

A regular meeting of the Kingston Housing Authority was held on Tuesday May 11, 2021 at 5:00pm via video conference (due to COVID-19). The following were in attendance:

Donald Ducharme, Chairman
Mary Hayes, Treasurer (arrived @5:09)
Gretchen Emmetts, Vice Chairman
Cindy Fitzgerald, Commissioner

Also present:

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

MEETING LOCATION: Via Zoom 1-929-205-6099 ID 8072857447# Password 216207#

Public Comment

None

Minutes:

On a motion made by Gretchen Emmetts and seconded by Donald Ducharme, the Board voted 3-0 to approve the minutes of March.

Approve Year End Reports:

Dede explained the operating reserve balances and that some money must be spent. The parking lot will be repaved with some of this money. On a motion made by Cindy Fitzgerald and seconded by Gretchen Emmetts, the Board voted 4-0 to approve the operating reserve balance.

The tenant accounts receivables had a negative balance at the end of the year due to tenant prepayments. On a motion made by Cindy Fitzgerald and seconded by Mary Hayes, the Board voted 4-0 to approve the tenant accounts receivables balance.

The top 5 compensation form was explained, which only has the one employee on it. Lead paint compliance certification was also explained, and tenants are made aware of the lead law even though it only pertains to children under 6. On a motion made by Cindy Fitzgerald and seconded by Gretchen Emmetts the Board voted 4-0 to approve the certifications.

Facilities Update:

Chris explained that the parking lot costs will be a master project funded from formula funding and the overage from the operating budget. As long as the project is on the books, they should not be taking away any of the operating budget overage. The project could potentially be done by the end of this year. The electrical room and water heater repairs have been on the books forever. He is hoping to have a bid by the end of May and a contract signed by the end of June. The walkways at the community room are funded from health and safety funds and will be going out to bid. Because of costs, it will be drainage and masonry for existing steps now. The walkway will have to be addressed later with other funds. He asks the Board to vote on the lowest bidder now. On a motion made by Gretchen Emmetts and seconded by Cindy Fitzgerald, the Board voted 4-0 to accept numbers 6 and 7 and award the contracts to the lowest bidder.

Staff Reports:

Dede reported that there are currently 1,454 applicants on the waiting list. There are no legal issues. She reminds the members that everyone will need to come into the office to sign the budget certifications. Dede explained that she spoke with the clerk's office and one resident put in for the tenant board member seat.

Warrant:

On a motion made by Cindy Fitzgerald and seconded by Mary Hayes, the Board voted 4-0 to approve the checks 2521-2545 in the amount of \$41,936.89.

On a motion made by Cindy Fitzgerald and seconded by Gretchen Emmetts, the Board voted 4-0 to approve the checks 2546-2561 in the amount of \$16,808.87.

Old/New Business:

The board agrees to reopen the community rooms as well as start meeting in person for board meetings.

Adjournment:

On a motion made by Mary Hayes and seconded by Gretchen Emmetts, the Board voted 4-0 to adjourn, the meeting adjourned at 5:50pm.

Next Meeting Date:

Tuesday June 8, 2021 @5pm

A true record

Documents
Agenda
Minutes
Year End Reports
Facilities Update
Staff Reports
Warrant