



Sandwich Housing Authority

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Regular Board Meeting Minutes Sandwich Housing Authority June 9, 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
Tobin Wirt, Commissioner
Ed Carlier, Commissioner
Barbara Hadley, Treasurer

Absent: Kathy Brown, Vice Chair

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

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2. Approval of Regular Board Meeting Minutes, May 12, 2022

Resolution 2022-24

Commissioner Hadley motioned, and Commissioner Carlier seconded, to approve the May 12, 2022, Regular Board Meeting minutes. The motion passed (4-0).

Yeas: Perkins, Wirt, Carlier, Hadley

Nays: None

3. **Approval of Warrants:** Paula discussed two major expenses included in this month's warrant, including one for a 3-year contract to inspect and monitor our new septic system and the other for moving and storage costs associated with an eviction.

Resolution 2022-25

Commissioner Wirt moved to approve the warrant for 190 checks totaling \$313,031.73. Commissioner Carlier seconded the motion. The motion passed (4-0).

Yeas: Perkins, Wirt, Carlier, Hadley

Nays: None

4. **Public Participation:** Nothing to report.

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

- Paula shared that she was invited, as a town representee, to the Habitat for Humanity lottery. They had 3 housing lotteries for the towns of Sandwich, Falmouth, and Chatham.



Three houses will be built in Sandwich and there were 27 approved applications. Of the 27 applicant families, three were local preference as Sandwich residents. Lottery rules allow only 70% of the housing units be eligible for local preference, so 2 out of the 3 Sandwich families were selected and the third family was placed back into the lottery with the remaining 24 families. The 3rd family was pulled and the remaining 24 families were pulled and ranked in order.

- Paula shared that there was some progress with land in Forestdale, the owners have been trying to develop it for many years and it may be finally moving forward. It may be possible that this could be an opportunity for Sandwich Housing to acquire a new unit.

6. Old Business:

- **Public Housing:**

- Paula requested a Board vote for approval of The Language Access Plan (LAP), included as part of the FY23 Annual Plan. The LAP ensures that we have protocols in place to assist individuals, that may have a language barrier, during the application and tenancy phases.

Resolution 2022-26

Commissioner Wirt motioned to approve the Language Access Plan.
Commissioner Hadley seconded the motion.

Yeas: Perkins, Wirt, Carlier, Hadley

Nays: None

- Paula requested a Board vote on the Change Order #5, No Cost Time Extension. This is one of the last actions that need to be taken relative to our septic system. This change order means simply that we've extended the time to complete the contract. There is no money involved, it documents that we've given the contractor time to complete the project.

Resolution 2022-27

Commissioner Hadley made a motion to complete Change Order #5 and
Commissioner Carlier seconded the motion.

Yeas: Perkins, Wirt, Carlier, Hadley

Nays: None

- Paula requested a Board Vote on the Certificate of Final Completion. This application includes a payment of \$53,244.86. It shows the amount that was retained, plus Change Orders #3 & #4 are included in the number. By approving this Certificate of Final Completion, the Board agrees that everything is complete and we can release this money.

Resolution 2022-28

Commissioner Carlier motioned to approve the Certificate of Final Completion
and Commissioner Hadley seconded the motion.

Yeas: Perkins, Wirt, Carlier, Hadley

Nays: None

- Paula explained that due to an eviction, we have a vacancy in one of our family units. She will request at least 60-90 days to turn over the unit due to the amount of damage.
- **Maintenance:**
 - Paula explained that there is mostly seasonal work taking place at this time. Putting away Winter items and bringing out Spring and Summer items. Lots of landscaping, mowing lawns, etc.
 - The Community Garden is taking shape and is looking great. Last week a lottery was held to allow each tenant to choose their garden plot. She would like to hold a Community Garden dedication to show the great work provided by the Boy Scouts and the beautiful garden designed by Rick Dalton.
- **Leased Housing:**
 - We received communication from our HUD portfolio manager advising that our HCV program is continuing to perform very strongly. He also explained that the MainStream program with Sandwich Housing Authority continues to perform very well. Compared to programs across the country, Sandwich Housing Authority has consistently increased both budget and voucher utilization.
- **Rental Assistance Program:** Nothing to report.
- **Continuum of Care (CoC):** Paula reviewed the CoC requirements, funding criteria, and the compliance requirements of this program. She explained that being such a small housing authority, she is weighing the administrative burden vs. the benefit to the larger community. She could transfer these vouchers to the MainStream program.
- **Terrapin Ridge:** Teri Stanley is continuing to provide residential services at this location, as well as Sandwich Housing Authority and Bourne Housing Authority.
- **Reports on outside activities:**
 - Home Advisory: Per Commissioner Perkins explained they are reviewing plans for a new development in Mashpee.

7. New Business:

- Paula will be away in July and would like to schedule the next Board Meeting and the Garden dedication on the same day, possibly June 30th or July 6th. The Board agreed to 7/6/22. Paula will check with the Boy Scouts to see if the date works for them. She will notify the Board with the agreed upon date for the next meeting.

8. Adjournment:

Resolution 2022-29

There being no further business, Commissioner Carlier motioned, and Commissioner Wirt seconded to adjourn the meeting at 5:50 PM.

Yeas: Perkins, Wirt, Carlier, Hadley

Nays: None

Minutes prepared by:

Tracy Longo

June 9, 2022