

A regular meeting of the Kingston Housing Authority was held on Friday October 13, 2017 at 5:00 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  
Mary Hayes  
Gretchen Emmetts  
Cynthia Fitzgerald (arrived late)

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

#### 1. Public Comment

None

#### 2. Minutes

A motion was made by Mary Hayes to accept the minutes for April, June, August and September and was seconded by Gretchen Emmetts. Motion passed with a 3-0 vote in favor.

#### 3. Facilities Update

Siding - Everything is moving along.

Water Heater & Switch gear – We just sent back our 95% CD review comments to Nangle Engineering this week.

Heat Pumps – Dede has heard that both systems are being used. Chris explained that the old system is only in the bedrooms as a failsafe there will be a lockbox installed to control the heat temperature.

Driveway Paving – Trying to work this project into the budget for next year to get at least half the driveway paved.

BlueWave – NRG has submitted the final paperwork. The solar field is complete.

#### 4. CPC Vacancy

Dede received a call to reminding the board someone is supposed to be on the Community Preparedness Committee. Dede will get back to the CPC as no one is interested.

#### 5. 2017 Capitol Benchmark

Dede handed out a copy of the report. DHCD is requiring that budgets need to be revised to show the budget is only off by plus or minus 10%.

#### 6. Capital Fund Amendment

Dede explained the changes to the board. Cynthia Fitzgerald made a motion to accept the amendment as read and was seconded by Gretchen Emmetts. Motion passed with a 4-0 vote.

#### 7. Collection Losses

Dede went over the collection losses report. Gretchen Emmetts made the motion to write off the losses and was seconded by Cynthia Fitzgerald. Motion passed with a 4-0 vote.

#### 8. New/Old Business

There was none.

#### 9. Bills

The bills were presented for April through September. The bills for April and May were approved earlier. A motion was made to pay the bills for June through September by Cynthia Fitzgerald and seconded by Gretchen Emmetts. The motion was passed with a 4-0 vote.

#### 10. Board Reports

Dede went over the board reports.

#### 11. Adjournment

A motion was made and seconded to adjourn with a vote 3-0 in favor.

A true record

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