

Minutes of the Regular Monthly Meeting of the Mansfield Housing Authority held at 22 Bicentennial Court and GoToMeeting on Wednesday, April 1, 2026, 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 6:03 PM and upon roll call, those present and absent were as follows:

Present:

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

Absent:

William Snyder

Also present was the Executive Director, Andrea McDougall and a member of the public.

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 April 1, 2026.

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 March 27, 2026, 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 7th day of April, 2026.



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 #455 for the Month of March 2026.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve Warrant #455 for the Month of March 2026.

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

The Chairperson referred to Agenda Item #2, Approval of Minutes of March 4, 2026, Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve the Minutes of March 4, 2026, Regular Monthly Board Meeting.

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

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

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

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

The Chairperson referred to Agenda Item #4, Approval of the Balance Sheets and Financial Reports as of February 28, 2026, 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 February 28, 2026.

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

The Chairperson referred to Agenda Item #5, Approval of the Updated Check Writing Procedure Policy.

A motion was made by Mr. Tucker and seconded by Ms. Tatum to Approve the Updated Check Writing Procedure Policy Amended as Follows:

CHECK WRITING PROCEDURE POLICY

All invoices shall be submitted to the Executive Director prior to the monthly Board meeting for review and authorization after the Bookkeeper has verified that each invoice is supported by an approved purchase order and that the goods or services have been received in satisfactory condition. The review process shall ensure that all expenditures are necessary, reasonable, and properly allocable to the appropriate program in accordance with applicable state and federal requirements.

Purchase orders shall be required for all goods and services unless otherwise exempted by policy. Each purchase order shall be assigned a unique number and recorded in the Authority's financial system by the Executive Director or their designee. Purchase orders must be completed prior to the procurement of goods or services and must clearly identify the vendor, description of items, estimated cost, and funding source.

Except in emergency circumstances, all purchase orders must be reviewed and signed by the Executive Director prior to any purchase being made. This requirement is intended to ensure proper authorization and compliance with procurement standards and internal controls.

In the event of an emergency situation requiring immediate procurement of goods or services necessary to protect life, property, or the continued operation of the Authority, and the Executive Director is not available, the Maintenance Supervisor may authorize and sign the purchase order. In such cases, the Executive Director must review and approve the purchase as soon as practicable prior to payment, and documentation of the emergency must be maintained for audit purposes.

All disbursements shall be made by check unless an alternative payment method has been formally approved and is subject to equivalent internal controls. Each check must be supported by complete documentation, including the original invoice, approved purchase order, and verification of receipt of goods or services.

Two authorized signatures shall be required on all checks to ensure proper segregation of duties and internal control. Authorized signatories shall include members of the Board of Commissioners and the Executive Director. In the absence of the Treasurer, any Board Member designated as an authorized signer may sign checks. The Executive Director shall sign checks only after a Board Member has affixed their signature, and under no circumstances shall any individual sign a check payable to themselves.

The Authority shall maintain a clear separation of responsibilities so that no single individual has control over the entire disbursement process. The Bookkeeper shall be responsible for preparing checks and maintaining financial records but shall not have authority to sign checks. The Executive Director shall authorize expenditures but shall not be the sole signatory. Board Members shall provide oversight through review and approval of disbursements. These controls are established in accordance with the internal control requirements of 2 CFR Part 200.

All checks and supporting documentation shall be available for review by the Board of Commissioners. Board Members may, at their discretion, review any and all invoices and supporting materials prior to or following the monthly Board meeting. The Executive Director shall provide regular financial reports to the Board to ensure transparency and accountability.

All expenditures must comply with applicable cost principles under 2 CFR Part 200, including requirements that costs be necessary, reasonable, properly documented, and allocable to the appropriate funding source. Expenditure must also be consistent with policies established by the Executive Office of Housing and Livable Communities and HUD.

Financial records, including invoices, purchase orders, and canceled checks, shall be maintained in accordance with the Authority's record retention policy and shall be available for audit and inspection by state and federal oversight agencies. Any discrepancies, unsupported expenditures, or violations of this policy may result in disallowed costs, required repayment, and/or disciplinary action.

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

The Chairperson referred to Agenda Item #6, Approval of the Updated Travel and Related Expense Policy.

A motion was made by Ms. Tatum and seconded by Mr. Tucker to Approve the Updated Travel and Related Expense Policy Amended as Follows:

TRAVEL AND RELATED EXPENSE POLICY

Travel practices and policies will be consistent with the Executive Office of Housing and Livable Communities and the U.S. Department of Housing and Urban Development (HUD). All travel and related expenses must also comply with applicable federal cost principles under 2 CFR Part 200. Legitimate travel and related expenses incurred by Board Members and staff in the discharge of their duties are reimbursable from Account #4150 of the budget, provided such expenses are necessary, reasonable, properly authorized, and adequately documented.

