Regular Board Meeting Minutes  
Sandwich Housing Authority  
20 Tom’s Way – Community Room  
February 13, 2020

1. Meeting called to order at 5:03 p.m. by Chairman Wirt. Upon roll call, a quorum was present.

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

Others present: Paula Schneppe, Executive Director  
Becky Dudley, Assistant

2. Minutes of Regular Board Meetings Minutes January 9, 2020

Resolution 2020-05  
Commissioner Perkins motioned, and Commissioner Brown seconded to approve the January 9, 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 2020-06  
Commissioner Hadley moved to approve the warrant for 140 checks totaling $176,568.81  
Commissioner Perkins seconded the motion and upon a show of hands, the motion passed (5-0).

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

4. Review of Quarterly Financial Statements: Paula presented a detailed report of the Sandwich Housing Authority’s various programs Quarterly Financial Statements. All looks great, the statements will be submitted.
5. Public Participation: none

6. Executive Director’s report:

Town of Sandwich Annual Elections; Sandwich Housing Authority Board: ED and the Board discussed that Commissioner Hadley’s seat is up for election on Thursday, May 7, 2020. She expressed interest in running for re-election.

Sandwich Housing Authority Budget Approval: Paula reported that DHCD has approved the latest budgets as submitted. She also reported there may be a need for a budget revision to do with the septic system replacement at 20 Tom’s Way through RAP.

Town of Sandwich Planning Department; Look Out Ridge Project: Paula reported to the Board that the Sandwich Housing Authority will benefit from the affordable housing project in town. The plan would be to use the proceeds from the Look Out Ridge Project slated for the housing authority to purchase more affordable housing units in Sandwich.

Town of Sandwich Annual Report: Paula shared the report she submitted for the Town of Sandwich’s Annual Report.

Wing School Project Support Letter: The Board endorsed the idea to provide a letter of support for the Wing School Project as requested by the Town of Sandwich.

Elder Services Mature Worker Program Participant: Paula reported that the housing authority has signed up for the Elder Services Mature Worker Program. A candidate was found by Elder Services, she was interviewed and hired for a part time office assistant. We are thrilled to have her.

Sandwich Arts Alliance, New England Brass Bands Concert: ED shared that residents of Tom’s Way were offered tickets and a ride to the event through the Sandwich Arts Alliance program. Tenants had rave reviews.

Sandwich Housing Authority Capital Improvement Plan: On Wednesday, February 12th the Sandwich Housing hosted a Valentine’s Day Bingo/Capital Improvement Plan review for its tenants.

7. Old Business:

- Public Housing

FY2021 Capital Improvement Plan: Paula presented in detail to the Board the Sandwich Housing Authority FY2021 Draft Capital Improvement Plan. The Board reviewed and ED reviewed, and Board approved the plan as presented, a motion was made.
Resolution 2020-07
Commissioner Perkins motioned, and Commissioner Brown seconded to approve the Sandwich Housing Authority FY2021 Draft Capital Plan as presented. Upon a show of hands, the motion passed.

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

DHCD Contract for Financial Assistance: Paula explained that DHCD notified the Sandwich Housing Authority of the Contract for Financial Assistance 5001 Amendment #10 in the amount of $239,039 for the failed septic system at Hansen Village. The Board approved the acceptance of the amount and the motion was made and the Chairman Wirt signed the document.

Resolution 2020-08
Commissioner Brown motioned, and Commissioner Martinelli seconded the motion to accept the Contract for Financial Assistance 5001 Amendment #10 in the amount or $239,039 to the Sandwich Housing Authority. Upon a show of hands, the motion was passed (5-0).

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

- Maintenance: on file

- Leased Housing: ED updated the Board on the process of issuing the sixty HUD mainstream vouchers and that nine vouchers has been issued so far. Paula also updated the Board on the status of Sandwich Housing Authority’s DHCD Alternative Housing Vouchers (AHVP) and Mass Rental Vouchers (MRVP).

- RAP: Paula reported that Look Out Ridge funding would be helpful in this program.

- Continuum of Care: Fresh Start Grant Based Voucher: Paula updated the Board on the status of this program and that 10 out of the 11 vouchers have been leased up. She also reported that Ann Marie Torrey will be following up with voucher holders and keeping them connected to services.

- GFW Expansion (Terrapin Ridge): Paula and Rick have been attending bi-weekly construction meetings for the new development. The construction timeline is running on time for the road and septic system. ED also reported that DHCD has approved the transfer of the land to WIHED from the Sandwich Housing Authority. Also, the Sandwich Housing Authority is starting to look at the tenant selection plan for Terrapin Ridge. Paula and the Board discussed the tenant selection process for Terrapin Ridge for the initial lease up. The Board decided to apply a fifty (50%) Local Preference to the tenant selection process for Terrapin Ridge, a motion was made.
Resolution 2020-09
Commissioner Brown motioned, and Commissioner Perkins seconded to apply a fifty percent Local Preference to the Tenant Selection Process for Terrapin Ridge. Upon a show of hands, the motioned passed (5-0).

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

- Reports on outside activities: Paula announced that RCAT representative for the Sandwich Housing Authority will be leaving her position, she was great to work with and will be missed.

8. New Business

Sandwich Planning Board Request: Paula reported that the Town of Sandwich has sent a request to the Sandwich Housing Authority asking for a Board member to be a part of the Local Comprehensive Plan Steering Committee. Commissioner Perkins generously volunteered to be one of the nine committee members.

9. Adjournment:

Resolution 2020-10 There being no further business, Commissioner Perkins made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 6:15 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, March 12, 2020 at 5:00 PM, Community Room, 20 Tom’s Way, Sandwich.

Minutes prepared by:

Rebecca Dudley

February 17, 2020