

**Minutes of the Regular Meeting of the Mansfield Housing
Authority held at 22 Bicentennial Court and via GoToMeeting
on Wednesday, November 6, 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 Chairman at 6:12 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, Dan Robillard, Fee Accountant, Michael Madan, LTO President, and no 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 November 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 October 30, 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 on this 12th day of November 2024.



Andrea McDougall, Executive Director & Acting Secretary

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

The Chairman referred to Agenda Item #1 Approval of Warrant #438 for the Month of October 2024 in the Amount of \$470,986.15.

A Motion was made by Mr. Doyle and seconded by Ms. Flynn to Approve Warrant #438 for the Month of October 2024 in the Amount of \$470,986.15.

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

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

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the Minutes of October 2, 2024, Regular Monthly Board Meeting.

Upon Vote, the Motion passed by a Vote of 3-0-2, with Mr. Doyle and Mr. Snyder abstaining.

The Vice Chairman referred to Agenda Item #3, Review of the Executive Director's and Resident Service Coordinator's Report for October 2024.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to accept the Executive Director and Resident Service Coordinator's Report for October 2024.

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

The Chairman referred to Agenda Item #4, Approval of the Balance Sheets, Quarterly Financials and Modernization Reports as of September 30, 2024, as Prepared by the Fee Accountant.

A Motion was made by Mr. Tucker and Seconded by Ms. Flynn to Approve the Balance Sheets, Quarterly Financials, and Modernization Reports as of September 30, 2024, as Prepared by the Fee Accountant.

Dan Robillard, the Housing Authority's Fee Accountant, was in attendance and the Director asked that he review the year end financials with the Board.

Mr. Robillard reviewed the balance sheets and financials for Section 8, MRVP, and 400-1 State programs.

He then addressed the high level of activity within the Management account, explaining that the reason was due to the expansion of the Resident Service Coordinator (RSC) Management program that was previously approved by the Board and implemented in July of 2024.

Mr. Doyle asked if the RSC grant would ever increase. Mr. Robillard answered and said that it has increased over the past two years and is expected to increase again in 2025.

Mr. Robillard stated that the Housing Authority overall had a very good year financially.

He reviewed the modernization reports and commented that the Housing Authority expended 1.8 million dollars in capital funding for the year.

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

The Chairman referred to Agenda Item #5, Approval and Signing of the Certification of Salary and Compensation, Fiscal Year End Financial Statement Certifications and the Certification of Tenant Lead Paint Notification.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to Approve and Sign the Certification of Salary and Compensation, Fiscal Year End Financial Statement Certifications and the Certification of tenant Lead Paint Notification.

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

The Vice Chairman referred to Agenda Item #6, Approval of the 2025 Fiscal Year Budget as Prepared by the Fee Accountant.

Mr. Robillard began the discussion of the budget with the Executive Director's Salary Schedule. He explained that the state dictates the maximum allowable salary for Executive Director's based on the number of units and the programs the Housing Authority administers. Mr. Robillard brought the Board's attention to the proposed increase in the Executive Director's salary. He stated that \$24,000 was added as compensation for the work in developing and managing the RSC Management agreements and the remaining amount was 3.7% allowable increase.

A Motion was made by Mr. Tucker and seconded by Mr. Doyle to Approve the FY 2025 Executive Director Salary Schedule. Upon Vote, the Motion passed by a Vote of 5 to 0.

Mr. Robillard continued his discussion with the proposed 2025 FY budget. He explained that the budget consists of five programs. The Section 8 and Management Accounts the Housing Authority has total oversight on, and the 689-1, 400-1 and MRVP accounts are what the state reviews and approves. The Fee Accountant stated that the proposed budget reflects a \$289,000 increase over last year's budget, which includes almost \$200,000 for new staff add because of the RSC Management Agreements. The remaining amount was the allowable increase of 9% for Maintenance labor, 9% for administrative salaries, and an increase for Legal services for the Housing Authority. Mr. Robillard stated that the budget indicates the Housing Authority should make \$30,000 next year and he was hoping the actual number would come in closer to \$45,000 so that the Mansfield Housing Authority could replenish the reserve account.

