



Sandwich Housing Authority

20 Tom's Way · Sandwich, MA 02563
Tel: 508-833-4979 · Fax: 508-833-4993
E-mail: info@sandwichhousing.org

**Regular Board Meeting Minutes
Sandwich Housing Authority
20 Tom's Way – Community Room
March 12, 2020**

TOWN CLERK
TOWN OF SANDWICH

MAY 08 2020

2 H 00 M P M
RECEIVED & RECORDED

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

Absent: Joan Martinelli, Commissioner

Others present: Paula Schnepf, Executive Director
Becky Dudley, Assistant
Liz Vega, Assistant

2. Minutes of Regular Board Meetings Minutes February 13, 2020

Resolution 2020-11

Commissioner Hadley motioned, and Commissioner Brown seconded to approve the February 13, 2020 Regular Board Meeting minutes. Upon a show of hands, the motion passed (4-0).

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

3. Approval of Warrants:

Resolution 2020-12

Commissioner Perkins moved to approve the warrant for 120 checks totaling \$143,688.49
Commissioner Hadley seconded the motion and upon a show of hands, the motion passed (4-0).

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



4. **Public Participation:** none

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

Boston Globe; Public Records Request: Paula reported that on March 2, 2020 she received an email from the Boston Globe requesting, under the Massachusetts Public Records Law, information from the Sandwich Housing Authority. ED reviewed the details of the request with the Board, she will reply within the ten business days required.

Department of Mental Health; Southeast Area Citizen's Advisory Board: Paula reported to the board that she attended a recent meeting for the group. She spoke to the board about how the program works to provide mental health needs for individuals of all ages. The focus of the meeting was on housing resources.

Duffy Health Center; Medical Respite Stakeholder Council: ED reported to the Board that on March 5th she attended a meeting for the group coordinated by Duffy Health Center regarding medical respite housing for homeless people previously hospitalized in need a place to stay. The group will be meeting again in April, she will keep the Board up to date.

Town of Sandwich Selectman Charles Holden: Paula and Chairman Wirt met with Selectman Holden this month to discuss concerns about temporary housing available in the area.

DHCD Award Letter; Resident Service Coordinator Funding: ED reported that the Sandwich Housing Authority along with the Bourne Housing Authority have been awarded monies for their regional application for a Resident Services Coordinator. The funding will be provided for a minimum of three years.

Coronavirus Protocol: Paula reviewed with the Board the current protocol on keeping the Sandwich Housing Authority as safe as possible for its tenants. She also reported that the Town of Sandwich nurse, Joanne Geake, provided an information on March 4th for our residents.

6. **Old Business:**

▪ **Public Housing**

DHCD FSS NOFA: Paula explained the program, Family Self Sufficiency, which is new to DHCD programs. It provides opportunity for tenants to have assistance with saving monies in escrow. ED spoke with the Housing Assistance to work with them and other housing authorities to recruit participants.

DHCD Annual Plan: DHCD has requested the Sandwich Housing Authority submit an annual plan, Paula will provide that to the Board at a later date.

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

- **Reports on outside activities:** None to report

7. 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.

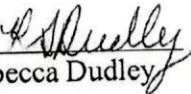
8. Adjournment:

Resolution 2020-15 There being no further business, Commissioner Perkins made a motion, and Commissioner Hadley seconded the motion to adjourn the meeting 6:00 p.m. Upon a show of hands, the motion (4-0).

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

Next Regular Board Meeting will be held on **Thursday, April 9, 2020 at 5:00 PM,**
Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:


Rebecca Dudley

March 20, 2020