

**Minutes of the Regular Monthly Meeting of the Mansfield
Housing Authority held at 22 Bicentennial Court
and via GoToMeeting on
Wednesday, December 6, 2023, at 7:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session in person and by video conference at 7:00 PM.

The Meeting was called to order by the Chairman, Kevin Doyle at 7:00 PM and upon roll call, those present and absent were as follows:

Present:

**Kevin Doyle
William Snyder
Kenneth Tucker
Mary Kate Flynn
Debra Tatum (remote)**

Absent:

Also present was the Executive Director, Andrea McDougall, two (2) residents and one (1) remote caller.

A copy of the Notice of Meeting, pursuant to Section 23A of Chapter 39 of the General Laws, with the Certificate as to Service of Notice of Meeting attached thereto was read and ordered spread upon the Minutes of the Meeting and filed for record.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Meeting of the Mansfield Housing Authority will be held in person at 22 Bicentennial Court, Mansfield, MA and online via GoToMeeting at 7:00 PM on December 6, 2023.

CERTIFICATE AS TO NOTICE OF MEETING

(Section 23A, Chapter 39, General Laws)

I, the undersigned, the duly appointed qualified Executive Director of the Mansfield Housing Authority do hereby certify that on December 1, 2023, I caused to be filed, in the manner provided by Section 23A, Chapter 39, General Laws, with the Clerk of the Town of Mansfield, Massachusetts, a Notice of Meeting of which the foregoing is a true and correct copy.

IN TESTIMONY HEREOF, I have set my hand this 11th day of December 2023.



Andrea McDougall, Executive Director & Acting Secretary

The Chairman requested Commissioner Tucker lead the group in the Pledge of Allegiance.

The Chairman referred to Agenda Item #1, Approval of Warrant #427 for the Month of November 2023 in the amount of \$468,588.79.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve Warrant #427 for the Month of November 2023 in the amount of \$468,588.79.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #2, Approval of Minutes of the November 8, 2023, Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to approve the Minutes of the November 8, 2023, Regular Monthly Board Meeting.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #3, Executive Director's Report and Resident Service Coordinator Report.

A Motion was made by Kenneth Tucker and seconded by Ms. Flynn to accept the Executive Director's Report and Resident Service Coordinator Report.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #4, Approval of the Balance Sheets and Financial Reports as of October 31, 2023, as Prepared by the Fee Accountant.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to approve the Balance Sheets and Financial Reports as of October 31, 2023, as Prepared by the fee Accountant.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #5, Approval of the Fiscal Year 2024 Budgets.

Mary Kate Flynn moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 400-1 for fiscal year ending 9/30/2024 showing total revenue of \$ 1,124,843 (Acct. No. 3000) and Total Expenses of \$ 1,094,843 (Acct. No. 4000) thereby requesting a subsidy of \$ 219,071 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$108,146 for fiscal year ending 9/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. William Snyder seconded the motion which, upon rollcall, was passed by a vote of 5 to 0.

Mary Kate Flynn moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 689-1 for fiscal year ending 9/30/2024 showing total revenue of \$ 34,008 (Acct. No. 3000) and Total Expenses of \$ 28,236 (Acct. No. 4000) thereby requesting a subsidy of \$ 0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$108,146 for fiscal year ending 9/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. William Snyder seconded the motion which, upon rollcall, was passed by a vote of 5 to 0.

Mary Kate Flynn moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number MRV-P for fiscal year ending 9/30/2024 showing total revenue of \$ 19,800 (Acct. No. 3000) and Total Expenses of \$ 17,269 (Acct. No. 4000) thereby requesting a subsidy of \$ 0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$108,146 for fiscal year ending 9/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. William Snyder seconded the motion which, upon rollcall, was passed by a vote of 5 to 0.

The Chairman referred to Agenda Item #6, Approval to Carryover Accrued Vacation Time in Excess of Mansfield Housing Authority Personnel Policy.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to allow the Executive Director to Carryover Vacation Time in Excess of the Mansfield Housing Authority Personnel Policy.

Ms. McDougall requested the Board's permission to carry over 143.9 hours of accrued vacation time that had been accrued but exceeded the limits of the Housing Authority personnel policy.

Upon Vote, the Motion passed by a Vote of 5 to 0.

The Chairman referred to Agenda Item #7 Questions and Comments.

There were no comments from the Board Members.

The Executive Director stated that she had submitted a new map of the Bicentennial Court Land. Ms. McDougall said that Sarah Raposa, Katelyn Gonyer, and Mike Ahearn from the Town Departments have been supporting the discussed project

beyond any expectations. The Board Chairman asked that the Executive Director keep the Board apprised of all new information.

There were no comments from the Residents.

There being no further business to come before the Board, a Motion was made by Ms. Flynn and seconded by Mr. Tucker to Adjourn at 7:18 PM.

Upon Vote, the Motion passed by a Vote of 5 to 0.

Approved on January 3, 2023 - Board of Commissioners:

Debra J. Tate
[Signature]
[Signature]

William D. Snyder

