

A regular meeting of the Kingston Housing Authority was held on Tuesday December 13, 2016 at 1:00 p.m. at the office of the Kingston Housing Authority located at 15 Hillcrest Rd. Kingston, MA. The following members were in attendance:

Present Were:

Donald Ducharme
Gretchen Emmetts
Mary Hayes

Also Present Were:

Dede Riendeau, Executive Director
Chris Plourde, Assistant Facilities & Modernization Manager
Paul Blanchard, Facilities & Modernization Manager
JoAnna Letourneau, Recording Secretary

Members Absent:

Cynthia Fitzgerald
Robert Pinato

Documents Used:

Procurement Policy, DHCD FMR & Income Limit notice, Staff Reports

1. Public Comment

None

2. Minutes September 2016

On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members voted 3-0 to approve the minutes with changes in place from September 13, 2016.

On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members voted 3-0 to approve the minutes from October 11, 2016.

3. Procurement Policy

Paul explains that this policy is recommended by the state and has been revised. There were some minor changes including but not limited to an increase for \$25k for the solicitation of quotes, the DCAM limits increasing \$50K and having to now advertise through the state purchasing program. On a motion made by Gretchen Emmetts and seconded by Mary Hayes, the members voted 3-0 to approve the new Procurement Policy.

4. State Income Limits and Fair Market Rents

Dede explained that the Fair Market Rents were approved by DHCD effective August 1, 2016. Each family size increased by approximately \$2k. On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members voted 3-0 to approve the new State Income Limits and implement them effective January 1, 2017.

Dede explained that the Fair Market Rents also changed. The new rent for a 2BR unit is now \$1,372. On a motion made by Mary Hayes and seconded by Gretchen Emmetts,

the members voted 3-0 to approve the Fair Market Rents and implement them effective January 1, 2017.

5. Authorize the Director to be a signor on the Bank Accounts

Dede explained that she had online access to the Rockland Trust accounts for bank statements. When Gretchen was added to the accounts the bank noticed that Dede was not a signor and removed her online access. Gretchen addresses her concern with adding Dede as a signor because it opens the Housing Authority up for auditing issues. Donald mentioned that most all Housing Authorities have the Director listed as a signor and it shouldn't be an issue because 2 signatures are needed to sign checks anyways. On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members voted 3-0 to table this and in the meantime send Dede and Donald to the bank to see if Dede can be added just to receive bank statements.

6. CPC Vacancy

Donald explained that he has resigned from the CPC. The Housing Authority is supposed to have a member of their board on the CPC committee as well. Donald explained that it's very time consuming and if no one is interested the selectman will appoint a member of the Housing Authority board to the committee.

7. Update Facilities Manager

Paul explained that the electrical panel/ heat pump project has been completed but there was an issue. The panels were ordered with the wrong breakers and the company agreed to take them back however there was an additional cost of \$1,104 to exchange them for the correct breakers. Mello Electric coordinated all of it and they did a great job considering that cost should've been a lot higher. On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members voted 3-0 to approve change order #1 in the amount of \$1,104.

The work was inspected and approved by the engineer and December 9th at noon is the date of substantial completion. On a motion made by Gretchen Emmetts and seconded by Mary Hayes the members voted 3-0 to approve the certification of substantial completion for Mello Electric.

He explains that during the project the electricians discovered some oddities with wiring that are against the code and need to be fixed. Mello made a comprehensive list of all the issues as they went through the buildings. This list needs to be brought to DHCD to be corrected. In order for the heat pumps to be completed we have to use their electrician so the warranty doesn't void. A purchase order has to be made even though the payment is coming from DHCD funds. On a motion made by Gretchen Emmetts and seconded by Mary Hayes, the members voted 3-0 to approve purchase order # 16146 in the amount of \$3,740 to complete the work on the heat pumps.

The fire alarm system at the group homes have been replaced. Nobody bid on the door replacement for the handicapped units even after putting the job out to bid twice and now we are out of time to start the project because of the weather. Paul suggests splitting up the project into two parts and putting it back out to bid again in January. Gretchen asks if we can get this tenant transferred to another housing authority because of the issue. Chris explained that the doorway meets ADA requirements and

the tenant is still able to enter and exit without a problem, there just isn't enough room to turn the chair around in the entry way. The threshold was also changed out which makes it a little smoother. On a motion made by Gretchen Emmetts and seconded by Mary Hayes, the members voted 3-0 to approve report #23.

8. Staff Reports

Dede explained that as of October 1st there were 215 people on the waiting list, 13 work orders were issued, one 30-day notice was sent out so that the tenant can get help through the court, rents are current and the receivables were \$18,700. On a motion made by Gretchen Emmetts and seconded by Mary Hayes, the members voted 3-0 to approve the staff report for October.

Dede explained that as of November 1st there were 221 people on the waiting list and a 14-day notice was given for non-payment of rent. On a motion made by Gretchen Emmetts and seconded by Mary Hayes, the members voted 3-0 to approve the staff report for November 1st.

9. Warrants

On a motion made by Gretchen Emmetts and seconded by Mary Hayes, the members voted 3-0 to approve the warrants for check # 1333-1355 in the amount of \$36,198.58. On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members voted 3-0 to approve the warrant for check #1356-1373 in the amount of \$35,833.04

10. Other Business

Dede explained to the board that Plymouth has adopted a smoke free policy on all their properties effective July 1, 2017 and thinks Kingston should discuss a non-smoking policy at the next meeting. She also discussed possibly closing the office to the public on Wednesdays as Plymouth does so that inspections can be scheduled those days. The board will discuss at the next meeting.

11. Adjournment

On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members voted 3-0 to adjourn. The meeting ended at 2:20 p.m.

A true record
