

Minutes of the Regular Meeting of the Mansfield Housing Authority held at 22 Bicentennial Court and via GoToMeeting on Wednesday, October 2, 2024, 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 Vice Chairman, Debra Tatum at 6:00 PM and upon roll call, those present and absent were as follows:

Present:

**Kenneth Tucker
Mary Kate Flynn
Debra Tatum**

Absent:

**Kevin Doyle
William Snyder**

Also present was the Executive Director, Andrea McDougall, and no residents or remote callers.

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 October 2, 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 September 25, 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 October 2024.



Andrea McDougall, Executive Director & Acting Secretary

The Vice Chairman requested Commissioner Tucker lead the group in the Pledge of Allegiance.

The Vice Chairman referred to Agenda Item #1 Approval of Warrant #437 for the Month of September 2024 in the Amount of \$612,070.30.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to Approve Warrant #437 for the Month of September 2024 in the Amount of \$612,070.30.

Upon Vote, the Motion passed by a Vote of 3 to 0.

The Vice Chairman referred to Agenda Item #2, Approval of Minutes of the September 11, 2024, Regular Monthly Board Meeting.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to approve the Minutes of September 11, 2024, Regular Monthly Board Meeting.

Upon Vote, the Motion passed by a Vote of 3 to 0.

The Vice Chairman referred to Agenda Item #3, Approval of Minutes of the September 11, 2024, Executive Session.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to approve the Minutes of the September 11, 2024, Executive Session.

The Executive Director stated that in addition to approving the minutes the Board must determine if the purpose of the Executive Session no longer exists in which case the minutes would then become public.

A modified Motion was made by Ms. Flynn and seconded by Mr. Tucker to approve and make public the minutes of the September 11, 2024, Executive Session.

Upon Vote, the Motion passed by a Vote of 3 to 0.

The Vice Chairman referred to Agenda Item #4, Review of the Executive Director's and Resident Service Coordinator's Report for September 2024.

Ms. Flynn commented that the RSC program has accomplished a tremendous amount and that Chyvonn Miller should be congratulated. No further questions were asked.

The Vice Chairman referred to Agenda Item #5, Approval of the Balance Sheets and Financial Reports as of August 31, 2024, as Prepared by the Fee Accountant.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to accept the Balance Sheets and Financial Reports as of August 31, 2024, as Prepared by the Fee Accountant.

Upon Vote, the Motion passed by a Vote of 3 to 0.

The Vice Chairman referred to Agenda Item #6, Approval of the "Affirmative Action Goals" of 12% for Family Public Housing and 5% for Elderly Public Housing.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to Approval of the "Affirmative Action Goals" of 12% for Family Public Housing and 5% for Elderly Public Housing.

Ms. McDougall stated that the Affirmative Action Goal percentages the Housing Authority had been utilizing were listed in an Approval Placement letter issued by Carole Collins, Director of the Bureau of Housing Management at the time, written to Ms. Francene Bragga Executive Director at the time, and dated November 22, 1995. Ms. McDougall noted that the EOHLC had different percentages listed in the CHAMP website and that she contacted the CHAMP Information Technology professional, as well as Kim Gomez, the Housing Authority's Housing Management Specialist. Neither could explain the difference in the percentage and Ms. Gomez said it was fine to utilize the percentages that were documented on file at the Housing Authority.

Upon Vote, the Motion passed by a Vote of 3 to 0.

The Vice Chairman referred to Agenda Item #7, Approval to Award the Contract for the Kitchen Cabinet and Countertop Replacement at Hawthorne Court to E.C. Interiors LLC, in the Amount of \$53,751.00 Provided the Designer Submits a Letter of Recommendation.

A Motion was made by Ms. Flynn and Seconded by Mr. Tucker to Award the Contract for the Kitchen Cabinet and Countertop

Replacement at Hawthorne Court to EC Interiors, LLC, in the Amount of \$53,751.00, Provided the Designer Submits a Letter of Recommendation.

Ms. McDougall stated that in the interest of moving this project forward the item was put before the board to approve entering a contract with the lowest, responsible bidder, provided the Designer sent a formal recommendation.

Upon Vote, the Motion passed by a Vote of 3 to 0.

The Vice Chairman referred to Agenda Item #8, Approval of the Proposed Section 8 Payment Standards for 2025 Effective 11/1/2024.

A Motion was made by Ms. Flynn and seconded by Mr. Tucker to approve the proposed Section 8 Payment Standards for 2025 Effective 11/1/2024.

Upon Vote, the Motion passed by a Vote of 3 to 0.

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

There were no questions from the Board.
There were no questions from the Executive Director.
There were no questions from the public.

There being no further business to come before the Board, a Motion was made by Ms. Flynn and seconded by Mr. Tucker, and it was unanimously **Voted to Adjourn at 6:08 PM.**

Approved on November 6, 2024 - Board of Commissioners:

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