

A regular meeting of the Kingston Housing Authority was held on Tuesday October 11, 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  
Robert Pinato  
Cynthia Fitzgerald

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

1. Public Comment

A resident addresses some concern about suspicious activity on the property with cars as well as people. Donald explains that the police should be notified when they see the activity. Dede explained that in addition to calling the police, they should be marking a calendar with the activity and plate numbers etc.

2. Minutes September 2016

No minutes were given, they will be approved at the next month's meeting.

3. Alarm System 689

Paul explains that the dialer on the alarm panel has failed and it doesn't alert the Fire Dept. At the moment it's dependent on BAMSI calling if the alarm goes off. This is only acceptable because there is always someone working on site. The cost to replace the system is about \$9,600 and the project should begin shortly and hopefully be completed in the next month.

4. Update Heat Pump- Meadowcrest

Paul explains that this project was approved by ABCD and they have prepared specifications. The bids are due on Friday and they anticipate approval the following week. This project has become a rush because the funding has to be spent by December 1<sup>st</sup>. ABCD will receive the bids not KHA because they are paying the bill and it's considered a private project. The project must be completed by December 31<sup>st</sup>.

5. Update Siding- Meadowcrest

Paul explains that the project has been put on hold because of the weather and the window project. It has been rescheduled to go out to bid in January with work to start in April or May.

6. Update Reasonable Accommodation- Doors

Paul explains his new idea for making the doors larger and that we received \$10,000 for the project. Hopefully this project will begin soon once plans get finalized.

7. Bids Electrical Panel- Meadowcrest

Paul explains that this project relates to #4 because the pumps cannot be replaced until the panel is updated. DHCD did provide the money to proceed in replacing the 45 panels. The job was estimated to cost between \$80-90K and 8 people bid on the job. Hub Electric came in the lowest bid with a price of \$39,150. They later wrote a letter explaining they messed up and their estimate was way off and they withdrew their bid. On a motion made by Cynthia Fitzgerald and seconded by Robert Pinato, the members vote 3-0 to accept Hub Electric's withdrawal of their bid. Paul explains that the next low bidder was Mello Electric Company with a bid of \$56,388. They had great references and were highly recommended. On a motion made by Cynthia Fitzgerald and seconded by Robert Pinato, the members vote 3-0 to award the contract to Mello Electric Company for \$56,388. On a motion made by Cynthia Fitzgerald and seconded by Robert Pinato, the members vote 3-0 to authorize the Executive Director to sign the paperwork pending approval from DHCD.

#### 8. Awning- Office

Paul explains that we received 2 quotes for the awning with the lowest price being \$5,100 from Brenner Awnings in Plymouth. Both companies had similar ideas for the awning. On a motion made by Cynthia Fitzgerald and seconded by Robert Pinato, the members vote 3-0 to accept the quote from Brenner Awnings in the amount of \$5,100.

#### 9. Update Facilities Manager

Paul mentions that the unit smoke detectors were replaced in all the units. They do have to add 4 strobe alarms in each of the handicapped units. The new detectors will be tested on Thursday.

#### 10. Collection Losses

Dede explained that this is a housekeeping item to clear it out of the books. The accountant suggests that the board write off \$3,504.50 for owed money that was never collected for damage or rent etc. On a motion made by Robert Pinato and seconded by Cynthia Fitzgerald, the members vote 3-0 to write off \$3,504.50 for collection losses for 7 units.

#### 11. Contract for Accounting Services

Donald explains that this is the contract renewal for the accountant. It's pretty standard and DHCD sets the rates. On a motion made by Robert Pinato and seconded by Cynthia Fitzgerald, the members vote 3-0 to approve the contract.

#### 12. Old Business/ New Business

None

#### 13. Staff Reports & Warrant

Dede reported that there are 233 people on the waiting list, 32 being local residents, 2 emergencies and 2 veterans. 41 work orders were issued in September. There are currently no legal issues and all rents are current.

Donald asks for a motion to approve the warrants for check numbers 1317-1332 totaling \$10,461.90 on a motion made by Cynthia Fitzgerald and seconded by Robert Pinato, the members vote 3-0 to approve the payables for check numbers 1317-1332.

Adjournment:

On a motion made by Cynthia Fitzgerald and seconded by Robert Pinato, the members voted 3-0 to adjourn. The meeting ended at 8:00 p.m.

A true record

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