

A regular meeting of the Kingston Housing Authority was held on Tuesday October 9, 2018 at 5:00 p.m. at the office of the Kingston Housing Authority located at 15 Hillcrest Rd. Kingston, MA. The following members were in attendance:

Donald Ducharme  
Mary Hayes  
Cynthia Fitzgerald  
Gretchen Emmetts

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

### **Public Comments**

None

### **Minutes**

Cynthia Fitzgerald made a motion to accept the minutes and was seconded by Mary Hayes. Motion passed with a 4-0 vote.

### **Facility Update**

- Coordinating unit turnover with maintenance. 5 Units have been completed this year.
- We are looking to install screens for building 3 & 4 handicap doors. Screens have been ordered and installed in building 4. The other tenant has requested us not to install for access purposes so we have it in storage for later.
- Water heater replacement & Electric room repairs combined to a single project. DHCD is now reviewing.
- Siding Phase II scheduled for bid this winter with a spring 2019 start date.
- Installation of handicap doors in buildings 2 & 5. One bid came in from Kneeland Construction for \$32,250. This is more than the \$18,150 budget. Chris is going to rebid and will present the new proposal to the board.
- Community Building roof replacement – Mike's Construction finished the roof. There is change order #1 for \$2,576 for additional shingles and work required after removing the existing roof. Gretchen Emmetts made a motion to accept change order #1 in the amount of \$2,576 and was seconded by Cynthia Fitzgerald. The motion passed with a 4-0 vote. The Final Completion and release of Final Payment in the amount of \$3,311 needs approval. Cynthia Fitzgerald made a motion to accept Final Completion and release Final Payment of \$3,311 and was seconded by Mary Hayes. Motion passed with a 4-0 vote.
- Community Residence 689 Walking Transition repairs – we are completing the plans and specs and put this project out to bid this month.
- Community Residence 689 Drainage repairs – we are completing the plans and specs and put this project out to bid this month.
- The heat pump system has been running for over a year and the system is due for preventative maintenance. Heat Pumps Unlimited has given us a price to do annual maintenance for \$6,200. Cynthia Fitzgerald made a motion to accept the

price of \$6,200 for annual preventative maintenance and was seconded by Gretchen Emmetts. The motion passed with a 4-0 vote.

- The account forms for the new solar account need to be resigned. The original forms were incorrect.

**New/Old Business**

Craig Dalton from the Community Preservation Committee attended the meeting to ask one the board members to volunteer to sit on the Community Preservation Committee. Mary Hayes made a motion to recommend Don Ducharme to sit in the Community Preservation Committee board until Gretchen can attend and was seconded by Cynthia Fitzgerald. The motion passed with a 3-0 vote, Don abstained.

**Staff Reports**

Dede reviewed the staff reports for August and September with the board.

**Warrants**

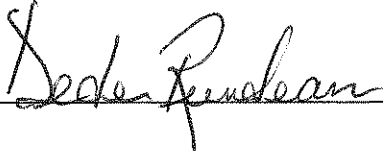
A motion was made by Cynthia Fitzgerald to pay the warrants and was seconded by Mary Hayes. The motion passed with a 4-0 vote.

Cynthia Fitzgerald made a motion to adjourn that was seconded by Gretchen Emmetts. The motion passed with a 4-0 vote.

**Document Issued**

- Minutes August 14, 2018
- Facility Update
- August 2018 Staff Reports & Warrants
- September 2018 Staff Reports & Warrants

A true record

  
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