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**Minutes of the Regular Meeting of the Mansfield  
Housing Authority held via GoToMeeting on  
Wednesday, August 5, 2020 at 7:00 PM**

The Members of the Mansfield Housing Authority met in Regular Session at 22 Bicentennial Court 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  
Debra Tatum  
Mary Kate Flynn  
William Snyder**

**Absent:**

**Olivier Kozlowski**

Also present was the Housing Authority's Fee Accountant, Dan Robillard and Executive Director, Andrea McDougall.

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 August 5, 2020.

**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 July 30, 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 6<sup>th</sup> day of August 2020.



Andrea McDougall, Executive Director & Acting Secretary

**The Chairman referred to Agenda Item #1, Reorganization of the Board.**

Mr. Doyle turned the gavel over to the Vice Chairperson Debra Tatum, who accepted. A motion was made by Mr. Doyle and seconded by Ms. Flynn to table Agenda Item #1 Reorganization of the Board to the next meeting so that all Board Members could be present.

Upon Vote, the Motion passed by a Vote of 4 to 0.

**The Chairman referred to Agenda Item #2, Approval of Warrant #387 for the Month of July 2020 in the amount of \$195,356.43.**

A Motion was made by Ms. Tatum and seconded by Mr. Snyder to approve Warrant #387 for the Month of July 2020 in the amount of \$195,356.43.

Upon Vote, the Motion passed by a Vote of 4 to 0.

**The Chairman referred to Agenda Item #3, Approval of Minutes of the July 1, 2020 Regular Board Meeting.**

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to approve the Minutes of the June 3, 2020 Regular Board Meeting.

Upon Vote, the Motion passed by a Vote of 4 to 0.

**The Chairman referred to Agenda Item #4, Executive Director's Report.**

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

The Chairman asked the Executive Director if there was anything that the Board should be made aware of. Ms. McDougall stated that there was nothing she felt needed discussion.

Upon Vote to accept the Executive Director's Report, the Motion passed by a Vote of 4 to 0.

**The Chairman referred to Agenda Item #5, Balance Sheets, Quarterly Financial Reports, & Quarterly Modernization Reports as of June 30, 2020 as prepared by the Fee Accountant.**

A Motion was made by Ms. Flynn and seconded by Ms. Tatum to accept the Balance Sheets, Quarterly Financial Reports & Quarterly Modernization Reports as of June 30, 2020 as prepared by the Fee Accountant.

Mr. Robillard brought to the Board's attention that the Housing Authority's fiscal year was more than 75% over. He suggested that the Board reference the 400-1 accounting page as that information indicates how well the Housing Authority is financially performing. Mr. Robillard stated that the Housing Authority is making \$5200.00 and said "...while that isn't a lot of money... we are not losing any and the 4<sup>th</sup> quarter of our fiscal year is typically our best financially." Mr. Robillard highlighted the other Housing Authority accounts including the State 689 group home and the section 8.

Upon Vote, the Motion passed by a Vote of 4 to 0.

**The Chairman referred to Agenda Item #6 Approval of the FYE September 30, 2020 Budget Revision present by Dan Robillard, Fee Accountant.**

**Debra Tatum** moved 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 **9/30/2020** showing total revenue of **\$877,901** (Acct. No. 3000) and Total Expenses of **\$837,501** (Acct. No.4000) thereby requesting a subsidy of **\$137,681** (Acct. No. 3801) , and further that the Executive Director's total annual salary of **\$96,206** for fiscal year ending **9/30/2020** be submitted to the Department of Housing and Community Development for its review and approval. **William Snyder seconded** the motion which

Upon Vote, the Motion passed by a Vote of 4 to 0.

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

There were no questions or comments.

**The Chairman referred to Agenda Item #8, Correspondences.**

The Board Chairman referred to the Department of Housing and Community Development Public Housing Notice 2020-25.

There being no further business to come before the Board, a Motion was made by Mr. Snyder and seconded by Ms. Flynn to Adjourn at 7:29 PM.

Upon Vote, the Motion passed by a Vote of 4 to 0.

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

William D Snyder      Debra L Tetun  
Mary Kate Flynn      [Signature]  
[Signature]