Regular Board Meeting Minutes
Sandwich Housing Authority
April 14, 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
   Tobin Wirt, Commissioner
   Joan Martinelli, Assistant Treasurer
   Late arrival (5:04 PM): Barbara Hadley, Treasurer

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

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

   Resolution 2022-12
   Commissioner Wirt motioned, and Commissioner Brown seconded, to approve the March 10, 2022, Regular Board Meeting minutes. The motion passed (4-0).

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

3. Approval of Warrants: Summary of the warrant includes payroll, accounts payable, insurance and mostly our regular expenses. We had no large capital expenses. Our landlords were fairly stable, although we’re still in a growth mode, some tenants are struggling and are losing their housing, so it’s even but we’re anticipating this number to go up next month.

   Resolution 2022-13
   Commissioner Brown moved to approve the warrant for 190 checks totaling $272,105.15. Commissioner Martinelli seconded the motion and upon a show of hands, the motion passed (4-0).

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

5. Executive Director’s report:
   • Paula explained that DHCD is holding quarterly calls with Executive Directors. She
     shared that we will be receiving additional capital funding under the ARPA program of
     $80K for the next year. Our major request is quite a bit more than $80 because we are
     looking to replace our roof. Also discussed, the MRVP program that primarily serves
     families, will be centralized, and added to the Champ waitlist. DHCD will procure a
     vendor that will be responsible for prioritization and initial determination if someone
     meets certain priority/preferences. Executive Director salary and qualification schedule
     was released, we are not making any adjustments to our FY22 budget.
   • Paula received a copy of the letter from the Town Clerk to the Board of Selectman that
     there is one candidate for the tenant board member position. Barbara Hadley asked if the
     select board will interview the tenant or if the application was sufficient. Paula believes
     that the application will suffice, but we’ll have to wait until it is addressed on their
     agenda.

6. Old Business:
   • Public Housing:
     o FY23 Annual Plan - Paula shared her screen and reviewed the document page by
       page, she asked that people let her know if they have questions. The first several
       pages include information about the plan’s availability to the public, the date and
       time of the public meeting and several additional pages of the same information
       provided in multiple languages. The Annual Plan document consists of the
       Capital Plan, Maintenance and Repair Plan, Operating Budget, Narrative
       Responses to our Performance Management Review Findings, Policy Waivers
       and Tenant Satisfaction Surveys.

Resolution 2022-14 – FY23 Annual Plan
Commissioner Brown moved to approve the FY23 Annual Plan effective July 1, 2022.
Commissioner Martinelli seconded the motion and upon a show of hands, the motion
passed (5-0).

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

Resolution 2022-15 - Fair Housing Marketing Plan was reviewed at 3/10/22 Board
Meeting.
Commissioner Brown moved to approve the Fair Housing Marketing Plan.
Commissioner Wirt seconded the motion and upon a show of hands, the motion passed
(5-0).

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

Resolution 2022-16 – Reasonable Accommodation Plan was reviewed at the 3/10/22
Board Meeting.
Commissioner Brown moved to approve the Reasonable Accommodation Plan. Fair
Marketing Plan. Commissioner Hadley seconded and upon a show of hands, the motion
passed (5-0).
Yeas: Perkins, Brown, Wirt, Martinelli, Hadley
Nays: None

**Legal Participation Agreement Plan** – This plan allows Housing Authorities to participate with DHCD in their Regional Legal Service Program. In order to participate, we are agreeing to use attorneys from a preapproved list who will provide guidance on housing related matters or legal matters for the housing authorities. Paula explained she finds nothing objectionable in the plan and it would be beneficial to participate.

**Resolution 2022-17 – DHCD Legal Participation Agreement Plan**
Commissioner Wirt moved to approve the DHCD Housing Authority Legal Participation Agreement. Commissioner Brown seconded the motion and upon a show of hands, the motion passed (5-0).

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

Paula reported to the board a credit adjustment. One of our tenants moved out at the beginning of February and we posted the full month’s rent, but it was credited back. The amount credited was $556.

- **Maintenance:**
  - Restoration work at 23 Tom’s Way has been completed. We have paid our deductible and the DDS tenants are free to move back in when they are ready. Paula will confirm if there was any rent loss and report to the Board.
  - Maintenance report consists mostly of work with the contractors at 23 Tom’s way, snow removal and the septic project. The septic contractor finished up the remaining pieces of work that needed to be done this week.
  - Community Garden – The boy scouts have started the project; they removed the old garden last weekend and began preparing the area for the new garden. They may be having a car wash to help raise funds for the project.

- **Leased Housing:** We are continuing to conduct screenings, briefings and lease ups.
- **RAP:** Nothing to report.
- **Continuum of Care:** We are preparing to lease up a new participant in this program.
- **Terrapin Ridge:** Teri Stanley is continuing to provide services at this location. She had a shared Easter event with the Sandwich Partnership. Sandwich Housing tenants were invited, and they are also enjoying use of the Terrapin playground.

- **Reports on outside activities:**
  - Home Advisory: Per Commissioner Perkins, there was a meeting 4/14/2022, but she was unable to attend. Nothing to report.
  - CPC: Per Commission Wirt, nothing to report.

7. **New Business:** Paula reported that she has hired a new employee, she will start this month. She is from the Cape and her experience is primarily in energy and weatherization.

8. **Next Board Meeting:** Thursday, May 12, 2022, at 5:00 PM in person.
9. Adjournment:

Resolution 2022-18

There being no further business, Commissioner Brown made a motion, and Commissioner Martinelli seconded the motion to adjourn the meeting 5:45 PM. Upon a show of hands, the motion passed (5-0).

Yea:s: Perkins, Brown, Wirt, Martinelli, Hadley
Nay:s: None

Minutes prepared by:

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Tracy Longo                      April 14, 2022