

A regular meeting of the Kingston Housing Authority was held on Tuesday March 28, 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

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

1. Public Comment

None

2. Minutes

The January minutes were done at the February meeting and voted on to be accepted as prepared. Dede copied the February minutes and the board reviewed them. A correction needs to be made as a check was incorrect and needed to be voided. However the check number is not known and will be voted on at the next meeting. A motion was made by Gretchen Emmetts to accept the minutes for February as prepared and was seconded by Cynthia Fitzgerald with a vote of 2-0 in favor with 1 abstention. The special meeting minutes on March 6th were reviewed. A motion was made by Cynthia Fitzgerald to accept the minutes as prepared and was seconded by Gretchen Emmetts with a vote of 3-0 in favor.

3. Smoking Policy

Dede was approached by a tenant to postpone the vote. The motion was made by Cynthia Fitzgerald to table the policy until the tenants can meet and was seconded by Gretchen Emmetts with a vote of 3-0 in favor.

4. Capitol Plan

Paul informed the board there are no projects on the Capitol Plan this year due to the cost of the electrical project last year. Paul stated we were expecting to get emergency funds to help but no emergency funding was given. The monies were pulled from 2019 to cover the cost. Our project manager stated that due to the fact all the monies were taken, DHCD will have to fund anything that comes with the emergency funds. Chris explained that everything in green on the report will be funded. The items in yellow will

not be funded as there is no money for 2019. DHCD's fiscal year ends in June and at that time will determine if the exterior siding replacement of the rest of the buildings will be funded. Building 4 was the first building done to get an idea of the cost per building, but all need to be done. Paul explained for the water heater project, we are trying to combine 2 buildings because the water heater needs to be replaced in building 4 and the water heater in building 3 needs to be removed because that is where the electrical problem is. The engineer is preparing a plan to replace a water heater in a building and a plan to replace a switch gear. As soon as the plan is complete we will go to DHCD with the cost to ask them to increase the amount of the total development cost. The handicap exterior doors need to be replaced in buildings 3 and 4. The doors need to be replaced in building 4 before the siding is replaced. CPC does not provide money for maintenance/repair. A motion was made by Cynthia Fitzgerald to accept the CIP 2017 as written and was seconded by Gretchen Emmetts with a vote of 3-0 in favor.

5. Update Facilities Manager

- Tree Trimming – The bid was sent out to 4 companies and only 2 responded. Letourneau Tree and Landscape came in at \$1900 and Whitehorse Lawn and Tree came in at \$2350. This is a per diem price for a crew, truck and a chipper to come in for a day. Letourneau is good and cleans up after themselves. This will be in the spring. This does not require a vote it is just to show the board how small projects are done. This is the price for the 3 housing authorities.

- Mello Electric – We have the final acceptance and requisition. It took so long because the state changed the number and their approval takes 30 – 60 days. Each month the numbers were wrong and it took a while for everything to get caught up. There are 2 documents: the certificate of final completion and the requisition to release the retainage. The final payment \$2840.10 needs to be voted on before it can be paid. The motion to pay \$2840.10 be paid to Mello Electric for final payment of FISH project #145046 was made by Gretchen Emmetts and seconded by Cynthia Fitzgerald with a vote 3-0 in favor.

- Solar Panels – Paul showed picture of the progress of construction of the solar panels. They are about 50% done. Construction should be done this summer and by the first of the year we should be online and start seeing savings. It can take a 2-3 months before the electric company to switch to the panels. The panels are rented so there will be a bill for the rent but also a credit on the electric bill.

6. Board Training

Dede mentioned that the training needs to be done by June 19th. The members are going to try again and if they have any problems they will contact Dede.

7. Staff Reports

Dede stated currently 227 people on the waiting list, 29 local, 3 emergency, 5 Vets and 97 non-elder disable. We currently have 6 resident non-elder disable and 1 vacancy. The tenants left and left everything in the apartment so we had to go to court to get an eviction. Annual inspection will be in August and September of 2017. The rent for 237 Pembroke St was \$2719. The lease is up for renewal on July 1 which will be going for

an increase. CORI are run on everyone before they are places. The CORIs are for the state of Massachusetts and go back 7 years. If someone lives outside of the state within that 7 year we can and do request discrepancy from that state.

8. Warrants

A motion was made by Cynthia Fitzgerald and seconded by Gretchen Emmetts to approve the warrants for check #1419 - #1436 with a vote of 3-0 in favor.

Adjournment

The meeting adjourned at 7:50 p.m.

A true record
