

A regular meeting of the Kingston Housing Authority was held on Tuesday July 12, 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
Chris Plourde, Assistant Facilities & Modernization Manager

Board Reorganization:

On a motion made by Robert Pinato and seconded by Gretchen Emmetts, the members voted to nominate Donald Ducharme as the Chairman.

On a motion made by Robert Pinato and seconded by Gretchen Emmetts, the members voted to nominate Cynthia Fitzgerald as the Vice-Chair.

On a motion made by Robert Pinato and seconded by Gretchen Emmetts, the members voted to nominate Mary Hayes as the Treasurer.

On a motion made by Robert Pinato and seconded by Mary Hayes, the members voted to nominate Gretchen Emmetts as the Secretary.

All votes for nominations were passed on a 5-0 vote.

Minutes June 2016:

Members were asked if there were any changes, corrections or omissions to the June 2016 board meeting minutes. Robert Pinato suggests changing the word "girls" to "employees". On a motion made by Mary Hayes and seconded by Robert Pinato, the members vote to approve the minutes as corrected. The motion passed on a 4-0 vote. Cynthia Fitzgerald abstains.

Fraud Policy:

The Director explains that she brought the fraud policy back to Pat Grace to review and she made some suggestions and changes that were reflected in the new copy the members received. Donald mentions that he would prefer having employees sign that they received the policy rather than signing that they read the policy. The Director explained that usually when she passes out a new policy she puts a memo with it asking the employees to read the policy and sign it when they are finished. Donald agrees with that approach. On a motion made by Robert Pinato and seconded by Mary Hayes, the members vote to approve the fraud policy as received. The motion passed on a 5-0 vote.

Travel & Cell phone reimbursement policy:

The Director explains that flat rate travel reimbursements will stop and all employees will get reimbursed pursuant to the existing travel reimbursement policy, which is a rate of \$0.45 per mile traveled.

Modernization:

Chris Plourde explains that the siding replacement is moving along slowly and will be going out to bid soon. Todd and Dennis switched out the threshold in the handicapped door for the gentleman that was having troubles getting his chair through the door. DHCD is aware that the project is an emergency and we are waiting for them to approve the rest of the project. He met with ABCD today to go over the heat pumps. They will be submitting the audit to DHCD so we can move forward. The schematic designs for the electric box relocation project has been submitted to DHCD for review and we're waiting for their response. The purchase order has been submitted for the smoke detector project and we're just awaiting a start date to notify the tenants. The air ducts and drier vents will be getting done soon. On a motion made by Cynthia Fitzgerald and seconded by Gretchen Emmetts, the members vote 5-0 to approve Chris Plourde's report #20 as presented.

Staff Reports:

The Director explains that there are 212 people on the waiting list, 28 are local residents, 1 veteran, 1 emergency and 45 non elderly. There were 47 work orders done in June. Inspections will be coming up soon. There are no legal issues. The lease for the 689 home renewed on July 1st. Rents are current. On a motion made by Cynthia Fitzgerald and seconded by Gretchen Emmetts, the members vote 5-0 to approve the staff report as given.

The Director passes out the banking signature cards for the members to sign.

Warrants:

Donald asks for a motion to approve the warrants from June 13th for check numbers 1261-1271 totaling \$28,263.06. On a motion made by Cynthia Fitzgerald and seconded by Gretchen Emmetts, the members vote 5-0 to approve the payables for check numbers 1261-1271.

Donald asks for a motion to approve the warrants from June 13th for check numbers 1272-1287 totaling \$30,186.50. On a motion made by Cynthia Fitzgerald and seconded by Mary Hayes, the members vote 5-0 to approve the payables for check numbers 1272-1287.

7. Public Comment

None

Adjournment:

On a motion made by Mary Hayes and seconded by Cynthia Fitzgerald, the members voted 5-0 to adjourn. The meeting ended at 7:13 p.m.

A true record

Sede Rendean
