

A regular meeting of the Kingston Housing Authority was held on Tuesday May 9, 2023 at 5:00pm. The following members were in attendance:

Cindy Fitzgerald, Chair
James Meau, Tenant Appointee and Treasurer
Mary Hayes, Commissioner
Matthew Donohue, Commissioner

Also present:
Greg McGowan, Facilities & Modernization Manager
Chris Plourde, Assistant Executive Director
Jennifer, Affordable Housing Trust
Nathan, Affordable Housing Trust

Absent:
Dede Riendeau, Executive Director

Public Comment

Jennifer, Affordable Housing Trust member introduces herself and requests a KHA board member join the Affordable Housing Trust board. They meet once a month. No board member expressed interest due to time restraints. Nathan from Affordable Housing Trust joined via phone and explained that if no KHA board member could fill the CPC seat, they could nominate someone from the Affordable Housing Trust to take the place on their behalf. Cindy Fitzgerald states that we also need someone to sit on the CPC board as well. She recommends tabling this until the next meeting.

Year End Financial Reports:

On a motion made by Matthew Donahue and seconded by Mary Hayes, the board voted 4-0 to approve the year-end financial reports.

Top 5 Certification:

Chris reported that these certifications are a requirement of DHCD. There is only one employee in Kingston. On a motion made by Mary Hayes and seconded by James Meau, the board voted 3-0 to approve the Top 5 Certification.

Lead Law Certification:

On a motion made by Matthew Donahue and seconded by Mary Hayes, the board voted 4-0 to approve the Top 5 Certification.

Election of Officers:

Tabled until the next meeting.

Minutes:

On a motion made by Mary Hayes and seconded by Matthew Donahue, the board voted 4-0 to approve the regular meeting minutes from January.

By Laws:

On a motion made by Matthew Donahue and seconded by James Meau, the board voted 4-0 to approve the Bylaws as written.

Management Service Contract:

Chris explained that this is another 5-year contract that would take us up to March of 2028. Mary questioned the difference of payments on the report. Chris recommended tabling this until he can verify the discrepancy.

Renew Accounting Contract

Cindy explained that this is for the Fee Accountant, Rich Conlon. On a motion made by Mary Hayes and seconded by James Meau, the board voted 4-0 to renew the accounting contract.

Write-off uncollectible Rents:

On a motion made by James Meau and seconded by Mary Hayes, the board voted 4-0 to write-off the uncollectible rents in the amount of \$276.

Facilities Update:

Greg explained all the projects going on and updated the board on any progress.

Warrant:

On a motion made by Matthew Donahue and seconded by James Meau, the board voted 4-0 to approve the warrant for in the amount of \$42,697.27

Old/New Business- CPC Appointee:

Tabled until the next meeting.

Adjournment:

On a motion made by James Meau and seconded by Matthew Donahue, the board voted 4-0 to adjourn, the meeting adjourned at 6:00pm.

A true record
