

**Minutes of the Regular Meeting of the Mansfield Housing  
Authority held at 22 Bicentennial Court on  
Wednesday, June 5, 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  
Elizabeth Dye  
Olivier Kozlowski**

**Absent:**

**Mary Kate Flynn**

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 June 5, 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 May 29, 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 12<sup>th</sup> day of June 2019.

  
\_\_\_\_\_  
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 #373 for the Month of May 2019 in the amount of \$148,088.95.

A Motion was made by Mr. Kozlowski and seconded by Ms. Tatum to approve Warrant #373 for the Month of May 2019 in the amount of \$148,088.95

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

The Chairman referred to Agenda Item #2, Approval of the Minutes of the May 8, 2019 Mansfield Housing Authority Board Meeting.

A Motion was made by Ms. Tatum and seconded by Mr. Kozlowski to approve the Minutes of the May 8, 2019 Mansfield Housing Authority Board Meeting as presented.

Upon Vote, the Motion passed by a Vote of 3-0-1 with Ms. Dye abstaining.

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

A Motion was made by Mr. Kozlowski and seconded by Ms. Dye to approve the Executive Directors report.

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

The Chairman referred to Agenda Item #4, Balance Sheets and Quarterly Reports as of March 31, 2019.

A Motion was made by Ms. Dye and seconded by Ms. Tatum to accept the Balance Sheets and Quarterly Reports as of April 30, 2019 as prepared by the Fee Accountant.

Ms. McDougall said that there were no financial concerns at this time. She stated that the Fee Accountant projected that by year end, the Housing Authority would be within budget.

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

**The Chairman referred to Agenda Item #5, Reviewing of the Bid and awarding of the Contract for the Stove Replacement Project #167077, Acceptance of Alternate #1, and Acceptance of Alternate #2 for the Stove Replacement Project #167077.**

A motion was made by Ms. Dye and seconded by Ms. Tatum to award the Contract for the Stove Replacement Project #167077 to Advantage Appliance of 127 North Main Street, Mansfield, MA as the apparent low bidder of \$51,475.53 for the base bid, and \$1,813.55 for Alternate #1, and \$2,793.00 for Alternate #2, for a total quote of \$56,082.08.

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

**The Chairman referred to Agenda Item #6, Approval of the Executive Director's Employment Contract.**

A Motion was made by Mr. Kozlowski and seconded by Ms. Dye to approve the Executive Director's Employment contract as presented.

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

**The Chairman referred to Agenda Item #7, Discussion of the Summer Meeting Schedule.**

The Chairman stated that in the past, the Executive Board had voted to not hold Board Meetings during the months of July and August apart from the need for a Special Meeting vote or discussion .

A Motion was made by Ms. Dye and seconded by Ms. Tatum to approve not to hold Board meetings in July and August except for special circumstances that would require a Special Board Meeting and the Executive Board would make themselves available.

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

**The Chairman referred to Agenda Item #8, Correspondence.**

A final copy of the FYE September 20, 2018 AUP Audit was submitted for the Board to review. Ms. McDougall said that there were two findings in the report; the first was the Top 5 Compensated Positions form that reflected figures that did not tally to the Housing Authorities reported W-2's. Ms. McDougall stated that the Fee Accountant responded in the audit report, explaining that there were two separate individuals in

two of the Housing Authority positions and the compensation form was a tally by position not by the individual. The second finding had was regarding a maintenance tractor purchase that the auditors stated had not been listed in the depreciation schedule. The Fee Accountant for the Housing Authority responded in the audit report that the MOD monies for the tractor had not been received by year end, so the asset was classified as a deferred charge and had been listed on the MOD report rather than the depreciation schedule. Ms. McDougall stated that the report had been finalized and submitted to the DHCD.

Other correspondence was an addendum to the Public Housing Notice 2019-07. The notice detailed the question and answer period of a forum held to discuss regionalization of Housing Authorities in Massachusetts. After a discussion about what regionalization would mean for the Mansfield Housing Authority, the Board Members opted to wait and see how this topic progresses.

An email invitation to attend a Mansfield Master Plan Focus Group was submitted to the Board of Commissioners. The meeting will be held Wednesday, June 12, 2019 and the Board Chairman and the Executive Director will attend.

**The Chairman referred to Agenda Item #9, Questions and Comments.**

Ms. Ray, Bicentennial Court asked to have the decision regarding the stoves repeated. Ms. McDougall stated that the Board voted to award the contract to Advantage Appliance.

Ms. Turner, Bicentennial Court stated that she has concerns regarding the regionalization of Housing Authorities and requested that the Board keep the tenants up to date with any changes.

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 7:38 PM.

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

**Approved on September 4, 2019 - Board of Commissioners:**

*Debra Tatum*

*Elizabeth Flynn*

*R. J. Joyce*

*[Signature]*