

**Minutes of the Regular Monthly Meeting of the Mansfield
Housing Authority held at 22 Bicentennial Court
and via GoToMeeting on
Wednesday, March 6, 2023, at 7:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session in person and by video conference at 7:00 PM.

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

Present:

**Kevin Doyle
William Snyder
Mary Kate Flynn
Kenneth Tucker
Debra Tatum**

Absent:

Also present was the Executive Director, Andrea McDougall and one remote caller.

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 in person at 22 Bicentennial Court, Mansfield, MA and online via GoToMeeting at 7:00 PM on March 6, 2024

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 4, 2024, 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 7th day of March 2024.



Andrea McDougall, Executive Director & Acting Secretary

The Chairman referred to Agenda Item #1, Approval of Warrant #430 for the Month of February 2024 in the amount of \$439,291.90.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to Approve Warrant #430 for the Month of February 2024 in the amount of \$439,291.90.

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

The Chairman referred to Agenda Item #2, Approval of Minutes of the February 7, 2024, Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve the Minutes of the February 7, 2024, Regular Monthly Board Meeting.

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

The Chairman referred to Agenda Item #3, Executive Director's Report and Resident Service Coordinator Report.

A Motion was made by Ms. Tatum and seconded by Mr. Tucker to accept the Executive Director's Report and Resident Service Coordinator Report.

The Executive Director pointed out that the estimate had come in from the vendor at \$49,867.00 to install monitoring cameras at the three properties. Due to the cost, the Board did not want to move forward with the project.

Ms. McDougall also noted that her report included the details of the submission of an Expression of interest (EOI) to Mass Development. Mass Development had stipulated that an application with a 10% "cash match" would be awarded additional points in the application selection process. Ms. McDougall stated that she had spoken to the fee accountant and was informed that the Housing Authority has enough unrestricted funding to put toward this project.

The Executive Director also pointed out that the Memorandum of Understanding had been returned and signed by the Department of Children and Families to move forward with the Foster Youth to Independence program.

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

The Chairman referred to Agenda Item #4, Approval of the Balance Sheets and Financial Reports as of January 31, 2024, as Submitted by the Fee Accountant.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the Balance Sheets and Financial Reports as of January 31, 2024, as Submitted 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 #3 in the Amount of \$9,493.24 for the Parking Lot and Roadway Re-Pavement Project #167093.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to approve Change Order #3 in the Amount of \$9,493.24 for the Parking Lot and Roadway Re-Pavement Project #167093.

The Executive Director explained that the change order had already been completed and the work consisted of hammering the ledge the Contractor uncovered and abated the pipe that was wrapped in asbestos.

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

The Chairman referred to Agenda Item #6, Approval to Award the Contract to New England Builds Inc. as the Lowest, Responsible Bidder for the Brook Street Bathroom renovation Project #167111 in the amount of \$45,300.00.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to Approval Awarding the Contract to New England Builds Inc. as the Lowest, Responsible Bidder for the Brook Street Bathroom Renovation Project #167111.

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

The Chairman referred to Agenda Item #7, Discussion of the Bicentennial Land Development Project, and Approval to Pledge to Contribute 10% as a Cash Match for the Community Planning Grant Application.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to Pledge to Contribute 10% up to \$7,500.00 as a Cash Match for the Community Planning Grant Application.

Ms. McDougall explained that the Housing Authority intends to apply for the Community Planning Grant through Mass Development. The grant would potentially cover the costs to hire a consultant who would delineate and flag wetlands, create a site plan, work with the local Conservation Commission and the State Natural Heritage and Endangered Species Program, and develop a Request for Proposals. She explained that the state grants point for applications that are submitted, that have a 10% cash match from other funding sources. Ms. McDougall had met with the Fee Accountant and was told that the Housing Authority has an unrestricted account from previous management agreement payments and the Housing Authority could afford to contribute \$7,500.00.

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

The Chairman referred to Agenda Item #8, Correspondence.

- A. Performance Management Review Letter from the executive Office of Housing and Livable Communities.
- B. RSC Award Letter from the Executive Office of Housing and Livable Communities.
- C. Email correspondence from a Resident commending the Housing Authority staff.

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

Commissioner Snyder had asked if there had been any complaints from residents that the Board should address. Ms. McDougall stated that the office handles complaints as they are reported to the Housing Authority. Ms. McDougall was not aware of any resident complaints that were not rectified.

Mr. Tucker asked about the Greater Boston Food Bank Donation that was distributed to the Housing Authority residents this month and why there was no meat in the distribution as had been previously promoted. Ms. McDougall stated that the Housing Authority had received a phone call explaining that the meat could not be added to the distribution for the month of February because the Food Bank safely transport the meat

at the correct temperature. The Food Bank has reassured the Housing Authority that freezer blankets will be made available so that the march donation will include the meats.

Commissioner Snyder asked if he should write a letter to local and state representatives to indicate the Housing Authority's support for additional budgetary funding. Ms. McDougall stated that she would forward Mass NAHRO's email discussing ways to show support for the additional funding.

There were no comments from the Executive Director.

There were no comments from the Public.

There being no further business to come before the Board, a Motion was made by Mr. Tucker and seconded by Ms. Flynn to Adjourn at 7:18 PM.

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

Approved on April 3, 2024 - Board of Commissioners:





