



# Sandwich Housing Authority

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## Regular Board Meeting Minutes Sandwich Housing Authority 20 Tom's Way – Community Room May 10, 2018

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

**Present:** Richard Johnson, Chairman  
Barbara Hadley, Commissioner  
Nanette Perkins, Commissioner

**Absent:** Tobin Wirt, Vice Chairman  
Christine Ernst, Commissioner

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

TOWN CLERK  
TOWN OF SANDWICH

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2:40 P M  
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2. Minutes of Regular Board Meetings Minutes April 12, 2018

### Resolution 2018-31

Commissioner Perkins motioned, and Commissioner Hadley seconded to approve the April 12, 2018 Regular Board Meeting minutes. Upon a show of hands, the motion passed (3-0).

Yeas: Johnson, Hadley, Perkins  
Absent: Wirt, Ernst  
Nays: None

3. Approval of warrant:

### Resolution 2018-32

Commissioner Hadley moved to approve the warrant for 103 checks totaling \$105,346.07  
Commissioner Perkins seconded the motion and upon a show of hands, the motion passed (3-0).

Yeas: Hadley, Johnson, Perkins  
Nays: None



4. **Review of 3<sup>rd</sup> Quarter Operating Statements:** Paula gave the Board a thorough review of the Sandwich Housing Authority's Operating Statements for the third quarter of FY18. She reported that the housing authority is in good shape and she will sign and submit the certified statements.

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

6. **Executive Directors Report:**

- **Amendment to Capital Improvement Work Plan:** ED reported that Sandwich Housing Authority received a notification of Amendment #8 to Capital Improvement Plan 5001 in the amount of \$184,024 from DHCD today, May 10, 2018. The amendment funds the following and extends the contract dates of service from June 30, 2019 to June 30, 2021. She and the Board reviewed the amendment and a motion to approve was made. Chairman Johnson signed the amendment.

**Resolution 2018-33**

Commissioner Perkins motioned, and Commissioner Hadley seconded to approve Sandwich Housing Authority's amended Capital Improvement Work Plan 5001 in the amount \$184,024. Upon a show of hands, the motion passed (3-0).

Yeas: Hadley, Johnson, Perkins

Nays: None

*Correspondence Received:* n/a

7. **Old Business:**

**Public Housing:**

**Proposed Capital Plan for FY2019-2023:** Paula presented to the Board the Sandwich Housing Authority's FY2019-2023 Proposed Capital Improvement Plan. The primary expenditure projected for the next two fiscal years is replacing the septic system at GFW. The Board reviewed and motioned to approve the plan.

**Resolution 2018-34**

Commissioner Perkins motioned, and Commissioner Hadley seconded to approve the Sandwich Housing Authority Proposed Capital Improvement Plan for FY2019-2023. Upon a show of hands, the motion passed (3-0).

**Maintenance:** ED reported we've had a large number of turn-overs in the last few months coupled with completing several capital improvement projects and getting ready for spring property maintenance. We are also currently in midst of a Capital Improvement Plumbing Project at 20 and 22 Tom's Way. This is the first project we are during under the RCAT.

**Leased Housing:**

- **VMS Desk Audit:** ED reported to the Board the results of the Voucher Management System Desk Audit recently conducted by HUD. She explained in detail the Sandwich Housing Authority's Section 8 Voucher portfolio and the results of the review. Sandwich Housing is in great shape.
- **HUD Annual Plan Certifications:** Paula requested the Board review and approve the Certification of Compliance with PHA Plan and Related Regulations including Required Civil Rights Certifications for fiscal year beginning July 1, 2018. The Board approved and Chairman Johnson signed the certificate.

**Resolution 2018-35** Commissioner Perkins made the motion and Commissioner Hadley seconded to approve the Certification of Compliance with PHA Plan and Related Regulations including Required Civil Rights Certifications for fiscal year beginning July 1, 2018. Upon a show of hands, the motion passed (3-0).

Yeas: Johnson, Perkins, Hadley

Nays: None

- **RAP:** n/a
- **GFW Expansion:** ED reported that that WIHED has submitted its One-Stop funding application with DHCD but doesn't anticipate hearing word until late summer or early September.
- **Solar Net Metering:** all seems to be going accordingly.

**8. New Business:**

- **Annual Meeting:** ED reported that the Sandwich Housing Authority Annual Meeting will be held along with the Regular Board Meeting on June 14, 2018.

**9. Adjournment:**

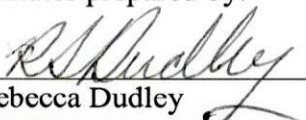
**Resolution 2018-36** There being no further business, Commissioner Perkins made a motion, and Commissioner Hadley seconded the motion to adjourn the meeting 5:40 p.m. Upon a show of hands, the motion passed (3-0).

Yeas: Hadley, Johnson, Perkins

Nays: None

Next Regular Board Meeting will be held on **Thursday, June 14, 2018 at 5:00 PM**, Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:

  
Rebecca Dudley

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May 17, 2018