumps and we're hoping to hear back soon. Paul informs the members that there was an amendment of \$66,742 from CPS and also a letter stating we've been granted the same amount of money for next year. On a motion made by Robert Pinato and seconded by Cynthia Fitzgerald, the members vote 5-0 to approve the contract amendment number 4 for fiscal year 2018 in the amount of \$66,742.

On a motion made by Cynthia Fitzgerald and seconded by Mary Hayes, the members vote 5-0 to approve Paul Blanchard's report #18 as presented.

Donald asks for a motion to approve the warrants from April 15th for check numbers 1217-1229 totaling \$4,553.55 and for April 26<sup>th</sup> check numbers 1230-1237 totaling \$13,172.90. On a motion made by Mary Hayes and seconded by Cynthia Fitzgerald, the members vote 5-0 to approve the payables for April.

In addition to the board report given to each member, the Executive Director explains that recertification's were effective for April 1<sup>st</sup>, next annual inspections will be coming up in September and there are currently no legal issues. On a motion made by Mary Hayes and seconded by Cynthia Fitzgerald, the members vote 5-0 to approve the board report as given.

The board was given a copy of the year-end financial report. On a motion made by Cynthia Fitzgerald and seconded by Mary Hayes, the members vote 5-0 to approve the year-end financial report.

On a motion made by Robert Pinato and seconded by Cynthia Fitzgerald, the members vote 5-0 to adjourn. The meeting ended at 8:20pm.

A true record



Sede Rendeau

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