



# Sandwich Housing Authority

20 Tom's Way · Sandwich, MA 02563  
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**Regular Board Meeting Minutes  
Sandwich Housing Authority  
20 Tom's Way – Community Room  
August 16, 2018**

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

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

**Others present:** Paula Schnepf, Executive Director

2. Minutes of Regular Board Meetings Minutes July 12, 2018

**Resolution 2018-54**

Commissioner Perkins motioned, and Commissioner Hadley seconded to approve the July 12, 2018 Regular Board Meeting minutes. Upon a show of hands, the motion passed (5-0).

Yeas: Wirt, Hadley, Perkins, Martinelli, Brown

Nays: None

3. Review of FY2018 Financial Statements:

- ED presented to the Board a thorough review and explanation of the FY18 year-end operating statements for Sandwich Housing Authorities programs 689-9, 689-1, 400-1 and MRVP. The Board reviewed and signed the Year End Statements and Tenant Accounts Receivables Data for the Fiscal year ending June 30, 2018.
- **FY2018 Certification of Top 5 (five) Compensation Form:** Paula also presented the Certification of Top Five Compensation Form to the Board for review and signature. The certificate was reviewed and signed by the Commissioners.

4. Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws:

- ED presented and requested the Board approve the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for the Sandwich Housing Authority.



**Resolution 2018-55**

Commissioner Perkins motioned, and Commissioner Martinelli seconded the motion to approve Sandwich Housing Authority's Certificate of Compliance with Notification Procedures for Federal and State Lead Paint Laws. Upon a show of hands, the motion passed (5-0).

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

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

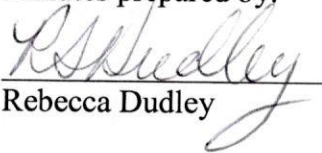
6. **Adjournment:**

**Resolution 2018-56** There being no further business, Commissioner Perkins made a motion, and Commissioner Martinelli seconded the motion to adjourn the meeting 5:30 p.m. Upon a show of hands, the motion passed (5-0).

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

Next Regular Board Meeting will be held on **Thursday September 13, 2018 at 6:00 PM**, Community Room, 20 Tom's Way, Sandwich.

Minutes prepared by:

  
Rebecca Dudley

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August 17, 2018