

Sandwich Housing Authority

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**Regular Board Meeting Minutes
Sandwich Housing Authority
COVID 19
Via Zoom Meeting ID# 876 0691 4747
April 8, 2021**

**TOWN CLERK
TOWN OF SANDWICH
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- 1. Meeting called to order at 5:02 p.m. by Chairman Perkins
Upon roll call, a quorum was present.**

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

Others present: Paula Schnepf, Executive Director
Becky Dudley

- 2. Approval of Regular Board Meeting, March 11, 2021**

Resolution 2021-14

Commissioner Brown motioned, and Commissioner Hadley seconded to approve the March 11, 2021 Regular Board Meeting minutes. Upon a show of hands, the motion passed (5-0).

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

- 3. Review and Approval of Annual Plan:** Paula presented the Sandwich Housing Authority Annual Plan to Board. She reported that this is the first year the Sandwich Housing Authority will be presenting an annual plan to the Department of Housing and Community Development. The Board and ED reviewed all the items that the plan entails, capital plan, maintenance and repair, PMR, budgets, housing policies and waivers for example. The Board approved the plan, and a motion was made.

Resolution 2021-15

Commissioner Wirt motioned, and Commissioner Brown to approve the Sandwich Housing Authority DHCD Annual Plan. Upon a show of hands, the motion passed (5-0).

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



4. Approval of Warrants:

Resolution 2021-16

Commissioner Hadley moved to approve the warrant for 190 checks totaling \$323,251.02
Commissioner Brown seconded the motion and upon a show of hands, the motion passed
(5-0).

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

5. Public Participation: none

6. Executive Director's report:

Common Spaces at 20 Tom's Way: Paula reported to the Board how nice the recent renovations of the community rooms at Tom's Way have turned out. The new furniture and painting are complete, and she further announced that the floors will be replaced as well.

Resident Services Coordinator Phone Survey: ED shared that, Teri Stanley, Resident Services Coordinator for the Sandwich Housing is conducting a phone survey with tenants at Hansen Village. Some of the questions she is asking tenants have to do with IT needs, attending social events (post COVID) and suggestions for improvements to the grounds.

7. Old Business:

- **Public Housing; Impact of American Recovery Plan Act:** Paula explained how the housing authority is having to deal with stimulus payments and unemployment benefits and how that effects the tenants. She explained that some tenants did not realize they had to report unemployment income and are now entering into repayment agreements. Tenants have been made aware of the emergency rental assistance that is out there.
- **Maintenance:** on file; in addition, Paula updated the Board on the ongoing installation of the septic system at Hansen Village.
- **Leased Housing:** Paula updated the Board on the HUD funding for the Section 8 Vouchers and cost per unit.
- **RAP:** ED reported that the recent court mediation agreement for a delinquent tenant in the RAP program has so far been going well.
- **Continuum of Care:** Paula updated the Board that the program is stable, and we are working on issuing more vouchers.

- **GFW- Expansion: Status of Terrapin Ridge;** Paula updated the Board on the current status of the project, she shared that WIHED is still involved and has posted an RFP for new ownership. The application for the lottery ended on April 2nd and the lottery itself will take place on April 9th.
- **Reports on outside activities:** Chairman Wirt reported on the latest CPC meeting activity. Chairman Perkins also reported on the Barnstable County Home Consortium news.

Paula also reported that she recently had a Zoom meeting with the Town of Sandwich Planning Department regarding a proposed mixed-use development on Tupper Road. She reported that the way the town bylaws are written the housing authority would be involved, Paula will report further on the topic. She also reported on income from the Lookout Ridge Development in the amount of \$80,000, that is for the Sandwich Housing Authority.

8. **New Business:** none at this time

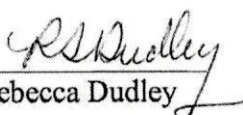
9. **Adjournment:**

Resolution 2021- 17 There being no further business, Commissioner Wirt made a motion, and Commissioner Brown seconded the motion to adjourn the meeting 6:09 p.m. Upon a show of hands, the motion (5-0).

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

Next Regular Board Meeting will be held on **Thursday, May 13, 2021 at 5:00 PM** at 20 Tom's Way, Sandwich or Zoom.

Minutes prepared by:


Rebecca Dudley

April 14, 2021