

**HOLBROOK HOUSING AUTHORITY
ONE HOLBROOK COURT
COMMUNITY ROOM
HOLBROOK, MA 02343
BOARD OF COMMISSIONERS' MEETING, MAY 25, 2023, 5:00 p.m.**

A Regular Meeting and Public Hearing of the Holbrook Housing Authority was duly called and held on Thursday, May 25, 2023, at 5:00 p.m., and upon a call of the roll, the following Commissioners were found Present and Absent:

<u>Present</u>	<u>Absent</u>
Sheila Hartwell	None
Richard Dean	
Dawn Dubose	
Sandra Lemieux	

Public Hearing for the FY 2024 Annual Plan

Rick Brouillard presented the FY 2024 Annual Plan and discussed the Capital projects slated for this fiscal year and the following four (4) years. There were several tenants in attendance. There were no questions or comments.

Approval of Minutes of the April 27, 2023, Regular Board Meeting

Commissioner Lemieux made a motion, seconded by Commissioner Dean, to approve the minutes of the April 27, 2023, regular board meeting. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve the Annual Plan for FY24 and authorize the Executive Director to submit the Plan to DHCD for approval. The motion passed unanimously.

Commissioner Dubois made a motion, seconded by Commissioner Lemieux, to approve fee amendment #1 to the contract with John Murphy Jr., Electrical Construction and Engineering, Inc. for DHCD Project #133063, ARPA Targeted funding Study and Design – Fire Alarm System 667-1 and 667-2. This fee amendment is for the design of a temporary fire alarm system for the 705-1 development at One Holbrook Court. This amendment will result in an increase of \$4,250.00. This will not utilize any formula funding. The motion passed unanimously.

Commissioner Dubois made a motion, seconded by Commissioner Dean, to approve Change Order Proposal Request No. CP-0012 to the contract with Laracy Electrical Contractors, Inc. for DHCD Project #133063, ARPA Targeted Funds Study and Design Fire Alarm System 667-1 and 667-2. This Change Order Proposal Request is to fix and repair existing fire alarm devices in the 705 development. This change will result in an increase of \$11,472.30 and add six (6) days to the contract time. This change will not utilize any formula funding. The motion passed unanimously.

Executive Director's Report

On behalf of Mr. Marathas, Ms. Whalen reported the following:

- Received \$300,000 subsidy payment from DHCD
- Payments of priority payables have been made
- Grant Project/Community Energy; caulking project, gasket project, door and window sealing, aerator replacement on all sinks, new thermostats, and insulation of all building is in progress
- Second Grant Project begins June 5th, replacement of all interior and exterior lighting to high efficiency lighting
- Repointing project is underway/Brick work on all buildings and replacing damaged bricks and mortar.
- Hired part-time office administrative staff, John McKenna hours Tuesdays and Wednesdays 8-3, Thursdays 8-2
- Property managers site hours are Monday and Fridays 8:30-12:30
- Abatement of the community room to begin June 2, 2023
- Recertifications are in progress
- Posting of all past rental payments update in progress
- Meeting with maintenance staff to discuss procedures for accounts payable approval and standard general maintenance practices
- Lists have been pulled for vacant units, screening in progress for all vacant units and vacancies will begin to be filled in the upcoming months
- On going lease enforcement in progress to clear all common areas
- Rent collection is on going

Residents asked if a flyer/notice can be posted in the buildings, on the doors of the community rooms and in building hallways with the office hours and work order phone number.

There being no further business, Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to adjourn. The motion passed unanimously, and the meeting adjourned at 5:53 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director

