

A regular meeting of the Kingston Housing Authority was held on Tuesday January 10, 2017 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  
Cynthia Fitzgerald  
Gretchen Emmetts  
Mary Hayes

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

1. Public Comment

None

2. Minutes December 2016

There were some corrections on December's minutes which were addressed and changed. On paragraph #5 line 4 it was Gretchen that addressed her concerns not Mary, #7 electric is spelled wrong, #6 regarding CPC, they made clear it was a member to the committee and not the Housing Authority. Mary Hayes made a motion to accept the minutes with changes in place, which was seconded by Gretchen Emmetts. There was a 3-0 vote with 1 abstained.

3. Smoking Policy

Donald stated that it was an amendment to the lease. He also stated it will be a controversial issue but will eventually be mandatory. They all discussed the issue with marijuana and that is also applies to this policy. They also discussed postponing implementing the policy until after a possible hearing with tenants. Dede then told the Board that smoking surveys were sent out last year. It was then decided to defer until the next meeting with notice will be sent to tenants to notify hem of this subject being discussed then. Mary Hayes made a motion, seconded by Cynthia Fitzgerald with a 4-0 in favor.

4. Update Facilities Management

- Siding Replacement at Meadowcrest – Chris notified the board that the bid was being placed on Wednesday, January 11, 2017 and that bids are due on February 6, 2017. The plan to get it underway this spring. Dede asked about a site meeting and Chris did inform her there is a site meeting scheduled in two weeks. Chris then told the board that the Housing Authority is going to contract out Heat Pumps Unlimited to disconnect and reconnect the equipment during siding so that the warrant will still be in effect.  
Heat pumps and electrical upgrades have been completed. The electrical contractor did run into so issues with the wiring of the buildings and he have us a list of the issues. We have hired Mark Watts Electrician to address and fix as needed.

Chris then stated the heating systems working well however, the tenants are not used to the new operations of the systems. He would like to have a meeting or notice go out to explain better the system and how it works, especially when summer comes and it switches over to cooling. He then explained how the heating in the bedrooms still work; however, we are going to put a lock box on the heating systems so they cannot turn up and down.

- The awning is in and ready to install but we are waiting for some warm days to get it put up.
- The Capital Plan projects are being input into the computer in the next few weeks and Chris will update the projects. All projects are moving forward. Gretchen then asked if we explored solar on site and Dede and Chris stated we do not meet requirements to put solar on our buildings.

Gretchen asked what was done for the cooling prior to the new heating/cooling system. Chris told her they used window air conditioners. She was concerned that they need to know they cannot use them anymore. Donald stated this was a very good question. Chris stated he will send out notices prior to warmer weather to remind the tenants the new system also does cooling and they do not need the window units anymore. Cynthia Fitzgerald made a motion to accept the facilities report and Gretchen Emmetts seconded it with a 4-0 in favor.

#### 5. Old Business/New Business

Donald stated our friend Bob is gone and let's take a moment of silence to remember him. Cynthia then stated the Town election is only 2 ½ months away so let's just wait until then to fill the now empty commissioner seat. Donald spoke to Annette and she did say she would fill the position temporarily if asked. Donald and Mary then stated they would like to suggest to the Selectman to appoint Annette to the seat until election. Gretchen agreed with Cynthia and said why not just wait until election and let Annette pull papers and run for the seat if interested. There was a discussion on when the member would take office and how it is handled and how they should proceed. Mary Hayes made a motion to appoint Annette to fill the seat until election. Donald Ducharme seconded. After a vote, it was 2-2 and it was stated we don't do anything.

#### 6. Staff Reports

Dede reported that for the month of November there are 231 people on the waiting list: 29 local residents, 3 emergencies, 5 veterans and 72 non-elderly disabled. Dede said there are now 6 non-elderly disabled tenants which are at 12% so we should house one more. A total of 33 work orders were issued. Recertification were mailed out on December 1, 2016 and the inspections were due in December. We have one person that we issued a 30 day notice for non-payment of rent. The lease renewal date is July 1<sup>st</sup>, inspections this year will be in May, and no legal issues at the 689 sites. The rents were \$18,667, court fees were \$40.07, lock out charges was \$358 and we collected \$17,992 with a balance of \$711.98. Cynthia Fitzgerald made a motion to accept the report as given and Mary Hayes seconded with a 4-0 vote to approve.

## 7. Warrant

On a motion made by Cynthia Fitzgerald and seconded by Mary Hayes, the members voted 4-0 to approve warrants for checks #1374 – 1402.

Gretchen then asked about the management administrative fees and what they entail. Dede explained it with a breakdown she gave to Donald.

## 8. Other Business

Donald brought up discussing previously about Dede being a signor on the checks. The bank just wants a letter saying she would be able to get bank statements online but do not need to put her on as a signor. Donald made a motion to authorize Dede to access bank statements online, seconded by Gretchen Emmetts and voted 4-0 to approve.

## Adjournment

On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the members voted 4-0 to adjourn. The meeting ended at 7:55 p.m.

A true record

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