

**Minutes of the Regular Meeting of the Mansfield  
Housing Authority held via GoToMeeting on  
Wednesday, May 5, 2021 at 7:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session in person and by video conference at 7:00 PM.

The Meeting was called to order by Chairman Kevin Doyle at 7:03 PM and upon roll call, those present and absent were as follows:

**Present:**

**Kevin Doyle  
Olivier Kozlowski  
Debra Tatum  
Mary Kate Flynn  
William Snyder (remotely)**

**Absent:**

Also present was the Executive Director, Andrea McDougall and 1 caller.

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 online via GoToMeeting at 7:00 PM on May 5, 2021.

**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 April 30, 2021 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 6<sup>th</sup> day of May 2021.



Andrea McDougall, Executive Director & Acting Secretary

**The Chairman referred to Agenda Item #1, Approval of Warrant #396 for the month of April 2021 in the amount of \$237,462.22.**

A Motion was made by Ms. Flynn and seconded by Mr. Kozlowski to Approve Warrant #396 in the amount of \$237,462.22.

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

**The Chairman referred to Agenda Item #2, Approval of Minutes of the April 7, 2021 Regular Board Meeting.**

A Motion was made by Ms. Tatum and seconded by Mr. Kozlowski to approve the Minutes of the April 7, 2021 Regular Board Meeting.

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

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

A Motion was made by Ms. Flynn and seconded by Mr. Kozlowski to accept the Executive Director's Report and the Resident Service Coordinator's Report.

Ms. McDougall stated that she wanted to bring the Board's attention to the LEAN project to replace the boiler at Park Street, noting that the project will be paid for through grants from the LEAN program. Ms. McDougall also mentioned that the New Resident Service Coordinator had held a flower planting event in three locations, inviting all residents and overall, the craft project was viewed as a success.

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

**The Chairman referred to Agenda Item #4, Approval of the Balance Sheets, and Quarterly Financial Reports and Quarterly Modernization Reports as of March 31, 2021.**

A Motion was made by Ms. Flynn and seconded by Mr. Kozlowski to Approve of the Balance Sheets and Financial Reports as of March 31, 2021.

The Chairman asked if the Director would like to remark on any part of the report. Ms. McDougall stated that financials looked strong and that there was nothing unexpected.

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

**The Chairman referred to Agenda Item #5, Approval of the Revised Mansfield Housing Authority Parking Policy**

A Motion was made by Ms. Flynn and seconded by Mr. Kozlowski to approve the Revised Mansfield Housing Authority Parking Policy.

Mr. Kozlowski referred to section C-3 in the policy that reads:

3. Residents with out-of-state vehicle registrations must register the vehicle in Massachusetts prior to receiving an assigned parking space.

Ms. McDougall stated that some of our residents come from out of state and this would require them to register the vehicle in Massachusetts. Ms. McDougall was under the impression that there was a grace period for registering an out of state vehicle. Mr. Kozlowski requested that the Executive Director check with the Registry of Motor Vehicles to verify any grace period.

The Chairman asked who would be responsible for enforcing the new policy. Ms. McDougall stated that the Housing Authority management and employees would enforce the policy.

The policy is as follows:

**Mansfield Housing  
Authority  
PARKING POLICY**

- A. PURPOSE - The purpose of this Parking Policy is to ensure that the residents of the Mansfield Housing Authority have exclusive use of the Authority's property designed for parking.
- B. REGISTRATION OF VEHICLES
  1. Residents of the Authority must register their vehicles with the Massachusetts

Registry of Motor Vehicles.

2. Residents must present to the Authority a copy of the official, current Massachusetts registration of their vehicle at the time of their annual recertification. The registration must be in the name of the legal resident of the Authority ( a person listed on the lease).
3. Massachusetts law requires that every vehicle and operator in Massachusetts be insured. Residents must provide proof that the vehicle and the operator are insured. Residents must provide a copy of the Insurance Declaration Coverage Form as proof of vehicle and operator insurance
4. For the safety of all residents, registration and insurance information must be submitted prior to the vehicle being allowed on MHA property

#### C. ASSIGNED PARKING

1. If available, the Mansfield Housing Authority assigns a resident one parking space at the time of move-in for a Massachusetts registered vehicle only.
2. Only one parking space will be assigned per unit.
3. Residents with out-of-state vehicle registrations must register the vehicle in Massachusetts prior to receiving an assigned parking space.
4. All other family members or friends that have vehicles, shall park in the visitors parking.
5. Changes in assigned parking may occur from time to time to accommodate movement in residents and reasonable accommodations.
6. All parking areas are to be clearly marked with appropriate signs.
7. All visitors must park in unmarked/un-numbered spaces or areas designated for visitors.
8. Residents are responsible for ensuring their visitors are parked in the proper area.

