

**HOLBROOK HOUSING AUTHORITY
ONE HOLBROOK COURT
COMMUNITY ROOM
HOLBROOK, MA 02343
BOARD OF COMMISSIONERS MEETING, January 25, 2024, 5:30PM**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, January 25, 2024, 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	Dawn Dubose
Sana Banks	Leanna Green
Richard Dean	

Approval of Minutes of the November 30, 2023, Regular Board Meeting

Commissioner Lemieux made a motion, seconded by Commissioner Dean to approve the minutes of the November 30, 2023, regular board meeting. The motion passed unanimously.

Commissioner Lemieux made a motion, seconded by Commissioner Banks to approve the Accounts Payable. The motion passed unanimously.

Commissioner Lemieux made a motion, seconded by Commissioner Banks to approve the Certificate of Final Completion (CFC) for Damazio Builder, Inc., for the brick repointing and concrete landing repairs project at Holbrook Court 667-1 and to approve the final payment of \$5,997.50. The motion passed unanimously.

Commissioner Lemieux made a motion, seconded by Commissioner Dean to approve, and authorize the Executive Director to enter into a contract with New England Appliance for the supply of 74 new electric stoves for 667-1 and 667-2, in the amount of \$40,921.26. The stove replacement project is #133076, an approved Capital Project and is funded from formula funding. The motion passed unanimously.

Executive Director's Report

- Vacancies are 90% completed
- Eviction in until 16B completed
- GPS Tracking in HHA truck
- Please DO NOT flush wipes, etc only toilet paper
- Front step project completed
- Delivery of all new refrigerators and stoves

There being no further business, Commissioner Lemieux made a motion, seconded by Commissioner Banks to adjourn. The motion passed unanimously, and the meeting adjourned at 6:02 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director