

A regular meeting of the Kingston Housing Authority was held on Tuesday November 9, 2021 at 5:00pm at the office of the Kingston Housing Authority located at 15 Hillcrest Rd. Kingston, MA. The following members were in attendance:

Gretchen Emmetts, Chairman
Cindy Fitzgerald, Vice-Chair
James Meau, Tenant Appointee and Treasurer

Also present:
Chris Plourde, Facilities & Modernization Manager
Dede Riendeau, Executive Director

Absent:
Mary Hayes, Commissioner

Public Comment
None

Minutes:
On a motion made by Cindy Fitzgerald and seconded by James Meau, the board voted 3-0 to approve the minutes of October.

Change Order 2- paving, install electrical conduit:
Chris reported that the conduit to the parking lot lights were damaged during the project and need to be replaced. There was a disclaimer in the contract that released the contractor from any underground damage.

Change Order 3- paving, repair catch basins:
When the basins were pulled out a lot of the supporting brick was deteriorated. On a motion made by Cindy Fitzgerald and seconded by James Meau, the board voted 3-0 to approve Change Order #2 in the amount of \$2,258 and Change Order #3 in the amount of \$5,058.00.

On a motion made by Cindy Fitzgerald and seconded by Gretchen Emmetts, the board voted 3-0 to approve the certificate of substantial completion, final completion and release the complete payment in the amount of \$110,574.00.

Budget Revision #1:
Increased cost of paving
Increase maintenance hours to 30 hours a week
Dede reported that the budget needs to be revised because of the additional cost for the paving. We are also increasing the maintenance hours from 20 to 30 per week. The position used to be 30 hours a week but was later changed to 20. On a motion made by Cindy Fitzgerald and seconded by Gretchen Emmetts, the board voted 5-0 to approve the 400-1 and 689 budget revisions.

Legal Services Contract – State
Dede explained that Patricia Grace retired and DHCD is not refilling the position. Instead, they have put out a list of Attorneys and will be giving PHA \$2,000 a year towards legal

expenses. On a motion made by Cindy Fitzgerald and seconded by James Meau, the board voted 5-0 to approve the legal services contract.

Warrant:

On a motion made by Cindy Fitzgerald and seconded by James Meau, the Board voted 3-0 to approve the checks in the amount of \$9,747.57.

Old/New Business:

Dede explained that she has prepared new Rockland Trust signature cards to add James to the account. On a motion made by Gretchen Emmetts and seconded by Cindy Fitzgerald, the board voted 5-0 to approve the new signature cards.

Next meeting:

Special meeting December 14, 2021

Adjournment:

On a motion made by Gretchen Emmetts and seconded by Cindy Fitzgerald, the board voted 3-0 to adjourn, the meeting adjourned at 5:15pm.

A true record
