

A regular meeting of the Kingston Housing Authority was held on Tuesday May 14, 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 April 9, 2019 meeting and was seconded by Mary Hayes. The motion passed 4-0.

Facility Update

- **Meadowcrest** – Electric Room Repairs & Water heater replacement (KHA 14-B, FISH #145045). Bid documents have been reviewed by DHCD. I have been in communication with Nangle Engineering and they are picking up DHCDs comments and cleaning up the documents. They have also agreed to take the lead on the project and will be preparing the bid documents.
- **Meadowcrest** - Siding Phase II (KHA-A & 18-B, FISH #145052 & 145054) – We have submitted the rejection letter o Village Forge, Inc. and they have filed a protest. The Attorney General's Office approved a protest hearing which is going to be held on 05/15/2019. The outcome of the hearing will determine how we can proceed with the project.
- **Community Residence 689.1** – Drainage and walkway repairs (KHA 16-A &B, FISH #145047) We have completed a walk through the other week and have gone over the capital items. We have consulted the needs for the walkways and will be cleaning up the documents to put out to bid.
- **Community Residence 689.1** – Roof and Gutter Replacement (KHA 19-A, FISH #145055) – The roof was also a discussion point during the walk through and will be preparing the documents. It is an approved project so we can move along with it.
- **General** – The newest solar account we entered is almost ready to start paying out. We will need the board's approval to allow Ameresco to speak with our bank representative to establish the controls on the account. This account is only used as a deposit and disbursement account and no party will have control of the funds in there. The controls on the account will allow the money to be received from the solar field credit then disbursed to each party in their agreed upon

amount. Cynthia Fitzgerald made a motion to allow Ameresco to speak with our account representatives and allow the controls to be put in place and was seconded by Mary Hayes. The motion passed 4-0.

- **General** – We asked the board to renew the waiver to opt out of the RCAT Program. This will keep the projects under \$50,000 completed in house with our staff instead of being lumped into a regional program that will complete the capital work. Gretchen Emmetts made a motion to renew the waiver to opt out of the RCAT Program and was seconded by Mary Hayes. The motion passed 4-0.

Warrants

A motion was made by Cynthia Fitzgerald to accept the warrants for April 2019 and was seconded by Mary Hayes. Motion passed with a 4-0 vote.

Staff Reports

Dede reviewed the staff reports with the board. Gretchen Emmetts made a motion that KHA is in compliance with Federal and State Lead Paint Laws and was seconded by Cynthia Fitzgerald. The motion passed 4-0. Mary Hayes made a motion to disclose the compensation salaries and was seconded by Gretchen Emmetts. The motion passed 4-0.

Adjournment

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


Document Issued

Minutes April 9, 2019

Facility Update

Bid results for Exterior Improvement Phase II

A true record



Dede Runden