



Sandwich Housing Authority

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Regular Board Meeting Minutes Sandwich Housing Authority COVID 19 Via Zoom May 14, 2020

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

Present: Tobin Wirt, Chairman
Nanette Perkins, Vice Chairman
Barbara Hadley, Treasurer
Joan Martinelli, Commissioner

Absent: Kathy Brown, Assistant Treasurer

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

2. Minutes of Regular Board Meetings Minutes April 9, 2020

Resolution 2020-19

Commissioner Hadley motioned, and Commissioner Perkins seconded to approve the April 9, 2020 Regular Board Meeting minutes. Upon a show of hands, the motion passed (4-0).

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

3. Approval of Warrants:

Resolution 2020-20

Commissioner Perkins moved to approve the warrant for 132 checks totaling \$164,832.35
Commissioner Martinelli seconded the motion and upon a show of hands, the motion passed (4-0).

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



4. **Review of 3rd Quarter Operating Statements:** Paula presented and reviewed the Sandwich Housing Authority's third quarter operating statements with the Board. She reported that the housing authority is meeting its budget projections and is in good shape to end the fiscal year.

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

COVID-19 Response: Paula reported that the tenants are doing well, complying with mask wearing on the property and all seems well. She also reported that the housing authority will be supplied with masks for tenants and will be working on distributing them throughout. The office has been reaching out to tenants periodically and checking in as to whether they have any other needs.

6. **Old Business:**

- **Public Housing:** ED updated the Board on DHCD latest approach to processing tenant annual recertifications during COVID-19. Also, in calculating household income adjustments due to unemployment benefits. She reported that income impact on the Sandwich Housing Authority tenants is minimal at this time. Paula also reported she has begun advertising for the resident services coordinator position.
- **Maintenance:** on file
- **Leased Housing:** Paula updated the Board on the status of initial inspections for units and COVID-19 restrictions. She anticipates the inspection companies coming back online in June. She also reported that HUD is providing funding for COVID related expenses through the CARES Act.
- **RAP:** nothing to report
- **Continuum of Care: Program Status:** nothing to report
- **GFW Expansion (Terrapin Ridge):** Paula updated the Board on WIHED's plans to find a management company for the property. She also expressed her concerns on whether the Town of Sandwich will be conducting its annual Spring meeting.
- **Reports on outside activities:** None to report

7. **New Business:** nothing to report

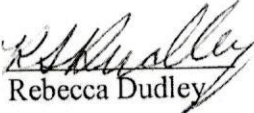
8. **Adjournment:**

Resolution 2020-21 There being no further business, Commissioner Perkins made a motion, and Commissioner Hadley seconded the motion to adjourn the meeting 5:34 p.m. Upon a show of hands, the motion (4-0).

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

Next Regular Board Meeting will be held on **Thursday, June 11, 2020 at 5:00 PM**, location TBD.

Minutes prepared by:


Rebecca Dudley

April 23, 2020