

Sandwich Housing Authority

20 Tom's Way · Sandwich, MA 02563
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**Regular Board Meeting Minutes
Sandwich Housing Authority
COVID 19
Via Zoom Meeting ID# 871 7683 9136
February 11, 2021**

TOWN CLERK
TOWN OF SANDWICH
MAR 15 2021
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1. Meeting called to order at 5:05 p.m. by Chairman Perkins
Upon roll call, a quorum was present.

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

Others present: Paula Schnepf, Executive Director
Becky Dudley

2. Approval of Regular Board Meeting, January 14, 2021

Resolution 2021-05

Commissioner Wirt motioned, and Commissioner Hadley seconded to approve the January 14, 2021 Regular Board Meeting minutes. Upon a show of hands, the motion passed (5-0).

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

3. **Review of Operating Statements as of December 31, 2020:** Paula presented to the Board the FY2020 Sandwich Housing Authority Operating Statements as of December 31, 2020 for Programs 400-1, 689-1, 689-9 and MRVP. The Board signed the statements therefore certifying them.

4. Approval of Warrants:

Resolution 2021-06

Commissioner Hadley moved to approve the warrant for 190 checks totaling \$362,130.76
Commissioner Brown seconded the motion and upon a show of hands, the motion passed (5-0).

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

5. **Public Participation:** none

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

Town of Sandwich COVID Vaccine: Paula reported that the town of Sandwich Health Department was able to offer our tenants and staff at Hansen Village a COVID-19 vaccine. The clinic took place in the community room at 20 Tom's Way, the second vaccine clinic is scheduled for February 17th.

Hansen Village Common Space: ED updated the board the plans to spruce up the common areas at 20 Tom's Way. Painters are scheduled to start on Monday, February 22nd and the new furniture is on order.

Direct Deposit Payroll Increase Authorization: Paula reported that Commissioner Tobin signed the authorization form to increase the direct deposit for the payroll at the Sandwich Housing Authority effective immediately.

7. **Old Business:**

- **Economic Development Bill:** Governor Baker has signed the Economic Development Bill; it includes the selection of a tenant Board member for local housing authorities. The bill goes into effect May 15, 2021.
- **Grievance Policy:** Paula reported that DHCD requires housing authorities to have a grievance policy as part of their annual plan. She provided the current Grievance Policy for the Sandwich Housing Authority, the board and ED reviewed the documents.

Resolution 2021-07

Commissioner Brown motioned, and Commissioner Wirt seconded to approve the Sandwich Housing Authority Grievance Policy as presented. Upon a show of hands, the motion passed (5-0).

- **Maintenance:** on file; in addition, Paula also updated the board on the ongoing installation of the septic system at Hansen Village.

ED reported that Rick Dalton, Sandwich Housing Authority Maintenance Supervisor, was able to acquire a number of bidders for the painting project of common areas at 20 Tom's Way. Paula recommended the board accept the lowest bid for \$5,846.40 from Hyannis Painting Inc. The board agreed with the recommendation, and a motion was made.

Resolution 2021-08

Commissioner Brown motioned, Commissioner Martinelli seconded to accept the bid from Hyannis Painting Inc. for the painting project at the Sandwich Housing Authority common areas for \$5,846.40. Upon a show of hands, the motion passed (5-0).

- **Leased Housing:** Paula reported that Sandwich Housing has done a recent list pull of applicants for Section Mainstream Vouchers and have sent out screening letters.
- **RAP:** Paula reported that the Sandwich Housing Authority has contracted an attorney to represent the housing authority with this case. The next housing court zoom mediation session is scheduled for March 4, 2021.
- **Continuum of Care:** nothing at this time.
- **GFW- Expansion: Status of Terrapin Ridge;** Terrapin Ridge is now accepting applications and has posted publicly. They are offering online information sessions and will be accepting applications until April 2nd.
- **Reports on outside activities:** Chairman Perkins reported on the Barnstable County Home Consortium activity. She reported on the latest meeting topic of how each town finances its affordable housing.

Chairman Wirt reported the latest on the Town of Sandwich CPC meetings activities.

8. **New Business:** none at this time

9. **Adjournment:**

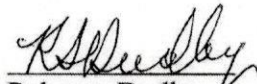
Resolution 2021- 09 There being no further business, Commissioner Wirt made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 5:52 p.m. Upon a show of hands, the motion (5-0).

Yeas: Wirt, Hadley, Perkins, Martinelli, Brown

Nays: None

Next Regular Board Meeting will be held on **Thursday, March 11, 2021 at 5:00 PM** at 20 Tom's Way, Sandwich or Zoom.

Minutes prepared by:


Rebecca Dudley

February 22, 2021