HOLBROOK HOUSING AUTHORITY
ONE HOLBROOK COURT
COMMUNITY ROOM
HOLBROOK, MA 02343
BOARD OF COMMISSIONERS MEETING, July 9, 2026, 5:30PM

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, July 9, 2026, 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 DuBose
Richard Dean	Sana Banks
Richard Evans	

Approval of Minutes of May 14, 2026, Regular Board Meeting

Commissioner Lemieux made a motion, seconded by Commissioner Evans to approve the minutes of May 14, 2026, 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.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to approve and authorize the Executive Director to execute the Certificate of Substantial Completion for General Air Conditioning & Heating, Inc., for state project #133064 ARPA FF: Bathroom vent 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 Final Completion for General Air Conditioning & Heating, Inc., for state project #133064 ARPA FF: Bathroom vent replacement and make final payment of $22,400.00. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to approve and authorize the Executive Director to enter into a Solar Agreement with Resonant Energy for One Holbrook Court, 667-1, 667-2 and 7-5-1 developments to furnish and install Solar infrastructures and related systems on the roofs of all buildings. This program is funded through an EOHLC Sustainability Grant Award of $1,584,103 and provide revenue to HHA for 20 years in the form of MA SMART cash payments. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to start the Public Hearing for the review of the Holbrook Housing Authority's proposed 2027 Annual Plan inclusive of the Capital Plan. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Dean to approve the proposed 2027 Annual Plan inclusive of the Capital Plan and authorize the Executive Director to submit to EOHLC for State Approval. The motion passed unanimously. Of note, there were no comments or questions from the public.

Commissioner Lemieux made a motion, seconded by Commissioner Evans to close the Public Hearing for the review of the Holbrook Housing Authority's proposed 2027 Annual Plan inclusive of the Capital Plan. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to write off debt of vacated tenants for 90+ days as follows:

667-1 $1,526.06
667-2 $0
705 $27,087.46

The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux that the Holbrook Housing Authority adopts the Quincy Housing Authority's newly published Housing Choice Voucher administrative plan, including project-based voucher policies prepared by Nan McKay & Associates and further authorizes the Executive Director or designee to administer the HCV and PBV programs in accordance with the adopted Administrative Plan and all applicable HUD regulations. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Dean to authorize the Executive Director to submit the Holbrook Housing Authority's five-year federal public housing plan for fiscal year 2026 to the U.S. Department of Housing and Urban Development and to take all actions necessary to carry out the provisions of the plan. The motion passed unanimously.

Commissioner Evans made a motion, seconded by Commissioner Lemieux to enter into a 5 year lease agreement with Automatic Laundry for the installation of four washers and four dryers with 55% revenue payable to the Housing Authority for a five year period. The motion passed unanimously.

Executive Director's Report

Mr. Marathas reported:

- Circulator pump in barracks replaced
- Units 2B, 12A & 25 are completed vacancies
- AC heads all cleaned
- Common areas all cleaned
- New umbrella added to bench area
- New flag installed
- Buildings 5, 14 & 15 all main shut offs have been replaced
- Landscaping and grass mowing maintained
- 250th Birthday Party of America was held and was successful
- Hired new laborer Austin O'Malley

Old or New Business

Tenant asked to have the ceilings and flooring of each balcony looked at – currently have slats and debris/water come down onto the decks below.

Tenants requesting Buildings numbers be replaced. Could we look into the railings being moved closer to the buildings, and have buildings power washed.,

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 5:54pm.

Next meeting will be Thursday, September 10, 2026, at 5:30 pm.

Respectfully submitted,
Colleen M. Whalen, Assistant Executive Director