

Sandwich Housing Authority

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Regular Board Meeting Minutes
Sandwich Housing Authority
COVID 19
Via Zoom Meeting ID# 837 7482 4700
October 14, 2021

TOWN CLERK
TOWN OF SANDWICH

NOV 05 2021

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RECEIVED & RECORDED

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

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

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

2. Approval of Regular Board Meeting, September 9, 2021

Resolution 2021-51

Commissioner Brown motioned, and Commissioner Hadley seconded to approve the September 9, 2021, Regular Board Meeting minutes. Upon a show of hands, the motion passed (5-0).

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

3. Approval of Warrants:

Resolution 2021-52

Commissioner Martinelli moved to approve the warrant for 190 checks totaling \$248,533.77. Commissioner Hadley seconded the motion and upon a show of hands, the motion passed (5-0).

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

4. **Public Participation:** n/a

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

Sandwich Housing Authority Staff Member Retiring: Paula reported to the Board that Rebecca Dudley, office assistant at the Sandwich Housing Authority, is retiring as of December 15th, there will be a new staff member hired as of November 15th, to replace her position. The new hire has experience in the housing field, we look forward to a smooth staff transition.

6. **Old Business:**

• **Public Housing:**

Public Housing: FY2022 Budget Guidelines; ED reported that DHCD has released the Budget Guidelines for FY2022. She also updated the Board that there will be an increase to the ANUEL, and that all the CARES ACT monies has been spent. ED and the Board will review the guidelines soon.

Tenant Rent Adjustments: Paula reported to the Board some recent rent adjustments made for tenants. She explained the adjustments were made after rent was posted. The adjustments are as follows: Brian Barrett \$47 credit, Chantal Jean Baptiste \$681 credit, Martin Stern \$373 credit, and Erin Paul \$42 credit. The adjustments were generally related to changes in household income.

Sandwich Housing Authority; Personnel Policy: ED and the Board reviewed the section of the Sandwich Housing Authority Personnel Policy regarding sick pay, and retirement percentage payout for employees. The Board and ED discussed the policy, and a motion was made.

Resolution 2021-53

Commissioner Martinelli motioned, and Commissioner Brown seconded to approve the Sandwich Housing Authority Personnel Policy; Retirement Sick Time payout in the amount of twenty five percent for Rebecca Dudley. Upon a show of hands, the motion passed (5-0).

Yeas: Wirt, Brown, Martinelli, Perkins, Hadley

Nays: None

- **Maintenance:** in addition, Paula updated the board that Rick is fully back on board after his surgery in the spring. Chris Coleman was a tremendous help with landscaping at the two properties over the spring and summer.

20 Tom's Way Septic System Generator: ED reported that there was a test run recently for generator at 20 Tom's Way to support the septic system and provide additional electricity to the heat and lighting in some common areas. It was discovered at this time, that the system does not support the additional areas, Paula will keep the Board up to date as the problem is addressed.

Annual Unit Inspections: Paula reported that the annual inspections at Hansen Village and George Fernandes Way are back on. The inspections at 20 Tom's Way and Congregate have been completed as of Wednesday, October 6th. George Fernandes Way are scheduled for Wednesday, October 27th.

- **Leased Housing:** ED shared that Sandwich Housing does have active voucher holders out in the community searching for units. She further explained the difficulty with finding housing in the area currently.
- **RAP:** Nothing to report at this time.
- **Continuum of Care:** Paula informed the Board that she recently submitted the renewal application for funding in this program.
- **GFW- Expansion: Status of Terrapin Ridge;** Paula reported that the transfer of property to POAH will happen tomorrow, Friday, October 15th. Once that is complete, Sandwich Housing Authority can begin providing resident services to that community.
- **Reports on outside activities:**

Barnstable County Home Consortium: Chair Perkins updated the Board on their recent Activity.

Sandwich Housing Long Range Comprehensive Plan: Chair Perkins informed the Board regarding the various focus groups.

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

8. **Adjournment:**

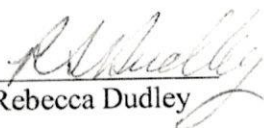
Resolution 2021- 54 There being no further business, Commissioner Wirt made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 5:45 p.m. Upon a show of hands, the motion (5-0).

Yeas: Brown, Wirt, Martinelli, Perkins, Hadley

Nays: None

Next Regular Board Meeting will be held on **Thursday, November 4, 2021 at 5:00 PM** at 20 Tom's Way or Virtual.

Minutes prepared by:


Rebecca Dudley

October 20, 2021