Regular Board Meeting Minutes
Sandwich Housing Authority
January 13, 2022

1. Meeting called to order at 5:00 p.m. by Vice Chairwoman Brown. Upon roll call, a quorum was present.

Present: Kathy Brown, Vice Chair
Barbara Hadley, Treasurer
Joan Martinelli, Assistant Treasurer
Tobin Wirt, Commissioner

Absent: Nanette Perkins, Chairwoman

Others present: Paula Schnepp, Executive Director
Tracy Longo, Office Assistant

2. Review of FY21 Audit and AUP: Mike and Lauren Guyder from Marcom LLP attended the Zoom Meeting to provide an audit report. Mike advised that the draft of the report is held up in administrative processing, but the complete financial statement should be available within a few hours. Mike reported results of the audit and agreed upon procedures as unmodified opinion on the financial statements and the same for the Federal program compliance requirements. He advised the AUP report conducted on behalf of DHCD reported no exceptions. All reports are clean with no findings. Paula asked if the updated financials are submitted directly to HUD & DHCD. Mike advised that Marcom LLP submits the updated financials to HUD REAC and to the Federal Audit Clearinghouse and the AUP directly to DHCD.

3. Approval of Regular Board Meeting, December 9, 2021

Resolution 2021-67
Commissioner Wirt motioned, and Commissioner Martinelli seconded to approve the December 9, 2021, Regular Board Meeting minutes. The motion passed (4-0).

Yeas: Brown, Martinelli, Hadley, Wirt
Absent: Perkins
Nays: None
4. Approval of Warrants:
Paula explained that payroll was larger than usual due to 3 payroll periods included in December and accrued vacation compensation that was owed to a retiring employee was reflected, also. Regular expenses were high due to the semiannual payment to Barnstable County Retirement fund and our quarterly insurance. We continue to grow the number of landlords, also.

Resolution 2021-68
Commissioner Wirt moved to approve the warrant for 203 checks totaling $325,546.12 Commissioner Martinelli seconded the motion and upon a show of hands, the motion passed (4-0).

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

5. Public Participation: Discussion about Michelle Costen possibly attending a future meeting as she is concerned about the housing crisis and wondering about what committees are addressing this issue.

6. Executive Director’s report:

Rapid Tests: Dave Mason, Sandwich Director of Health, notified Paula that the town had received a shipment of free rapid COVID tests. The town decided to distribute them to the more vulnerable households in the community, Sandwich Housing Authority being one. The housing authority received 100 test kits that will be distributed to the residents in both the elderly and family units.

Congregate: The congregate units have been part of the State’s Public Housing waiting list program, CHAMP. This process has been a challenge because the people most appropriate for congregate are not usually on the CHAMP list. DHCD and Elder Affairs decided to make a change in the application process where a person can now be moved to the top of the waiting list if they meet certain criteria. Paula believes this will work well; many congregate developments across the state were frustrated in trying to find people to occupy vacant units, waiting months in some cases, to fill a vacant unit. New regulations became available at the end of December 2021.

PHA new platform: On 12/20/21 we moved forward with a new software conversion. There have been issues with data conversion and the setting up of the data. Paula feels that within the next month we will have worked through the issues and have new reports.

DDS House (23 Tom’s Way): On 1/11/22 Paula received a call from ADT notifying her that the fire alarm had gone off; the Fire Department called her within 10 minutes to let her know that a pipe had burst. It was found that the sprinkler system had burst above the utility room containing the electrical panel, the furnace, and the hot water heater. The residents were unable
to stay at Tom’s Way and were moved to a vacant DDS house off Cape. Paula has been in touch with the insurance company and will confirm with DHCD who should authorize the work that will need to be done.

**Liz Vega:** She will be leaving Sandwich Housing Authority on 1/14/22. She came to us through the Mature Worker/Elder Services Program as an intern. It was decided that she was a great addition and was hired in December 2020.

7. **Old Business:**

**Public Housing:** We are entering into our Annual Plan process. DHCD requires each housing authority to complete an annual plan. It includes the Capital plan, Maintenance plan, etc. and publishes it for the public to get a picture of how their housing authority works. This is due by 4/30/22 and will be presented to the Board during the April meeting. Paula will advertise this in February.

**Septic Project:** Paula provided a document and asks for a vote to say that the project has reached substantial completion.

**Resolution 2021-69**
Commissioner Martinelli motioned, and Commissioner Hadley seconded to accept that the Certificate of Substantial Completion of the septic project, except for the punch list, has been completed. The motion passed (4-0).

Yea:  Brown, Martinelli, Hadley, Wirt
Absent: Perkins
Nay: None

**Change Order:** The venting pipe needs to be changed from 6” pipe to a 10” pipe. The contractor has asked that we approve a change order of $2,831.30 to cover the balance of the PVC piping for the venting project.

**Resolution 2021-70**
Commissioner Hadley motioned, and Commissioner Wirt seconded to approve the change order of $2,831.30 for the balance of the PVC pipes for the venting project. The motion passed (4-0).

Yea:  Brown, Martinelli, Hadley, Wirt
Absent: Perkins
Nay: None

**Maintenance:** No report this month.

**Leased Housing:** The Housing Authority has been busy leasing up Section 8 voucher holders.
RAP: Currently stable. The three houses are doing well. The plan is to watch for available housing opportunities to purchase a new RAP unit and to utilize the Cape Cod Commission funds for local programs to increase the affordable housing stock on Cape Cod.

Continuum of Care: Fully leased up. Additional funding is available, Paula would like to get a few more individuals into this program.

Terrapin Ridge: Residential services will begin at Terrapin Ridge on 1/14/22. Teri Stanley will be the Residential Service Coordinator.

Reports on outside activities:
- Discussion about the Yarmouth housing production report. Paula explained that the State has developed a new zoning category called 40R. If a town decides to zone certain areas eligible for 40R, there is funding from the State to encourage the mixed use of commercial and residential properties.
- Commissioner Martinelli asked about updates on the Wing School project. Paula will reach out to the state to see if the Wing School has made an application to the state for financing.
- Commissioner Wirt asked about ADUs. Paula advised that the towns of Sandwich and Barnstable have changed their zoning to allow more flexibility. However, with housing construction costs, there hasn’t been much interest. HAC will receive $500K from the State ARPA funding to launch an ADU program to assist people who may be interested in fixing up their properties as an ADU.

8. New Business:

Tenant Board Member: Commissioner Martinelli’s seat would normally be up for reelection in the Spring. However, per Taylor White, the tenants need to be notified that there is a seat open on the Board in May. If one or more tenant shows interest in the position, they would need to submit their interest to the town and the Selectboard would make an appointment from the group. Paula will prepare information and let our tenants know that the seat is available.

9. Next Board Meeting: Thursday, February 10, 2022, at 5:00 p.m. by Zoom.

10. Adjournment:

Resolution 2021- 71 There being no further business, Commissioner Martinelli made a motion, and Commissioner Hadley seconded the motion to adjourn the meeting 5:51 p.m. Upon a show of hands, the motion passed (4-0).

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

Minutes prepared by:

Tracy Longo January 13, 2022