

**Minutes of the Regular Monthly Meeting of the Mansfield
Housing Authority held at 22 Bicentennial Court
and via GoToMeeting on
Wednesday, November 8, 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**

Absent:

Also present was the Executive Director, Andrea McDougall, Dan Robillard Fee Accountant, three (3) 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 November 8, 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 November 2, 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 10th day of November 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 #426 for the Month of October 2023.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve Warrant #426 for the Month of October 2023.

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

The Chairman referred to Agenda Item #2, Approval of Minutes of the October 4, 2023, Regular Monthly Board Meeting.

A Motion was made by Ms. Tatum and seconded by Ms. Flynn to approve the Minutes of the October 4, 2023, Regular Monthly Board Meeting.

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

The Chairman referred to Agenda Item #3, Approval of Minutes of the October 11, 2023, Special Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to approve the Minutes of the October 11, 2023, Special Board Meeting.

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

The Chairman referred to Agenda Item #4, Executive Director's Report and Resident Service Coordinator Report.

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

Ms. Flynn added a comment that the Resident Service Coordinator report and the work she has been doing is very impressive. The Executive Director agreed and said she would pass the Board's commentary along to Ms. Miller.

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

The Chairman referred to Agenda Item #5, Approval of the 2024 FY Budget as Prepared by the Fee Accountant.

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 \$108,169 for fiscal year ending 9/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. Kenneth Tucker 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 \$108,169 for fiscal year ending 9/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. Kenneth Tucker 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 \$108,169 for fiscal year ending 9/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. Kenneth Tucker the motion which, upon rollcall, was passed by a vote of 5 to 0.

The Chairman referred to Agenda Item #6, Approval of the Balance Sheets, Modernization Reports, and Year End Financial Reports as of September 30, 2023, as Prepared by the Fee Accountant.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to accept the Balance Sheets, Modernization Reports, and Year End Financial Reports as of September 30, 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 #7, Approval and Signing of the Certification of Compliance with Notification Procedures for Federal & State Lead Paint laws, The Certification of Top Five Compensation Form, and the Certification of Year End Financial Statements and Tenant Account Receivables Data.

A Motion was made by Ms. Tatum and Seconded by Ms. Flynn to Approve the Signing of the Certification of Compliance with Notification Procedures for Federal & State Lead Paint laws, The Certification of Top Five Compensation Form, and the Certification of Year End Financial Statements and Tenant Account Receivables Data.

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

The Chairman referred to Agenda item #8 Awarding of the Contract to the Lowest, Responsible Bidder for the Park Street Siding Replacement Project #167102.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to approve Awarding the Contract to the Lowest Responsible Bidder for the Park Street Replacement Project #167102.

Ms. McDougall provided the Board with the email from the Architect with the completed reference for Homer Construction Inc. attached. The Architect's statement noted that the Contractor had positive references and they felt they could complete the Park Street project.

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

The Chairman referred to Agenda Item #9, Approval the Application for Additional RSC Grant Award.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to Approve the Application for Additional RSC Grant Award.

Ms. McDougall stated that a Notice of Funding Availability was published and allowed Housing Authorities to request additional funding for the RSC Grant Award the Housing Authority had already received. The Executive Director said that if approved, it would increase the award an additional \$10,000 per year. Ms. McDougall added that the Local Tenant Organization and the Plainville Housing Authority were supporting the application.

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

The Chairman referred to Agenda Item #10 Executive Director Performance Evaluation.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to Approve the Executive Director's Performance Evaluation.

Ms. McDougall provided the Board members with copies of all submitted Executive Director Performance Evaluation. Ms. McDougall said that the combined evaluation rating was 96.75 out of 100.

The Chairman commended the Executive Director on a very good performance review.

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

The Chairman referred to Agenda Item #11 Approval of 2024 Calendar Year Holiday Hours Schedule.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to Approve the 2024 Calendar Year Holiday Hours Schedule.

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

The Chairman referred to Agenda Item #12 Questions and Comments.

There were no comments from the Board Members.

There were no comments from the Executive Director.

Resident Thomasina Turner requested that the Board consider the installation of cameras at the properties because her car had been broken into while in the parking lot. The Board requested that the Executive Director follow up with more information.

There being no further business to come before the Board, a Motion was made by Mr. Tucker and seconded by Ms. Flynn to Adjourn at 7:38 PM.

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

Approved on December 6, 2023 - Board of Commissioners:










