



Sandwich Housing Authority

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**Regular Board Meeting Minutes
Sandwich Housing Authority
20 Tom's Way – Community Room
May 9, 2019**

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JUL 15 2019

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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 April 4, 2019

Resolution 2019-22

Commissioner Perkins motioned, and Commissioner Brown seconded to approve the April 4, 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 2019-23

Commissioner Hadley moved to approve the warrant for 130 checks totaling \$242,487.99. Commissioner Perkins seconded the motion and upon a show of hands, the motion passed (4-0).

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

4. Review of 3rd Quarter Operating Statements: the ED presented and reviewed with the Board the Sandwich Housing Authority



5. **Public Participation:** none

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

- **Septic Replacement at George Fernandes Way:** Paula updated the Board on the status of the septic replacement at the Sandwich Housing Authority's family units located at George Fernandes Way. She reported the project is moving along and near completion for May. Paula also mentioned the plan to work on landscaping the area once the work is complete.
- **CHAMP Tips N' Tricks; How to Use the CHAMP On-Line Application System** – Paula reported she will be offering this workshop over the next three weeks in various locations to help advocates understand the new system from the client's and the housing authority's perspective.

Upcoming Events:

- **MassNAHRO Annual Conference:** Paula will be attending the MassNAHRO on Monday, May 20th at the Sea Crest Hotel in North Falmouth. She will report back to the board at June's meeting.

7. **Old Business**

- **Public Housing:**
 - **CHAMP Update:** as above
- **Maintenance:** on file
 - **GFW Septic Project:** as above
- **Leased Housing:**
 - **Report on Sandwich Housing Authority's Vouchers:** Paula provided the board with a leased housing report based on region and town. The board discussed the available housing in various towns on the Cape. ED added that 64 % of the new vouchers issued by Sandwich Housing are leased up on the Cape.
- **RAP:** nothing to report at this time
- **GFW Expansion (Terrapin Ridge):** Paula updated the board on her recent communication with Gabby Geller, WIHED. Also, MassWorks has not gone out to bid as of yet regarding the road project. Paula also reported that the project looks to include solar.
- **Reports on outside activities:** nothing to report at this time

8. New Business:

- **Board Member State Appointee by Town of Sandwich:** Paula recommended to the Board that the Town of Sandwich can appoint the State Appointee Board Member. The board nominated Chair Tobin Wirt be renewed as the Sandwich Housing Authority State Appointee Board Member, the motion was made.

Resolution 2019-24

Commissioner Perkins motioned and Commissioner Brown seconded to recommend Chairman Tobin Wirt for the Sandwich Housing Authority State Appointee. Upon a show of hands, the motion passed (4-0).

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

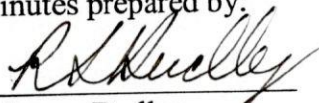
9. Adjournment:

Resolution 2019-25 There being no further business, Commissioner Perkins made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 5:44 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, June 13, 2019 at 5:00 PM,** Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:



Rebecca Dudley

May 16, 2019