



Sandwich Housing Authority

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**Regular Board Meeting Minutes
Sandwich Housing Authority
20 Tom's Way – Community Room
February 1, 2017**

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1. Meeting called to order at 5:30 p.m. by Chairman Johnson
Upon roll call, a quorum was present.

Present: Richard Johnson, Chairman
Tobin Wirt, Vice Chairman
Barbara Hadley, Commissioner
Christine Ernst, Commissioner
Nanette Perkins, Commissioner (5:37)

Others present: Paula Schnepf, Executive Director
Becky Dudley, Office Assistant
Tao Woolfe, The Sandwich Enterprise

2. Minutes of Regular Board Meetings Minutes January 5, 2017.

Resolution 2017-10

Commissioner Hadley motioned, and Commissioner Ernst seconded to approve the January 5, 2017 Regular Board Meeting minutes. Upon a show of hands, the motion passed (4-0).

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

3. Approval of warrant:

Resolution 2017-11

Commissioner Wirt moved to approve the warrant for 94 checks totaling \$82,838.78
Commissioner Hadley seconded the motion and upon a show of hands, the motion passed (4-0).

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

4. Review of 2nd Quarter Financial Statements: ED presented to the Board a thorough review and explanation of the FY17 Second Quarter Financial statements for Sandwich Housing Authorities programs 689-9, 689-1, 400-1 and MRVP. Paula highlighted various



items and reported that at six months into the fiscal year the Sandwich Housing Authority is in good shape.

5. Public Participation: none

6. Executive Directors Report – activities since last board meeting:

Upcoming events: n/a

Correspondence received: on file

- **DHCD RCAT Advisory Board Selection;** ED shared correspondence received from DHCD that the RCAT Advisory Board Members have been chosen. She will keep the Board members up to date with any further correspondence.
- **DHCD Public Housing Notice 2017-04:** Local Housing Authority Board Member Elections; ED updated the Board regarding the hold on filling vacating Board Members seats until new regulations are available. The Board member who's term is expiring is invited to stay in the interim.

7. Old Business: on file

Public Housing:

- **AUP Audit Results:** ED shared with the Board the results of the recent AUP audit conducted on Wednesday, January 11, 2017. Sandwich Housing Authority had no findings to report. Good work!
- **DHCD Executive Director Contract:** Paula presented to the Board for review her updated contract as Executive Director for the Sandwich Housing Authority, effective February 1, 2017. The contract was approved, Chairman Johnson and Treasurer Perkins signed and the motion was made.

Resolution 2017-12

Commissioner Hadley motioned and Commissioner Ernst seconded to approve the contract for Paula Schnepf, Executive Director for the Sandwich Housing Authority effective February 1, 2017. Upon a show of hands, the motion passed (5-0).

Yeas: Johnson, Hadley, Wirt, Ernst, Perkins

Nays: None

Maintenance report: on file

Leased Housing: HUD documents requested; ED will provide documents relating to Sandwich Housing Authority's Admin Plan, Bank depository information and access to translators.

GFW Expansion: review of submitted proposal; ED reported that she and Wendy Cohen reviewed and discussed the proposal from the Women's Institute. Paula is working with the

Town of Sandwich regarding the CPC funds and how to handle the passing of funds. The Board and ED were pleased with the initial proposal and made a list of questions and concerns to do with the project. ED will invite the Women's Institute to the March Board meeting.

Solar Net Metering Project: n/a

8. New Business: n/a

9. Adjournment:

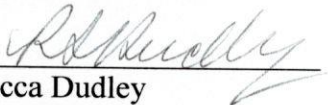
Resolution 2017-13 There being no further business, Commissioner Wirt made a motion, and Commissioner Perkins seconded the motion to adjourn the meeting 6:50 p.m. Upon a show of hands, the motion passed (5-0).

Yeas: Johnson, Hadley, Wirt, Ernst, Perkins

Nays: None

Next Regular Board Meeting will be held on **TBD March** at 5:30 p.m.

Minutes prepared by:



Rebecca Dudley

February 10, 2017