

A regular meeting of the Kingston Housing Authority was held on Thursday January 18, 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
Cynthia Fitzgerald

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

Public Comments

None

Minutes

The motion was made by Mary Hayes to accept the minutes as written and was seconded by Donald Ducharme. The motion passed with a 2-0 vote. Cynthia Fitzgerald abstained.

Facility Update

- a. Siding – The project has been completed, punch list items have all been taken care of. The motion was made by Cynthia Fitzgerald to approve the Certificate of Final Completion and to release the retainage of \$13,442.50 and was seconded by Mary Hayes. Motion passed with a 3-0 vote.
- b. Water heater & Electric room repairs – We have reviewed the 100% construction documents and will be planning to put this project out to bid in the next few month for completion in Spring/Summer.
- c. Building 1 – There was a problem with the water heater and leak in the pipe under the stairs. The water heater was repaired and is running fine. The damaged part of the pipe was removed and replaced. The system is back up and running.
- d. Siding Phase II –Heat Pumps Unlimited – DHCD has approved to proceed with the designer selection for phase II of residing the remaining 5 buildings. The Narrow Gate Architects have accepted the offer and we are waiting to receive their signed contract back.
- e. CIP – We will be starting to prepare the 2018 CIP over the next couple months and have an updated plan to vote on in March.
- f. BlueWave – The contract has been signed and waiting to be processed. The board needs to sign to open an account.

Budget Revision

Chris went over the budget amendment. Mary Hayes made a motion to adopt the amendment as written and was seconded by Cynthia Fitzgerald. The motion passed with a 3-0 vote. Dede explained that DHCD wants all Budgets to be within 10%.

BlueWave

The Housing Authority needs to set up a separate account for the monies to be deposited. The motion was made by Cynthia Fitzgerald and seconded by Mary Hayes to open an account for the BlueWave monies to be deposited. The motion passed with a 3-0 vote.

Ethic Training

Training need to be completed every 2 years. It can be completed on line and the certificate given to the office.

Staff Reports

Dede reviewed the staff reports with the board.

Warrants

Don reviewed the warrants for payment. The motion was made by Cynthia Fitzgerald to pay Checks #1607 – #1686, minus 1658 & 1659 and was seconded by Mary Hayes. The motion passed with a 3-0 vote.

Adjournment

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

Document Issued

Minutes December 12, 2017
Facility Update
Budget Revision
Ethic Training
December 2017 Staff Reports

A true record
