

A regular meeting of the Kingston Housing Authority was held on Tuesday May 15, 2018 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  
Chris Plourde, Assistant Facilities & Modernization Manager

### **Public Comments**

Tenant requested the screen house be power washed.

### **Board Reorganization**

On a motion made by Gretchen Emmetts and seconded by Mary Hayes, the members voted to nominate Donald Ducharme as the Chairman.

On a motion made by Mary Hayes and seconded by Don Ducharme, the members voted to nominate Gretchen Emmetts as the Vice-Chair.

On a motion made by Don Ducharme and seconded by Gretchen Emmetts, the members voted to nominate Mary Hayes as the Treasurer.

All votes for nominations were passed on a 3-0 vote.

### **Minutes**

#### **Facility Update**

- Coordinating unit turnover standards with maintenance. 5 Units have been completed this year.
- Water heater replacement & Electric Room repairs have been combined to a single project. Finalizing the plans and specs then it will be put out to bid.
- Siding Phase II – Schematic design and estimate has been completed and approved by DHCD. The next step will be construction documents but with a start date of spring 2019 we will be delaying until things get closer.
- Installation of handicap doors in building #2 and #5. DHCD has approved this project and will be funding it using Compliance Reserves.
- We are developing a project to replace the community room roof. We are unable to use Capitol Funds so we're looking to use budget money.
- The driveway is in significant need of repair but again the capitol plan doesn't allow for us to get to it for another year or so. We will address the problem areas using budget money.
- New 5 year CIP has been approved.

- BlueWave has offered a cash option to a new solar field. We need to figure out how we want to control the funds.

#### Community Residence

- Walk transition repairs plans in process and look to be completed this spring/summer.
- Drainage repairs plans in process and look to be completed this spring/summer

#### **New Bank Account – Net Metering**

#### **Staff Reports**

Dede reviewed the staff reports with the board.

#### **Warrants**

A motion was made by Gretchen Emmetts to pay the warrants and was seconded by Mary Hayes. The motion passed with a 3-0 vote.

#### **Document Issued**

Minutes April 17, 2018

Facility Update

April 2018 Staff Reports

A true record

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