

## **Minutes of the Regular Monthly Meeting of the Mansfield Housing Authority held at 22 Bicentennial Court and GoToMeeting on Wednesday, October 1, 2025, at 6:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session in person and by video conference at 6:00 PM.

The Meeting was called to order by the Chairman at 6:00 PM and upon roll call, those present and absent were as follows:

**Present:**

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

**Absent:**

Also present was the Executive Director, Andrea McDougall, and no residents.

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 6:00 PM on September 3, 2025.

### **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 September 26, 2025, 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 on this 3<sup>rd</sup> day of October 2025.



Andrea McDougall, Executive Director & Acting Secretary

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

The Chairman referred to Agenda Item #1 Approval of Warrant #449 for the Month of September 2025 in the Amount of \$399,473.56.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve Warrant #4496 for the Month of September 2025 in the Amount of \$399,473.56.

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

The Chairperson referred to Agenda Item #2, Approval of Minutes of September 3, 3035, Regular Monthly Board Meeting.

A Motion was made by Ms. Tatum and seconded by Ms. Flynn to approve the Minutes of September 3, 2025, Regular Monthly Board Meeting.

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

The Chairperson referred to Agenda Item #3, the Executive Director's Report.

A Motion was made by Ms. Flynn and Seconded by Mr. Tucker to accept the Executive Director's Report.

Mr. Doyle asked the Executive Director if the Housing Authority was ok with staffing. Ms. McDougall stated that the new Maintenance Technician was working out well and that she was interviewing applicants for the RSC vacancy, adding that there some promising candidates.

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

The Chairperson referred to Agenda Item #4, Approval of the Balance Sheets and Financial Reports of August 31, 2025, as Prepared by the Fee Accountant.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to Approve the Balance Sheets and Financial Reports of August 31, 2025, 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 Questions and Comments.**

Mr. Tucker stated that he wanted to acknowledge the success with the architect's plan for the drainage of water at the back of the building at Park Street. He noted that the construction team installed a new retaining wall and added a rock border as part of the siding replacement project at Park Street.

The Executive Director mentioned that she had provided a copy of the 2026 calendar year Holiday office closures. The Chairman requested a motion to approve the proposed schedule.

**A Motion was made by Mr. Tucker and Seconded by Ms. Tatum to Approve the Proposed Holiday Office Closure Schedule for Calendar Year 2026.**

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

There were no questions or comments from the Public.

**There being no further business to come before the Board, a Motion was made by Mr. Tucker and seconded by Ms. Flynn, and it was unanimously Voted to Adjourn at 6:07 PM.**

**Approved November 5, 2025 - Board of Commissioners:**

	
	
	