



# Sandwich Housing Authority

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**Regular Board Meeting Minutes  
Sandwich Housing Authority  
20 Tom's Way – Community Room  
January 10, 2019**

1. Meeting called to order at 5:08 p.m. by Chairman Wirt  
Upon roll call, a quorum was present.

**Present:** Tobin Wirt, Chairman  
Barbara Hadley, Treasurer  
Joan Martinelli, Commissioner

**Absent:** Nanette Perkins, Vice Chairman  
Kathy Brown, Assistant Treasurer

**Others present:** Paula Schnepf, Executive Director

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2. Minutes of Regular Board Meetings Minutes December 13, 2018

**Resolution 2019-01**

Commissioner Hadley motioned, and Commissioner Martinelli seconded to approve the December 13, 2018 Regular Board Meeting minutes. Upon a show of hands, the motion passed (3-0).

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

3. Approval of Warrants:

**Resolution 2019-02**

Commissioner Maartinelli moved to approve the warrant for 100 checks totaling \$93,333.90. Commissioner Hadley seconded the motion and upon a show of hands, the motion passed (3-0).

Yeas: Hadley, Wirt, Martinelli  
Nays: None

4. Public Participation: none



**5. Executive Director's report:**

- **MassNAHRO Alert:** ED shared with the Board that bill H4981 did not receive legislative review as of January 1, 2019. The bill was filed in early November by Housing Committee Chairs, it prescribed the process of putting tenants on housing authority boards in towns. The bill is as required by reform legislation Ch. 235 in 2014.

**6. Old Business**

▪ **Public Housing:**

- **Resubmission of FY2019 Budget:** Paula reviewed the formula for the Sandwich Housing Authority Executive Director's salary and the Board approved.
- **DHCD Champ Application:** Paula updated the Board on the DHCD CHAMP application waitlist merge process and that it is going well.

▪ **Maintenance:** on file

- **FY2020 Capital Improvement Plan:** Paula updated the Board on the projects scheduled for the FY2020 Capital Improvement Plan at this time. She explained that most of the funding is scheduled for septic system updates on the Sandwich Housing Authority properties. Other projects include roof and floor replacements.

- **Leased Housing:** ED updated the Board on the HUD Mainstream Vouchers being issued by the Sandwich Housing Authority.
- **RAP:** nothing to report at this time
- **GFW Expansion (Terrapin Ridge):** Paula reported that WIHED is readying their application for funding again. Gabby Weller, WIHED Development Manager, has been communicating with Sandwich Housing Authority as the project moves forward.
- **Reports on outside activities:** Chairman Wirt updated the Board on the recent the Town of Sandwich CPC meeting activity.

**7. New Business:** nothing at this time


**8. Adjournment:**

**Resolution 2019-03** There being no further business, Commissioner Martinelli made a motion, and Commissioner Hadley seconded the motion to adjourn the meeting 5:25 p.m. Upon a show of hands, the motion passed (3-0).

Yeas: Hadley, Martinelli, Wirt  
Nays: None

Next Regular Board Meeting will be held on **Thursday, February 14, 2019 at 5:00 PM,**  
Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:

  
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Rebecca Dudley

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January 17, 2019