Regular Board Meeting Minutes
Sandwich Housing Authority
20 Tom's Way – Community Room
January 9, 2020

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

Present: Nanette Perkins, Vice Chairman
         Barbara Hadley, Treasurer
         Kathy Brown, Assistant Treasurer
         Joan Martinelli, Commissioner (5:15)

Absent: Tobin Wirt, Chairman

Others present: Paula Schnepp, Executive Director
                Becky Dudley, Assistant
                Michelle Costen, Sandwich Resident
                Jim Dooley, Tenant

2. Minutes of Regular Board Meetings Minutes December 12, 2019

Resolution 2020-01
Commissioner Hadley motioned, and Commissioner Brown seconded to approve the
December 12, 2019 Regular Board Meeting minutes. Upon a show of hands, the motion
passed (3-0).

Yees: Perkins, Hadley, Brown
Absent: Wirt, Martinelli (late)
Nays: None

3. Approval of Warrants:

Resolution 2020-02
Commissioner Brown moved to approve the warrant for 122 checks totaling $155,128.45
Commissioner Hadley seconded the motion and upon a show of hands, the motion passed
(3-0).

Yees: Perkins, Hadley, Brown
Nays: None
4. Public Participation: Sandwich resident, Michelle Costen, spoke to Board regarding her concerns regarding the website for the Sandwich Housing Authority, she also requested a copy of the Town of Sandwich Housing Production Plan, and a copy of the current Annual Report. ED responded and will provide further response at the next board meeting.

Jim Dooley, expressed concerns about his unit. Paula reported that Jim’s unit will be part of the upcoming annual inspection on Tuesday, January 21st. All unit concerns will be reviewed at that time.

5. Executive Director’s report:

DHCD Voucher Program Fee Increase: Paula reported to the Board that effective February 1, 2020 DHCD will be increasing administrative fees for all state funded-rental vouchers to $50 per voucher per month.

DHCD CHAMP Tenant Selection Performance Area in PMR: ED reported to the board that DHCD will incorporate CHAMP (Common Housing Application for Massachusetts Public-Housing) tenant selection into the Performance Management Review (PMR) during Fiscal Year (FY) 2020. The first year will be a planning year.

Look Out Ridge Project, Chase Road, Sandwich: Paula reported that the current developer is looking to sell some of the lots in the subdivision. The housing authority will receive funding or lots as they were part of the regional development of regional impact for this project. Paula has been in touch with the Town of Sandwich Building Department to keep up with the development activities.

Upcoming Events:

Correspondence Received:

DHCD Public Housing Notice 2020-01; Rental Assistance and Public Housing Data Warehouse: Paula reported to the Board the Division of Rental Assistance announced the development of a Data Warehouse. The State Oversight of Housing Assistance (SOHA) Data Warehouse will allow DHCD to centralize state funded rental assistance and state funded-public housing data from Administering Agencies. The purpose is to make better informed policy decisions, forecast future spending, respond to data and constituent requests and comply with reporting requirements. ED is planning to participate in discovery interviews.

6. Old Business:

- Public Housing:

DHCD AUP Results: Paula reported that the Sandwich Housing Authority’s recent Agreed Upon Procedures (AUP) Audit. This is the third annual AUP review, the latest being conducted by a new auditing firm. There was one exception to
do with the GASB68 retirement account reporting that is done by the Sandwich Housing Authority Accountant annually. DHCD reported the information had not been updated for a few years. A report will be issued by the Auditor and be corrected for next year.

**DHCD Facility Assessment:** ED reported to the Board in December DHCD conducted a facilities assessment at the Sandwich Housing Authority. This is an evaluation the DHCD uses to calculate formula funding for housing authorities. Paula and Rick, maintenance supervisor, will review the report.

- **Maintenance:** on file, Paula also reported on the status of the Sandwich Housing Authority **Septic System Replacement at Tom’s Way:** ED executed a contract with DHCD for design services, with a projected scope of services of $350,000. The design contract cost is $35,180, that is now underway. The project has emergency bidding approval, once the design is complete.

- **Leased Housing; 2019 HUD Mainstream Award:** ED updated the board on the process of issuing the sixty HUD mainstream vouchers. Paula requested the board approve to insert a priority for Barnstable County applicants who either live or work in that area. The board approved and a motion was made.

**Resolution 2020-03** Commissioner Brown motioned, and Commissioner Martinelli seconded to insert a Priority for Barnstable County residents or employees below the local Sandwich resident’s priority for the Sandwich Housing Authority HUD Mainstream Vouchers. Upon a show of hands, the motioned passed (4-0).

Yea: Brown, Hadley, Perkins, Martinelli  
Nay: None

- **RAP:** n/a

- **Continuum of Care; Fresh Start Grant Based Voucher:** Paula announced that Ann Marie Torrey a has been hired as a contractor to assist voucher holders with this program. Ann Marie comes with lots of experience working with programs like this one.

- **GFW Expansion (Terrapin Ridge):** Paula reported that the construction timeline for the housing units will be early Spring.

- **Reports on outside activities:** Commissioner Perkins reported on the Barnstable County Home Consortium meeting held on January 9, 2020. A survey was sent out to municipalities in Barnstable County to help with the five year plan for the home funds. The information gathered will be brought to the Cape Cod Commission. Also, MHP (Massachusetts Housing Partnership) is working on a program to provide online on all affordable housing in the state of Massachusetts.
7. New Business: None

8. Adjournment:

**Resolution 2020-04** There being no further business, Commissioner Hadley made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 5:35p.m. Upon a show of hands, the motion (4-0).

Yea: Brown, Hadley, Perkins, Martinelli
Nay: None

Next Regular Board Meeting will be held on **Thursday, February 13, 2020 at 5:00 PM**, Community Room, 20 Tom’s Way, Sandwich.

Minutes prepared by:

Rebecca Dudley

January 17, 2020