#### D. PARKING RESTRICTIONS

1. No resident shall perform any work on, or repairs to any vehicle, except those of a minor nature as describe in D-3, as this may create a serious threat or hazard to the health, safety or wellbeing of other person(s), or may cause damage to the property of the Authority.
2. No work will be performed on any vehicle which could interfere with the quiet enjoyment of other residents.
3. The only work that may be performed on a vehicle must be of a minor nature, such as the charging of a tire, and take no more than one day to complete.
4. The changing of oil is NOT considered a "minor" task and is not permitted on the premises.

#### E. PROHIBITED VEHICLES

1. Unregistered, inoperable vehicles shall not be allowed to be "garaged" on MHA property.
2. "Stripped" or "junked" vehicles or those registered vehicles which are in the process of repair or which create hazardous, threatening situations for residents, guest, vendors and/or any other person having reason to be in the area, will not be allowed on MHA property.

3. No resident will be permitted to register a commercial vehicle over 6,000lbs GVW ( Gross Vehicle Weight).
4. The Housing Authority will provide 24-hour notice prior to towing a resident vehicle that is defined as a "Prohibited Vehicle." All costs incurred will be billed as damages to the resident's rental account.
5. No parking of any campers, boats, trailers, jet skis or any large or seasonal item is allowed on MHA property. Parking or storing of any item other than a tenant's motor vehicle is prohibited unless authorized by MHA. Under no circumstances will parking or storage of any item belonging to a non-resident be allowed. Infringement of this policy will result in towing and storage at the tenant's expense.

#### F. OTHER

1. In cases of extreme emergency or special circumstances, the Executive Director or his/her designee can make exceptions to allow an unregistered car to remain on the property for a limited time.
2. The tenant must submit a request in writing to MHA for this exception

#### G. VIOLATIONS

1. Violators of the parking policy may be given a written warning on the first offense.
2. Per M.G.L. C. 121B S 32A violations of the parking regulation shall not be punished by a fine of not more than \$20.00.
3. Subsequent offenses may result in the vehicle being towed from the premise at the owner's expense.

**Upon Vote, the Motion Passed by a Vote of 5-0.**

**The Chairman referred to Agenda Item #6 Approval of the Draft Assistant Administrator Job Description.**

**A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the Draft Assistant Administrator Job Description.**

*The Chairman requested that where it says: "Other duties as assigned by the Executive Director, Housing Administrator, or Public Housing Coordinator, Accounting Clerk, or RSC." be changed to read: "Other duties as assigned by the Executive Director."*

**Upon Vote, the Motion Passed by a Vote of 5-0.**

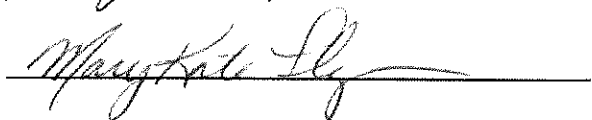
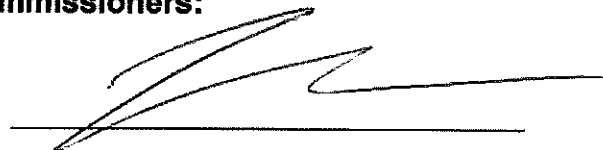
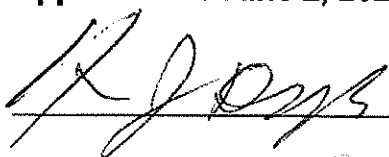
**The Chairman referred to Agenda Item #7, Questions and Comments.**

The Chairman commented that he was glad that we were able to hold the remote meeting at the Housing Authority with most Board members in person.

There being no further business to come before the Board, a Motion was made by Mr. Kozlowski and seconded by Ms. Flynn to Adjourn at 7:22 PM.

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

**Approved on June 2, 2021 - Board of Commissioners:**



William D. Snyder

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