

A regular meeting of the Kingston Housing Authority was held on Tuesday August 14, 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
Cynthia Fitzgerald

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

Public Comments

None

Minutes

Donald has a correction as Cynthia Fitzgerald was not at the last meeting. Mary Hayes made a motion to accept the May minutes with the correction and was seconded by Gretchen Emmetts. The motion passed with a 3-0 vote with one abstention.

Facility Update

- Coordinating unit turnover with maintenance. 5 Units have been completed this year.
- We are looking to install screens for bldg. 3 & 4 handicap doors. Screens have been ordered and waiting for them to be installed.
- Water heater replacement & electric room repairs combined to a single project. Reviewing project with DHCD.
- Siding Phase II – Scheduled for bid this winter with a spring 2019 start date.
- Installation of handicap doors in building #2 and #5. DHCD has approved this project and will be funding it using Compliance Reserves. The bid will be out in the next few weeks.
- Community Building Roof – Was put out to bid and 4 were received. The low bid failed to provide references. The next low bid was Mike's Construction in the amount of \$14,700. Gretchen Emmetts made a motion to award low bid in the amount of \$14,700 and was seconded by Cynthia Fitzgerald. The motion passed with a 4-0 vote.
- One of the light pole was hit by a tenant's relative. We received a quote of the repair in the amount of \$2,850. The person will be going through insurance. The claim has been processed and waiting for the light to come in.

Community Residence

- Walk transition repairs plans in process and bid will be put out this month.
- Drainage repairs plans in process and bid will be put out this month

Amendment #9

The capitol fund has been increased by \$87,185.35. Cynthia made a motion to accept the Amendment #9 in the amount of \$87,185.35 and was seconded by Gretchen Emmetts. Motion passed with a 4-0 vote.

Write-off of Uncollectable Rents

Dede went over the uncollectable rents with the board in the amount of \$1,303.78. Cynthia Fitzgerald made a motion to write off the uncollectable rents in the amount of \$1,303.78 and was seconded by Mary Hayes. The motion passed with a 4-0 vote.

Management Agreement

Dede explained the management agreement has been extended to 5 years. Mary Hayes made a motion to accept the Management Agreement as explained and was seconded by Cynthia Hayes. The motion passed with a 4-0 vote.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

A motion was made by Gretchen Emmetts to accept the warrants for May 2018 and was by Mary Hayes. Motion passed with a 4-0 vote. Cynthia Fitzgerald made a motion to accept the warrants for June 2018 and was seconded by Gretchen Emmetts. Motion passed with a 4-0 vote. Cynthia Fitzgerald made a motion to accept the warrants for July 2018. Motion passed with a 4-0 vote.

Document Issued

Minutes April 17, 2018
Facility Update
April 2018 Staff Reports

A true record
