



## Sandwich Housing Authority

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**Regular Board Meeting Minutes  
Sandwich Housing Authority  
COVID 19 Via Zoom  
April 9, 2020**

TOWN CLERK  
TOWN OF SANDWICH

MAY 15 2020

4 H O M P M  
RECEIVED & RECORDED

1. Meeting called to order at 5:02 p.m. by Chairman Wirt  
Upon roll call, a quorum was present.

**Present:** Tobin Wirt, Chairman  
Nanette Perkins, Vice Chairman  
Barbara Hadley, Treasurer (via phone)  
Kathy Brown, Assistant Treasurer  
Joan Martinelli, Commissioner

**Others present:** Paula Schnepf, Executive Director  
Becky Dudley, Assistant

2. Minutes of Regular Board Meetings Minutes March 12, 2020

**Resolution 2020-16**

Commissioner Hadley motioned, and Commissioner Perkins seconded to approve the March 12, 2020 Regular Board Meeting minutes. Upon a show of hands, the motion passed (5-0).

Yeas: Wirt, Perkins, Hadley, Brown, Martinelli  
Nays: None

3. Approval of Warrants:

**Resolution 2020-17**

Commissioner Perkins moved to approve the warrant for 126 checks totaling \$155,728.92  
Commissioner Hadley seconded the motion and upon a show of hands, the motion passed (5-0).

Yeas: Wirt, Perkins, Hadley, Brown, Martinelli  
Nays: None



#### 4. Executive Director's report:

**COVID-19 Response:** Paula reported that as of March 17<sup>th</sup> the Sandwich Housing Authority office has been closed to the public. Staff has been in the office working via email and phone. The Meals on Wheels program has relocated to the senior center for the time being and Grab and Go meals are available for people at the Sandwich High School. Services are working well; we are not aware of any cases of COVID-19.

DHCD has been working on some relief on recording requirements for local housing authorities. Also, housing authorities are not required to do income recertifications for public housing tenants up through December of this year. Tenants can request a current recertification if they chose to do so.

**Activities for tenants:** ED reported that the Sandwich Housing Authority is providing activities for tenants during the shutdown. Notifications have been sent out with website suggestions as well as having activity books and colored pencils for families. There is a virtual Bingo game being conducted for the tenants at Hansen Village.

**Federal Housing:** ED reported to the Board we are waiting on waivers for Section 8 Voucher tenants, particularly to do with unit inspections as inspection companies have shutdown for the time being. She also reported that HUD reported they will be doubling admin fees for the month of May.

#### 5. Old Business:

- **Public Housing:** as above
- **Maintenance:** Paula reported that the Sandwich Housing Authority conducted a conference call with DHCD, the project engineer, and staff regarding the conceptual plan for the septic system at Tom's Way. All agreed that the plan to put the new system in the parking lot is the least disruptive.
- **Leased Housing:** ED reported that the Sandwich Housing Authority will be waiting on its five-year annual plan at this time.
- **RAP:** nothing to report
- **Continuum of Care: Program Status:** nothing to report
- **GFW Expansion (Terrapin Ridge):** Paula reported that DHCD has made the decision to not have the Sandwich Housing Authority manage the property as that was the original intent of the property. ED will keep the board up to date on future progress of the development.
- **Reports on outside activities:** None to report

#### 6. New Business

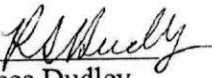
**7. Adjournment:**

**Resolution 2020-18** There being no further business, Commissioner Perkins made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 6:00 p.m. Upon a show of hands, the motion (5-0).

Yeas: Wirt, Brown, Hadley, Perkins, Martinelli  
Nays: None

Next Regular Board Meeting will be held on **Thursday, May 14, 2020 at 5:00 PM,**  
Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:

  
\_\_\_\_\_  
Rebecca Dudley

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April 23, 2020