

**Minutes of the Regular Meeting of the Mansfield  
Housing Authority held at 22 Bicentennial Court on  
Wednesday, March 4, 2020 at 7:00 PM**

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

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

**Present:**

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

**Absent:**

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

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 February 29, 2020 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 January 30, 2020 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 11<sup>th</sup> day of March 2020.



Andrea McDougall, Executive Director & Acting Secretary

The Board and attendees recited the Pledge of Allegiance.

The Chairman referred to Agenda Item #1, Approval of Warrant #382 for the Month of February 2020 in the amount of \$169,192.78.

A Motion was made by Mr. Kozlowski and seconded by Ms. Flynn to approve Warrant #382 for the Month of ~~January~~ FEBRUARY 2020 in the amount of \$169,192.78.

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

The Chairman referred to Agenda Item #2, Approval of the Minutes of the February 5, 2020 Board Meeting.

A Motion was made by Mr. Kozlowski and seconded by Ms. Tatum to approve the Minutes of the February 5, 2020 Board Meeting as presented.

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

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

A Motion was made by Ms. Flynn and seconded by Mr. Kozlowski to accept the Executive Director's Report.

Mr. Kozlowski asked if there were any future meetings scheduled with the Mansfield Housing Assistance Corporation. Ms. McDougall stated that the Housing Corporation had plans to deliberate at their March meeting over the properties that they had identified as possible building sites. There was discussion over the attendance at other public meetings with a quorum of Mansfield Housing Board members.

*A motion was made by the Board Chairman and seconded by Ms. Flynn to have Commissioner Kozlowski attend Mansfield Housing Assistance Corporation monthly meetings and report back to the Mansfield Housing Authority Board.*

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

Upon Vote to accept the Executive Director's Report, the Motion passed by a Vote of 5 to 0.

**The Chairman referred to Agenda Item #4, Balance Sheets, and Financial Reports as of January 31, 2020.**

A Motion was made by Mr. Kozlowski and seconded by Ms. Dye to accept the Balance Sheets and Financial Reports as of January 31, 2020 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 of Change Order #1 in the amount of \$0.00 Approval of the Application for Substantial Completion, and the Approval of the Certificate of Final Completion in the amount of \$18,600.00 for the Roof Replacement Project at 253 West Street FISH #167081.**

A Motion was made by Ms. Tatum and seconded by Ms. Dye to approve Change Order #1 in the amount of \$0.00, Approval of the Application for Substantial Completion, and the Approval of the Certificate of Final Completion in the amount of \$18,600.00 for the Roof Replacement Project at 253 West Street FISH #167081.

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

**The Chairman referred to Agenda Item #6, Approval of the Certificate of Substantial Completion, and the Approval of the Application and Certificate of Payment in the amount of \$18,525.00 for the Roof Replacement Project at 41 Dean Street FISH #167082.**

A Motion was made by Ms. Flynn and seconded by Ms. Dye to approve the Certificate of Substantial Completion, and the Approval of the Application and Certificate of Payment in the amount of \$18,525.00 for the Roof Replacement Project at 41 Dean Street FISH #167082.

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

**The Chairman referred to Agenda Item #7, Approval to Schedule all Regular Monthly Board Meetings at 22 Bicentennial Court Community Room.**

A Motion was made by Ms. Flynn and seconded by Ms. Dye to approve the Scheduling of all Monthly Board Meetings to be Held at Bicentennial Court Community Room.

The Board Chairman stated that he felt it was important that all monthly meetings to be held at 22 Bicentennial Court. Mr. Doyle also mentioned that communication is very important between the sites. He assured the residents in attendance that scheduled monthly coffee hours continue with the Executive Director and stated he would make every effort to attend. The Chairman indicated that the administrative office was open, the parking was ample, the availability of paperwork, and internet access, were reason this agenda item should be supported.

Commissioner Kozlowski stated that he was not certain of the history of the changes made to the original bylaws of the Housing Authority, but he felt that the reasons being considered were not insurmountable. He stated that he liked rotating through the other locations.

Upon Vote, the Motion passed by a Vote of 4 to 1, with Mr. Kozlowski opposing.

**The Chairman referred to Agenda Item #8, Approval to Authorize the Executive Director to Negotiate a Temporary Management Agreement with the Plainville Housing Authority.**

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to Authorize the Executive Director to Negotiate a Temporary Management Agreement with the Plainville Housing Authority.

Ms. McDougall explained that Michael Forbes, who is the current Plainville Housing Authority Executive Director, was taking a medical leave and had inquired if the Mansfield Housing Authority would be interested in a temporary Management Agreement.

Mr. Doyle added that he fully supports the idea of stepping in to assist Michael Forbes for all that he did as Executive Director for the Mansfield Housing Authority.

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

**The Chairman referred to Agenda Item #9, Correspondences.**

The Board Chairman acknowledged receipt of the DHCD Health and Safety Award Letter.

The Board Chairman acknowledged an email from Patricia Grace, the Housing Authority's Attorney regarding the new Massachusetts hands free driving law. Ms. McDougall explained that the Housing Authority Attorney wanted the Board to review the personnel and resident policies to include hands free driving.

The Board agreed that the policies currently in place require employees to follow state driving laws and the information regarding the new hands-free law should be posted and employees be informed.

**The Chairman referred to Agenda Item #10, Questions and Comments.**

Ms. Taff, a Park Street resident, asked if any information is available for the upcoming construction scheduled for Park Street. Ms. McDougall stated that the town of Mansfield is looking to continue the improvement of the bike path that runs by Park Street. No specific information has been provided to the Housing Authority.

Ms. O'Loughlin, a Park Street resident, asked if the Housing Authority Executive Director felt confident enough to run both the Mansfield and Plainville Housing Authorities. Ms. McDougall said that she was confident. Ms. O'Loughlin also commented that she was disappointed in the Board's decision to hold all monthly meetings at Bicentennial Court. Mr. Doyle said that the monthly meetings could be held at one or more of the other Housing Authority locations, should it be deemed necessary.

Andrea Crosby, Bicentennial Court resident asked if something was being done regarding a complaint about the ground being uneven and muddy in front of the benches outside. Ms. McDougall stated that the Maintenance Department had been made aware, but nothing could be done until the weather became warmer. Ms. Martinelli, a Bicentennial Court resident added that the Rotary Club of Mansfield had offered to purchase new benches for the Housing Authority. Mr. Doyle suggested Ms. Martinelli follow up with the Rotary Club and Ms. Martinelli agreed.

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

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

**Approved on May 6, 2020 - Board of Commissioners:**

	
	
	