



PUBLIC MEETING NOTICE  
OFFICE OF THE HOLBROOK TOWN CLERK

In conformity with the provisions of Chapter 30A, §20, Massachusetts General Laws, I hereby file notice that a meeting of the:

BOARD/COMMITTEE: Holbrook Housing Authority Regular Monthly Meeting

DATE: Thursday, April 7, 2022

TIME: 4:00 p.m.

ZOOM LINK:

Meeting is open to the public at One Holbrook Court

DIAL IN #: 1-929-205-6099

MEETING ID: n/a

PASSCODE: n/a

**NOTE** Notices and lists of topics are to be posted 48 hours in advance of the meetings **excluding** Saturdays, Sundays, and legal holidays. Please keep in mind the hours of operation of the Office of the Town Clerk and make the necessary arrangements to be sure your posting is made in an adequate amount of time **30 minutes prior to the closing** of the Town Clerk Office.

Posting Authority

AGENDA

(Must be included at time of posting)

(Conducted pursuant to the Executive Order dated March 12, 2020 suspending certain provisions of the Open Meeting Law, Gen. L. c. 30A §20 et seq. and 940 CMR 29.01 et seq.)

1. Call to order TOWN CLERK
2. Board Re-organization
3. Old Business: Internal Complaints received 8/7/2021
4. Executive Session: APR 5 PM 12:00 '22

To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of or complaints or charges brought against, a public officer, employee, staff member or individual.

5. Maintenance Report
6. Approval of Minutes August 3, 2021, August 24, 2021 and March 29, 2022
7. Approval of Vouchers August 4, 2021 through March 29, 2022
8. Approval of Executive Director's time sheets July 24, 2021 through April 1, 2022
9. Operating & Balance Statements for July through November 2021
10. Executive Director's Report
11. Old Business:  
Executive Director Performance Evaluation/Review
12. New Business  
FY2023 CIP (Capital Improvement Plan)  
Holbrook/Avon Management Agreement

Opening of the Community Room  
Garage Termites  
Tenant Memo regarding Alarm System  
Administrative Assistant Position  
Robo Calls  
Railings Update  
Corrected Minutes from the previous meeting  
Opening of office on Fridays  
Time Clock Update  
Keys  
13. Policies  
Grievance Policy  
Pet Policy  
Community Room Policy  
Parking Policy  
14. Correspondence  
15. Any New Business that can legally come before the Board.  
16. Adjournment

**Americans with Disability Disclosure:**

*If you are a person with a disability who needs any accommodation in order to attend and/or participate in this meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Town Administrator's Office, at 50 N Franklin Street, Holbrook, MA 02343 or call 781-767-4312.  
If you are hearing or voice impaired, please call 711.*