**HOLBROOK HOUSING AUTHORITY**

**ONE HOLBROOK COURT**

**COMMUNITY ROOM**

**HOLBROOK, MA 02343**

**BOARD OF COMMISSIONERS MEETING, December 12, 2024, 5:30PM**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, December 12, 2024, at 5:30 p.m. and upon a call of the roll, the following Commissioners were found Present and Absent:

Present Absent

 Sandra Lemieux Dawn DeBose

 Richard Dean Sana Banks

 Richard Evans

**Approval of Minutes of the November 14, 2024, Regular Board Meeting**

Commissioner Lemieux made a motion, seconded by Commissioner Evans to approve the Amended minutes of the November 14, 2024, regular board meeting. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to approve the accounts payable as presented. The motion passed unanimously.

**Executive Director’s Report presented by Assistant Executive Director Colleen Whalen**

Ms. Whalen reported on behalf of Mr. Marathas:

* Phase 2 is completed and units are ready for occupancy
* Major pipe break in building 9, tenants will be relocated
* Holiday decorations are up
* Vacancies: 2A, 10C, 7A
* Tenant holiday party was today, well received and well attended
* 2025 Capital Plan is approved
* Moving forward with 705’s siding replacement
* Moving forward with kitchen and bathroom modernization from HILAPP grant
* Coffee hour with Michelle 12/23
* Movie Day 1/16
* Registry disability application process 1/21

**Old or New Business**

Follow up on hand rails in front of buildings and the front steps at building 17 – James will take a look at both and see what can be done.

There being no further business, Commissioner Evans made a motion, seconded by Commissioner Lemieux to adjourn. The motion passed unanimously, and the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Colleen M. Whalen, Assistant Executive Director