



## 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 May 16, 2023

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

**Board Members Present:**

Joan Martinelli, Vice Chair  
Nanette Perkins, Commissioner  
Kathy Brown, Chair  
Tobin Wirt, Treasurer – arrived 5:04 PM

**Others Present:** Tracy Longo, Assistant Director  
**Absent:** Ed Carlier, Commissioner

2. Approval of Regular Board Meeting Minutes, April 13, 2023

**Resolution 2023-18**

Commissioner Perkins motioned, and Commissioner Martinelli seconded, to approve the April 13, 2023, Regular Board Meeting Minutes. The motion passes (3-0).

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

3. **Approval of Warrants:** The warrant included two large payments this month, one for the Architect that developed the plan for the new roof at Hansen Village and another for the PHA's Annual Worker's Compensation payment.

**Resolution 2023-19**

Commissioner Perkins motioned to approve the warrant for 190 checks totaling \$379,086.51  
Commissioner Wirt seconded the motion. The motion passes (4-0).

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

4. **Executive Director's report:** Nothing to Report
5. **Public Participation:** None

TOWN CLERK  
TOWN OF SANDWICH  
JUN 14 2023  
9:14 AM  
RECEIVED & RECORDED TW



**6. Old Business:**

• **Public Housing:**

- **Hansen Village Roof Replacement:** Tracy requested a board vote on the Hansen Village roofing contract to DDC Construction.

**Resolution 2023-20**

Commissioner Perkins motioned to approve awarding the roofing contract at Hansen Village, FSH# 261057, to DDC Construction, Inc. for \$249,600. The motion passes (4-0)

Yeas: Wirt, Martinelli, Perkins, Brown

Nays: None

Absent: Carlier

• **Maintenance:**

- Tracy shared that the cold weather equipment has been winterized and stored. The summer equipment has been tuned up and is ready for summer.
- GFW and HV have had their first mowing of the season.
- The Community Garden has been prepared and is ready for planting once the weather warms.
- The PHA staff will conduct a spring cleanup at GFW during the first week of June

- **Leased Housing:** Tracy informed the board that due to HUD funds being low, Paula may be applying for Shortfall. The PHA has ceased issuing new vouchers, but will continue to lease up those individuals holding active vouchers until notified otherwise.

- **Rental Assistance Program:** Tracy explained that the PHA is considering exterior renovations at one of the RAP units. Rick is gathering bids and pricing out costs.

- **Continuum of Care (CoC):** Nothing to report.

- **Terrapin Ridge:** Tracy shared that Teri continues to work with both Terrapin and Sandwich Public Housing residents. Teri will be holding a Spring Fling event for the residents of Hansen Village on May 17, 2023 to celebrate the season.

• **Reports on outside activities:**

- **CPC:** Nothing to report
- **HOME:** Commissioner Perkins reports that there is a NOFA for three areas, homeless shelter and medical respite investment, affordable housing investment, and workforce housing. Bids are due by 6/15/23 at 11AM, bids are accepted electronically only. Bids can be submitted at [barnstablecounty.bonfirehub.com](http://barnstablecounty.bonfirehub.com) This is a Barnstable County allocation of ARPA funds.

**7. New Business:** Nothing at this time

**8. Adjournment:** Next meeting June 8, 2023 at 5:00 PM

**Resolution 2023-21**

There being no further business, Commissioner Perkins motioned and Commissioner Wirt seconded to adjourn the meeting at 6:15 PM. The motion passes (4-0)

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

Minutes prepared by:

---

Tracy Longo

---

May 16, 2023