

**Minutes of the Regular Meeting of the Mansfield Housing
Authority held at 22 Bicentennial Court and via GoToMeeting
on Wednesday, December 11, 2024, 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 6:12 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, Michael Madan, LTO President, one resident, and no remote callers.

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 December 11, 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 6, 2024, 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 12th day of December 2024.



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 #439 for the Month of November 2024 in the Amount of \$541,773.74.

A Motion was made by Mr. Doyle and seconded by Mr. Tucker to Approve Warrant #439 for the Month of November 2024 in the Amount of \$541,773.74.

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 6, 2024, Regular Monthly Board Meeting.

A Motion was made by Mr. Doyle and seconded by Mr. Tucker to approve the Minutes of November 6, 2024, Regular Monthly Board Meeting.

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

The Chairman referred to Agenda Item #3, Review of the Executive Director's and Resident Service Coordinator's Report for the Month of November 2024.

A Motion was made by Mr. Doyle and Seconded by Mr. Tucker to accept the Executive Director and Resident Service Coordinator's Report for the month of November 2024.

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, 2024, as Prepared by the Fee Accountant.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to Approve the Balance Sheets, and Financials Reports as of October 31, 2024, 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 to Award the Contract for the Bicentennial Kitchen Electrical Improvement Project #167118 to HUB Electric, Inc. in the Amount of \$57,940.00.

A Motion was made by Mr. Doyle and seconded by Ms. Flynn to Approve Approval to Award the Contract for the Bicentennial Kitchen Electrical Improvement Project #167118 to HUB Electric, Inc. in the Amount of \$57,940.00.

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

The Chairman referred to Agenda Item #6, Approval of Change Order #4 for Project #167102 the Siding Replacement at Park Street.

A Motion was made by Mr. Tucker and seconded by Mr. Doyle to Approval of Change Order #4 for Project #167102 the Siding Replacement at Park Street.

Ms. McDougall explained that the change order reflected Homer Contracting's unforeseen additional construction costs of sheathing, insulation, framing, A/C installation, stone sills, and blinds for MHA stock. The calculation totaled to a credit.

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

The Chairman referred to Agenda Item #7, Approval of Change Order #5 for Project #167102 the Siding Replacement at Park Street.

A Motion was made by Ms. Tatum and seconded by Ms. Flynn to approve Change Order #5 for Project #167102 the Siding Replacement at Park Street.

Ms. McDougall referred to the Executive Director's report and stated that in the report the Board received information regarding the removal of a structural post that the contractors had uncovered during the lobby demolition. While the Contractor was not certain of the final cost to remove the post and replace it with a beam, they did not want to hold up progress of the project. The Board was being asked to deliberate on an amount not to exceed \$50,000 to remove the post and install a beam.

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

The Chairman referred to Agenda Item #8, Approval to Carryover Accrued Vacation Time in Excess of the Mansfield Housing Authority Personnel Policy

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to approve the Carryover of accrued vacation Time in Excess of the Mansfield Housing Authority Personnel Policy.

The following hours were requested:

114.84 hours for Andrea McDougall, Executive Director
29.33 hours for Robert Jeffrey, Maintenance Technician

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

The Chairman referred to Agenda Item #9, Correspondence.

The Executive Director stated that there was no correspondence and that the agenda line item was a mistake.

The Vice Chairman referred to Agenda Item #10 Questions and Comments.

There were no questions from the Board.

There were no questions from the Executive Director.

A Bicentennial Court Resident asked if the Electrical Project at Bicentennial Court entailed and if the work was to be done in all units. Ms. McDougall stated that the project was designed to replace the GFI arc breaker, and that all Bicentennial Court residents would be scheduled to have the replacement performed.

There being no further business to come before the Board, a Motion was made by Ms. Flynn and seconded by Mr. Tucker, and it was unanimously **Voted to Adjourn at 7:19 PM.**

Approved on January 8, 2025 - Board of Commissioners:

