

A regular meeting of the Kingston Housing Authority was held on Tuesday April 11, 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  
Paul Blanchard, Facilities & Modernization Manager  
Chris Plourde, Assistant Facilities & Modernization Manager  
Richard Conlon, CPA

1. Public Comment

None

2. Minutes

The members were asked if there are any changes to the March 28<sup>th</sup> minutes. In # 4, the sentences says "trying to combine 2 building", the word should be buildings. In the same paragraph, the sentence says "handicap exterior door" the word should be doors. In # 5, solar panel section the sentence reads "2-3 weeks to 2-3 months", it should read 2-3 months. A motion was made by Mary Hayes to accept the minutes as corrected and was seconded by Gretchen Emmetts with a vote of 4-0 in favor.

3. CPA Engagement Letter

Richard presented the engagement letter for the board members to sign.

4. Budget 2017 - 2018

Richard discussed the April 1, 2017 – March 31, 2018 400-1 budget with the board members. A motion was made by Cynthia Fitzgerald to approve the 400-1 budget as presented and seconded by Mary Hayes with a vote of 4-0 in favor. Richard discussed the April 1, 2017 – March 31, 2018 689 budget with the board members. A motion was made by Cynthia Fitzgerald to approve the 689 budget as presented and seconded by Gretchen Emmetts with a vote of 4-0 in favor.

## 5. Lead Certification

Chris presented the yearly lead certification for the board members to sign.

## 6. Staff Reports

Siding – Paul explained the contract has been approved and should be completed by 17<sup>th</sup> of June.

Water Heater/Electric Room – Paul stated we have been given the okay to hire the engineer with the money allotted. Once the engineer's estimate has been completed DHCD will figure out the funding.

Walk transition & Drains – The bids will be going out soon.

Kingston Housing Authority has been granted AIMM designation. This allows us to do projects in house up to \$50,000.00 without having to get approval from DHCD. Chris is working on getting certified as a Massachusetts Certified Public Purchasing Official by the state. He has completed 2 out of 3 courses. The third course is the end of April. He will be able to apply for the certification the end of November once he has been here for 3 years. Another requirement is to have a licensed professional on staff. Paul is a registered architect so that fulfills that requirement. However if the project requires an architect then one has to be hired because Paul is not insured.

Dede reviewed the waiting list. Currently there are 238 people on the list. There are 28 local, 2 emergency, 7 veterans, 97 non-elder disable. There is one vacant apartment, there were 20 work orders in March. The inspections will be done in August/September. The legal matter has been resolved.

## 7. Warrants

A motion was made by Mary Hayes and seconded by Gretchen Emmetts to approve the warrants from March 16, 2017 for check #1439 - #1454 with a vote of 4-0 in favor. A motion was made by Cynthia Fitzgerald and seconded by Gretchen Emmetts to approve the warrants from March 30, 2017 for check #1455 – #1465 with a vote of 4-0 in favor.

## Adjournment

A motion was made by Cynthia Fitzgerald and seconded by Mary Hayes to adjourn with a vote 4-0 in favor.

A true record

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