

A regular meeting of the Kingston Housing Authority was held on Tuesday June 28, 2022 at 12:30pm. The following members were in attendance:

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

Also present:  
Greg McGowan, Facilities & Modernization Manager  
Dede Riendeau, Executive Director

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 May.

Election of Officers:  
On a motion made by Gretchen Emmetts and seconded by James Meau, the board voted 3-0 to appoint Cindy Fitzgerald as the Chair.

On a motion made by Gretchen Emmetts and seconded by James Meau, the board voted 3-0 to appoint James as the Treasurer.

On a motion made by Cindy Fitzgerald and seconded by James Meau, the board voted 3-0 to appoint Gretchen as the Vice-Chair.

Facilities Update:  
Greg explained that there are four things to vote on. The electrical room repairs and water heater replacement continues to be worked on with DHCD. The handrails up to building six should be starting in 4-6 weeks. RCAT is still working on the courtyard. The design is underway and he should hopefully have more info next month.

The fire alarm system contract has expired. Bids were received and Pine Ridge Tech was the lowest bidder at \$8,928.00 for the three years. On a motion made by Gretchen Emmetts and seconded by James Meau, the board voted 3-0 to award the three contract to Pine Ridge Tech.

Bids went out for Trash. Nauset was the lowest bidder \$975/month and \$65 for extra pickups. The second and third year would increase 8%. On a motion made by Gretchen Emmetts and seconded by James Meau, the board voted 3-0 to award the three-year contract to Nauset Disposal.

A yearly flooring replacement contractor would be used at every turnover. Shiretown bid \$2,920 for regular units and \$3,120 for accessible units. On a motion made by Gretchen Emmetts and seconded by Cindy Fitzgerald, the board voted 3-0 to award the contract to Shiretown.

The lowest bidder for the 689 drainage walkways and repairs was LaRovere in the amount of \$19,250.00. On a motion made by Gretchen Emmetts and seconded by James Meau, the board voted 3-0 to award the contract to LaRovere Company.

RCAT has initiated the project for the 689 roof and gutter replacement with Rescom Architect. The lowest bidder was JJS Universal Construction with a bid of \$37,800. On a motion made by Gretchen Emmetts and seconded by Cindy Fitzgerald, the board voted 3-0 to award the contract to JJS Universal Construction.

Write off uncollectibles of \$657 from 2 vacated tenants.

On a motion made by Gretchen Emmetts and seconded by Cindy Fitzgerald, the board voted 3-0 to write off the uncollectible rent.

Warrant:

On a motion made by Gretchen Emmetts and seconded by Cindy Fitzgerald, the board voted 3-0 to pay the bills.

Old Business:

Gretchen explained that she talked with someone at the Zoning Board about 237 Pembroke. They'll be meeting on the property and she'll report back.

Next meeting:

August 8, 2022

Adjournment:

On a motion made by Mary Hayes and seconded by James Meau, the board voted 3-0 to adjourn, the meeting adjourned at 1:00pm.

A true record

---