

**Minutes of the Regular Meeting of the Mansfield Housing
Authority held at 15 Park Street on
Wednesday, March 6, 2019 at 7:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session at 15 Park Court, 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, Housing Coordinator, Tracy Desmarais, and five 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 March 6, 2019 at 15 Park 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 February 27, 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 13th day of March 2019.



Andrea J. McDougall, Executive Director & Acting Secretary

The Board and attendees recited the Pledge of Allegiance.

At 7:02pm Commissioner Olivier Kozlowski entered the meeting.

The Chairman referred to Agenda Item #1, Approval of Warrant #370 for the Month of February 2019 in the amount of \$164,405.81.

A Motion was made by Ms. Dye and seconded by Ms. Tatum to approve Warrant #370 for the Month of February 2019 in the amount of \$164,405.81

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

The Chairman referred to Agenda Item #2, Approval of the Minutes of the February 4, 2019 Mansfield Housing Authority Board Meeting.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the Minutes of the February 4, 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. Dye and seconded by Mr. Kozlowski to approve the Executive Directors report.

Mr. Kozlowski asked Ms. McDougall if there was any information she wanted to highlight. Ms. McDougall said that she has had only positive commentary on the new laundry facilities and service company. Ms. McDougall then detailed the results of a survey that had been sent to every tenant asking for tenant input on having a Local Tenant Organization. She stated that 28.2% of the residents responded by returning the survey. The statistics showed that only half of the tenants wanted a Tenant Organization, while the other half did not. Mr. Kozlowski asked if the tenants could still form a Tenant Organization should they want to, and Ms. McDougall said "yes," they could. She said that it would be up to the Housing Authority Board Members to formally recognize a new Tenant Organization.

Mr. Kozlowski asked if there were any funds that had not been released to the Contractor of the Door and Window Project for the Housing Authority to obtain to have the work completed. Ms. McDougall stated that there was a bond amount that would be covering time and material for the Housing Authority to complete the Bicentennial Court Door and Window Project.

Mr. Kozlowski asked about the Anti-bullying Coalition that Ms. McDougall had previously contacted regarding a tenant bullying instance at one of the properties. Ms. McDougall stated that the Anti-Bullying Coalition was a state organization looking to form laws to protect individuals in Public Housing. Ms. Dye said that she thought when the Housing Authority Board had previously passed the Anti-Bullying Policy, that the verbiage had made provisions for every tenant. Commissioner Kozlowski suggested the Board review the policy at the next Board meeting. Ms. Dye and Ms. Flynn agreed that the Board should review the current policy.

Referring to the meetings Ms. McDougall had begun to hold with the tenants, Mr. Kozlowski applauded Ms. McDougall for her efforts in trying to engage the tenants and establishing a sense of community.

Ms. Flynn asked if the surveys were sent out prior to the tenants meeting with Jack Cooper, Public Housing Tenant Union Director. Ms. McDougall stated that the surveys were sent out prior to Mr. Cooper's meeting. Ms. Flynn asked if Ms. McDougall thought that different answers would have been submitted if the meeting had been prior to Mr. Cooper's meeting. Ms. McDougall stated that there were thirteen tenants in attendance and because there were only a few, it wouldn't have changed the survey results.

The Chairman suggested that the residents who are interested in forming a Tenant Organization should go door to door to have their neighbors speak up so that the Housing Authority Board of Commissioners would be certain that tenant representation was wanted by most of the tenants.

Ms. Tatum felt that the Housing Authority should send out another survey. Ms. Dye suggested that she may be able to assist in writing the questions for a new survey.

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

The Chairman referred to Agenda Item #4, Balance Sheets as of January 31, 2018.

A Motion was made by Ms. Flynn and seconded by Ms. Dye to accept the Balance Sheets, Quarterly Financial Reports, and Quarterly Modernization Reports as of January 31, 2019 as prepared by the Fee Accountant.

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

The Chairman referred to Agenda Item #5, Reviewing of the Bids and awarding of the contract effective 4/1/2019 for FISH Project #167075, Park Street Elevator Service Contract, RFQ#167-02-21-19.

A motion was made by Ms. Dye and seconded by Ms. Tatum to award the FISH# 167075 Elevator Service Contract RFQ#167-

02-21-19 at Park Court to Atlantic Elevator South Co., Inc., the apparent low bidder.

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

The Chairman referred to Agenda Item #6, Discussion on the expenditure of funds for coffee and donuts for the tenants during the monthly Executive Director coffee hour.

A motion was made by Ms. Flynn and seconded by Ms. Dye to approve the expenditure of funds for coffee and donuts for the tenant's during the monthly Executive Director coffee hour.

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

The Chairman referred to Agenda Item #7, Approval of write-offs for the SEH Program in the amount of \$754.20 and the 200-1 Program in the amount of \$1,020.96.

A motion was made by Ms. Dye and seconded by Ms. Tatum to Approve the write-offs for the SEH Program in the amount of \$754.20 and the 200-1 Program in the amount of \$1,020.96.

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

The Chairman referred to Agenda Item #8, Correspondence.

The Chairman acknowledged receipt of the U.S. Department of Housing and Urban Development Fiscal year 2018 Section 8 Management Assessment Program Results.

Mr. Kozlowski congratulated the Executive Director for being designated by the US Department of Housing and Urban Development as a high performing agency. He asked why the Housing Authority received no points for the SEMAP indicator #11. Ms. McDougall explained that the Housing Authority is required to inspect every section 8 unit prior to the execution of the Housing Assistance Payment Contract. She stated that the Housing Authority incorrectly filed information with regard to a move in date. She explained that the correction had been re-filed and that the Housing Authority was waiting for a revised scoring of 100%.

The Chairman referred to Department of Housing and Community Development Budget Approvals for 400-1, 689, and MRVP FYE 9/30/2019.

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

Mr. Paul Thomas, a resident of Park Street stated that the Maintenance Department has done an awesome job with snow removal and keeping the entrances safe for the residents.

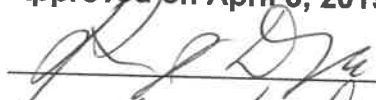




Mr. Prestwich, a Bicentennial Court resident, asked if the Housing Authority would assist in bringing together the tenants who expressed interested in forming a Tenant Organization on their survey. Ms. McDougall stated that she would make phone calls and provide them with Mr. Prestwich's contact information.

Mr. Prestwich provided a copy of the statute pertaining to the training of Board Commissioners to each member.

There being no further business to come before the Board, a Motion was made by Ms. Dye and seconded by Ms. Flynn to Adjourn at 7:40 PM.

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

Approved on April 3, 2019 - Board of Commissioners:

 _____	 _____
 _____	 _____
 _____	