



# Brewster Housing Authority

11 Frederick Court, Brewster, MA 02631

[director@brewsterhousing.org](mailto:director@brewsterhousing.org)

508-896-9800

## MEETING AGENDA

Wednesday, January 17, 2024, 5:30 PM

### Brewster Housing Authority

Laurel Labdon  
Chair

Stephen Ferris  
Vice Chair  
State Appointee

Zachary Volpicelli  
Assistant Treasurer

Christine Boucher  
Treasurer

Elizabeth Canto  
Tenant Member

Kimberly Conn  
Executive Director/  
Managing Agent

This meeting will be conducted in person, and via remote means, in accordance with applicable law. This means that members of the public body may access this meeting in person, or via virtual means. In person attendance will be at the meeting location listed above, and all members may attend remotely. **Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law.**

Members of the public who wish to access the meeting may do so in the following manner:

**Topic: Brewster Housing Authority - Board of Commissioners**

**Time: Jan 17, 2024, 5:30 PM Eastern Time (US and Canada)**

#### Join Zoom Meeting

<https://us06web.zoom.us/j/86484861073?pwd=Vo25giMx9oaXeIqPSzpZIDgLHHcdK4.1>

**Meeting ID: 864 8486 1073**

**Passcode: 731890**

• +1 646 876 9923 US (New York)

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**Passcode: 731890**

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above.

Please note that the Brewster Housing Authority may take official action, including votes, on any item on this agenda.

1. Call to Order
2. Declaration of a Quorum
3. Previous Meeting Minutes of October 18, 2023, November 15, 2023, & December 20, 2023
4. Treasurer's Report / Warrant Approval (Board vote as needed)
  - a. FYE 9/30/2024 Budget
  - b. Treasurer's Report - November 2023 & December 2023 Quarterly
  - c. Warrants - December 2023
5. Executive Director's Report
  - a. General Property & Administrative Updates
  - b. Capital Projects Update - Huckleberry Ln Dehumidifiers
  - c. ARPA-Tree Removal Project 041056 - Certificate of Substantial Completion, & Certificate of Final Completion
6. Old Business
  - a. Community Preservation Committee Liaison Update
  - b. FYE 9/30/2023 Agreed Upon Procedures (AUP) Final Report
  - c. EOHLIC Board Member Training
7. New Business (Board vote as needed)
  - a. Design Consultant Bid Approval Project 041057 ADA Compliant Upgrades
  - b. Annual Town Report Submission
8. Matters Not Reasonably Anticipated by the Chair
9. Next Meetings: February 14, 2024, 5:30 pm
10. Adjournment

**Date Posted:**

**Date Revised:**

**Received by Town Clerk:**