



Sandwich Housing Authority

20 Tom's Way · Sandwich, MA 02563
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Regular Board Meeting Minutes
Sandwich Housing Authority
COVID 19
Via Zoom Meeting ID# 883 4437 2907
May 13, 2021

TOWN CLERK
TOWN OF SANDWICH

JUN 11 2021

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1. Meeting called to order at 5:00 p.m. by Chairman Perkins
Upon roll call, a quorum was present.

Present: Nanette Perkins, Chair
Kathy Brown, Vice Chair
Barbara Hadley, Treasurer
Joan Martinelli, Assistant Treasurer

Absent: Tobin Wirt, Commissioner

Others present: Paula Schnepf, Executive Director
Becky Dudley, Office Assistant

2. Approval of Regular Board Meeting, April 8, 2021

Resolution 2021-18

Commissioner Hadley motioned, and Commissioner Brown seconded to approve the April 8, 2021 Regular Board Meeting minutes. Upon a show of hands, the motion passed (4-0, 1 absent).

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

3. **Review Quarterly Financial Statements:** Paula presented to the Board the Sandwich Housing Authority Quarterly Financial Statements ending March 31, 2021.

4. Approval of Warrants:

Resolution 2021-19

Commissioner Brown moved to approve the warrant for 190 checks totaling \$269,206.26
Commissioner Martinelli seconded the motion and upon a show of hands, the motion passed (4-0).

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

5. Public Participation: n/a

6. Executive Director's report:

Meals on Wheels Program: Paula reported to the Board that the Sandwich Housing Authority would not be entering into a memorandum of agreement with Elder Services to house the Meals on Wheels Program in the future. She explained that the program has been working out of the Council on Aging building during COVID, and that the COA would not be planning to continue offering that space to the program moving forward. Paula explained that with the housing authority opening back up to the public and the conference room in the office being used for new staff, we would need the community room for meeting space. The Board supported the decision not to continue with the Meals on Wheels program at 20 Tom's Way due to the lack of space.

Board Meetings: ED and the board discussed continuing future Board meetings via zoom at least until the flooring replacement project for the common areas at 20 Tom's Way has been completed.

7. Old Business:

- **DHCD Fair Housing in Tenant Selection:** Paula updated the Board on DHCD's Fair Housing and Tenant Selection process and matching the diversity or minority representation in the town of Sandwich. Paula reported that currently the Sandwich Housing program minority ratios are as follows; Elderly housing 4%, Family housing 23%, Non- Elderly Disabled 14%, Rental Acquisition Program 33%.
- **Maintenance:** on file; in addition, Paula updated the Board that the Maintenance Supervisor is out recovering from a medical procedure. Lawn care and maintenance are being covered by temporary and housing staff. ED also updated the Board on the progress of the Septic Project at 20 Tom's Way.
- **Leased Housing:** Paula updated the board that on May 4th the Sandwich Housing Authority received notice from HUD regarding some additional statutory regulatory waivers due to COVID. Also, part of the policy notice is that SEMAP scores can be carried forward. ED also updated the Board on the status of lease ups with the Mainstream Vouchers at Sandwich Housing, all good and ahead of schedule.

HUD Annual Plan Certifications: Paula requested the Board review and approve the Certification of Compliance with PHA Plan and Related Regulations including Required Civil Rights Certifications for fiscal year beginning July 1, 2021. The Board approved and Chairman Perkins will sign the certificate.

Resolution 2021-20 Commissioner Brown made the motion and Commissioner Hadley seconded to approve the Certification of Compliance with PHA Plan and Related Regulations including Required Civil Rights Certifications for fiscal year beginning July 1, 2021. Upon a show of hands, the motion passed (4-0).

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

Direct Deposit for Landlords: Paula reported that the Sandwich Housing Authority is working towards moving to direct deposit for landlord payments. Documents have been sent to the landlords to complete for processing.

- **RAP:** ED updated the board regarding a tenant with nonpayment of rent has paid off the balance owed in full.
 - **Continuum of Care:** The Sandwich Housing Authority has received a congratulatory letter for the award funds in the amount of \$209,850.
 - **GFW- Expansion: Status of Terrapin Ridge;** Paula updated the Board regarding communication with the property involving the easement agreement regarding George Fernandes Way.
 - **Reports on outside activities:** Chairman Perkins reported on the Barnstable County Home Consortium will be meeting again in July.
8. **New Business:** none at this time

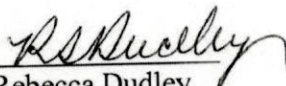
9. **Adjournment:**

Resolution 2021- 21 There being no further business, Commissioner Brown made a motion, and Commissioner Hadley seconded the motion to adjourn the meeting 5:36 p.m. Upon a show of hands, the motion (4-0).

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

Next Regular Board Meeting will be held on **Thursday, June 10, 2021 at 5:00 PM** via Zoom.

Minutes prepared by:


Rebecca Dudley

May 19, 2021