



Sandwich Housing Authority

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Regular Board Meeting Minutes Sandwich Housing Authority October 13, 2022

1. Meeting called to order at 5:25 p.m. by Vice Chairwoman Brown. Upon roll call, a quorum was present.

Present: Tobin Wirt, Commissioner
Ed Carlier, Commissioner
Joan Martinelli, Commissioner
Kathy Brown, Vice Chair

Absent: Nanette Perkins, Chairwoman

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

2. Approval of Regular Board Meeting Minutes, September 8, 2022

Resolution 2022-60

Commissioner Martinelli motioned, and Commissioner Wirt seconded, to approve the September 8, 2022, Regular Board Meeting Minutes. The motion passed (4-0).

Yeas: Wirt, Carlier, Brown, Martinelli

Nays: None

3. **Approval of Warrants:** Paula explained that the warrant is very standard this month. There are no large capital or construction projects. The majority of our warrant is landlord checks.

Resolution 2022-61

Commissioner Wirt motioned to approve the warrant for 190 checks totaling \$289,013.68. Commissioner Martinelli seconded the motion. The motion passed (4-0).

Yeas: Wirt, Carlier, Brown, Martinelli

Nays: None

4. **Public Participation:** Nothing to report.

5. **Executive Director's report:**

- Paula reported to the board that on Friday, 10/07/2022, a fire alarm was set off around 5:00 pm and continued to ring for approximately 4 hours. This was very unfortunate for our residents as the fire department checked the entire building, but were unable to silence the alarms. The alarm company was called and they believe that someone may have pulled an alarm at the side of the building closest to the street. The housing authority is considering cameras to monitor the area.

6. Old Business:

• **Public Housing:**

- FY22 State Budget Guidelines have been published. The housing authority budget must be voted on by the board and submitted to the state by 11/15/22. Paula will share the budget with the board members for their review before the next Board Meeting on 11/10/22. She explained that she may possibly use budget funds for a payroll service, hiring a cleaning service for general janitorial work, and using an answering service for one additional morning each week.
- Paula mentioned that she had received the Regional Service Coordinator application. This is an opportunity to keep the Residential Service Coordinator program going. The board needs to vote on supporting a regional application for this position.

Resolution 2022-62

Commissioner Martinelli motioned, and Commissioner Wirt seconded to approve our application for the Residential Service Coordinator application. The motion passed (4-0).

Yeas: Wirt, Carlier, Brown, Martinelli

Nays: None

• **Maintenance:**

- Annual Public Housing inspections are underway. Paula mentioned that we completed our congregate facility and the first floor of 20 Tom's Way. The inspections are spaced out every 2 weeks to give maintenance time to complete the repairs. The next inspections will cover the 2nd floor of 20 Tom's Way.
- The State PMR (Performance Management Review) team will also be conducting inspections of our units and common areas.
- Our elevator was inspected in August and there is an upgrade required by the state to bring it up to code. There will be a charge of approximately \$4400 to make the upgrade which will be funded under the ARPA compliance reserve

• **Leased Housing:**

- The MRVP program, a state program that serves primarily families, will be switching to the same payment standard that is used by HUD's section 8 program. MRVP voucher holders currently pay 40% of their income to rent, this change will be a great help financially to these families.

• **Rental Assistance Program:** Nothing to report.

• **Continuum of Care (CoC):** The application for renewal funding went in at the end of September, HUD usually reports awards at the beginning of 2023.

• **Terrapin Ridge:** Teri Stanley is continuing to provide residential services at this location. The families from Terrapin Ridge and George Fernandes Way are both utilizing the playground at the Terrapin Ridge facility.

• **Reports on outside activities:** Nothing to report.

7. New Business: Nothing to report

8. Adjournment:

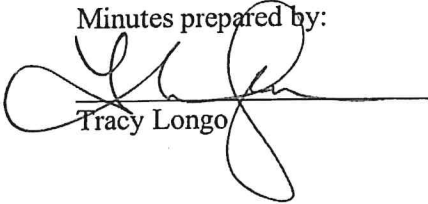
Resolution 2022-63

There being no further business, Commissioner Wirt motioned, and Commissioner Carlier seconded, to adjourn the meeting at 5:467 PM.

Yeas: Wirt, Carlier, Brown, Martinelli

Nays: None

Minutes prepared by:


Tracy Longo

10.13.22
October 13, 2022