

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

January 16, 2026

8:30 a.m.

Attendance: Mr. Long, Chair; Mr. Simonsen, Vice Chair Secretary and Treasurer was excused; Ms. Holt, Commissioner; Karen Chandler, Commissioner; and Ms. Fields, Executive Director

Guests: Kathy Ward and Hannah Cyr

The meeting was called to order at 8:33 a.m. by the Chair.

MINUTES

The Chair declared, without objection, the acceptance of the minutes of December 19, 2025, Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms. Holt and seconded by Ms. Chandler to accept the December Bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Ms. Chandler and seconded by Ms. Holt to accept the November financial reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Ms. Holt and seconded by Ms. Chandler to accept the December Section 8 Statistical Report. Motion approved unanimously.

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORT

None

PROPERTY MANAGEMENT (NON-OWNED)

The investor has completed the audit of all the tax credit files. Ms. Fields has responded to all the comments.

Generally, the property is running smoothly.

UNFINISHED BUSINESS

None

NEW BUSINESS

Server/Software Update

The Server is being upgraded to accommodate an update to the PHA Pro Housing software. The cost is \$4,520.

Intuit is ending support for Desktop Premier and new software needs to be purchased. Different software platforms are being considered.

OTHER BUSINESS

A motion was made by Ms. Chandler and seconded by Ms. Holt to add a new business item which contains a matter of privileged information requiring an executive session. Motion approved unanimously.

Executive Session

A motion was made by Ms. Holt and seconded by Ms. Chandler to go into Executive Session at 9:09 a.m. to discuss privileged information regarding a pending insurance claim of a legal nature and to invite Ms. Fields, Ms. Ward and Ms. Cyr. Motion approved unanimously.

The Board came out of Executive Session at 9:30 a.m.

NEXT MEETING DATE

The next Regular meetings are scheduled for February 20, 2026, March 20, 2026, and April 17, 2026, at 8:30 a.m.

ADJOURNMENT

A motion was made by Mr. Long and seconded by Ms. Holt to adjourn the meeting at 9:31 a.m.

William Simonsen, Secretary

Approved

Richard Long, Chair