Minutes of the Regular Meeting of the Mansfield Housing Authority held at 22 Bicentennial Court and GoToMeeting on Wednesday, September 3, 2025, 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:	**Absent:**
William Snyder	
Kenneth Tucker	
Mary Kate Flynn	
Debra Tatum	
Kevin Doyle	

Also present was the Executive Director, Andrea McDougall, and one Bicentennial Court resident.

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 September 3, 2025.

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 August 28, 2025, 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 8th day of September 2025.

Andrea McDougall

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 #446 for the Month of June 2025 in the Amount of $398,767.00.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to Approve Warrant #446 for the Month of June 2025 in the Amount of $398,767.00.

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

The Chairman referred to Agenda Item #2 Approval of Warrant #447 for the Month of July 2025 in the Amount of $709,963.06.

A Motion was made by Ms. Tatum and seconded by Ms. Flynn to Approve Warrant #447 for the Month of July 2025 in the Amount of $709,963.39.

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

The Chairman referred to Agenda Item #3 Approval of Warrant #448 for the Month of August 2025 in the Amount of $690,994.39.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to Approve Warrant #448 for the Month of August 2025 in the Amount of $690,994.39.

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

The Chairperson referred to Agenda Item #4, Approval of Minutes of June 4, 2025, Public Hearing and Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to approve the Minutes of June 4, 2025, Public Hearing and Regular Monthly Board Meeting.

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

The Chairperson referred to Agenda Item #5, the Executive Director's Report.

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

Mr. Doyle asked the Executive Director if the cameras were installed at the Park Street location. Ms. McDougall stated that they were installed in August. Mr. Doyle asked if the Executive Director felt that the cameras were helpful. Ms. McDougall stated that cameras allow for visual documentation at the entrance of the building. Ms. McDougall added that initially the cameras were going to provide information regarding any tenant caused damage to the doors of the building because the contractor for the siding replacement project had indicated tenant damage had occurred and they did not feel it was their responsibility to pay for service on the door.

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

The Chairperson referred to Agenda Item #6, Approval of the Balance Sheets and Financial Reports of May 31, 2025, as Prepared by the Fee Accountant.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to Approve the Balance Sheets and Financial Reports of May 31, 2025, as Prepared by the Fee Accountant.

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

The Chairperson referred to Agenda Item #7, Approval of the Balance Sheets, Quarterly Financial Reports, and Modernization Reports of June 30, 2025, as Prepared by the Fee Accountant.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to Approve the Balance Sheets, Quarterly Financial Reports, and modernization Reports of June 30, 2025, as Prepared by the Fee Accountant.

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

The Chairperson referred to Agenda Item #8, Approval of the Balance Sheets and Financial Reports of July 31, 2025, as Prepared by the Fee Accountant.

A Motion was made by Ms. Flynn and Seconded by Ms. Tatum to Approve the Balance Sheets and Financial Reports of July 31, 2025, as Prepared by the Fee Accountant.

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

The Chairperson referred to Agenda Item #9 Approval to Terminate the Regional Resident Service Coordinator Grant Award for the Plainville Housing Authority.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to Approve the Termination of the Regional Resident Service Coordinator Grant Award for the Plainville Housing Authority.

Mr. Tucker asked if this would have a negative financial impact on the Housing Authority. Ms. McDougall stated that there would be no financial loss for the Mansfield Housing Authority and that it made more sense to have the current managing agent dictate the Resident Service Program in Plainville.

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

The Chairperson referred to Agenda Item #10, Approval of Amendment #17 to the Contract of Financial Assistance in the amount of $309,635.12.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve Amendment #17 to the Contract of Financial Assistance in the Amount of $309,635.12.

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

The Chairperson referred to Agenda Item #11, Approval of the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167107 Kitchen Cabinet and Countertop Replacement at Hawthorne Court.

A Motion was made by Ms. Tatum and seconded by Mr. Snyder to Approve the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167107 Kitchen Cabinet and Countertop Replacement at Hawthorne Court.

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

<u>The Chairperson referred to Agenda Item #12, Approval of Change Order #1, the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167108 Oil to ASHP Conversion Project at 253 West Street.</u>

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve Change Order #1, the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167108 Oil to ASHP Conversion Project at 253 West Street.

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

<u>The Chairperson referred to Agenda Item #13, Approval of Change Order #1, the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167112 Septic System Replacement Project at 651 S. Main Street.</u>

A Motion was made by Ms. Tatum and seconded by Ms. Flynn to Approve Change Order #1, the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167112 Septic System Replacement Project at 651 S. Main Street.

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

<u>The Chairperson referred to Agenda Item #14, Approval of Change Order #3, the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167116 Rear Exterior Door Replacement Project at Cedar Court.</u>

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to Approve Change Order #3, the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167116 Rear Exterior Door Replacement Project at Cedar Court.

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

<u>The Chairperson referred to Agenda Item #15, Approval of the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167118 Kitchen Electrical Improvement Project at Bicentennial Court.</u>

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to Approve the Certificate of Substantial Completion and the Certificate of Final Completion for Project #167118 Kitchen Electrical Improvement Project at Bicentennial Court.

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

The Chairperson referred to Agenda Item #16, Approval of Change Order #12 for the Park Street Siding Replacement Project #167102.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to Approve Change Order #12 for the Park Street Siding Replacement Project #167102.

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

The Chairperson referred to Agenda Item #17, Approval of the 2026 Section 8 Housing Choice Voucher Payment Standards.

A Motion was made by Ms. Tatum and seconded by Mr. Tucker to Approve the 2026 Section 8 Housing Choice Voucher Payments Standards.

Ms. McDougall stated that this year the Housing Authority had determined the most effective and reliable payment standard was to use the Small Area Fair Market Rents that HUD developed because they broke out the areas by zip code. Mansfield will be using 90-110% of the SAFMR for all areas where they administer vouchers.

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

The Vice Chairman referred to Agenda Item #18 Questions and Comments.

Mr. Tucker asked for an update on Bicentennial Court Land Development. Ms. McDougall stated that the Consultant had begun exploring the land to advise the Housing Authority on the maximum number of units that could be built on the lot. The Board Chairman asked if the Board would have input on what gets built. Ms. McDougall assured the Board they would have an opportunity to provide input as the process progressed.

Ms. Flynn congratulated the Executive Director on her work completing the numerous projects during the summer. The Board gave the Executive Director a round of applause.

The Executive Director stated that the current Banking Institution for the Housing Authority did not have the capability to ACH monthly HAP payments to the Housing Choice Voucher Program Landlords. She explained that signing the number of checks every month is a burden, but more recently there had been an uptick in Landlords calling because they did not receive their payment within the first two weeks of the month. Ms. McDougall suggested that a different banking institution would be willing to come and speak to the Board about the benefits of changing banks. The Board agreed to have it placed on the next agenda.

There were no questions or comments from the Public.

There being no further business to come before the Board, a Motion was made by Mr. Tucker and seconded by Mr. Snyder, and it was unanimously **Voted to Adjourn at 6:27 PM.**

Approved October 1, 2025 - Board of Commissioners:

William D. Snyder

Debra