A Board vote will be required whenever a conference or training location is at least forty (40) miles from the Mansfield Housing Authority and an overnight stay at a hotel

or similar lodging is necessary. The Board will take into consideration the financial status of the Authority prior to taking a final vote. Registration fees for conferences, workshops, and training programs will be allowed for a reasonable number of Authority staff and Board Members, including the Executive Director, when such attendance is directly related to Housing Authority operations, regulatory compliance, or professional development.

If a hotel room rented by the Authority is occupied by an individual accompanied by a person not affiliated with the Authority, reimbursement will be limited to the single occupancy rate, and any additional cost associated with double occupancy shall be the responsibility of the individual. Under no circumstances shall the Mansfield Housing Authority pay for out-of-state travel using State funds; however, upon approval by Board vote, out-of-state travel expenses may be allowed when deemed necessary for the administration of federally funded programs, including but not limited to the Housing Choice Voucher Program, and must comply with HUD requirements and 2 CFR Part 200.

Travel to workshops, training sessions, and meetings that do not require an overnight stay and are necessary to keep staff and the Executive Director current with regulatory requirements, program changes, and industry standards shall not require a Board vote. Mileage reimbursement shall be paid at the current Internal Revenue Service standard mileage rate as adopted by the Commonwealth of Massachusetts and shall not include normal commuting mileage. If attendance at a workshop or training requires the employee to be away from the office for more than four (4) hours, the reasonable cost of a meal may be reimbursed from State or Federal funds, as applicable, provided that such reimbursement is consistent with applicable guidance and that no meal is otherwise provided as part of the event. Alcoholic beverages shall not be reimbursable under any circumstances.

If any member of the Board or the Executive Director proposes that the Authority host a meeting, training, or event at the Authority or at another designated location, a Board vote shall be required. Prior to approval, consideration shall be given to the Authority's financial capacity, staffing resources, and the operational impact associated with hosting such an event. Expenses associated with hosting shall be reasonable, necessary, and directly related to the Authority's mission and programs, and must comply with applicable state and federal requirements.

All travel must be authorized in advance and must include a clear business purpose, an estimate of costs, and identification of the appropriate funding source, whether State or Federal. Internal controls shall be maintained to ensure proper oversight of travel expenditures, including separation of responsibilities so that no individual has sole control over authorization, submission, approval, and payment of travel expenses. Travel expenses must be submitted by the individual incurring the expense, reviewed and approved by a supervisor or the Executive Director, and processed for payment by appropriate financial staff. The Executive Director's travel must be approved by the Board Chair or Treasurer, and no individual may approve their own reimbursement.

All reimbursement requests must include itemized receipts, proof of payment, dates and location of travel, and a clear statement of business purpose. Documentation must be sufficient to demonstrate that the expense is necessary, reasonable, and allocable

to the appropriate program. Records shall be retained in accordance with Mansfield Housing Authority policy and applicable audit requirements.

All costs charged to federal programs must meet the allowability standards set forth in 2 CFR Part 200, including that costs must be necessary, reasonable, allocable, and consistently applied. Travel costs must be consistent with the Authority's written policies and limited to those expenses that a prudent person would incur under similar circumstances. Any costs that are excessive, inadequately documented, or not in compliance with these requirements shall be disallowed and may be required to be repaid.

All expenditures are subject to review and audit by the Executive Office of Housing and Livable Communities, HUD, and other applicable oversight entities. Failure to comply with this policy may result in denial of reimbursement, repayment of disallowed costs, and/or disciplinary action.

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

The Chairperson referred to Agenda Item #7, Approval of the Updated Personal Property Disposition Policy.

A motion was made by Mr. Tucker and seconded by Ms. Tatum to Approve the Updated Personal Property Disposition Policy Amended as Follows:

PERSONAL PROPERTY DISPOSITION POLICY

Authority property may not be sold, transferred, or otherwise disposed of for less than its fair market value, except as otherwise permitted under applicable law and regulation. All dispositions shall be conducted in a manner that ensures full and open competition, maximizes return to the Authority, and complies with state and federal requirements.

It is the policy of the Authority that all personal property that has become worn or damaged beyond economical repair, or that is no longer useful for the original purpose, or that has no reasonable use in any of the operating units of the Authority, shall be disposed of as provided herein. Determinations regarding condition and usefulness shall be documented and approved by the Executive Director or designee prior to disposition.

- a. When the estimated value of personal property to be sold is less than \$1,000.00, the Executive Director or a designated representative of the Authority may sell the property through informal methods, including negotiated sale or open market listing, after making reasonable efforts to determine fair market value. Documentation of such efforts, including price comparisons or quotes, shall be maintained. The sale must be documented by an appropriate bill of sale.