Mr. Doyle asked if the Mansfield Housing Authority employee compensation is competitive with other Massachusetts Housing Authorities. Mr. Robillard responded that he and his firm are the Fee Accountants for several Housing Authorities that surround Mansfield and in his opinion the Mansfield Housing Authority was on the lower end but still considered competitive.

Mr. Robillard reflected on the budgets and it is predicted the 689-1 program will make roughly \$5,000, the MRVP will make a few hundred dollars, the Section 8 program should make approximately \$1,000, and the Management Account is projecting an earnings of \$15,000.

Ms. Flynn motioned that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 689-1 for fiscal year ending 9/30/2025 showing total revenue of \$ 35,088 (Acct. No. 3000) and Total Expenses of \$ 30,088 (Acct. No. 4000) thereby requesting a subsidy of \$ 0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$136,012 for fiscal year ending 9/30/2025 be submitted to the Department of Housing and Community Development for its review and approval. Mr. Tucker seconded to approve the motion.

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

Ms. Flynn motioned that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 400-1 for fiscal year ending 9/30/2025 showing total revenue of \$ 1,218,080 (Acct. No. 3000) and Total Expenses of \$ 1,118,080 (Acct. No. 4000) thereby requesting a subsidy of \$ 247,268 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$136,012 for fiscal year ending 9/30/2025 be submitted to the Department of Housing and Community Development for its review and approval. Mr. Tucker seconded to approve the motion.

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

Ms. Flynn motioned that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number MRV-P for fiscal year ending 9/30/2025 showing total revenue of \$ 17,820 (Acct. No. 3000) and Total Expenses of \$ 17,483 (Acct. No. 4000) thereby requesting a subsidy of \$ 0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$136,012 for fiscal year ending 9/30/2025 be submitted to the Department of Housing and Community Development for its review and approval. Ms. Tatum seconded to approve the motion.

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

The Vice Chairman referred to Agenda Item #7, Approval of the 2025 Proposed Holiday Closure Schedule.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve the 2025 Proposed Holiday Closure Schedule.

Ms. Tatum asked the Executive Director to amend a typographical error listing Christmas Eve twice. The Chairman asked for a vote on the Proposed Holiday Closure Schedule as amended.

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

The Vice Chairman referred to Agenda Item #8, Approval of the Certificate of Final Completion for Project #167093 the Parking Lot and Roadway Repavement.

A Motion was made by Mr. Tucker and seconded by Mr. Doyle to approve the Certificate of Final Completion for Project #167093 the Parking Lot and Roadway Repavement.

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

The Vice Chairman referred to Agenda Item #9, Correspondence.

The Director submitted a letter from the EOHLC addressed to Ms. McDougall. Ms. McDougall explained that the letter was notification that the Mansfield Housing Authority was the recipient of the FY 2025 Community One Stop for Growth Grant. Ms. McDougall explained that she had applied for the grant so that the Housing Authority could hire a consultant to explore development options for the Housing Authority owned land off Bicentennial Court.

Ms. Tatum added that the Governor held a gathering to recognize the 2025 recipients and that she was in attendance. Ms. Tatum said the event was well run and she congratulated Ms. McDougall for her exceptional work.

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

There were no questions from the Board.

The Executive Director handed out an Executive Director evaluation form to the Board members and requested that they complete the annual evaluation and return it to her so that it could be placed as a discussion on a future meeting agenda.

There were no questions from the public.

There being no further business to come before the Board, a Motion was made by Mr. Doyle and seconded by Mr. Tucker, and it was unanimously **Voted to Adjourn at 6:57 PM.**

Approved on December 11, 2024 - Board of Commissioners:






