

**Minutes of the Public Hearing of the Proposed Annual Plan  
and Regular Meeting of the Mansfield Housing Authority  
held at 22 Bicentennial Court and via GoToMeeting on  
Wednesday, June 7, 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  
Olivier Kozlowski**

**Absent:**

Also present was the Executive Director, Andrea McDougall, and 7 residents and one 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**

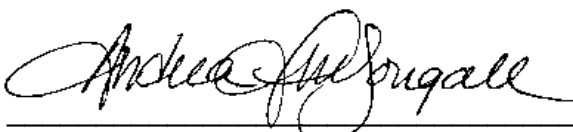
Notice is hereby given in accordance with Section 23A of Chapter 39 of the General Laws that a Meeting of the Mansfield Housing Authority will be held in person at 22 Bicentennial Court, Mansfield, MA and online via GoToMeeting at 7:00 PM on June 1, 2023.

**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 June 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 12<sup>th</sup> day of June 2023.



Andrea McDougall, Executive Director & Acting Secretary

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

**The Chairman referred to Agenda Item #1, Public Hearing on the Mansfield Housing Authority 2024 Annual Plan.**

A Motion was made by Mr. Kozlowski and seconded by Mr. Tucker to open the Public Hearing on the Mansfield Housing Authority 2024 Annual Plan.

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

A Motion was made by Olivier Kozlowski and seconded by Kenny Tucker to approve the Mansfield Housing Authority 2024 Annual Plan.

The Executive Director reviewed the plan with the Board of Commissioners and pointed out the various changes from the previous years' plan. Ms. McDougall stated that the Local Tenant Organization have a very positive response to the proposed plan. There were no public comments received.

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

A Motion was made by Mr. Kozlowski and seconded by Ms. Flynn to Close the Public Hearing on the Mansfield Housing Authority 2024 Annual Plan.

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

**The Chairman referred to Agenda Item #2, Approval of Warrant #421 for the Month of May 2023.**

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve Warrant #421 for the Month of May 2023.

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

**The Chairman referred to Agenda Item #3, Approval of Minutes of the May 3, 2023, Regular Monthly Board Meeting.**

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to approve the Minutes of the May 3, 2023, Regular Monthly 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 Mr. Kozlowski to accept the Executive Director's Report and Resident Service Coordinator Report.

The Executive Director wanted to inform the Board that the Resident Service Coordinator was able to provide qualified Mansfield Housing Authority residents a federally funded, free food delivery program.

Mr. Kozlowski asked if the Park Street Siding Project would include changing out the replacement windows that had been installed in the past. Ms. McDougall said that she believed the windows would have to be replaced because the depth of the new siding would no longer be as deep since the building will be brought back to the studs. The specifications from the Architect were not complete to date but the answer will be definitive when the plans are submitted for approval.

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

**The Chairman referred to Agenda Item #5, Approval of the Balance Sheets and Financial Reports as of April 30, 2023, as Prepared by the Fee Accountant.**

A Motion was made by Ms. Flynn and Seconded by Mr. Tucker to accept the Balance Sheets and Financial Reports as of April 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 #6, Approval for the Executive Director to Enter into a Contract with the Lowest Responsible and Eligible Bidder Recommended by the Architect for the Bicentennial Court Paving Project #167093.**

A Motion was made by Ms. Flynn and seconded by Mr. Kozlowski to Approve the Executive Director to Enter into a Contract with the Lowest Responsible and Eligible Bidder Recommended by the Architect for the Bicentennial Court Paving Project #167093.

The Executive Director stated that the deadline for the bids was June 7, 2023. The bid tally sheet had been supplied by the Engineer. Ms. McDougall requested that the Board permit her to award the low bidder the contract, provided the low bidder was eligible and responsible and that they were recommended by the Engineer after a reference check had been completed.

