

A regular meeting of the Kingston Housing Authority was held on Thursday March 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  
Cynthia Fitzgerald  
Gretchen Emmetts

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 Cynthia Fitzgerald. The motion passed with a 4-0 vote.

### **Facility Update**

#### Meadowcrest

- Unit Turn Over - Coordinating unit turnover standards with maintenance 3 units have been completed this year.
- Siding - The project is completed but the contractor will have to come back in the spring to clean up and put down seed. The woodpecker created 5 holes and the contractor filled the holes and made the repairs. There is a new woodpecker hole that will need to be repaired. On phase II the mesh will be heavier to prevent more holes.
- Water heater replacement & Electrical Room Repairs bldg. 3 - These have been combined into one project. The drawings have been reviewed and the project will be going out to bid in the next couple of months for completion in spring/summer.
- Siding Phase II - The contracts have been received back signed and the schematic drawing are under way. This project is planned to be completed the fall on 2019.
- Handicap doors in building 2 & 5 - These need to come up to code like building 3 & 4 prior to the install of new siding. We will be asking for compliance reserve funds from DHCD to cover this expense.
- Library Siding Door - These are the last to be replaced.

#### Community Residence

- Walkway Transition - Repairs plans are in process and look to be completed this spring/summer.
- Drainage - Repair plans are in process and look to be completed this spring/summer.

**5 Year CIP Plan**

Chris explained the projects and funding in the 5 year plan. Cynthia Fitzgerald made a motion to accept the FY18 5 year CIP plan and was seconded by Gretchen Emmetts. Motion passed with a 4-0 vote.

**Ethic Training**

Dede reminded the board the Ethics Training needs to be completed this year.

**Staff Reports**

Dede reviewed the staff reports with the board.

**Warrants**

A motion was made by Cynthia Fitzgerald to pay checks #1687 – #1726 and was seconded by Mary Hayes. The motion passed with a 4-0 vote.

**Adjournment**

Mary Hayes made a motion to adjourn and was seconded by Cynthia Fitzgerald and passed with a 4-0 vote.

**Document Issued**

Minutes January 18, 2018

Facility Update

5 Year CIP Plan

January 2018 Staff Reports

February 2018 Staff Reports

A true record

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