

**HOLBROOK HOUSING AUTHORITY
ONE HOLBROOK COURT
COMMUNITY ROOM
HOLBROOK, MA 02343
BOARD OF COMMISSIONERS MEETING, June 22, 2023, 5:30PM**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, June 22, 2023, at 5:30 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	

Approval of Minutes of the May 25, 2023, Regular Board Meeting

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux to approve the minutes of the May 25, 2023, regular board meeting. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Dean to approve the Certificate of Substantial Completion (CSC) for Laracy Electrical Contractors, Inc. for project #133063, ARPA Targeted Study and Desing – Fire Alarm System, 667-1 and 667-2. The date established for substantial completion is June 2, 2023. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Dean to approve Certificate of Final Completion (CFC) for Laracy Electrical Contractors, Inc., for project #133063, ARPA Targeted The motion passed unanimously.

Executive Director’s Report

Mr. Marathas reported the following:

- Payable list #1 and 2 have been prioritized and processed for payment
- Lighting upgrade is in progress, grant funded
- Fire alarm system is nearing completion
- Brick repointing project is in progress
- Community room project has begun, abatement in progress
- 14 elderly units vacant, 6 have been assigned, 3 lease signings next week
- 4 family units, 1 completed, 3 in progress of turnover, tenant selection has begun
- A revision to Capital Plan has been done with 24 projects slated
- A stove replacement energy grant assessment has begun

There being no further business, Commissioner Lemieux made a motion, seconded by Commissioner Dean to adjourn. The motion passed unanimously, and the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director