



# Sandwich Housing Authority

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**Regular Board Meeting Minutes  
Sandwich Housing Authority  
20 Tom's Way – Community Room  
July 11, 2019**

- 1. Meeting called to order at 5:00 p.m. by Chairman Wirt  
Upon roll call, a quorum was present.**

**Present:** Tobin Wirt, Chairman  
Joan Martinelli, Commissioner  
Kathy Brown, Assistant Treasurer  
Barbara Hadley, Treasurer

**Absent:** Nanette Perkins, Vice Chairman

**Others present:** Paula Schnepf, Executive Director

- 2. Minutes of Regular Board Meetings Minutes June 13, 2019**

**Resolution 2019-31**

Commissioner Hadley motioned, and Commissioner Martinelli seconded to approve the June 13, 2019 Regular Board Meeting minutes. Upon a show of hands, the motion passed (4-0).

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

- 3. Approval of Warrants:**

**Resolution 2019-32**

Commissioner Hadley moved to approve the warrant for 155 checks totaling \$199,231.67. Commissioner Martinelli seconded the motion and upon a show of hands, the motion passed (4-0).

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

- 4. Public Participation: none**

TOWN CLERK  
TOWN OF SANDWICH

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5. **Executive Director's report:** will discuss later in meeting

*Upcoming Events:* n/a

*Correspondence Received:* n/a

6. **Old Business**

▪ **Public Housing:**

- **CHAMP Pull List;** Paula reported that there are currently two vacancies and she used the CHAMP system to Pull a list of applicants to start the screening process. She explained how the system works for the housing authority and the applicant.
- **DHCD RCAT Contract Renewal:** Paula requested the Board approve the renewal of the Regional Capital Assistance Team Program Terms of Services between the Taunton Housing Authority and the Sandwich Housing Authority dated July 1, 2019. The Board approved the agreement and a motion was made.

**Resolution 2019-33**

Commissioner Brown motioned and Commissioner Martinelli seconded to approve the DHCD Regional Capital Assistance Team Program (RCAT) Terms of Services dated July 1, 2019 for three years between the Taunton Housing Authority and the Sandwich Housing Authority. Upon a show of hands, the motion was passed (4-0).

Yeas: Brown, Wirt, Martinelli, Hadley

Nays: None

- **Hansen Village Twenty Fifth Anniversary:** ED reported to the Board that she is planning some projects for the property at Tom's Way in celebration of its upcoming 25<sup>th</sup> anniversary next year.
- **Maintenance:** on file
  - **GFW Septic Project:** the completion of the system delayed due to an issue with the pump and panel. DHCD is actively working to get the job done.
  - **Cape Light Compact Lighting:** Paula was happy to announce and show the Board members that the lighting upgrade project is complete. She was especially pleased to report that the parking lot and roadway lights are much brighter.
- **Leased Housing:** Paula reported that HUD NOFA finally released for more Mainstream vouchers and the deadline to apply is September 5, 2019. Sandwich Housing Authority will be applying for more of these vouchers.
- **RAP:** nothing to report at this time.

- **Continuum of Care:** ED explained that this new grant award is called Fresh Start and targets the chronically homeless population: Sandwich Housing Authority received eleven vouchers. The screening process for the vouchers has started and is moving forward.
- **GFW Expansion (Terrapin Ridge):** Paula reported that the Governor is making an announcement next Thursday, July 18, 2019, regarding funding for housing projects. Paula and the Board discussed the process of funding for Terrapin Ridge through DHCD. They also discussed the qualifying application process for housing at this project as reported by WIHED. It is a work in process, Paula will keep members up to date. All great news!
- **Reports on outside activities:** none to report

**7. New Business:**

- **Continuum of Care grant: Fresh Start:** Paula reported to the board the process of the application for additional Section 8 vouchers through the Continuum of Care Grant. She added that the Sandwich Housing Authority has been granted funding for these vouchers through HUD for the Fresh Start Program. She is optimistic that the all will be completed, and Sandwich Housing Authority can begin the program next month.

**8. Adjournment:**

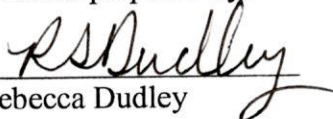
**Resolution 2019-34** There being no further business, Commissioner Brown made a motion, and Commissioner Martinelli seconded the motion to adjourn the meeting 5:35 p.m. Upon a show of hands, the motion passed (4-0).

Yeas: Brown, Wirt, Martinelli, Hadley

Nays: None

Next Regular Board Meeting will be held on **Thursday, August 8, 2019 at 5:00 PM**, Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:

  
Rebecca Dudley

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July 19, 2019