

**Minutes of the Regular Monthly Meeting of the Mansfield
Housing Authority held at 22 Bicentennial Court
and via GoToMeeting on
Wednesday, January 3, 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
Debra Tatum

Absent:
Mary Kate Flynn

Also present was the Executive Director, Andrea McDougall, and LTO President, Michael Madan.

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 January 3, 2024

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 28, 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 8th day of January 2024.



Andrea McDougall, Executive Director & Acting Secretary

The Chairman referred to Agenda Item #1, Approval of Warrant #428 for the Month of December 2023 in the amount of \$514,006.57.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to Approve Warrant #428 for the Month of December 2023 in the amount of \$514,006.57.

Upon Vote, the Motion passed by a Vote of 4 to 0.

The Chairman referred to Agenda Item #2, Approval of Minutes of the December 6, 2023, Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve the Minutes of the December 6, 2023, Regular Monthly Board Meeting.

Upon Vote, the Motion passed by a Vote of 4 to 0.

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

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

Upon Vote, the Motion passed by a Vote of 4 to 0.

The Chairman referred to Agenda Item #4, Approval of the Balance Sheets and Financial Reports as of November 30, 2023, 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 as of November 30, 2023, as Prepared by the fee Accountant.

Upon Vote, the Motion passed by a Vote of 4 to 0.

The Chairman referred to Agenda Item #5, Approval of Change Order #2 in the Amount of \$65,085.70 for the Parking Lot and Roadway Pavement Project #167093.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve Change Order #2 in the Amount of \$65,085.70 for the Parking Lot and Roadway Pavement Project #167093.

Upon Vote, the Motion passed by a Vote of 4 to 0.

The Chairman referred to Agenda Item #6, Approval of the Executive Director to be the Authorized Signatory for the Mansfield Housing Authority.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to allow the Executive Director to be the Authorized Signatory for the Mansfield Housing Authority.

Upon Vote, the Motion passed by a Vote of 4 to 0.

The Chairman referred to Agenda Item #7, Annual Review of the Housing Authority Inclement Weather Policy.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to Revise and Put Forth a Draft Policy at the February Board Meeting that includes provisions for working from home and remove the wording to Report to the Assistant Executive Director.

Upon Vote, the Motion passed by a Vote of 4 to 0.

The Chairman referred to Agenda Item #8 Questions and Comments.

There were no comments from the Board Members.

There were no comments from the Executive Director

Michael Madan, LTO President wanted to recognize the efforts of the Resident Service Coordinator. Mr. Madan said that Ms. Miller has helped many of the residents with Food Stamps, Social Security Benefits, and Medical Needs.

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 7:13 PM.

Upon Vote, the Motion passed by a Vote of 4 to 0.

Approved on February 7, 2023 - Board of Commissioners:

