

**Minutes of the Regular Monthly Meeting of the Mansfield
Housing Authority held at 22 Bicentennial Court
and via GoToMeeting on
Wednesday, February 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
Mary Kate Flynn
Kenneth Tucker
Debra Tatum**

Absent:

Also present was the Executive Director, Andrea McDougall, LTO President, Michael Madan, and a resident.

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 February 7, 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 February 1, 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 9th day of February 2024.



Andrea McDougall, Executive Director & Acting Secretary

The Chairman referred to Agenda Item #1, Approval of Warrant #429 for the Month of January 2024 in the amount of \$777,850.09.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve Warrant #429 for the Month of January 2024 in the amount of \$777,850.09.

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

The Chairman referred to Agenda Item #2, Approval of Minutes of the January 3, 2024, Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve the Minutes of the January 3, 2024, Regular Monthly Board Meeting.

Upon Vote, the Motion passed by a Vote of 4-0-1 with Ms. Flynn Abstaining.

The Chairman referred to Agenda Item #3, Executive Director's Report and Resident Service Coordinator Report.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to accept the Executive Director's Report and Resident Service Coordinator Report.

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

The Chairman referred to Agenda Item #4, Approval of the Balance Sheets and Quarterly Financial and Modernization Reports as of December 31, 2023, as Prepared by the Fee Accountant.

A Motion was made by Ms. Tatum and seconded by Mr. Tucker to approve the Balance Sheets and Quarterly Financial and Modernization Reports as of December 31, 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 #5, Approval to Request Administrative Fees on All Capital Improvement Projects.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve Requesting Administrative Fees on all Capital Improvement Projects.

Ms. McDougall referred to the handout she provided in the Board materials that explained the different types of funding sources. She explained that the Housing Authority can elect to request 10% of the construction costs for formula funded projects. She also reviewed with the Board what the administrative fee can be used for. She explained that the EOHLC required Board approval to request administrative fees.

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

The Chairman referred to Agenda Item #6, Approval of the Contract for Financial Assistance 5001 in the Amount of \$125,308.00.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to Approval of the Contract for Financial Assistance 5001 in the amount of \$125,308.00.

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

The Chairman referred to Agenda Item #7, Approval of Amendment #14 to the Contract for Financial Assistance in the Amount of \$2,728,372.91.

A Motion was made by Ms. Flynn and Seconded by Ms. Tatum to Approve Amendment #14 to the Contract for Financial Assistance in the amount of \$2,728,372.91.

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

The Chairman referred to Agenda Item #8, Approval of the Certification of Substantial and Final Completion for the Automatic Door Operator Project #167110.

A Motion was made by Ms. Tatum and Seconded by Ms. Flynn to Approve the Certification of Substantial and Final Completion for the Automatic Door Operator Project #167110.

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

The Chairman referred to Agenda Item #9, Approval of the Housing Authority to Enter into a Memorandum of Understanding with DCF and the Catholic Charities Diocese of Fall River.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to approve the Housing Authority to Enter into a Memorandum of Understanding with DCF and the Catholic Charities Diocese of Fall River.

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

The Chairman referred to Agenda Item #10, Approval of the Revised Mansfield Housing Authority Inclement Weather Policy.

A Motion was made by Ms. Flynn and Seconded by Ms. Tatum to Approve the Revised Mansfield Housing Authority Inclement Weather Policy.

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

The Chairman referred to Agenda Item #8 Questions and Comments.

There were no comments from the Board Members.


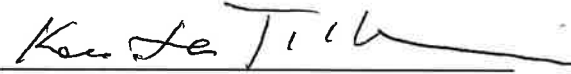


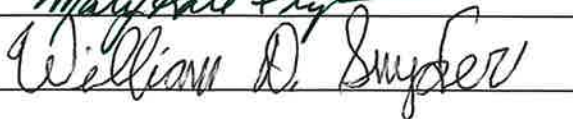
There were no comments from the Executive Director.

There were no comments from the Public.

There being no further business to come before the Board, a Motion was made by Mr. Tucker and seconded by Mr. Snyder to Adjourn at 7:18 PM.

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

Approved on March 6, 2024 - Board of Commissioners:

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