

A regular meeting of the Kingston Housing Authority was held on Tuesday June 11, 2019 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
Gretchen Emmetts
Mary Hayes
Cynthia Fitzgerald

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

Public Comments

No public comment at this meeting.

Minutes

Cynthia Fitzgerald made a motion to accept the minutes of the May 14, 2019 meeting and was seconded by Mary Hayes. The motion passed 4-0.

Facility Update

- **Meadowcrest** – Electric Room Repairs & Water heater replacement (KHA 14-B, FISH #145045). Nangle Engineering has submitted a revised scope of service that DHCD has approved. We are now picking up the comments and preparing the 100% Construction Documents for final reviews.
- **Meadowcrest** - Siding Phase II (KHA-A & 18-B, FISH #145052 & 145054) – Vareika has been officially awarded the job and we have completed our preconstruction meeting. At the meeting we established the Notice to Proceed with a completion date being November 30th. They will be out measuring windows this week and completing their submittals. We hope to get this project underway as soon as possible.
- **Community Residence 689.1** – Drainage and walkway repairs (KHA 16-A & B, FISH #145047) We will begin working on this project once we get some of the other projects underway.
- **Community Residence 689.1** – Roof and Gutter Replacement (KHA 19-A, FISH #145055) – We will begin working on this project once we get some of the other projects underway.
- **General** – Howland Disposal was bought out by Waste Management. We have submitted a cancelation letter effective for June 30th and the new contract will begin July 1st. We received three bids in, and ABC Disposal was low in the amount of \$240.00 per month. We would ask the board for approval award ABC Disposal as low bidder. Mary Hayes made a motion to accept ABC Disposal as the low bidder and was seconded by Cynthia Fitzgerald. The motion passed 4-0.
- **General** – We have completed the pressure washing in the common stairwell in each building.

Old/New Business

A tenant asked about the pet deposit policy. In Plymouth we refunded tenants their pet deposit due to trying to manage all the deposits was an accounting nightmare. So, we are refunding the deposits in Kingston as well. Dede asked for a vote to revise the pet policy to not take deposits anymore and refund any deposits that we do have. Mary Hayes made a motion to revise the pet policy and not accept deposits going forward and to refund any deposits with interest that were accepted and was seconded by Gretchen Emmetts. The motion passed 4-0.

Warrants

A motion was made by Cynthia Fitzgerald to accept the warrants for checks 2012-2043 in the amount of \$42,665.70 and was seconded by Mary Hayes. Motion passed with a 4-0 vote.

Staff Reports

Dede went over the staff report.

Adjournment

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

Document Issued

Minutes May 14, 2019
Facility Update

A true record