- b. When the estimated market value of the personal property to be sold is \$1,000.00 or greater but less than \$10,000.00, the Authority shall seek written quotations or informal bids from multiple potential purchasers, or utilize publicly accessible sales platforms where competitive pricing can be reasonably achieved. The Authority shall maintain a record of all quotes or offers received and the basis for award. The sale shall be made to the highest responsible bidder or proposer and must be documented by an appropriate bill of sale.
- c. c. When the estimated market value of the personal property to be sold is \$10,000.00 or greater, the sale shall occur only after formal advertising for bids. Such advertising shall be conducted at least fifteen (15) days prior to the award and shall include public notice through appropriate media, electronic platforms, or other methods consistent with Massachusetts procurement standards. Notices shall also be posted in public areas accessible to interested parties. A tabulation of all bids received shall be prepared and retained as part of the permanent record. The award shall be made to the highest responsible and responsive bidder as to price.
- d. Awards resulting from formal bidding procedures for property with an estimated value of \$10,000.00 or greater shall require approval by the Board of Commissioners prior to final disposition.
- e. Personal property that has become surplus to the Authority may be sold or transferred at fair market value to another public agency for public use, consistent with intergovernmental cooperation practices. Any such sale or transfer with a value of \$10,000.00 or greater shall require prior approval of the Board of Commissioners. The transaction must be documented by an appropriate bill of sale or transfer agreement.
- f. Personal property may not be destroyed, abandoned, recycled, or donated until reasonable efforts have been made to sell the property in accordance with this policy. If such efforts are unsuccessful, the Authority may dispose of the property in an environmentally responsible manner, and documentation of the disposition method shall be maintained.
- g. Obsolete or worn-out personal property being replaced shall, to the greatest extent practicable, be offered as a trade-in or included in the procurement of replacement equipment when such action results in a net benefit to the Authority.
- h. Proceeds from the disposition of property shall be deposited into the appropriate Authority account and recorded as operating revenue or program income, as applicable. When property was originally acquired with federal funds, disposition and use of proceeds shall comply with 2 CFR Part 200, including requirements related to program income and asset disposition.
- i. All disposition actions shall be fully documented and shall include, at a minimum, a description of the property, original acquisition information if available, condition assessment, method of disposition, bids or quotes received,

final sale price, and approval documentation. Records shall be retained in accordance with the Authority's record retention policy and shall be available for review by the Executive Office of Housing and Livable Communities, HUD, and other oversight entities.

- j. The Authority shall maintain appropriate internal controls to ensure segregation of duties in the disposition process. No individual shall be solely responsible for determining value, conducting the sale, approving the transaction, and recording the proceeds. Disposition activities shall be subject to periodic review to ensure compliance with this policy and applicable regulations.

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

The Chairman referred to Agenda Item #8 Approval to Promote from Within.

A motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve the Executive Director Promoting from Within the Housing Authority Staff for the Housing Administrator Position.

The Executive Director explained that the current Personnel Policy requires Board approval to promote from within and not publicly advertise the vacant position.

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

The Chairman referred to Agenda Item #9 Approval of the April 1, 2026 Maintenance Wage Rates from the Department of Labor Standards.

A motion was made by Ms. Tatum and seconded by Mr. Tucker to approve the Department of Labor Standards and Issue a 3% increase in Wages for Each Maintenance Staff Member.

The Executive Director explained that the Massachusetts Department of Labor Standards has implemented a change in procedure for issuing annual wage rates for Housing Authority maintenance staff. In prior years, hourly rates were prescribed directly by the Department; however, this year a three-tier wage scale was provided, with Housing Authorities directed to evaluate staff and determine the appropriate tier placement.

Ms. McDougall noted that the criteria provided for assigning tiers was too vague to effectively differentiate among the Housing Authority's Maintenance Mechanics. She further explained that the Tier 2 rate would result in an approximate 9% increase over current wages, which she believed to be excessive and not feasible within the existing budget. As a result, she was recommending a 3% increase to their current wages, establishing a rate above the base tier while remaining below Tier 2.

In reviewing the Maintenance Supervisor position, it was noted that the current wage already exceeded the highest tier outlined by the Department. Ms. McDougall also stated that the Maintenance Supervisor has demonstrated a high level of effectiveness in the role and deserves a salary increase. She therefore proposed a 3% increase to the Maintenance Supervisor's current rate of pay. She added that any proposed increases would be contingent upon approval of a budget revision by the Executive Office of Housing and Livable Communities.

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

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

Mr. Doyle stated that he had a conflict with the May scheduled regular Board meeting and made a motion that the Board vote to change the May 2026 regular monthly Board meeting to Monday, May 11, 2026, at 6:00 PM. The motion was seconded by Ms. Tatum and

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

There were no comments from the Executive Director.

A member from the public stated his name as Devlyn House and asked if the RFP that the Housing Authority had issued was calling for State Chapter 667 units to be built. The Executive Director responded stating that it was not, and explained that the request was for project ideas from developers for a long term land lease. Mr. House asked where the land was located. Ms. McDougall stated that the property was located off Bicentennial Court and adjacent to the community building where the meeting was currently being held.

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 6:16 PM.**

Approved May 11, 2026 - Board of Commissioners:

	
	
	