Sandwich Housing Authority
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Regular Board Meeting Minutes
Sandwich Housing Authority
May 12, 2022

1. Meeting called to order at 5:02 p.m. by Chairwoman Perkins. Upon roll call, a quorum was present.

Present: Nanette Perkins, Chairwoman
Kathy Brown, Vice Chair
Tobin Wirt, Commissioner
Ed Carlier, Resident Tenant Representative
Barbara Hadley, Treasurer

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

2. Approval of Regular Board Meeting Minutes, April 14, 2022

Resolution 2022-19
Commissioner Wirt motioned, and Commissioner Hadley seconded, to approve the April 14, 2022, Regular Board Meeting minutes. The motion passed (5-0).

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

3. Approval of Warrants: Paula explained the warrant consists of 2 payroll periods, landlord checks, accounts payable, which include annual insurance premiums and contracts.

Resolution 2022-20
Commissioner Brown moved to approve the warrant for 190 checks totaling $272105.15. Commissioner Wirt seconded the motion. The motion passed (5-0).

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

Paula reviewed the quarterly operating statements and explained they would be submitted to DHCD. They do not need to be approved, but she wanted to let the board know that we are meeting our budget targets and we are carrying a positive net income balance for the past 9 months of activity. This includes Public Housing, DMH units, 4 DDS units, and voucher program.
Commissioner Wirt asked for a review of the Section 8 program, how to apply, and eligibility requirements. Paula and Tracy provided an overview of the program, the application process, and other housing options. Commissioner Hadley asked how long people wait for a voucher or a public housing unit. Paula explained that it depends on how quickly tenants vacate a unit. Additionally, the section 8 waitlist moves more quickly. The criteria are looked at very closely once someone’s name is pulled to ensure we are being fair and to ensure that those with the greatest need are those that are able to access it.

4. **Public Participation:** Meeting attendee asked for the definition of the word “warrant”. Chairwoman Perkins explained that it means to move anything forward that needs to be approved by the board.

5. **Executive Director’s report:**
   - Paula discussed that Habitat for Humanity had 2 lots that were gifted to them a while back and it took some time to get the land permitted. They put out a lottery and had 28 applicants choose Sandwich as their first choice. 7 of the 28 applicants are eligible for local preference, 6 live in Sandwich and 1 works in Sandwich. 2 families will be selected, and the home will be built off of Cotuit Rd.

6. **Old Business:**
   - **Public Housing:**
     - FY23 Annual Plan is with DHCD for approval. The important part is whether they will approve the Capital Plan to replace our roof. The DHCD team evaluated the need to replace the roofs and agreed to move forward with our request for funding.
     - We approved 2 additional plans, Reasonable Accommodations and Fair Housing Marketing that were shared with the board in March.
     - Paula asked for a vote on a contract to monitor our new septic system. She asked the board to approve the cost because it is $8,770 yearly with a three year commitment. We are obligated to monitor the system and we must comply with the DEP regulations.

**Resolution 2022-21**
Chairwoman Perkins motioned to enter into the contract with Wastewater Treatment Services Inc. for 3 years, not to exceed $8870 annually. Commissioner Hadley recognized the motion.

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

- **Maintenance:**
  - Residents at 23 Tom’s Way have moved back into their units. We have 2 invoices that are still being reviewed to make sure we are reimbursed by the insurance company.
  - We have begun mowing and fertilizing the property and the Community Garden project is underway. The Boy Scouts held a car wash to raise money for the project and raised about $600. The garden will consist of two raised beds with a walk area between and benches on the outside walls. We are excited to see how it turns out!
Leased Housing:
  o We should be receiving communication from HUD on how much money we can spend under our Section 8 program for January through December 2022.
  o We will be scheduling a Section 8 waitlist pull. Applicants are sent a screening letter. Pulled applicants come to the Housing Authority for a screening appointment. If they meet all criteria and Paula signs off, they are invited to attend a briefing where they are issued a voucher and the program is explained. We do a pull approximately every 3 months and we have a high response rate.

Rental Assistance Program: Nothing to report.

Continuum of Care: We received our grant award letter and we’ll be applying for funding for next year soon.

Terrapin Ridge: Teri Stanley is continuing to provide residential services at this location, as well as Sandwich Housing Authority and Bourne Housing Authority.

New Employee: Paula announced Katie Maloon as the new office staff person.

Reports on outside activities:
  o Home Advisory: Per Commissioner Perkins, there was a meeting 5/12/22 to review a new project in Mashpee. There is quite a bit going on in the Mid and Down Cape areas, but prices have increased so much it’s like having to start over. Paula explained that the Mashpee project cost is $538K per unit.
  o Local Comprehensive Plan: Commissioner Perkins advised that she is the housing representative for this project, and they have finally found the right consultant. Meetings are held on Wednesday and Saturday to come up with a plan for the town to ensure accountability and to show they are moving towards the goals.
  o CPC: Per Commission Wirt, nothing to report.

7. New Business:
   o Ed Carlier was welcomed as the new Resident Tenant Representative.

Resolution 2022-22
Chairperson Perkins put forth that if within the next 6 months there is an opening on the board, that the board make a recommendation to the Selectboard to bring Joan Martinelli back to fill the opening. Commissioner Wirt recognized and “so moved”.

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

8. Next Board Meeting: Thursday, June 9, 2022, at 5:00 PM in person.

9. Adjournment:

Resolution 2022-23
There being no further business, Commissioner Wirt made a motion, and Commissioner Carlier seconded to adjourn the meeting 5:45 PM. Upon a show of hands, the motion passed (5-0).

Minutes prepared by:

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Tracy Longo                  May 12, 2022