

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

SPECIAL MEETING MINUTES

Housing Authority Office

March 28, 2019

8:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Ms. Hall, Assistant Treasurer; April Morin, Secretary-Treasurer; Kathy Holt, Commissioner; Ms. Fields, Executive Director; Hannah Rudd, Development Coordinator; invited guests Kathy Ward and Edith Allison.

The meeting was called to order at 8:31 a.m. by the Chairman.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the February 21, 2019 Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Ms. Holt to approve the February bills. Motion approved unanimously.

Financial Reports –A (General)

The financials were not available.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Ms. Hall and seconded by Mr. Simonsen to approve the February Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

None

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORTS

Policy Committee

Ms. Hall will replace Ms. Holt on the policy committee. The Assistant Director, Ms. Rudd, will chair the committee.

UNFINISHED BUSINESS

None

NEW BUSINESS

Introduction - Finance Manager

Ms. Fields introduced Ms. Kus to the Board.

Money Management Policy

Attached is the money management policy. Ms. Fields requested to amend the policy for Electronic Transfers. The policy was updated to allow the Account Payable Aging Report to be signed instead of each electronic transfer. Each invoice will still be initialed. The change in process was discussed with the Auditors no objection was made.

A motion was made by Ms. Hall and seconded by Mr. Simonsen to approve the Money Management Policy as amended. Motion approved unanimously.

MEETING DATE REVIEW

The next Regular Meeting is scheduled for April 18, 2019. The May 16, 2019 Regular Meeting is cancelled. A Special Meeting has been scheduled for May 17, 2019 at 8:30 a.m.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 9:30 a.m. without objection.

April Morin, Secretary

Approved:

Richard Long, Chairman