



Sandwich Housing Authority

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Regular Board Meeting Minutes Sandwich Housing Authority 20 Tom's Way – Community Room June 14, 2018

1. Meeting called to order at 5:30 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
Joan Martinelli, Commissioner

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

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2. Minutes of Regular Board Meetings Minutes May 10, 2018

Resolution 2018-43

Commissioner Perkins motioned, and Commissioner Hadley seconded to approve the May 10, 2018 Regular Board Meeting minutes. Upon a show of hands, the motion passed (3-0).

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

3. Approval of warrant:

Resolution 2018-44

Commissioner Hadley moved to approve the warrant for 94 checks totaling \$101,900.11
Commissioner Brown seconded the motion and upon a show of hands, the motion passed (5-0).

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

4. Review of 3rd 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:

- **Orientation of New Commissioners:** Paula reported that she had recently met with Sandwich Housing Authority's newest commissioners, Joan Martinelli and Kathy Brown. They reviewed the DHCD Training Manual with the ED and once they are registered with DHCD they will complete the online training. We are so happy to have the new members on board.
- **Housing Bond Bill:** ED reported to the Board that on May 31, 2018, Governor Baker signed an \$1.8 Billion Housing Bond Bill. The bill authorizes \$1.8 billion in new capital spending over the next five years for the production and preservation of affordable housing serving vulnerable populations.
- **Town of Sandwich:** Paula shared with the Board her recent conversation with the Town of Sandwich Planner, Ralph Vitacco, regarding property in Sandwich developed under a Comprehensive Permit.

Correspondence Received: n/a

7. Old Business:

Public Housing:

- **Certificates of Substantial and Final Completion:** Paula requested the board review and approve the certificates of Substantial and Final Completion for the Plumbing and Fixture Replacement Project, Fish No. 261044 at Hansen Village performed by Performance Plumbing and Heating Inc. The Board approved both and the following motions were made:

Resolution 2018-45 Commissioner Martinelli motioned, and Commissioner Perkins to approve the Certificate of Substantial Completion for the Plumbing and Fixture Replacement, FISH No. 261044, for Performance Plumbing and Heating Inc. Upon a show of hands, the motion passed (5-0).

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

Resolution 2018-46 Commissioner Perkins motioned, and Commissioner Brown seconded to approve the Certificate of Final Completion for the Plumbing and Fixture Replacement Project, FISH No. 261044, to release the amount of \$2,144 to Performance Plumbing and Heating Inc. Upon a show of hands, the motion passed (5-0).

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

Maintenance: Paula and the Board also discussed the evaluation of the current septic system at George Fernandes Way. She shared a schematic design proposed for updating the system. The project will be considered a capital improvement project for the Sandwich Housing Authority. ED will keep the Board up to date on the project.

Leased Housing:

- **HUD NOFA:** ED explained the HUD Notice of Funding Availability, it is a grant-based program for Section 8 Mainstream Vouchers. Paula reported she is applying for the grant in hopes to provide more assistance to people in need in the area. She explained the process, including gathering notice of intent letters from local organizations. The deadline for the application is June 16th, the awards will be made in August. Paula requested the Board approve the modifications to the Sandwich Housing Authority Admin Plan to reflect the inclusion of policies for the disabled population. The Board approved and the motion was made.

Resolution 2018-47

Commissioner Brown motioned, and Commissioner Perkins seconded to approve the modifications to the Sandwich Housing Authority Admin Plan to include the policies for the disabled population. Upon a show of hands, the motion passed (5-0).

Yeas: Hadley, Perkins, Wirt, Brown, Martinelli

Nays: None

- **GFW Expansion:** ED reported that WIHED is waiting for One-Stop announcement and applying for FHLB-Boston funding for the project
- **Solar Net Metering:** all seems to be going accordingly.

8. **New Business:** n/a

9. **Adjournment:**

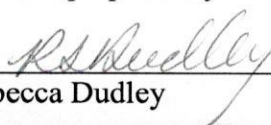
Resolution 2018-48 There being no further business, Commissioner Perkins made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 6:00 p.m. Upon a show of hands, the motion passed (5-0).

Yeas: Hadley, Perkins, Wirt, Brown, Martinelli

Nays: None

Next Regular Board Meeting will be held on **Thursday, July 12, 2018 at 5:00 PM**, Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:


Rebecca Dudley

June 26, 2018