

**Minutes of the Regular Meeting of the Mansfield
Housing Authority held at 22 Bicentennial Court on
Wednesday, February 5, 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**

Absent:

Elizabeth Dye

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 5, 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 6th day of February 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 #381 for the Month of January 2020 in the amount of \$242,840.83.

A Motion was made by Mr. Kozlowski and seconded by Ms. Tatum to approve Warrant #381 for the Month of January 2020 in the amount of \$242,840.83.

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

The Chairman referred to Agenda Item #2, Approval of the Minutes of the January 8, 2020 Board Meeting.

A Motion was made by Mr. Kozlowski and seconded by Ms. Tatum to approve the Minutes of the January 8, 2020 Board Meeting as presented.

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

There were no questions or comments from the Board on the Executive Director's report.

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

The Chairman referred to Agenda Item #4, Balance Sheets, Quarterly Financial Reports & Quarterly Modernization Reports as of December 31, 2019.

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

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

The Chairman referred to Agenda Item #5 Approval of Change Order #1 in the amount of \$0.00 for the Roof Replacement Project at 41 Dean Street FISH #167082.

Mr. Kozlowski asked if the change order was put forth for a time change. Ms. McDougall confirmed and stated that the Contractor was asking for a 58-day extension.

A Motion was made by Ms. Tatum and seconded by Mr. Kozlowski to approve Change Order #1 in the amount of \$0.00 for the Roof Replacement Project at 41 Dean Street FISH #167082.

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

The Chairman referred to Agenda Item #6, Annual review of the Mansfield Housing Authority's Administrative Staff Inclement Weather Policy.

The Executive Director explained that the policy requires the Executive Board to review the Policy annually and that no changes had been made.

A Motion was made by Ms. Flynn and seconded by Ms. Dye to approve the Executive Director's request to carry over vacation time in excess of what is allowed within the Mansfield Housing Authority's Personnel Policy.

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

The Chairman referred to Agenda Item #7, Approval to Dispose of the Mansfield Housing Authority Maintenance Truck.

Mr. Kozlowski asked how the Maintenance Truck was going to be disposed. The Executive Director answered by saying the Town of Mansfield holds auctions and that the maintenance truck would be among other town vehicles. Ms. McDougall added that any proceeds generated from the sale would be returned to the Housing Authority.

A Motion was made by Ms. Flynn and seconded by Mr. Kozlowski Dye to approve the Disposal of the Mansfield Housing Authority Maintenance Truck.

The Chairman referred to Agenda Item #8, Discussion of the Property Sale of 3 Bicentennial Court, Mansfield, MA 02048.

Ms. McDougall stated that a vacant lot located at the entrance of Bicentennial Court has been listed for sale. The MLS listed the .82-acre lot as a buildable location and the owners are asking \$249,000.00. Ms. McDougall was looking for ideas from the Board about any potential opportunities that may exist to add affordable housing to the town's inventory.

The Board Chairman requested that the Executive Director reach out to the Mansfield Housing Corporation Chairman to see if their Board saw any potential in the listed property.

The Chairman referred to Agenda Item #9, Correspondences.

The Executive Director presented the DHCD closeout documentation of the Performance Management Review of the Housing Authority. Ms. McDougall stated that the report reflected no findings.

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

Ms. Turner, a Bicentennial Court resident, stated that the vacant lot property for sale was infested with EEE and quite a bit of wet land. Mr. Kozlowski stated that it would be the responsibility of any potential owner to do their due diligence prior to purchasing the land.


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 7:22 PM.

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


Approved on March 4, 2020 - Board of Commissioners:



Debra Latta



MaryKate



Elizabeth