

**Minutes of the Regular Meeting of the Mansfield Housing
Authority held at 22 Bicentennial Court on
Wednesday, May 8, 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
Olivier Kozlowski**

Absent:

Elizabeth Dye

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 May 8, 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 6, 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 15th day of May 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 #372 for the Month of April 2019 in the amount of \$194,884.90.

A Motion was made by Ms. Flynn and seconded by Mr. Kozlowski to approve Warrant #372 for the Month of April 2019 in the amount of \$194,884.90

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

The Chairman referred to Agenda Item #2, Approval of the Minutes of the April 3, 2019 Mansfield Housing Authority Board Meeting.

A Motion was made by Ms. Tatum and seconded by Ms. Flynn to approve the Minutes of the April 3, 2019 Mansfield Housing Authority Board Meeting as presented.

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

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. Tatum to approve the Executive Directors report.

Ms. McDougall stated that the coffee hour she held for the residents has been very well received. She stated that the Movie matinee was not well attended and that the Housing Authority would review on whether to hold that event quarterly or twice a year.

Ms. McDougall highlighted that the bid request for the Housing Authority stove project had to be put back out to bid, as there was a suspected problem with USPS delivery that had been noted by a prospective bidder.

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 Mr. Kozlowski and seconded by Ms. Tatum to accept the Balance Sheets and Quarterly Reports as of March 31, 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. She wanted to note the overage for contract maintenance but felt that those cost would subside as the year progressed. She asserted 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, Approval of the Certificate of Final Completion and Application for Final Payment in the Amount of \$9,526.08 for the Door and Window Replacement Project Phase II

A motion was made by Ms. Flynn and seconded by Mr. Kozlowski to approve the Certificate of Final Completion and Application for Final Payment in the Amount of \$9,526.08 for the Door and Window Replacement Project Phase II.

Mr. Kozlowski asked who finished the work that was needed to complete the door project. Ms. McDougall said that the Housing Authority Maintenance Department completed the outstanding punch list items. She explained that the final payment being released to the contractor, was the remaining bond monies less any outstanding invoices.

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

The Chairman referred to Agenda Item #6, Approval of the 2020 Mansfield Housing Authority Capital Improvement Plan.

A motion was made by Ms. Flynn and seconded by Mr. Kozlowski to approve the 2020 Mansfield Housing Authority Capital Improvement Plan.

Ms. McDougall stated that the Capital Improvement Plan had been presented to the residents earlier in the week. Mr. Kozlowski asked about the line item that allocated funding for apartment turn overs. Ms. McDougall explained that the Housing Authority was told by the Regional Construction Advisory Team (RCAT) that funds could be allocated to replace floors and perform other upgrades for the turnovers, provided there was room in the budget.

Mr. Doyle asked about the road pavement project listed in the plan. Ms. McDougall stated that the RCAT team has suggested doing the paving in phases in back to back years. This would allow us to fund other projects in each of those years.

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

The Chairman referred to Agenda Item #7, Approval of the 2018 Section 8 Administrative Plan Revision.

A motion was made by Ms. Tatum and seconded by Mr. Kozlowski to approve the 2018 Section 8 Administrative Plan Revision.

Ms. McDougall stated that Nan McKay is a nationally recognized service used by the Housing Authority so that the Housing Authority has an updated administrative plan and remains in compliance with HUD rules and regulations.

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

The Chairman referred to Agenda Item #8, Discussion of the DHCD PHN 2019-07 – Regionalization Initiative.

Ms. Flynn asked if there was a benefit to regionalizing the Housing Authority. Ms. McDougall stated that there were aspects of regionalization that could benefit the Housing Authority. Ms. McDougall stated that the DHCD was requesting each Housing Authority to respond with answers to questions they outlined in the Public Housing Notice.

Mr. Doyle stated that there has not been enough information provided to the Board to answer the questions posed. The Chairman stated that he felt we would be better to hear more on the topic and see how the state progresses. Mr. Doyle contends that the Mansfield Housing Authority should respond to the Request For Information, at a later date.

All Board Members were in agreement.

The Chairman referred to Agenda Item #9, Approval of the Revised Lockout Policy.

A motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the Revised Lockout Policy.

Ms. McDougall stated that the current policy was last passed in 2001. The policy was revised as follows:

Lockout Policy

The Mansfield Housing Authority encourages its resident to give a spare key to their apartment to a relative, friend or trusted neighbor. In the event they become locked out of their apartment they could contact that person.

Should a tenant become locked out of their apartment during regular business hours (Monday thru Friday 7:00 AM to 3:30 PM) the tenant may contact the Authority by calling the main office at (508) 339-6890 and a staff person will be summonsed to assist the tenant.

