

Minutes of the Regular Monthly Meeting of the Mansfield Housing Authority held at 22 Bicentennial Court and GoToMeeting on Wednesday, January 7, 2026, at 6:00 PM

The Members of the Mansfield Housing Authority met in Regular Session in person and by video conference at 6:00 PM.

The Meeting was called to order by the Chairman at 6:00 PM and upon roll call, those present and absent were as follows:

Present:

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

Absent:

Also present was the Executive Director, Andrea McDougall, and two Bicentennial Court 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 in person at 22 Bicentennial Court, Mansfield, MA and online via GoToMeeting at 6:00 PM on January 7, 2026.

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 2, 2026, 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 on this 12th day of January, 2026.



Andrea McDougall, Executive Director & Acting Secretary

The Chairman requested that Mr. Tucker lead the group in the Pledge of Allegiance.

The Chairman Referred to Agenda Item #1 Approval of Warrant #452 for the Month of December 2025 in the Amount of \$506,633.98.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to Approve Warrant #452 for the Month of December 2025 in the Amount of \$506,633.98.

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

The Chairperson referred to Agenda Item #2, Approval of Minutes of December 10, 2025, Regular Monthly Board Meeting.

A Motion was made by Ms. Tatum and seconded by Ms. Flynn to approve the Minutes of December 10, 2025, Regular Monthly Board Meeting.

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

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

A Motion was made by Mr. Tucker and Seconded by Ms. Tatum to accept the Executive Director's Report.

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

The Chairperson referred to Agenda Item #4, Approval of the Balance Sheets, and Financial Reports as of November 2025, as Prepared by the Fee Accountant.

A Motion was made by Ms. Flynn and Seconded by Mr. Tucker to accept the Balance Sheets and Financial Reports as of November 2025.

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

The Chairperson referred to Agenda Item #5, Approval of the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167121 Septic System Assessment & Replacement 705 -1D.

A motion was made by Mr. Tucker and seconded by Ms. Tatum to Approve the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167121 Septic System Assessment & Replacement 705 -1D.

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

The Chairperson referred to Agenda Item #6, Approval of the Medical Benefit Opt-Out Policy.

A motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve the Medical Benefit Opt-Out Policy

The Executive Director stated that it was brought to her attention that other Housing Authorities gave their employees an annual payout for not electing medical coverage as offered through the Housing Authority. The Executive Director stated that there are currently five (5) employees that have not chosen to get medical coverage through the Housing Authority, and this has resulted in a large savings. The Executive Director informed the Board in the Budget guideline for this fiscal year that the State increased the line item to \$5,000.00 from the previous \$1,000.00. The employee needs to be eligible, and the funding provided cannot exceed the savings. The proposed policy is as follows:

**Mansfield Housing Authority
Medical Benefit Opt-Out Stipend Policy**

1. Purpose

This policy is adopted pursuant to the authority granted under Massachusetts General Laws Chapter 121B and applicable personnel and benefits regulations governing local housing authorities. Its purpose is to allow eligible Mansfield Housing Authority employees to receive a monetary stipend in lieu of enrolling in Mansfield Housing Authority-sponsored medical insurance provided, qualifying alternative health coverage is continuously maintained in compliance with Massachusetts laws.

2. ELIGIBILITY

To be eligible, employees must be regular employees of the Mansfield Housing Authority who have successfully completed any required probationary period. Employees serving a probationary period are not eligible. Eligible employees must qualify for employer-sponsored medical benefits under the Mansfield Housing Authority personnel policies, work regular scheduled hours, and provide written proof of qualifying alternative health insurance on an annual basis and at any time requested by the Authority. The stipend amounts are based on regularly scheduled hours as follows: employees working 37.5 to 40 hours per week are eligible for a \$5,000 annual stipend;

employees working more than 30 but less than 37.5 hours per week are eligible for a \$3,000 annual stipend; employees working more than 25 but less than 30 hours per week are eligible for a \$2,000 annual stipend; and fully benefited employees working less than 25 hours per week are eligible for a \$1,000 annual stipend. Employees must notify the Authority within 30 days of any loss, interruption, or change of alternative coverage. Failure to do so may result in disciplinary action, repayment of any improperly issued stipend, and enrollment in the Authority's medical plan.

3. STIPEND PAYMENT, LIMITATIONS & TAX STATUS

The stipend shall be issued in a lump sum payment through regular payroll at the start of the fiscal year (October 1 – September 30), subject to Board approval and availability of funds. The employee is required to pay back a prorated amount of the cash incentive if the need should arise for the employee to return to the authority's insurance plan or separate from employment within the same fiscal year. The stipend is considered taxable income and subject to payroll withholdings; however, it is not considered salary or wages for retirement benefit calculations under PERAC and shall not be treated as base compensation for purposes of overtime, pension or retirement benefits, workers' compensation, unemployment benefits, or any other employer-provided benefit program.

Receipt of the medical benefit opt-out stipend does not create a vested entitlement, and eligibility may be suspended during unpaid leaves of absence, including but not limited to short-term disability, long-term disability, or personal leave.

4. ANNUAL ELECTION & DOCUMENTATION REQUIREMENTS

Employees must complete and submit a Medical Benefit Opt-Out Election Form each year during open enrollment or upon becoming eligible for alternative coverage. Employees will need to provide proof of medical insurance coverage. All elections are voluntary and may be subject to audit to verify continued eligibility.

5. PRO-RATING

Stipends will be prorated for new eligibility occurring mid-year, for changes in regularly scheduled hours that alter the stipend tier, or for separation from employment prior to the end of the fiscal year. Please note that any stipend paid out to an employee, that would overlap with the employee who must return to the authority's insurance plan within the same fiscal year, that employee would be responsible for the repayment of the pro-rated stipend amount.

6. FUNDING CONTINGENCY

Payment of the stipend is contingent upon the availability of appropriated funds. The Authority retains discretion to suspend, reduce, or modify stipend payments at any time due to budgetary constraints.

7. COMPLIANCE WITH LAW

This policy shall be interpreted and enforced in accordance with all applicable federal and Massachusetts laws and regulatory guidance, including requirements established by EOHLC, GIC, and PERAC. Administration of this policy shall comply with all federal and Massachusetts anti-discrimination laws, including M.G.L. c. 151B.

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

The Chairman referred to Agenda Item #7 Questions and Comments.

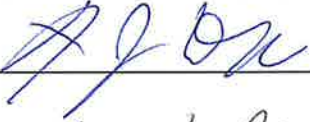
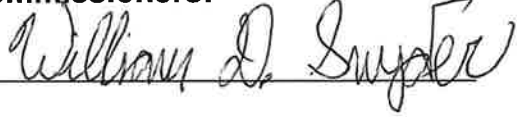


There were no comments from the Board.

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, and it was unanimously **Voted to Adjourn at 6:07 PM.**

Approved February 4, 2026 - Board of Commissioners:

 _____	 _____
 _____	_____
 _____	