

A regular meeting of the Kingston Housing Authority was held on Tuesday June 14, 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  
Gretchen Emmetts

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

#### Minutes April and May:

Members were asked if there were any changes, corrections or omissions to the April 2016 board meeting minutes. There being none Robert Pinato made a motion seconded by Mary Hayes to approve the minutes as prepared. The motion passed on a 4-0 vote.

Members were asked if there were any changes, corrections or omissions to the May 2016 board meeting minutes. There being none Mary Hayes made a motion seconded by Robert Pinato to approve the minutes as prepared. The motion passed on a 4-0 vote.

#### Board Reorganization:

Tabled until the next meeting

#### Travel & Cell Phone Reimbursement Policy:

The Director explains that the auditors were in last month for the independent audit and gave a couple of things they wanted clarification on. Paul currently receives a flat rate for travel however the policy says another thing. In addition to that the employees that travel from Plymouth receive a reimbursement for mileage rather than a flat fee and all employees need to be following the same practice. Donald recommends that the Director amend the policy and present it to them at the next board meeting. The members agree.

#### Fraud Policy:

The Director explains that the Auditors also suggested adopting a fraud/whistle blower's policy and gave a sample to use. Donald states that he read the policy and thinks it's geared more towards a private business and suggests changing some wording so that it coincides with a housing authority. Donald entertains a motion to rewrite the policy and have Dede present it at the next board meeting for approval. The motion was made by Mary Hayes as presented by Donald and seconded by Gretchen Emmetts, the motion passed on a 4-0 vote.

#### Modernization:

Paul explains that the siding & window replacement for building number 4 is in process. Window details are being worked out with the contractor. Drawings should be submitted and hopefully approved by DHCD by the next board meeting. There is no change on the water heater replacement in building 3 because we are waiting for DHCD and their engineers to figure if the project would qualify as an experiment for the solar unit. They are hoping to have some

more information in August. The electrical panel relocation project is becoming a serious problem because we can't get parts for the panel. He spoke with DHCD and explained that it is now an emergency and it needs to be addressed. DHCD agreed and said they would include it their emergency funds rather than KHA's capital funds. A house doctor engineering request was sent out and Jarvis Electrical Engineering has been authorized by DHCD to do the work. He has looked at the work and it will hopefully move quickly once it's out to bid. He explains that there are some problems on the exterior with deteriorating siding and mason work at the 689 BAMSI location. We are currently working on paving repairs at the site. KHA made a deal with BAMSI that they would use their contractor if KHA paid for the materials. The contractor isn't available until August so the work would begin sometime in the fall. The PV solar system project is supposed to start sometime around August and be done by November. An amendment most likely will have to be signed because the dates are off as the project was supposed to be done last year. We have the smoke detector contract back from Sounder Systems to replace all of the smoke detectors in the units and in the electrical rooms. Paul suggests allowing the Director to sign the contract when it comes back in. Donald states that the board can vote on this but requests in the future if items can be presented to the board before the meeting if they need to be voted on. On a motion made by Robert Pinato and seconded by Gretchen Emmetts, the members vote 4-0 to authorize the Director to sign the contract for the smoke detector replacement project when it comes back. Paul explains that KHA recently had a tenant move in that uses a large wheelchair and is having trouble getting through the doorway. He explains that the entrances to the 4 handicapped units do not meet the code. He sent it to DHCD explaining that it was an urgent matter and they are currently looking into it. Paul suggests allowing the Director to sign the contract once it comes back from DHCD so that the project can get started ASAP. On a motion made by Robert Pinato and seconded by Gretchen Emmetts, the members vote 4-0 to proceed with the project pending DHCD's approval. On a motion made by Mary Hayes and seconded by Robert Pinato, the members vote 4-0 to approve Paul Blanchard's report #19 as presented.

#### Warrants:

Donald asks for a motion to approve the warrants from May 11<sup>th</sup> for check numbers 1238-1246 totaling \$6,520.67 and from May 27<sup>th</sup> for check numbers 1247-1260 totaling \$10,983.39 On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members vote 4-0 to approve the payables for May.

#### Staff Reports:

The Director explains that there will be some board trainings in November in Plymouth and would be a good opportunity to get some local training. As of the end of May there were 201 people on the waiting list, 27 local residents, 1 emergency, 1 veteran and 54 non-elderly/disabled. The percentage of non-elderly/disabled residents is at 12 which means another non-elderly/disabled resident needs to be housed to meet the required 13.5%. 40 work orders were issued for the month. The new rents were effective for April 1<sup>st</sup>. Yearly inspections will be coming up in August. The monthly rent for the 689 is still the same. The lease will automatically rollover because there was no COLA increase. On a motion made by

Robert Pinato and seconded by Mary Hayes, the members vote 4-0 to approve the staff report as given.

7. Public Comment  
None

On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members vote 4-0 to adjourn. The meeting ended at 8:04pm.

A true record



Sede Rendeau

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