

**Minutes of the Regular Monthly Meeting of the Mansfield  
Housing Authority held at 22 Bicentennial Court  
and via GoToMeeting on  
Wednesday, April 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 7:08 PM and upon roll call, those present and absent were as follows:

**Present:**

**Kevin Doyle  
William Snyder  
Debra Tatum**

**Absent:**

**Mary Kate Flynn  
Kenneth Tucker**

Also present was the Executive Director, Andrea McDougall and two residents.

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 April 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 March 29, 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 4<sup>th</sup> day of April 2024.



Andrea McDougall, Executive Director & Acting Secretary

**The Chairman referred to Agenda Item #1, Approval of Warrant #431 for the Month of March 2024 in the amount of \$404,932.75.**

A Motion was made by Ms. Tatum and seconded by Mr. Snyder to Approve Warrant #431 for the Month of March 2024 in the amount of \$404,932.75.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairman referred to Agenda Item #2, Approval of Minutes of the March 6, 2024, Regular Monthly Board Meeting.**

A Motion was made by Ms. Tatum and seconded by Mr. Snyder to approve the Minutes of the March 6, 2024, Regular Monthly Board Meeting.

Upon Vote, the Motion passed by a Vote of 3-0.

**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. Snyder to accept the Executive Director's Report and Resident Service Coordinator Report.

The Executive Director asked the Board if there were any questions on the Executive Director's written report and there were none.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairman referred to Agenda Item #4, Approval of the Balance Sheets and Financial Reports as of February 29, 2024, as Submitted by the Fee Accountant.**

A Motion was made by Ms. Tatum and seconded by Mr. Snyder to approve the Balance Sheets and Financial Reports as of February 29, 2024, as Submitted by the fee Accountant.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairman referred to Agenda Item #5, Approval of the Minimum Wage Rates from the Department of Labor Standards**

A Motion was made by Ms. Tatum and seconded by Mr. Snyder to approve the Minimum Wage Rates from the Department of Labor Standards.

The Executive Director explained that each year the Department of Labor Standards provides us with the minimum wage rate for the Housing Authority Maintenance Staff. Ms. McDougall supplied the Board with documentation reflecting the changes for 2024.

Upon Vote, the Motion passed by a Vote of 3 to 0.

**The Chairman referred to Agenda Item #6 Questions and Comments.**

Mr. Snyder submitted a letter he had written to State Representatives and Senators for the Board to sign. Ms. Tatum thought that it would be best to deliberate on the letter when a full Board of Commissioners were present.

A Motion was made by Ms. Tatum and seconded by Mr. Doyle to table the discussion of the letter until the Regular Meeting of the Board on May 1, 2024.

Upon Vote, the Motion passed by a Vote of 3 to 0.

There were no comments from the Executive Director.

There were no comments from the Public.

There being no further business to come before the Board, a Motion was made by Ms. Tatum and seconded by Mr. Snyder to Adjourn at 7:15 PM.

Upon Vote, the Motion passed by a Vote of 3 to 0.

Approved on May 1, 2024 - Board of Commissioners:

*[Signature]*                      William D. Snyder  
Debra L. Tatum                      \_\_\_\_\_  
Kevin J. Tice