

**HOLBROOK HOUSING AUTHORITY
ONE HOLBROOK COURT
COMMUNITY ROOM
HOLBROOK, MA 02343
BOARD OF COMMISSIONERS MEETING, September 28, 2023, 5:30PM**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, September 28, 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>
Sandra Lemieux	Richard Dean
Dawn Dubose	
Sana Banks	

Discussion and Election of Officers due to resignations and reappointments, was tabled until additional board members are in attendance.

Approval of Minutes of the June 22, 2023, Regular Board Meeting

Commissioner Lemieux made a motion, seconded by Commissioner Dubose to approve the minutes of the June 22, 2023, regular board meeting. The motion passed unanimously.

Commissioner Dubose made a motion, seconded by Commissioner Lemieux, to Authorize the Executive Director to approve amendment 8 to the Contract for Financial Assistance (CFA) 5001 for the EOHLIC Vacant unit award of \$210,000.00 for EOHLIC Project # 133072 and the FY2026 Formula Funding Award of \$106,142.00

Commissioner Banks made a motion, seconded by Commissioner Lemieux to authorize the Executive Director to submit a High Leverage Asset Preservation Program (HILAPP) application for funding to Executive Office of Housing and Livable Communities for \$1,371,001.00. The motion passed unanimously.

Commissioner Dubose made a motion, seconded by Commissioner Lemieux to authorize the Executive Director to enter into a contract with Action, Inc., for \$1,230,550 for heat systems upgrade at Holbrook Court. The motion passed unanimously.

Commissioner Lemieux made a motion, seconded by Commissioner Banks to approve Certificate of Final Completion (CFC) for New England Spec, Inc. for EOHLIC Project #133048, walkways and parking area resurfacing. Final Construction cost is \$474,817.46. The motion passed unanimously.

Commissioner Lemieux made a motion, seconded by Commissioner Banks to approve the Executive Office of Livable Communities (EOHLIC) Wage Match Regulations as noted in Public Housing Notice 2023-03 and 2019-16, indicating all authorized employees have read and signed the Wage Match Acknowledgement regarding confidentiality of information, DOR Disclosure

and Security Training for Safeguarding Information, and that the signed acknowledgements are on file for Fiscal Year 2024. The motion passed unanimously.

Executive Director's Report

Mr. Marathas reported the following:

- DAVCO lawsuit is on-going – alarm company with no contract and were not permitted to work, did work and received some payment and the company is suing.
- Community Room project completed
- Office reorganization and new furnishings completed
- Brick repointing project nearing completion
- New HVAC project – grant funded
- New force account project, 5 family units rehab
- Application for HILAPP
- All units ready for occupancy have been leased up
- Units in turnover (6A, 6C, 9C, 11B, 16C, 28)
- Unit 10A in eviction status with hearing date of 10/12
- Upcoming Flu Clinic
- Cookout for residents went well

There being no further business, Commissioner Lemieux made a motion, seconded by Commissioner Dubose to adjourn. The motion passed unanimously, and the meeting adjourned at 6:25 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director

