



Sandwich Housing Authority

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**Regular Board Meeting Minutes
Sandwich Housing Authority
COVID 19
20 Tom's Way, Community Room
July 9, 2020**

1. Meeting called to order at 5:14 p.m. by Chairperson Perkins
Upon roll call, a quorum was present.

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

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

TOWN CLERK
TOWN OF SANDWICH
AUG 14 2020
10H 30M AM
RECEIVED & RECORDED

2. Minutes of Regular Board Meetings Minutes June 11, 2020

Resolution 2020-35

Commissioner Hadley motioned, and Commissioner Brown seconded to approve the June 11, 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 2020-36

Commissioner Martinelli moved to approve the warrant for 139 checks totaling \$174,393.39
Commissioner Wirt 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:**

COVID-19 Agency Updates: Paula updated the Board regarding the various agencies, DHCD and HUD and their eviction moratoriums moving forward. She reported she had been part of a phone conference with HUD this afternoon. DHCD has not released anything regarding the Governor's Phase 3 guidelines at this time. She will report any new updates at the August Board Meeting.

Resident Service Coordinator: Paula announced to the Board the hiring of Teri Stanley as the resident service coordinator for the Sandwich and Bourne Housing Authorities. She will be starting July 20th and we are happy to have her on board!

Elder Services Mature Worker: Liz Vega, the mature worker for the Sandwich Housing Authority returned to work in June after being out due to COVID-19 restrictions implemented by Elder Services.

5. **Old Business:**

▪ **Public Housing:**

DHCD Self Sufficiency Coordinator Application: Paula explained the DHCD Self Sufficiency Coordinator position, which would help qualified Sandwich Housing Authority tenants move along, for example accumulate assets. This application does require a specific number of units, Paula has reached out to other agencies for support to meet the unit amount. She will check in with them further. The Board moved to support the application.

Resolution 2020-37

Commissioner Brown motioned, and Commissioner Wirt seconded to support the Sandwich Housing Authority to apply for the DHCD Self Sufficiency Coordinator, if decided. Upon a show of hands, the motioned passed (5-0).

Yeas: Wirt, Perkins, Hadley, Martinelli, Brown

Nays: None

- **Maintenance:** on file
- **Leased Housing:** Paula presented to the Board the Sandwich Housing Authority voucher report. The report showed the growth of the MRVP, AHVP and Section 8 portfolios from FY2016 to FY2021. Lots of housing has been provided over the past five years.
- **RAP:** nothing to report

- **Continuum of Care: Program Status:** ED reported that the Sandwich Housing Authority finished its first year of the program and has signed a grant for the next year. Paula recently participated in a virtual site visit for the program, all looks good!
- **GFW Expansion (Terrapin Ridge):** Paula requested the Board review and approve the new easement with NStar Electric Company (d/b/a Eversource Energy) and the Sandwich Housing Authority as presented. The motion was made, and the document was signed by the Board.

Resolution 2020-38

Commissioner Brown motioned, and Commissioner Martinelli to approve the new easement with Nstar Electric Comapany (d/b/a Eversource Energy) as presented. Upon a show of hands, the motion was passed (5-0).

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

- **Reports on outside activities:** None to report

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

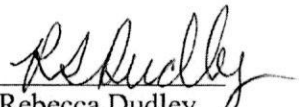
7. **Adjournment:**

Resolution 2020-39 There being no further business, Commissioner Wirt made a motion, and Commissioner Hadley seconded the motion to adjourn the meeting 5:45 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, August 13, 2020 at 5:00 PM**, at 20 Tom's Way or Virtual.

Minutes prepared by:


 Rebecca Dudley

 July 21, 2020