Regular Board Meeting Minutes  
Sandwich Housing Authority  
COVID 19 Via Zoom  
June 11, 2020

1. Meeting called to order at 5:00 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  
Kathy Brown, Assistant Treasurer  

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

2. Minutes of Regular Board Meetings Minutes May 14, 2020

Resolution 2020-22  
Commissioner Perkins motioned, and Commissioner Brown seconded to approve the May 14, 2020 Regular Board Meeting minutes. Upon a show of hands, the motion passed (5-0).

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

3. Approval of Warrants:

Resolution 2020-23  
Commissioner Perkins moved to approve the warrant for 132 checks totaling $192,720.88  
Commissioner Martinelli seconded the motion and upon a show of hands, the motion passed (5-0).

Yeas:  Wirt, Perkins, Hadley, Martinelli, Brown  
Nays: None
4. Executive Director's report:

- **Annual Board Meeting:** Paula discussed with the Board having the Sandwich Housing Authority’s Annual Board Meeting in July.

- **Hansen Village Heroes:** ED reported that the Sandwich Housing Authority has been acknowledging residents who have been helping their neighbors during the last few months. Paula reported the details of what the tenants have been doing to help, and the number of nominees. We are very thankful!

- **SCSEP Mature Worker:** Paula reported that the Senior Community Service Employment Program Worker was able to return to work this week at the housing authority. We are happy to have Liz back in the office!

- **COVID-19:** Paula updated the Board on the safety guidelines at Hansen Village in keeping tenants as safe as possible. She mentioned extending the closure of the community areas and office to the public until September, the Board agreed. Staff will continue to work from the office via phone and email. Work orders will be addressed on an emergency basis until further notice.

5. Old Business:

- **Public Housing:** ED updated the Board on the challenge of trying to collect rent during this time and the restrictions for landlords as far not being able to take any legal action.

- **Maintenance:** on file; ED also reported that the septic replacement project at Hansen Village should be underway by the end of summer. Also, the Septic at George Fernandes Way is completed, and the Sandwich Housing Authority will be signing off on the project this month.

- **Leased Housing:** Paula updated the Board the Sandwich Housing Authority’s status on screening and issuing its allotted Section 8 Mainstream Vouchers. Along with those vouchers HUD has awarded 26 additional vouchers as part of the CARES Act funding.

- **RAP:** nothing to report

- **Continuum of Care: Program Status:** nothing to report

- **GFW Expansion (Terrapin Ridge); Approval of Deed and Easement:** Paula updated the Board that June 26th is the scheduled closing date for closing on the property and the various agencies involved. She presented the documents as follows:

  **Quit Claim Deed:** Paula presented to the Board the Quit Claim Deed for the Sandwich Housing Authority to grant in the amount of $1 to Terrapin Ridge, LLC the parcel off Quaker Meeting House Road, Sandwich, MA. The Board discussed and approved delegating authorization to the Executive Director to sign the documents.
• Resolution 2020-24
Commissioner Perkins motioned, and Commissioner Hadley seconded to accept the Quit Claim deed to transfer the land off Quaker Meeting House Road, Sandwich, MA to Terrapin Ridge, LLC in the amount of $1 and to give the Executive Director authorization to sign the document. Upon a show of hands, the motion passed (5-0).

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

Access and Utility Agreement: The Board and ED also discussed the Access and Utility Cross Easements Agreement. This gives Terrapin Ridge, LLC access to the road coming into the property, and for GFW residents to have access to the common areas at Terrapin Ridge. Also, Terrapin Ridge LLC, to be responsible for all snow removal of the properties. The Board approved the document and the authorization to the Executive Director to sign. The Board agreed and a motion was made.

• Resolution 2020-25
Commissioner Perkins motioned, and Commissioner Brown to approve the reciprocal Agreement between Terrapin Ridge, LLC and George Fernandes Way and to authorize the Executive Director to approve the agreement. Upon a show of hands, the motion passed (5-0).

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

Estoppel Certificate: Paula reported to the Board that WIHED has met the conditions of the Estoppel Certificate with the Sandwich Housing Authority and requested they give the ED authorization to sign. The Board approved and a motion was made.

• Resolution 2020-26
Commissioner Perkins motioned, and Commissioner Brown seconded to approve the Sandwich Housing Authority’s Estoppel Certificate with WIHED as presented and to authorize the ED to sign the documentation. Upon a show of hands, the motion passed (5-0).

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

Transfer of CPC Funds: The Board approved the request to transfer CPC funds given from the Sandwich Housing Authority to the developers, Women’s Institute for Housing and Economic Development, and to authorize ED to sign to sign documents. The motion was made.

• Resolution 2020-27
Commissioner Brown motioned, and Commissioner Perkins seconded the motion to Approve the transfer of CPC funds from the Sandwich Housing Authority to WIHED for the development Terrapin Ridge, and to authorize the ED to sign the document. Upon a show of hands, the motion passed (5-0).
Yeas:  Wirt, Perkins, Hadley, Martinelli, Brown
Nays:  None

- Reports on outside activities: None to report


7. Adjournment:

Resolution 2020-28 There being no further business, Commissioner Perkins made a motion, and Commissioner Martinelli seconded the motion to adjourn the meeting 5:36 p.m. Upon a show of hands, the motion (5-0).

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

Next Regular Board Meeting will be held on Thursday, July 9, 2020 at 5:00 PM, location TBD.

Minutes prepared by:

Rebecca Dudley

June 18, 2020