

**HOLBROOK HOUSING AUTHORITY  
ONE HOLBROOK COURT  
COMMUNITY ROOM  
HOLBROOK, MA 02343  
BOARD OF COMMISSIONERS MEETING, March 13, 2025, 5:30PM**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, March 13, 2025, at 5:30 p.m. and upon a call of the roll, the following Commissioners were found Present and Absent:

Present

Dawn DeBose  
Richard Dean  
Richard Evans  
Sana Banks

Absent

Sandra Lemieux

**Approval of Minutes of February 13, 2025, Regular Board Meeting**

Commissioner Dubose made a motion, seconded by Commissioner Evans to approve the minutes of February 13, 2025, regular board meeting. The motion passed unanimously.

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

Commissioner Dubose made a motion, seconded by Commissioner Evans to approve and submit the operating budget for State-aided Housing of the Holbrook Housing Authority (Chapter 200/667/705/689/MRVP) Program 4001 for FY ending 6/30/2025 showing total revenue of \$722,568 and total expenses of \$706,009 thereby requesting subsidy of \$278,377, and further that the Executive Director's annual salary of \$0 for FY25. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Dubose to approve and submit the operating budget for State-aided Housing of the Holbrook Housing Authority (Chapter 200/667/705/689/MRVP) Program MRVP for FY ending 6/30/2025 showing total revenue of \$7,260 and total expenses of \$6,161 thereby requesting subsidy of \$0, and further that the Executive Director's annual salary of \$0 for FY25. The motion passed unanimously.

Commissioner Banks had questions for Director of Finance, John Murray which he noted and will follow up with Commissioner Banks.

**Executive Director's Report presented by Assistant Executive Director Andrew Rocha**

Mr. Rocha reported:

- Termination of laborer and temporary assignment of new laborer
- Rent collections and lease enforcement hearings were held
- 9A/9C needed asbestos remediation
- Replacement of exterior light bulbs
- Replacement of failed cast iron drain lines at Building 25 and Barracks

- Vacancy 7A in process of turnover
- Bids due in for new kitchen and bathroom fans
- Set up of tenant's library in community room
- Roof replacement of garage building scheduled

**Old or New Business**

Follow up questions regarding laundry room and lights in parking lot not working. Tenants requested a bench be placed on opposite side of the property and asked that a notice be sent out reminding tenants not to feed the wildlife.

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

Respectfully submitted,

Colleen M. Whalen, Assistant Executive Director