



Sandwich Housing Authority

20 Tom's Way · Sandwich, MA 02563
Tel: 508-833-4979 · Fax: 508-833-4993
E-mail: info@sandwichhousing.org

TOWN CLERK
TOWN OF SANDWICH

APR 14 2023

10 H 40 M A.M. *MLF*
RECEIVED & RECORDED

Regular Board Meeting Minutes Sandwich Housing Authority March 9, 2023

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

Board Members Present:

Tobin Wirt, Treasurer
Joan Martinelli, Vice Chair
Nanette Perkins, Commissioner
Kathy Brown, Chair
Ed Carlier, Commissioner

Others Present: Paula Schnepf, Executive Director
Tracy Longo, Office Assistant

1. Approval of Regular Board Meeting Minutes, February 9, 2023

Resolution 2023-07

Commissioner Perkins motioned, and Commissioner Wirt seconded, to approve the February 9, 2023, Regular Board Meeting Minutes. The motion passed (5-0).

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

2. **Approval of Warrants:** Paula explained there were no extraordinary expenses this month, other than some repairs at one of our RAP homes.

Resolution 2023-08

Commissioner Wirt motioned to approve the warrant for 190 checks totaling \$349,771.35
Commissioner Perkins seconded the motion. The motion passes (5-0).

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

3. **Public Participation:** None
4. **Executive Director's report:**



- Document Destruction – We received permission from the Secretary of State’s Office to begin the process of document destruction. We will identify the documents (dated between 1997–2019) and put a scope together to put out a bid.
- In response to Commissioner Perkins’ question from last meeting regarding why non-operating revenues were so much lower this year than last, Paula explained that we had a significant decrease in reimbursement for our Capital programs. The year prior we had replaced our septic system and Hansen Village.

5. Old Business:

- **Public Housing:**
 - Residential Services:
 - Teri has scheduled a Tenant Appreciation Day at Hansen Village on Monday, 3/13/23, with activities and refreshments.
 - Paula shared the many guests and speakers that have attended coffee hours over the last few months.
 - The Community Garden program is underway and there will be a lottery for the available plots on 3/20/23.
 - Hansen Village leased a new tenant on 3/6/23 and they are very happy to be here.
- **Maintenance:**
 - We had one snowstorm that required plowing and shoveling in February.
 - There were several projects addressed at one of our RAP units.
 - There is a 2nd unit at Hansen Village that will turn over next month. It will require some attention, new flooring, painting, etc.
 - We are still having issues with items being left at our Family Public Housing unit dumpster. We expect to enclose the dumpster in the spring and add additional cameras to the area, as well. We expect to replace 2 dumpsters this year, one at the Family Public Housing and one at Tom’s Way.
- **Leased Housing:** Paula created a spreadsheet to break down all activity with our leased housing programs since 2021. She reviewed each program, separated by State and Federal funding sources, provided the number of vouchers allocated and the number leased. Currently, we have a total of 254 vouchers in our portfolio with 234 leased. She explained that there is a normal ebb and flow of leases due to attrition, but we expect to have most vouchers (or 92%) leased by April 2023.
- **Rental Assistance Program:** We have one tenant that we will be bringing to housing court for non-payment of rent. Nothing more to report for other RAP houses.
- **Continuum of Care (CoC):** We’ll move some tenants from other programs to the CoC program, providing them with additional case management services and giving us more freedom with the remaining Mainstream vouchers.
- **Terrapin Ridge:** Paula will provide more information on this program at the April meeting. Paula will email the monthly RSC newsletter to the Board each month.
- **Reports on outside activities:**
 - **CPC:** Commissioner Wirt shared that there was a CPC vote to give \$42,500 to the Forward program. There will be a town vote to approve the funding.
 - **HOME:** Commissioner Perkins shared that they are reviewing funding for the Cloverleaf project in Truro along with other projects.

6. **New Business:** None

7. **Adjournment:** Next meeting March 9, 2023

Resolution 2023-09

There being no further business, Commissioner Perkins motioned, and Commissioner Wirt seconded to adjourn the meeting at 5:54 PM. The motion passes (5-0)

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

Minutes prepared by:

Tracy Longo

March 9, 2023