



Sandwich Housing Authority

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Regular Board Meeting Minutes Sandwich Housing Authority 20 Tom's Way – Community Room August 8, 2019

1. Meeting called to order at 5:03 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 July 11, 2019

Resolution 2019-35

Commissioner Hadley motioned, and Commissioner Brown seconded to approve the July 11, 2019 Regular Board Meeting minutes. Upon a show of hands, the motion passed (4-0).

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

3. Approval of Warrants:

Resolution 2019-36

Commissioner Perkins moved to approve the warrant for 126 checks totaling \$122,922.27. Commissioner Brown seconded the motion and upon a show of hands, the motion passed (4-0).

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

4. Public Participation: none

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5. Executive Director's report:

- **MassNAHRO Housing Committee Meeting; Capital Update, Facility Condition Assessment and Governor's Budget:** Paula reported that the Sandwich Housing Authority will have a Facility Condition Assessment coming up in the near future. She also reported that the Governor has signed the budget and that there is additional subsidy money for housing authorities.
- **DHCD CHAMP:** ED reported that DHCD has reported that the new DHCD CHAMP Application system is going well. Paula updated the Board on how the system is working for the current vacancies at the Sandwich Housing Authority.
- **DHCD CapHUB:** Paula shared with the Board that she attended a 2.5 hour webinar regarding the DHCD's CapHUB. This is a way for LHAs to check on Capital Projects and allows communication to go back and forth between LHA staff and DHCD much more easily.

Upcoming Events: n/a

Correspondence Received: n/a

6. Old Business

- **Public Housing:**
- **23 Tom's Way Flooring Contract:** Paula updated the Board with the replacement of flooring for the four bedrooms at 23 Tom's Way, the bids have been received and the low bidder is Coachlight Carpet at \$6,562. Ed recommended the Board except the low bidder for this project, a motion was made.

Resolution 2019-37

Commissioner Perkins moved to approve, and Commissioner Brown seconded to accept the low bidder, Coachlight Carpet, in the amount of \$6,562 for the flooring replacement project at 23 Tom's Way. Upon a show of hands, the motioned was passed (4-0).

Yeas: Brown, Perkins, Wirt, Hadley

Nays: None

- **Certificate of Compliance with Notification Procedures for Federal and State Lead Paint Laws:** ED presented the Certificate of Compliance with Notification Procedures for Federal and State Lead Paint Laws dated August 8, 2019 for certification. The Board reviewed and certified the document with their signatures.
- **Certification of Top 5 Compensation Form:** ED presented the Sandwich Housing Authority Certification of Top 5 Compensations for FY2019 with the Board, they approved and certified with their signatures.

- **LHA Tenant Accounts Receivables:** Paula also presented the Sandwich Housing Authority Tenant Accounts Receivable for Quarter End 6/30/2019 to the Board.
- **FY2019 Operating Budgets:** Paula presented to the Board the FY2019 Sandwich Housing Authority Year End Financial Statements for Programs 400-1, 689-1, 689-9 and MRVP. The Board signed the statements therefore certifying them.
- **Maintenance:** on file
- **Leased Housing:** Paula reported to the Board that she will be submitting an application for additional Mainstream Vouchers by September 5, 2019. She also reported submitting Sandwich Housing Authority's SEMAP report.
- **RAP:** nothing to report at this time
- **Continuum of Care: Fresh Start – New NOFA :** Paula reported to the Board that the Sandwich Housing Authority has issued five of the eleven Fresh Start Section 8 Vouchers so far. She will be completing the application renewal for these vouchers by September 28, 2019.
- **GFW Expansion (Terrapin Ridge):** Paula reported any new information regarding the project to the Board. She reported that WIHED was approved for their bridge loan, great news!
- **Reports on outside activities:** nothing at this time

7. New Business:

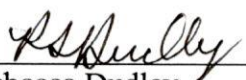
8. Adjournment:

Resolution 2019-38 There being no further business, Commissioner Perkins made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 5:40 p.m. Upon a show of hands, the motion passed (4-0).

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

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

Minutes prepared by:



 Rebecca Dudley

 August 14, 2019