If the lockout occurs during off-business hours, the Authority encourages the tenant to first contact their relative, friend or neighbor that may have a key to their apartment. If they are not available, the tenant may call the main office telephone number and the Authority's Answering Service Company will contact the on-call maintenance employee to assist them.

If a tenant needs the assistance of the on-call maintenance person for a lockout more than three (3) times within a year's period, the tenant will be billed for the after-hours wages paid to the maintenance employee for every lockout that should occur thereafter.

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

The Chairman referred to Agenda Item #10, Approval of the Revised Anti-Bullying/Harassment Policy.

A motion was made by Mr. Kozlowski and seconded by Ms. Tatum to approve the Revised Anti-Bullying / Harassment Policy.

Ms. Flynn stated that she felt all requested changes to the policy from the last board meeting were present. The policy was revised as follows:

Mansfield Housing Authority Anti-Bullying / Harassment Policy

The Mansfield Housing Authority will not tolerate bullying or harassment by or of, any applicant, tenant/resident, or visitor, on the basis of a person's actual or perceived membership in a protected class (or association with such person), or on any other basis. Bullying or harassing conduct by a tenant will result in action up to and including eviction.

The term "protected class" shall include race, color, religious creed, national origin, sex, sexual orientation, age and ancestry.

The conduct covered by this policy includes, but is not limited to, behavior, language, property damage, or writings based on actual or perceived race, color, religion, national origin, sex, age, ancestry, disability or sexual orientation which can create an intimidating, hostile, humiliating or offensive housing environment for residents or visitors.

Bullying or harassment based on religion, ethnicity or race includes the use of degrading, demeaning, insulting, abusive or threatening language which relates to a person's race, ethnicity or religion; graffiti, property damage, slogans or other visual displays which contain racial, ethnic or religious-based slurs or insults; demeaning

remarks, jokes or gestures based on race, ethnic origin or religion; or racial, ethnic or religious stereotypes.

Such behavior directed at a resident or visitor because of their membership in a protected class or association with someone who is a member of a protected class, is unlawful under federal and Massachusetts anti-discrimination laws. These laws protect residents' use and quiet enjoyment of their apartments and the common areas and facilities at Mansfield Housing Authority properties.

Any tenant who believes that he or she is being bullied or harassed, under any circumstances, should immediately report the behavior to the Executive Director who will promptly investigate. Any serious claims of threats and/or assaults will be reported to the police.

Any Housing Authority staff member who witnesses or becomes aware of tenant on tenant harassment as described in this policy must report such harassment to the Executive Director within 48 hours of occurrence.

Raising a false or malicious allegation will be considered a serious breach of this policy. Complaints found to be false or malicious will be treated as a serious infraction and may warrant a severe penalty.

Complaints may also be filed with the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA 02108 (617) 994-6000 or the United States Department of Housing and Urban Development, Fair Housing Hub, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02114.

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

The Chairman referred to Agenda Item #11, Executive Director's Performance Evaluation.

Mr. Doyle said "I think that everyone is in agreement, from this Board anyways, that you are doing a great job thus far. There is always room for improvement, no one is perfect in this world. Your scores are impressive, and the comments were worthwhile."

Ms. Flynn stated that she felt the results were "very accurate," and that it was an outstanding job. Ms. Tatum concurred.

The Chairman referred to Agenda Item #12, Correspondence.

The Mass NAHRO 2019 Annual Conference & Exhibition Agenda was presented.

The Chairman referred to Agenda Item #13, Questions and Comments.

Ms. Hill, a resident on Bicentennial Court made a public apology to Ms. McDougall for making an issue in the office over the lockout policy. Ms. Hill stated that she did not understand previously why a tenant would be charged for a lockout. Ms. McDougall accepted the apology.

Mr. Sweeney from Park Court asked how the residents would be made aware of the changes in the revised policies. Ms. McDougall stated that it would be posted on the bulletin boards at all locations but that it would also be posted online.

Ms. Turner, a Bicentennial Court resident asked if the regionalization would impact residents of Public Housing. Mr. Doyle stated that the effects were unknown at this time and more information was necessary.

Ms. Spellman from Bicentennial Court asked about pipe project at Cedar Court that was on the Capital Improvement Plan. Ms. McDougall stated that there was asbestos located in the insulation wrapped around the pipes and the project was not recommended to be repaired due to the cost of remediation. Ms. Spellman was reassured when Ms. McDougall stated that the asbestos did not pose a risk to the tenants at Cedar Court.

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 June 5, 2019 - Board of Commissioners:

