

**Minutes of the Regular Monthly Meeting of the Mansfield
Housing Authority held at 22 Bicentennial Court and
GoToMeeting on Wednesday, December 10, 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, Michael Ahern, Special Project Manager for the Town of Mansfield, Sarah Raposa, Town Planner, and Emily Innes, President of Innes Land Strategies Group, Inc.

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 10, 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 December 5, 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 11th day of December 2025.



Andrea McDougall, Executive Director & Acting Secretary

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

The Chairman stated that if there wasn't any objection he was going to begin the meeting with Agenda Item #5 so that the meeting attendees could participate. Hearing none,

The Chairperson referred to Agenda Item #5, Discussion of Bicentennial Land Development.

Ms. Sarah Raposa, Town Planner introduced herself and began to provide the Board of Commissioners with a brief timeline of her meetings and collaboration with the Executive Director.

Ms. Emily Innes began to explain the RFP process. And then specifically reviewed the draft RFP her company wrote. Ms. Innes stated that her organization was responsible for providing developers options that considered the individuality of the property.

The Board Chairman asked what the timeframe for the completion of construction.

Ms. Innes explained that the RFP is scheduled to be issued in January and that places the Housing Authority in a good financial cycle for prospective developers.

The Chairman asked if Ms. Innes would predict that the Housing Authority's project would take five years. Ms. Innes agreed that five years is a good estimate.

Ms. Flynn asked about applying a local preference to the application process.

Ms. Innes stated that the preference could be added to the RFP in the final draft.

Ms. Tatum asked about the developer response to similar projects.

Ms. Innes recalled two other similar projects and said they received two or three applications.

Mr. Ahern asked if time would be saved with a developer who chose to privately fund the project instead of applying for grants.

Ms. Innes stated it was possible, but it is more common to find developers that apply for the grants.

The Chairman asked if the Housing Authority needed to retain legal representation for this process.

Ms. Raposa stated that the Housing Authority should obtain legal counsel for the contract negotiation but said she felt that this project was in line with the Town's goal so objections most likely will not be present.

Ms. Innes finished by saying their next step was to finalize the RFP and publicly post the request in January.

The Board thanked the guests for coming to discuss the project.

The Chairman Referred to Agenda Item #1 Approval of Warrant #451 for the Month of November 2025 in the Amount of \$488,948.38.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to Approve Warrant #451 for the Month of November 2025 in the Amount of \$488,948.38.

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

The Chairperson referred to Agenda Item #2, Approval of Minutes of November 5, 2025, Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve the Minutes of November 5, 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 Mr. Tucker and Seconded by Ms. Flynn to accept the Executive Director's Report.

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

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

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

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

The Chairperson referred to Agenda Item #6, Approval of the Participation Agreement for Continued Property Insurance Coverage.

The Executive Director stated that the Housing Authority has been requested by the EOHLC to obtain Board approval of the agreement for continued property insurance coverage for the Housing Authority. Property Insurance is procured by EOHLC and group participation is optional.

A Motion was made by Mr. Tucker and Seconded by Ms. Tatum to Approve the Participation Agreement for Continued Property Insurance Coverage.

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

The Chairman referred to Agenda Item #7 Questions and Comments.

There were no comments from the Board.

The Executive Director stated that she had additional hours of accrued vacation time that exceeded what the Personnel Policy permitted to carry over.

Ms. Flynn made a motion, and it was seconded by Ms. Tatum to approve the carryover of the Executive Director's accrued vacation time that exceeded the Housing Authority Personnel Policy into 2026.

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

There were no comments from the Public

There being no further business to come before the Board, a Motion was made by Ms. Flynn and Seconded by Ms. Tatum, and it was unanimously **Voted to Adjourn at 6:37 PM.**

Approved January 7, 2026 - Board of Commissioners:










