

A regular meeting of the Kingston Housing Authority was held on Tuesday March 12, 2019 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  
Gretchen Emmetts  
Mary Hayes  
Cynthia Fitzgerald

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

### **Public Comments**

No public comment at this meeting.

### **Minutes**

Cynthia Fitzgerald made a motion to accept the minutes of the January 15, 2019 meeting and was seconded by Mary Hayes. The motion passed 3-0 with one abstention.

### **Money Market**

Would like to open a 689- money market account since the current account is not earning much interest. Going to move \$50,000 into the account. Donald Ducharme made a motion to open the money market account and put \$50,000 into it and was seconded by Mary Hayes. The motion passed 4-0.

### **Facility Update**

- **Meadowcrest** – Coordinating unit turnover standards with maintenance (0 units completed this year).
- **Meadowcrest** – Electric Room Repairs & Water heater replacement (KHA 14-B, FISH #145045). Bid documents have been reviewed by DHCD. There are some comments that need to be addressed and resubmitted for final review.
- **Meadowcrest** - Siding Phase II (KHA-A & 18-B, FISH #145052 & 145054) – 100% CDs have been approved by DHCD. The job is currently out to bid with a due date of Monday, March 25<sup>th</sup>.
- **Community Residence** – Drainage and walkway repairs (KHA 16-A & B, FISH #145047) will target to be completed in the spring of 2019.
- **Community Residence** – Roof and Gutter Replacement (KHA 19-A, FISH #145055).
- **General** – The new CIP for years 2019 – 2023 has been approved and has added the group home roof project to the active list.
- **General** – The hot water issues have been identified and resolved. The systems are back functioning at full capacity.

**Warrants**

A motion was made by Cynthia Fitzgerald to accept the warrants for January 2019 and was seconded by Mary Hayes. Motion passed with a 4-0 vote. A motion was made by Cynthia Fitzgerald to table voting on the warrants for February 2019 due to a discrepancy with a check and was seconded by Mary Hayes. Motion passed with a 4-0 vote.

**Staff Reports**

Dede reviewed the staff reports with the board.

**Adjournment**

Donald Ducharme made a motion to adjourn and was seconded by Mary Hayes. Motion passed with a 4-0 vote.

**Document Issued**

Minutes January 15, 2019  
Facility Update

A true record

  
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