

Minutes of the Regular Meeting of the Mansfield Housing Authority held at 22 Bicentennial Court and via GoToMeeting on Wednesday, September 11, 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, Kevin Doyle at 6:00 PM and upon roll call, those present and absent were as follows:

Present:

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

Absent:

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 September 11, 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 August 28, 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 13th day of September 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, Reorganization of the Mansfield Housing Authority Board of Commissioners.

The Chairman asked for nomination for the position of Chairman.

Kenneth Tucker nominated Kevin Doyle for the position of Chairman; There was no second to the nomination.

Mary Kate Flynn nominated William Snyder for the position of Chairman; Debra Tatum seconded the nomination.

There were no other nominations for Chairman, Mr. Snyder accepted the nomination and it was unanimously voted 5-0 to elect William Snyder to the position of Chairman.

Chairman Snyder asked for nominations for the position of Vice Chairperson.

Mary Kate Flynn nominated Debra Tatum for the position of Vice Chairperson; Kevin Doyle seconded the nomination.

There were no other nominations for Vice Chairperson, Ms. Tatum accepted the nomination, and it was unanimously Voted 5-0 to elect Debra Tatum to the position of Vice-Chairperson.

The Chairman asked for nominations for Treasurer.

Debra Tatum nominated Mary Kate Flynn for the position of Treasurer; William Snyder seconded the nomination.

There were no other nominations for Treasurer. Ms. Flynn accepted the nomination, and it was unanimously voted 5-0 to elect Mary Kate Flynn to the position of Treasurer.

The Chairman asked for nominations for Assistant Treasurer.

Mary Kate Flynn nominated Kenneth Tucker for the position of Assistant Treasurer; Kevin Doyle seconded the nomination.

There were no other nominations for Assistant Treasurer, Mr. Tucker accepted the nomination, and it was unanimously voted 5-0 to elect Kenneth Tucker to the position of Assistant Treasurer.

The Chairman referred to Agenda Item #2, Approval of Warrant #434 for the Month of June 2024 in the Amount of \$542,155.90.

A Motion was made by Mr. Tucker and seconded by Mr. Doyle to Approve Warrant #434 for the Month of June 2024 in the Amount of \$542,155.90.

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

The Chairman referred to Agenda Item #3, Approval of Warrant #435 for the Month of July 2024 in the Amount of \$963,859.47.

A Motion was made by Ms. Flynn and seconded by Mr. Doyle to Approve Warrant #435 for the Month of July 2024 in the Amount of \$963,859.47.

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

The Chairman referred to Agenda Item #4, Approval of Warrant #436 for the Month of August 2024 in the Amount of \$378,775.89.

A Motion was made by Ms. Flynn and seconded by Mr. Doyle to Approve Warrant #436 for the Month of August 2024 in the Amount of \$378,775.89.

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

The Chairman referred to Agenda Item #5, Approval of Minutes of the June 5, 2024, Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to approve the Minutes of the May 8, 2024, Regular Monthly Board Meeting.

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

The Chairman referred to Agenda Item #6, Executive Director's The Chairman referred to Agenda Item #6, Approval of Minutes of the August 14, 2024, Special Board Meeting.

A Motion was made by Mr. Doyle and seconded by Mr. Tucker to approve the Minutes of the August 14, 2024, Special Board Meeting.

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

The Chairman referred to Agenda Item #7, Review of the Executive Director's and Resident Service Coordinator's Report for June, July, and August 2024.

A Motion was made by Ms. Tatum and seconded by Mr. Tucker to accept the Executive Director's Report and Resident Service Coordinator Report for June, July, and August 2024.

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

The Chairman referred to Agenda Item #8, Approval of the Balance Sheets and Financial Reports as of May 31 2024, as Prepared by the Fee Accountant.

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

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

The Chairman referred to Agenda Item #9, Approval of the Balance Sheets, Quarterly Financial Reports, and Quarterly Modernization Report as of June 30, 2024 as Prepared by the Fee Accountant.

A Motion was made by Ms. Tatum and seconded by Ms. Flynn to Approve the Balance Sheets, Quarterly Financial Report, and Quarterly Modernization Report as of June 30, 2024, as Prepared by the Fee Accountant.

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

The Chairman referred to Agenda Item #10, Approval of the Balance Sheets and Financial Reports as of July 31 2024, as Prepared by the Fee Accountant.

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

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

The Chairman referred to Agenda Item #11, Approval of the Proposed Mansfield Housing Authority Tenant Account Receivable Write-offs for the Fiscal Year 2024.

A Motion was made by Mr. Doyle and seconded by Ms. Flynn to approve the proposed Housing Authority Tenant Account Receivable Write offs for the 2024 Fiscal Year.

The Executive Director had provided the Board with a letter from the Mansfield Housing Bookkeeper reflecting Tenant rent accounts that remained uncollected in the amount of \$8,251.70. The Family program totaled \$7,488.70 and the Elderly program totaled \$763.00.

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

The Chairman referred to Agenda Item #12, Approval of the Resident Service Coordinator Management Program with Attleboro, Norton, Seekonk, and Walpole Housing Authorities.

A Motion was made by Mr. Doyle and seconded by Ms. Flynn to approve the Resident Service Coordinator Management

Contracts for the Attleboro, Norton, Seekonk, and Walpole Housing Authorities.

The Executive Director presented the Board with Management Agreement Contracts for each Housing Authority and explained that the Mansfield Housing Authority will be providing the Resident Services for each Housing Authority, under the prevue of Chyvonn Miller.

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

The Chairman referred to Agenda Item #13, Approval of the State and Federal Audit Result for FYE 2023.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to approve the State and Federal Audit result for FYE 2023.

The Executive Director noted that Marcum was the company that completed both audits and there were no findings.

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

The Chairman referred to Agenda Item #14, Approval of the Certificate of Substantial Completion for the Bicentennial Court Paving Project #167093.

A Motion was made by Mr. Tucker and seconded by Ms. Flynn to approve the State and Federal Audit result for FYE 2023.

The Executive Director noted that Marcum was the company that completed both audits and there were no findings.

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

The Chairman referred to Agenda Item #15, Approval of the Change order #2 for the Park Street Siding Project #167102 for the Front Entrance Canopy in the Amount of \$70,307.00.

A Motion was made by Mr. Tucker and seconded by Mr. Doyle to approve the Change Order #2 for the Siding Project #167102 for the Front entrance Canopy in the Amount of \$70,307.00.

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

The Chairman referred to Agenda Item #16, Approval of the Change order #2 for the Park Street Siding Project #167102 for Additional Storefront Hardware in the Amount of \$4,521.83.

A Motion was made by Ms. Tatum and seconded by Mr. Doyle to approve the Change Order #3 for the Siding Project #167102 for Additional Storefront Hardware in the Amount of \$4,521.83.

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

The Chairman referred to Agenda Item #17 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.

The Chairman referred to Agenda Item # 18 to enter in to Executive Session to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

A Motion was made by Mr. Doyle to enter into Executive Session to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

The roll call vote resulted as follows:

Ayes

Nays

Kevin Doyle
Kenneth Tucker
Mary Kate Flynn
Debra Tatum
William Snyder

The Chairman added that the Board would be adjourning from Executive Session and not be returning to Open Session.

Approved on September 11, 2024 - Board of Commissioners:

Debra L Tatum _____
Mary Kate Flynn _____
Kenneth Tucker _____