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**Minutes of the Regular Meeting of the Mansfield  
Housing Authority held at 22 Bicentennial Court on  
Wednesday, January 8, 2020 at 7:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session at 22 Bicentennial Court, Mansfield, MA at 7:00 PM.

The Meeting was called to order by Chairman Kevin Doyle at 7:00 PM and upon roll call, those present and absent were as follows:

**Present:**

**Kevin Doyle  
Debra Tatum  
Mary Kate Flynn  
Elizabeth Dye  
Olivier Kozlowski**

**Absent:**

Also present was Executive Director, Andrea McDougall, and several Residents.

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 at 7:00 PM on January 8, 2020 at 22 Bicentennial Court, Mansfield, MA 02048.

**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 January 3, 2020 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 15<sup>th</sup> day of January 2020.



Andrea McDougall, Executive Director & Acting Secretary

**The Board and attendees recited the Pledge of Allegiance.**

**The Chairman referred to Agenda Item #1, Approval of Warrant #380 for the Month of December 2019 in the amount of \$206,471.11.**

A Motion was made by Mr. Kozlowski and seconded by Ms. Dye to approve Warrant #380 for the Month of December 2019 in the amount of \$206,471.11.

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

**The Chairman referred to Agenda Item #2, Approval of the Minutes of the December 4, 2019 Board Meeting.**

A Motion was made by Ms. Tatum and seconded by Ms. Dye to approve the Minutes of the December 4, 2019 Board Meeting as presented.

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

**The Chairman referred to Agenda Item #3, Executive Director's Report.**

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

There were no questions or comments from the Board on the Executive Director's report.

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

**The Chairman referred to Agenda Item #4, Balance Sheets and Financial Reports as of November 30, 2019.**

A Motion was made by Ms. Dye and seconded by Ms. Tatum to accept the Balance Sheets and Financial Reports as of as November 30, 2019 as prepared by the Fee Accountant.

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

**The Chairman referred to Agenda Item #5 Approval of the Contract for Financial Assistance Amendment #11 to the Work Plan 5001 in the amount of \$380,195.00**

A Motion was made by Ms. Dye and seconded by Ms. Flynn to approve the Contract for Financial Assistance Amendment #11 to the Work Plan 5001 in the amount of \$380,195.00.

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

**The Chairman referred to Agenda Item #6, Executive Director's request to carry over vacation time in excess of what is allowed within the Mansfield Housing Authority's Personnel Policy.**

The Executive Director requested that 10.65 hours of vacation time she had earned in 2019 be approved to carry over and be added to the forwarded balance of the 2020 calendar year.

A Motion was made by Ms. Flynn and seconded by Ms. Dye to approve the Executive Director's request to carry over vacation time in excess of what is allowed within the Mansfield Housing Authority's Personnel Policy.

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

**The Chairman referred to Agenda Item #6, Correspondences.**

The Chairman mentioned the Notice from the U.S. Department of Housing & Urban Development Amendment of the Consolidation Annual Contributions Contract. Ms. McDougall state that the notice was the acceptance of additional funds for the Section 8 Mainstream voucher program.

The Chairman brought attention to a letter written by a Bicentennial Court resident commending the Maintenance Department on their efforts on snow removal.

The Chairman made the Board aware of the letter from Department of Housing and Community Development awarding the Housing Authority \$270,766.00 in Formula Funding for Fiscal Year 2023.

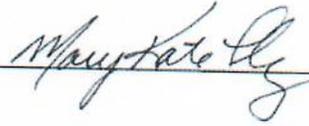
**The Chairman referred to Agenda Item #7, Questions and Comments**

Ms. Martinelli, a Bicentennial Court resident, asked about funding that the Housing Authority received. She stated that the Fee Accountant had said the funding could be used for cosmetic improvements to the apartments and she requested to know what was going to be done. The Chairman responded saying that the increase was allocated to many areas of priority within the budget. The Chairman requested that the Executive Director review the audio recording of the Board meeting of the Fee Accountant's Budget presentation and report back to the Board.

There being no further business to come before the Board, a Motion was made by Mr. Kozlowski and seconded by Ms. Dye to Adjourn at 7:18 PM.

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

**Approved on February 5, 2020 - Board of Commissioners:**

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