



# Sandwich Housing Authority

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**Regular Board Meeting Minutes  
Sandwich Housing Authority  
20 Tom's Way – Community Room  
March 14, 2019**

TOWN CLERK  
TOWN OF SANDWICH

MAY 03 2019

12 H 30 M P M  
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1. Meeting called to order at 5:02 p.m. by Chairman Wirt  
Upon roll call, a quorum was present.

**Present:** Tobin Wirt, Chairman  
Nanette Perkins, Vice Chairman  
Barbara Hadley, Treasurer  
Kathy Brown, Assistant Treasurer

**Absent:** Joan Martinelli, Commissioner

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

2. Minutes of Regular Board Meetings Minutes February 14, 2019

**Resolution 2019-11**

Commissioner Hadley motioned, and Commissioner Perkins seconded to approve the February 14, 2019 Regular Board Meeting minutes. Upon a show of hands, the motion passed (4-0).

Yeas: Perkins, Hadley, Wirt, Brown

Absent: Martinelli

Nays: None

3. Approval of Warrants:

**Resolution 2019-12**

Commissioner Pekins moved to approve the warrant for 119 checks totaling \$128,093.80. Commissioner Brown seconded the motion and upon a show of hands, the motion passed (43-0).

Yeas: Hadley, Perkins, Wirt, Brown

Nays: None

4. Public Participation: none



## 5. Executive Director's report:

- **Town of Sandwich Planning Board Meeting:** Paula recently attended the Town of Sandwich Planning Board Meeting and reported back to the Board regarding a proposed by law to include affordable housing in future cottage colony conversions in the community. She reported that there will be a public hearing to follow in April.
- **St Vincent De Paul:** ED attended a meeting at Corpus Christi on Wednesday, March 13<sup>th</sup> with the St Vincent de Paul Society to provide them with information on what types of housing is available and how to apply.
- **Look Out Ridge, Chase Road:** Paula reported to the Board that the attorney representing the family of the original developer had reached out to SHA to discuss possible substitutions (including cash) for the deeded rental units included in the DRI. She will report back any further information.

## 6. Old Business

- **Public Housing:**
  - **CHAMP update:** Paula updated the Board on the updating process of the DHCD CHAMP system. She reported that the Sandwich Housing Authority has mailed out approximately 397 update packages to applicants. It is a work in progress, lots to do.
  - **Maintenance:** on file
    - **GFW Septic Project:** ED and Rick Dalton, Maintenance Supervisor, met with the local contractor, PKM Construction, and the DHCD project designer today to start the ball rolling. The contractor is planning to start work soon and is planning an April completion date.
    - **Congregate Floor Replacement:** Paula reported that the new flooring has been installed in Congregate housing at 22 Tom's Way and it looks great.
    - **Lighting Upgrade at 20 Tom's Way:** Paula and Rick are working diligently on creating a plan to upgrade the parking area at 20 Tom's Way. She will keep the Board up to date.
  - **Net Metering:** Paula presented the Board with a Net Metering Calculation Report for the Sandwich Housing Authority and the savings the program has provided.
- **Leased Housing:** Paula reported that all 25 HUD Section 8 Mainstream Vouchers granted to the Sandwich Housing Authority have leased up and that additional state vouchers are all leasing up. All great news!
- **RAP:** nothing to report at this time

- **GFW Expansion (Terrapin Ridge); MassWorks Infrastructure** – Paula updated the board that WIHED has submitted the necessary applications to DHCD for funding. She and the Board also reviewed the plans for the proposed roadway into Terrapin Ridge which will incorporate the existing George Fernandes Way units.
- **Reports on outside activities:** nothing to report at this time

7. **New Business:** none

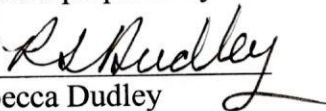
8. **Adjournment:**

**Resolution 2019-13** There being no further business, Commissioner Perkins made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 5:58 p.m. Upon a show of hands, the motion passed (4-0).

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

Next Regular Board Meeting will be held on **Thursday, April 4, 2019 at 5:00 PM**, Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:

  
Rebecca Dudley

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March 21, 2019