

**HOLBROOK HOUSING AUTHORITY
ONE HOLBROOK COURT
COMMUNITY ROOM
HOLBROOK, MA 02343
BOARD OF COMMISSIONERS MEETING, January 8, 2026, 5:30PM**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, January 8, 2026, at 5:30 p.m. and upon a call of the roll, the following Commissioners were found Present and Absent:

Present

Sandra Lemieux
Dawn DuBose
Richard Evans
Sana Banks

Absent

Richard Dean

Approval of Minutes of November 13, 2025, Regular Board Meeting

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

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

Commissioner Evans made a motion, seconded by Commissioner Lemieux to approve and authorize the Executive Director to enter into a contract with EOHLC House Doctor, Next Phase Architects in the amount of \$97,000.000- for design services for Project #133088: HILAPP 667-1 Bath Mod and 667-2 Bath and Kitchen Mod. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to approve and authorize the Executive Director to enter into a contract with EOHLC House Doctor, Next Phase Architects in the amount of \$26,800.000- for design services for Project #133098 Family development siding replacement. The motion passed unanimously.

Commissioner Lemieux made a motion, seconded by Commissioner Evans to approve and authorize the Executive Director to execute the Certificate of Substantial Completion) for General Air Conditioning and Heating, Inc., for project #133064: ARPA FF: Bathroom vent replacement. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to approve and authorize the adoption of the Holbrook Policy Governing Exterior and Grounds of Leased Premises. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to approve invoice from Brown and Brown Insurance Services for the 25-26 State Aided Property Insurance Program for Holbrook and to execute the participation agreement. The motion passed unanimously.

Commissioner DuBose made a motion, seconded by Commissioner Lemieux to approve and accept participation in the Massachusetts Broadband Institute (MBI) “Residential Retrofit Program” for the Holbrook Housing Authority, funded through MBI Grant for installation of new fiber optic internet infrastructure at all units in Holbrook Court and authorized the Executive Director to execute any contract documentation necessary to lock in the Grant program participation award. The motion passed unanimously.

Executive Director’s Report

Mr. Marathas reported:

- Unit 24 bathroom ceiling and fan replaced
- GEM replaced faulty HVAC heads in units 3D & 10, 14B, 16 & 17 are in progress
- RE Lyons replaced fire extinguishers and tagged and relocated them to correct locations
- Common are lobbies vacuumed and mopped
- Units 7C, 28, 11A vacancies are in progress
- Snow and ice removal several storms
- Final site visit by architect for kitchen and bath project
- Final walk through for ventilation project completion
- Full transfer of 80 vouchers from Dedham Housing

Old or New Business

Tenants asked the status of the parking policy implementation and Mr. Marathas said due to frozen grounds, signs can’t go up until the weather turns.

An inquiry regarding the washers and dryers, Mr. Marathas will be getting a new contract.

There being no further business, Commissioner Lemieux made a motion, seconded by Commissioner Evans to adjourn. The motion passed unanimously, and the meeting adjourned at 5:43 pm.

Next meeting will be Thursday, March 12, 2026, at 5:30 pm.

Respectfully submitted,
Colleen M. Whalen, Assistant Executive Director