

**Minutes of the Regular Meeting of the Mansfield Housing  
Authority held at 22 Bicentennial Court on  
Wednesday, April 3, 2019 at 7:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session at 22 Bicentennial, Mansfield, MA at 7:00 PM.

The Meeting was called to order at 7:00 PM by Chairman Kevin Doyle and upon roll call, those present and absent were as follows:

**Present:**

**Kevin Doyle  
Debra Tatum  
Mary Kate Flynn  
Elizabeth Dye  
Olivier Kozlowski**

**Absent:**

Also present was Executive Director, Andrea McDougall, and several tenants.

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 7:00 PM on April 3, 2019 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 March 28, 2019, 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 10<sup>th</sup> day of April 2019.

  
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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 Warrant #371 for the Month of March 2019 in the amount of \$156,643.72.

A Motion was made by Ms. Flynn and seconded by Ms. Dye to approve Warrant #371 for the Month of March 2019 in the amount of \$156,643.72

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

The Chairman referred to Agenda Item #2, Approval of the Minutes of the March 6, 2019 Mansfield Housing Authority Board Meeting.

A Motion was made by Ms. Dye and seconded by Mr. Kozlowski to approve the Minutes of the March 6, 2019 Mansfield Housing Authority Board Meeting as presented.

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

The Chairman referred to Agenda Item #3, Approval of the Executive Director's Report.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the Executive Directors report.

Mr. Kozlowski wanted to confirm that forming of a Tenant Association had been placed on hold and that the Housing Authority was moving forward with the Resident Advisory Board. Ms. McDougall stated that she was unsure of the residents' plans for a Tenant Association but that she did plan to move forward with the Resident Advisory Board. She also reiterated that having an Advisory Board did not preclude the residents from forming an Association.

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

The Chairman referred to Agenda Item #4, Balance Sheets as of February 28, 2019.

A Motion was made by Ms. Flynn and seconded by Ms. Dye to accept the Balance Sheets as of February 28, 2019 as prepared by the Fee Accountant.

Ms. McDougall said that the Fee Accountant made comment that there were no financial concerns at this time.

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

**The Chairman referred to Agenda Item #5, Discussion of the current Mansfield Housing Anti-Bullying / Harassment Policy, approved by the MHA Board of Commissioners on November 7, 2016.**

Ms. McDougall said that she had presented the current Anti-bullying / Harassment Policy on this agenda for the Board to review the wording and the modify if necessary.

Ms. Dye stated that the current policy did not have language to cover people not in a protected class.

Mr. Kozlowski stated that the lease made provisions to include all persons. Mr. Kozlowski said that because the lease specified that the tenant could not bully or harass anyone, he would like to make changes to existing policy to reflect the same. Ms. Dye agreed and provided additional verbiage to become all inclusive.

Mr. Doyle said that he had concerns over when the situation becomes criminal and that the police should be notified. Ms. Flynn agreed and said that the policy should state that any and all serious threats or assaults must be reported to the police department.

Ms. McDougall stated that she would make the discussed changes and represent it at the next Board meeting.

Ms. Dye felt that it would be helpful to add language to the policy regarding raising a false or malicious allegation would be a serious breach of the policy.

A motion was made by Ms. Dye and seconded by Ms. Tatum to table the vote on the policy change until the next Board meeting.

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

**The Chairman referred to Agenda Item #6, Correspondence.**

The Chairman acknowledged receipt of the Department of Labor standard wage rates for 2019.

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

Ms. Merrill, a Bicentennial Court resident, asked if the Maintenance Department had landscaping plans. Ms. McDougall responded by telling Ms. Merrill that she would call her in the morning to discuss the maintenance department. Ms. McDougall explained


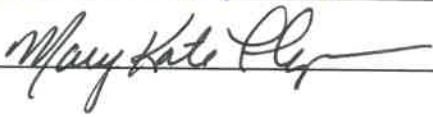
that the monthly Board meeting was not the time for Executive Director questions pertaining to the daily operation of the Housing Authority. Ms. Merrill agreed.


Ms. Martinelli, a Bicentennial Court resident, inquired on the status of Mansfield Housing Authority stove project. Ms. McDougall stated that the Housing Authority Project was being put out to bid later in the month of April. Ms. Martinelli restated the landscaping question that had just been asked by Ms. Merrill, adding that "we're really all interested in that." Ms. McDougall briefly responded by stating that the Housing Authority was aware of the grass that had been pulled up by the plow and that the Maintenance Department would be working hard to repair lawns at all locations.

There being no further business to come before the Board, a Motion was made by Ms. Tatum and seconded by Ms. Flynn to Adjourn at 7:34 PM.

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

**Approved on May 1, 2019 - Board of Commissioners:**

  
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