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

**The Chairman referred to Agenda Item #7, Approval for the Executive Director to Enter into a Contract with the Lowest Responsible and Eligible Bidder Recommended by the Architect for the Park Street Siding Project #167102.**

A Motion was made by Mr. Tucker and seconded by Mr. Kozlowski to Approve the Executive Director to Enter into a Contract with the Lowest Responsible and Eligible Bidder Recommended by the Architect for the Park Street Siding Project #167102.

The Executive Director stated that the project was scheduled to go out to bid in June. Ms. McDougall requested that the Board permit her to award the low bidder the contract, provided the low bidder was eligible and responsible and that they were recommended by the Engineer after a reference check had been completed, so as the project will not be held up.

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

**The Chairman referred to Agenda Item #8, Discussion of the Land Development and the Foxborough Walnut Street Project.**

The Executive Director stated that she had been made aware of a current building project at the Foxborough Housing Authority. The project consisted of the Housing

Authority publicizing a request for proposals from development companies interested in leasing Housing Authority land on Walnut Street to build subsidized elderly and non-elderly affordable housing in their community. She claimed the Foxborough Housing Authority is projecting to make over \$100,000.00 per year on the lease. Ms. McDougall provided maps of the Housing Authority owned property located at Bicentennial Court and suggested the Mansfield Housing Authority could benefit from doing a similar project. Ms. McDougall also submitted copies of the Town of Mansfield's Annual Housing Production Plan that had recently been approved. The plan encouraged strategies on building more affordable elderly housing in the town. Ms. McDougall explained that she and Commissioner Kozlowski had attended a few fact finding, remote meetings with entities who had various roles in the Foxborough project.

Mr. Kozlowski said that he felt the Mansfield Housing Authority was in a better starting position than Foxborough Housing because recent changes to the law have lifted some restrictions that will make developing the site easier. Mr. Kozlowski felt it would be important to have the town's support with any project the Housing Authority would move forward with.

Ms. McDougall stated that there were many different entities that worked together to get The Walnut Street Project approved. Mass Development was used to fund the consulting firm who developed the Request for Proposals. Commissioner Kozlowski and the Executive Director are scheduled to meet a representative from Mass Development in the coming days to discuss the steps Mansfield Housing would have to take to embark on a similar project.

Commissioner Tucker asked what the Mansfield Housing Corporation was. Mr. Kozlowski explained the purpose of town organization and how it came into existence.

Ms. Flynn suggested that the Board vote to form a sub-committee to continue researching options for the Housing Authority.

The Chairman asked if there were any volunteers to form a sub-committee. Mr. Kozlowski and Mr. Snyder volunteered. The Board unanimously agreed with the appointments.

**The Chairman referred to Agenda Item #9 Discussion of the Summer Meeting Schedule.**

A motion was made by Mr. Doyle and seconded by Ms. Flynn to hold the next Board meeting in September unless time sensitive business required deliberation by the Board.

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

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

Ms. Thomasina Turner, a Bicentennial Court resident, asked if the development of the land on Bicentennial would be a private developer, and if it would be subsidized. Ms. McDougall said that it would be a private developer and the units would most likely be subsidized.

Ms. Linda Cornetta, a Bicentennial Court resident asked if there would be a preference for local residents. Ms. McDougall stated that the request for proposal for the Foxborough property required 80% of the units be leased to Foxborough residents, and that a residency preference would most likely be added to any proposal the Mansfield Housing Authority made public.

Ms. Marion Turk, a Bicentennial Resident, asked what the warrant agenda item consisted of. Ms. McDougall responded that the warrant consisted of all the monthly expenses of the Housing Authority and is placed on the monthly agenda for Board review and approval.

**The Chairman asked for a Motion to Adjourn.**

There being no further business to come before the Board, a Motion was made by Mr. Kozlowski and seconded by Ms. Flynn to Adjourn at 8:12 PM.

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

**Approved on September 6, 2023 - Board of Commissioners:**

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