

A regular meeting of the Kingston Housing Authority was held on Tuesday September 16, 2025 at 5:00pm. The following members were in attendance:

Cindy Fitzgerald, Chair  
Matthew Donohue, Vice-Chair (arrived late)  
Mary Hayes, Commissioner  
Joe Casna, Commissioner

Also present:  
Chris Plourde, Executive Director  
Greg McGowan, Facilities & Modernization Manager

Public Comment:  
None

Minutes:  
On a motion made by Joe Casna and seconded by Mary Hayes the board voted 3-0 to approve the Regular Meeting Minutes of June.

Executive Director Report:  
Chris presented the board reports for June, July & August and went over all the waiting lists, vacancies, work orders and outstanding rents. He also reported that collection losses need to be approved a few times of year to keep the books clean. This is money we were unable to collect. On a motion made by Cindy Fitzgerald and seconded by Joe Casna, the board voted 3-0 to approve the collection loss of \$171.

Chris also reported that he is working on board training and will let the board know who needs to update training.

Facility Updates/Approvals:  
Approval- Parking Lot Light replacement – Certificate of Final Completion.  
On a motion made by Joe Casna and seconded by Mary Hayes, the board voted 4-0 to approve the Certificate of Final Completion.

Approval- Blanket approval to allow both Chris Plourde and Greg McGowan to sign contracts. This will be done after the board approvals. On a motion made by Joe Casna and seconded by Mary Hayes, the board voted 4-0 to allow Both Chris and Greg to sign contracts.

Warrant:  
On a motion made by Joe Casna and seconded by Mary Hayes, the board voted 4-0 to approve the June warrant.  
On a motion made by Joe Casna and seconded by Mary Hayes, the board voted 4-0 to approve the July warrant.

On a motion made by Joe Casna and seconded by Mary Hayes, the board voted 4-0 to approve the August warrant.

Adjournment:

On a motion made by Mary Hayes and seconded by Matt Donahue the board voted 4-0 to adjourn, the meeting adjourned at 5:31pm.

A true record

---