

**HOLBROOK HOUSING AUTHORITY  
ONE HOLBROOK COURT  
COMMUNITY ROOM  
HOLBROOK, MA 02343  
BOARD OF COMMISSIONERS MEETING, May 23, 2024, 5:30PM**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, May 23, 2024, at 5:30 p.m. and upon a call of the roll, the following Commissioners were found Present and Absent:

Present

Sandra Lemieux  
Sana Banks  
Richard Evans  
Richard Dean  
Dawn Dubose

Absent

**Approval of Minutes of the March 28, 2024, Regular Board Meeting**

Commissioner Lemieux made a motion, seconded by Commissioner Evans, to table the approval the Accounts Payable until the June meeting. The motion passed unanimously.

Commissioner Lemieux made a motion, seconded by Commissioner Banks to approve the minutes of the April 17, 2024, Special board meeting and the April 25, 2024, regular board meeting. The motion passed unanimously.

Commissioner Lemieux made a motion, seconded by Commissioner Banks to approve and enter into an agreement with the Quincy Housing Authority for the management of the Holbrook Housing Authority's Section 8 HVC program, MRVP and AHVP programs, utilizing the Quincy Housing Authority's Administrative Plan, Tenant Selection Policy for vouchers and programs, for which the QHA and HHA will divide the Administrative Fees of the program 50%. The motion passed unanimously.

**New/Old Business**

Commissioner Evans made a motion, seconded by Commissioner Lemeiux to approve and authorize the Executive Director to submit the Federal 5-year plan to HUD. The motion passed unanimously.

**Executive Director's Report**

- Masonry painting will need to be repainted and touched up from last time
- Family units will begin demolition in late June
- Food delivery from GBFB
- Hiring of Resident Service Coordinator

Commissioner Banks asked if the Director of Finance could be at next meeting to explain financials, and also requested a Reconciliation of Receivables.

Tenants were happy that the potholes were filled within two days of last meeting and they would like a sign that says parking for Residents and Guests only.

There being no further business, Commissioner Evans made a motion, seconded by Commissioner Lemeiux to adjourn. The motion passed unanimously, and the meeting adjourned at 5:59 p.m.

Respectfully submitted,

Colleen M. Whalen  
Assistant Executive Director