

A regular meeting of the Kingston Housing Authority was held on Tuesday December 19, 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

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

Public Comments

A tenant asked about the date on the top of the recertification packets and the due date of January 1, 2018. She claimed the information that the office requested is not received until after the first of the year. Donald Ducharme assured the tenant he would set up a time with the office to meet with her to explain what is needed.

Minutes

The motion was made by Mary Hayes to accept the minutes as written and was seconded by Gretchen Emmetts. The motion passed with a 3-0 vote.

Facility Update

- a. Blue Wave Solar Net Metering – Blue Wave has offered a cash option to a new solar field. They are asking to use the Kingston Housing Authority name as an investor. They will set up an account for the profits of the solar farm. Blue Wave will take their percentage and the net will be transferred the Housing Authority. The net payment will be a set amount of \$35,400 per year. DHCD and legal counsel have reviewed and approved this offer. A motion was made by Gretchen Emmetts to file an application to get into the Wareham Blue Wave project and was seconded by Mary Hayes. The motion passed with a vote of 3-0.
- b. Vareika – Handicap doors – DHCD's awarded \$10,000 to renovate handicap unit entrances to meet code. Vareika has completed both doors. A motion was made to accept the Final Completion Certificate and to release the final payment of \$1,770 was made by Mary Hayes and seconded by Gretchen Emmetts. The motion passed with a 3-0 vote.
- c. Siding – Change order #5 is for repairing the foundation issue and revision to asphalt/wall area for the two entrances to the stairwell with the cost of \$8,653 and a 30 day extension. The motion was made by Gretchen Emmetts to accept change order #5 and was seconded by Mary Hayes. Motion passed with a 3-0 vote. Change order #6 is for a no cost extension of 8 days due to weather. A motion was made by Mary Hayes to accept change order #6 and seconded by Gretchen Emmetts. The motion was passed with a 3-0 vote. Substantial Completion for building 4 siding was completed on November 8, 2017. The motion was made to accept the Substantial Completion was made by Mary Hayes and Seconded by Gretchen Emmetts. Motion passed with a 3-0 vote.

- d. Siding Phase II – DHCD has approved us to proceed with the designer selection for phase II of residing the remaining 5 buildings. We had 10 applicants and prepared the required package for DHCDs designer selection committee. Of the 10 we felt there are 3 that were qualified. The steps required is to negotiate a contract with the first company and if they do not accept the offer we inform DHCD of the reasoning and move on to the second choice. Paul stated to the board he feels the firm could do the project for less than the \$95,000 DHCD has allotted for the design. The motion was made to authorize the negotiation a contract with Narrow Gate Architecture for project #145052 not exceed \$95,000 by Mary Hayes and seconded by Gretchen Emmetts. Motion passed with a 3-0 vote.
- e. Heat Pumps Unlimited – The system has been returned to their original state and everything remained running without issue.

Old/New Business

Paul announced to the board he is retiring the end of the month.

Dennis the maintenance staff in Kingston has been out for the last few weeks. He does not have any sick time. Dede suggested the board offer him appropriated sick time pay. The motion to develop a policy to pay the appropriated sick time pay was made by Mary Hayes and seconded by Gretchen Emmetts. The motion passed with a 3-0 vote.

Gretchen mentioned the minutes of the board meetings need to be posted on the town's website.

The meeting with the board and the tenant regarding the recertification paperwork will be scheduled for the week after Christmas.

Dede and the board discussed the survey sent by DHCD regarding the new reform law to have a housing tenant on the board.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

The board has requested when the bill for Verizon arrives in the amount of \$.04 the bookkeeper sends \$1.

The next meeting will be January 9, 2017 @ 5:00pm.

Adjournment

Mary Hayes made a motion to adjourn and was seconded by Gretchen Emmetts and passed with a 3-0 vote.

A true record
