Regular Board Meeting Minutes
Sandwich Housing Authority
March 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
         Joan Martinelli, Assistant Treasurer

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

2. Approval of Regular Board Meeting Minutes, February 10, 2022

Resolution 2022-09
Commissioner Wirt motioned, and Commissioner Martinelli seconded to approve the February 10, 2022, Regular Board Meeting minutes. The motion passed (5-0).

Y eas: Perkins, Brown, Hadley, Wirt, Martinelli
N ays: None

3. Approval of Warrants: Commissioner Perkins asked if there was anything unusual to discuss in the Warrant. Paula explained it was fairly similar to last month. There is one $5K expense due to the sprinkler issue at 23 Tom’s Way, otherwise it is regular payroll and landlord payments.

Resolution 2022-10
Commissioner Brown moved to approve the warrant for 190 checks totaling $276,225.84. Commissioner Hadley seconded the motion and upon a show of hands, the motion passed (5-0).

Y eas: Perkins, Wirt, Martinelli, Brown, Hadley, Martinelli
N ays: None

5. Executive Director’s report:

- Paula explained that we continue to be very busy. We have been screening people for the Section 8 program and quite a few people have been finding units.
- Paula has begun interviewing to fill the vacant office position. There have been quite a few responses, but not many well suited for the position. Paula has interviewed two people that are possible candidates and has two additional that she will interview next week. She is hoping to have a person identified to fill the position by the end of the month, hopefully starting in April.
- Looking forward to warmer weather, we have quite a few people at Hansen Village that have expressed an interest in gardening. Due to the overwhelming demand, we will be meeting with the Boy Scouts on March 16, 2022, to discuss building new gardening areas on the property.
- The Women’s Club has begun providing a monthly luncheon to our residents. This was previously offered as a dinner club but ended as interest waned. We are happy to report that they have decided to begin the program again and we have quite a few residents attending. The luncheon is held in the community room at the Sandwich Housing Authority.
- Teri Stanley is working on an Earth Day project. She is giving each household a small compostable pot, seeds and soil that will allow them to grow a small flower in their home. She is also working with the Sandwich Partnership on programming for both George Fernandes Way and Terrapin Ridge to help bring the communities together in a positive way.

6. Old Business:

- Public Housing:
  - Review of draft DHCD plans (Fair Housing Marketing Plan, Language Access Plan, and a Reasonable Accommodation Plan). Paula emailed the DHCD draft plans to the Board on Tuesday, 3/8/22. She explained that laws already exist “on the books”, but DHCD is requiring that each housing authority put these model plans into place by the end of Fiscal Year 2022. To help the Board better understand what DHCD is trying to accomplish, Paula reviewed the draft plans by sharing her screen, and reviewing highlighted sections from each of the three draft plans. She explained that she will be working with her colleagues from other Housing Authorities to ensure that we are working together to serve all who need it. Her plan is to bring the completed plans to the April Board meeting for approval. Commissioner Perkins asked if DHCD would assist with any financial modifications that may arise, Paula advised that they would not.
  - We continue to have some issues with bird feeders and inappropriate feeding of critters (rats, skunks, etc.). We plan to strengthen our requirements on when and where bird feeders and feeding of animals can take place, specifically moving them to designated areas in the yard and away from the units.

- Maintenance:
  - We’re still in the winter months of snow removal, heating issues, changing of filters and smoke detectors. Since our last meeting, we’ve also had some septic issues. We had to pump the old septic field due to the disposal of items that are not flushable. Specifically, “flushable” wipes that may be causing blockages.
  - Restoration work at 23 Tom’s Way is still underway. The sprinklers have been repaired; there will be an additional cost that is not covered under the insurance claim, but the issue needed to be repaired. Electrical work is continuing as the
town inspector has required that we run new wires through much of the building. We are hoping the residents will be able to return sometime in April.

- Commissioner Perkins asked how the new generator is working. Paula explained it has been hooked up and we’re ready for the next storm. Commissioner Perkins asked if it’s exercised weekly, Paula will confirm with Maintenance that it’s being done weekly.

- **Leased Housing:** State programs are quiet because we are fully leased up. There are policy changes coming up for the MRVP program. MRVP voucher holders pay up to 40% of their income towards rent, the policy change is to make MRVP more like the Section 8 program which is 30% of income to rent. The other piece is that MRVP applications will be input to the Champ system. For now, we will track them separately until the programming and policy development for Champ is complete sometime next year.

- **RAP:** Nothing to report.

- **Continuum of Care:** We will be issuing a few new vouchers in the next month or so.

- **Terrapin Ridge:** Teri Stanley is at this location all day on Friday and Wednesday afternoons, she is quite busy. She is looking forward to using the community room at Terrapin to begin offering activities for the residents.

- **Reports on outside activities:**
  - Home Advisory: Per Commissioner Perkins, the 3/10/22 meeting was canceled due to quorum issues.
  - CPC: Per Commission Wirt, the Annual meeting was held on Monday, 3/7/22. One entity returned to present for a second time, but the town stopped it for other reasons. It was a very short meeting, nothing new to report.
  - Wing School: Paula reported that the Wing School is not up for funding until 2023. It was explained that due to high demand, projects are being pushed back.

7. **New Business:** Commissioner Perkins brought up the American Acts Rescue Funds. Barnstable County received $41.3 Million which normally would be divided amongst the towns. The County Commissioners decided to hold the funds and have the towns apply for funds related to specific topics, i.e., economic relief, environmental, negative economic impact, etc. The towns disagree with this decision and the issue is under review.

8. **Next Board Meeting:** Thursday, April 14, 2022, at 5:00 p.m. by Zoom.

9. **Adjournment:**

**Resolution 2022-11**

There being no further business, Commissioner Wirt made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 5:48 p.m. Upon a show of hands, the motion passed (5-0).

Yeas: Perkins, Wirt, Hadley, Brown, Martinelli

Nays: None

Minutes prepared by:

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Tracy Longo

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March 10, 2022