

**HOLBROOK HOUSING AUTHORITY
ONE HOLBROOK COURT
COMMUNITY ROOM
HOLBROOK, MA 02343
BOARD OF COMMISSIONERS MEETING, March 28, 2024, 5:30PM**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, March 28, 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 (via telephone)	

Public Hearing for the Holbrook Housing Authority Fiscal Year 2025 Annual Plan which includes the Fiscal Year 2025 Capital Improvement Plan.

The meeting was opened up for comment on the Annual and Capital Plans. There were no comments or questions. The regular board meeting resumed.

Approval of Minutes of the January 25, 2024, Regular Board Meeting

Commissioner Banks made a motion, seconded by Commissioner Lemieux to approve the minutes of the January 25, 2024, regular board meeting. The motion passed unanimously.

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

Commissioner Banks made a motion, seconded by Commissioner Lemieux to approve the Holbrook Housing Authority Fiscal Year 2024 Capital Improvement Plan and to authorize the Executive Director to submit it to EOHLC for state approval. The motion passed unanimously.

Commissioner Banks made a motion, seconded by Commissioner Lemieux to approve the Holbrook Housing Authority Fiscal Year 2025 Annual Plan and to authorize the Executive Director to submit it to EOHLC for state approval. The motion passed unanimously.

Commissioner Banks made a motion, seconded by Commissioner Lemieux to approve Amendment #9 top the Contract for Financial Assistance (CFA) 5001 in the amount of \$350,747.50, for the FY2027 Formula Funding award of \$110,995.00, Project #133067, Compliance Reserve award of \$31,000.00 for asbestos removal related to 667-1 water damage wal to ceiling project, and for Project #133086, Vacant Unit award of \$208,752.50 for remaining 5 units at 705-1 development (Phase 2). The motion passed unanimously.

Commissioner Banks made a motion, seconded by Commissioner Lemieux to certify the Civil Rights Certification for the Section 8 Program. The motion passed unanimously.

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

Commissioner Banks made a motion, seconded by Commissioner Lemieux to cancel the July Board of Commissioners meeting. The motion passed unanimously.

Executive Director's Report

- Family units transfers are in process
- Vacancies 16B, 13A, 10A new
- Unit 8D had to relocate tenant
- Vacant units have been neglected so long, they are total rehabs
- One eviction in process for illegal boarder, rent collection and smoking in unit
- New fans in bathrooms and kitchens project upcoming
- Lock box for rent payments goes into effect April 1st

New Business

Mr. Marathas reports that received word (today) of the negotiated settlement between HHA, EOHLC and Davco Fire Alarm Company. The company was suing for a large amount of money for work that was never procured properly and was never bid. EOHLC settlement agreement was to give back all the materials that were left on the property as well as a payment of \$17,500. EOHLC will pay \$14,500 of the settlement, leaving the HA to pay the remaining \$3,000 as a deductible and to return all materials left behind.

Mr. Marathas asks for a board vote to approve the payment and the return of the materials.

Commissioner Banks made a motion, seconded by Commissioner Lemieux to approve authorize the payment of the deductible of the settlement of \$3,000.00 and the return of the materials left behind by the vendor. The motion passed unanimously.

Before the close of the meeting the public was invited to ask questions. There was discussion surrounding only having one dumpster. Mr. Marathas said that we are watching the usage carefully and comparing the annual cost of an extra dumpster compared to requesting a second pick up as necessary.

Families being transferred due to the rehab project had concerns surrounding moving and work not being completed. Mr. Marathas said to call him or to call Colleen Whalen with their concerns.

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 6:14 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director