

**Minutes of the Special Meeting of the Mansfield Housing  
Authority held at 22 Bicentennial Court on  
Monday, August 14, 2024, at 6:00 PM**

The Members of the Mansfield Housing Authority met in Special Session at 22 Bicentennial Court, Mansfield, MA.

The Meeting was called to order at 6:00 PM by Chairman Kevin Doyle, and upon roll call, those present and absent were as follows:

**Present:**

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

**Absent:**

Also present was Executive Director, Andrea McDougall, and four 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 at 6:00 PM on August 14, 2024 at 22 Bicentennial Court, Mansfield, MA 02048.

**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 August 9, 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 15<sup>th</sup> day of August 2024.

  
\_\_\_\_\_  
Andrea J. McDougall, Executive Director & Acting Secretary

**The Board and attendees recited the Pledge of Allegiance.**

**The Chairman referred to Agenda Item #1, Approval of the FYE 9/30/24 Budget Revision.**

Ms. McDougall explained that the proposed budget revision is for requesting budget exemptions for the 400-1 budget for increased Maintenance Materials Cost Expense by \$10,000, and Increased Rental Income by \$46,212 and decreased Operating Subsidy Income the same amount. Additional revisions in the Management Program also included increased Administrative Salaries by \$25,974 for the Resident Service Coordinating Program, increased payroll taxes \$636, and increased Resident services \$5,000.

Motion: William Snyder moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 400-1 for fiscal year ending

9/30/2024 showing total revenue of \$ 1,124,843 (Acct. No. 3000) and Total Expenses of \$ 1,104,843 (Acct. No. 4000) thereby requesting a subsidy of \$ 172,859 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$108,146 for fiscal year ending 9/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. Kenneth Tucker seconded the motion.

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

**The Chairman referred to Agenda Item #2, of Approval of the Certificate of Substantial Completion, Final Completion, and Application for Final Payment for the Bathroom Renovation Project #167111.**

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve the Certificate of Substantial Completion, Final Completion, and Application for Final Payment for the Bathroom Renovation Project #167111.

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

Mr. Tucker requested that the Board consider changing the regular meeting time from 7:00PM to 6:00PM. All Board members agreed, and the Chairman stated that any future Board meetings be scheduled at 6:00PM unless it poses a problem for any Board member in the future.

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 6:14 PM.**

Approved on September 11, 2024 - Board of Commissioners:

William D. Snyder      Debra L. Tatum

Mary Kate Lly      Ken L. Tatum

RJ Lly