Regular Board Meeting Minutes
Sandwich Housing Authority
February 10, 2022

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

Present: Nanette Perkins, Chairwoman
Kathy Brown, Vice Chair
Barbara Hadley, Treasurer
Tobin Wirt, Commissioner

Absent: Joan Martinelli, Assistant Treasurer

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

2. Approval of Regular Board Meeting, January 13, 2022

Resolution 2022-06
Commissioner Brown motioned, and Commissioner Hadley seconded to approve the January 13, 2022, Regular Board Meeting minutes. The motion passed (4-0).

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

3. Approval of Warrants: Paula explained that she reviews invoices monthly and our current Eversource bill caught her eye. It was higher than expected because we normally receive Net Metering credits, but at this time of year and the lack of sunlight, the credits are lower. She explained that we’ve used more electricity than she had anticipated, which may be related to costs running the new septic system; she’ll investigate to see if it’s drawing more power than expected.

Resolution 2022-07
Commissioner Hadley moved to approve the warrant for 190 checks totaling $274,151.73. Commissioner Wirt seconded the motion and upon a show of hands, the motion passed (4-0).

Yeas: Perkins, Wirt, Martinelli, Brown, Hadley
Absent: Martinelli
Nays: None
4. Review of Quarterly Financial Statements: Month ending December 31, 2021, we received our financials. Paula reported that our net income for all accounts is higher than the budgeted amount. We are doing well across all programs, including 400, DMH, and 689.

5. Public Participation: Nothing to report currently.

6. Executive Director’s report:

Paula will sign off on the Audit/AUP today and they will be submitted to the State and Federal government by the end of February. The financial statements were submitted on Monday, 2/7/22.

Old Business

- Public Housing:
  - ED Salary – At the end of January 2022 there was a public housing notice regarding Executive Director salaries. Every 3 years there is a formula that calculates ED salaries. It was released at the end of January and can be retroactively applied to July. Paula has declined any changes to her salary this year.
  - Congregate Tenant Selection Plan: People will no longer be selected from the CHAMP wait list. This process has been a changed because it has been found that the people most appropriate for Congregate are not usually on the CHAMP list and people who are on the list are not usually interested in a congregate program. This was causing a longer wait to fill available units. The Taunton Housing Authority will be doing a waitlist update to weed out the people who don’t want to be on the list and we’ll get a clean list which will be the start of our waitlist. Going forward, the main changes will be the prioritization of who gets to the top of the list. The top priority will be given to those people who have had an assessment and are deemed appropriate for congregate housing. This will be done by the Management Assessment Team (MAT) which consists of a clinical person, a social worker, and a housing person.
  - Tenant Board: Joan Martinelli’s seat will be filled by a tenant board member. A form letter will be sent out to our tenants at the end of February. If they’re interested in being on the Board, they will complete the form and send it to the town clerk. There will be a 30-day period that tenants can submit the applications and at the end of that time, the select board will determine who will be on the board. The term is for 5 years.
  - COVID Policies: We received information at the end of January from DHCD regarding the Omicron surge. They communicated to us that if we needed to make changes to our policies we could do so. We have issued masks and COVID tests to our tenants, but there have been no changes to our mask policy. Our office remains closed to the public.

- Maintenance: Update on generator. Paula explained that the generator had not been turned on during the recent snowstorm. This was due to the electrician returning to connect the community and office space, and in doing so he disconnected the generator from the heating system. We were lucky to be without power for only 1 hour. The generator is now connected, it has been inspected by the electrical inspector and we should be all set in any future power outages.
- **Leased Housing:**
  - We've been very busy with this program. We continue to work through bugs in our software conversion. We're using the same vendor, but a new version and the information/files did not come across one for one causing some information to be incorrect.
  - We're continuing to lease up new units.
  - About 18 months ago there was a policy change where inspections of leased units were changed from being done yearly to biennially. 2022 is the year that we will begin doing inspections again. Our inspection company is a bit behind schedule due to people being out with COVID.
  - Paula discussed a policy she may bring before the board in March/April regarding recertifications for our Section 8 program. We have the option not to complete interim recertifications when there are income changes. We can instead opt to complete only annual recertifications. Paula will check with other Housing Authorities before moving forward.

- **RAP:** We've had several repairs needed at the RAP houses, which are being worked on by our maintenance department.

- **Continuum of Care:** The program is stable and we're now doing inspections on these units. Most of the units have only had an initial inspection and Paula explained that she would not be surprised to find that our tenants may have issues that need to be taken care of to pass inspection. Waiting longer than a year can cause things to accumulate and tenants don't always share when there is damage to the unit.

- **Terrapin Ridge:**
  - Teri has been very involved as the Residential Service Coordinator. She is making appointments to meet with tenants and spends about 2 days a week at that location. All units are full.
  - Snow Removal: Terrapin Ridge and GFW are now plowed by an outside contractor. They were asked to return to ensure the access road (the old access to GFW) was plowed as it is a fire access and, to clear a path for the children in both developments to get to their bus stop on Quaker Meetinghouse Rd.

- **Reports on outside activities:**
  - CPC: Per Commissioner Wirt, CPC met on Monday 2/7/22 and approved $50K for LCP administrative costs.
  - Wing School: Per Commissioner Wirt, the Wing School project is slowly beginning the process of permitting requests, grants, and tax credits.
  - HOME: Per Commissioner Perkins, a HOME meeting was held on 2/10/22. The Cape Cod Commission New Homeowner Survey was discussed. Current projects spoke about their costs and need for gap funding. New units at bare minimum are running $240K, NHP is standing at $500K for each unit created.

7. **New Business:** Paula asked the Board members if they would prefer to stay virtual for the next few months of board meetings. The Board agreed that March and April will be virtual and they will meet in person in May.
8. **Next Board Meeting:** Thursday, March 10, 2022, at 5:00 p.m. by Zoom.

9. **Adjournment:**

**Resolution 2022-08**
There being no further business, Commissioner Wirt made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 5:35 p.m. Upon a show of hands, the motion passed (4-0).

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

Minutes prepared by:

Tracy Longo

February 10, 2022