

Minutes of the Regular Monthly Meeting of the Mansfield Housing Authority held at 22 Bicentennial Court and GoToMeeting on Wednesday, November 5, 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:

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

Absent:

Also present was the Executive Director, Andrea McDougall, Dan Robillard, and one 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 November 5, 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 October 31, 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 7th day of October 2025.



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 #450 for the Month of October 2025 in the Amount of \$671,993.84.

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to Approve Warrant #450 for the Month of October 2025 in the Amount of \$671,993.84.

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

The Chairperson referred to Agenda Item #2, Approval of Minutes of October 1, 2025, Regular Monthly Board Meeting.

A Motion was made by Mr. Tucker and seconded by Ms. Tatum to approve the Minutes of October 1, 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 Ms. Flynn and Seconded by Mr. Tucker 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, Quarterly Financial and Modernization Reports as of September 30, 2025, as Prepared by the Fee Accountant.

Mr. Robillard reviewed the financial documents, commenting on a very successful year for the Housing Authority.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to Approve the Balance Sheets, Quarterly Financial and Modernization Reports of September 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 #5, Approval and Signing of the Certification of Salary and Compensation, Fiscal Year End Financial Statement Certification, and the Certification of Tenant Lead Paint Notification.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to Approve and Sign the Certification of Salary and Compensation, Fiscal Year End Financial Statement Certification, and the Certification of Tenant Lead Paint Notification.

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

The Chairperson referred to Agenda Item #6, Approval of the 2026 FY Budget as Presented by the Fee Accountant.

The Fee Accountant reviewed the proposed budget discussing each program, the current financial status and what the goals were for the upcoming fiscal year. Mr. Robillard also brought the Board's attention to line-item changes to explain the increase or decrease for the upcoming year.

Mary Kate Flynn moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200/667/705/689/MRVP), Program #401-1 for fiscal year ending 9/30/2026 showing a total revenue of \$1,261,491 (Acct 3000) and Total Expenses of \$1,261,491 (Acct 4000) thereby requesting a subsidy of \$253,599 (Acct 3801), and further that the Executive Director's total annual salary of \$114,022 for fiscal year ending 9/30/2026 be submitted to the Executive office of Housing and Livable Communities for its review and approval. Kenneth Tucker seconded the motion which, upon rollcall, was passed by a vote of 5-0.

Mary Kate Flynn moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter

200/667/705/689/MRVP), Program #689-1 for fiscal year ending 9/30/2026 showing a total revenue of \$35,952 (Acct 3000) and Total Expenses of \$35,952(Acct 4000) thereby requesting a subsidy of \$0(Acct3801), and further that the Executive Director's total annual salary of \$114,022 for fiscal year ending 9/30/2026 be submitted to the Executive office of Housing and Livable Communities for its review and approval. Kenneth Tucker seconded the motion which, upon rollcall, was passed by a vote of 5-0.

Mary Kate Flynn moved that the proposed Operating Budget for State-Aided Housing of the Mansfield Housing Authority (Chapter 200/667/705/689/MRVP), Program #MRVP for fiscal year ending 9/30/2026 showing a total revenue of \$15,840 (Acct 3000) and Total Expenses of \$15,840(Acct 4000) thereby requesting a subsidy of \$0(Acct 3801), and further that the Executive Director's total annual salary of \$114,022 for fiscal year ending 9/30/2026 be submitted to the Executive office of Housing and Livable Communities for its review and approval. Debra Tatum seconded the motion which, upon rollcall, was passed by a vote of 5-0.

The Chairperson referred to Agenda Item #7, Approval of the 2026 FY Executive Director's Salary Calculation.

A Motion was made by Ms. Tatum and Seconded by Mr. Tucker to Approve the 2026 Fiscal Year Executive Director's Salary Calculation.

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

The Chairperson referred to Agenda Item #8, Approval of the Contract for Accounting Services.

A Motion was made by Ms. Tatum and Seconded by Ms. Flynn to Approve the Contract for Accounting Services.

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

The Chairperson referred to Agenda Item #9, Discussion of the Bicentennial Court Land Development Project.

Ms. McDougall presented the Board with a draft Request for Proposal designed by Innes Consultants. After discussing the various ideas and plans, Mr. Doyle asked Ms. McDougall if there was a representative from Innes Consulting who could discuss the proposal in depth and provide further information and guidance to the Board of Commissioners. Ms. McDougall said that she would arrange to schedule a representative for the next meeting.

The Chairman referred to Agenda Item #5 Questions and Comments.

There were no comments from the Board, no comments from the Executive Director and no one from the public present.

There being no further business to come before the Board, a Motion was made by Ms. Tatum and Seconded by Mr. Tucker, and it was unanimously **Voted to Adjourn at 7:54 PM.**

Approved December 10, 2025 - Board of Commissioners:










