



# NORTHAMPTON HOUSING AUTHORITY

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APPROVED SEPTEMBER 21, 2020  
SEPTEMBER MINUTES

Members of the Northampton Housing Authority met via “Zoom” meeting on Monday, September 21, 2020.

The Chairperson called the meeting to order at 4:07 p.m.  
Upon Roll Call, those present and absent were as follows:

**PRESENT:** Chairperson Richards; Commissioner Brooks, Commissioner Jones; Commissioner Laufer.  
**ABSENT:** Commissioner Silver.

**ALSO PRESENT:** Cara Leiper; Deb Dunphy Smith; Jack Redman; Keith Walsh; Sharon Kimble; Gary DePace; Donyaël Parrish; Jose Cruz; Heather Maxwell; Maitty Delhoyo; Angel Sadlowski; David Arce; Joseph & Angela Santaniello; Roy Martin; Jada Tarbutton; Jen Kirkpatrick.

Gary Depace, fee accountant presented the FY20 financials.

## **APPROVAL OF END OF YEAR FY20 FINANCIALS & CERTIFICATONS–STATE PROGRAMS - 400,689 AND MRVP.**

Commissioner Jones put forth the motion to approve, seconded by Commissioner Brooks.

**VOTING AYE:** Commissioners Brooks, Jones, Laufer and Chairperson Richards.

**VOTING NAY:** None

**Whereupon Chairperson Richards approved the FY20 Financials.**

## **MOTION**

### **APPROVAL OF THE TOP FIVE SALARIES FORM**

Commissioner Brooks put forth the motion to approve, seconded by Commissioner Jones.

**VOTING AYE:** Commissioners Brooks, Jones, Laufer and Chairperson Richards.

**VOTING NAY:** None

**Whereupon Chairperson Richards approved the Top Five Salaries.**

Chairperson Richards – accolades to you and the staff to be this close to the budget. Thank you to all who played a part in it.

Gary Depace – thanks to the staff, they do a good job.

## **TENANT COMMENT**

Jen Kirkpatrick – 19D Hamp Heights-thank you for the fun stuff we did in the garden.

Jada Tarbutton – Salvo – there is a homeless couple in their 30's camping out at the Northampton Senior Center. She alerted the Senior Center. They are also hanging out by a tree near where her car is parked.

The Police drove by when they were sleeping and nothing was done. Also, someone passed away at Salvo and we used to acknowledge their passing.

Chairperson Richards – There are homeless people on our property?

Cara – I went there and asked them to leave – they need to have a trespass notice done. Jose Cruz will work on this. They aren't always on our property – they are on Cahill, Salvo and the Senior Center. The

property Manager needs to be there with the couple then call the Police to have the Trespass Notice served.

Roy Martin – Salvo – people are living in a tent on the side hill by Cahill-Smith College is monitoring it as they own the hill. At the Senior Center people charge their cell phones and hang around. Salvo has a homeless list (2018 and 2019) –most people aren’t considered trespassing because they are not on the list. If we have an empty apartment maybe we could work something out with the City for housing homeless people – do a promissory note for rent. Still problems at Salvo – need Police security.

Heather Culver – Florence heights – just listening to the meeting.

Angela & Joe Santaniello – regarding the homeless people – Police are called but they don’t move them. Where is the property line by the Senior Center – maybe we can have the Mayor put up a No Loitering Sign. There is a lot of inappropriate activity at Salvo and masks are not being work in the common area. When the Police were there they helped with these issues.

#### EMPLOYEE COMMENT – None

Chairperson Richards – thanks for what we are doing and encouraging people to wear masks.

#### PUBLIC COMMENT

Alex Jarrett – Ward 5 City of Northampton Councilor – thanked Jack Redman for working with Lindsay Sabadosa and him with the Florence Heights issues. Smoking is done inside and out and not at the designated areas – smoke is infiltrating into the apartments. What is the threshold for action?

Cara – Jack will send you our no smoking policy.

Alex – Notice of meetings were posted on the mailboxes in the past and that is not happening now.

Also, people not on the lease are parking at Florence Heights – can vehicles be removed.

Cara – parking stickers will be issued to the tenants. Tenants can report people that should not be parked their on the “concern form” to the property manager.

Alex – regarding Forsander – there are numerous empty apartments since June – how long before they are filled?

Cara- CHAMP is used for this process. We have mailed out hundreds of packets before we can go on to the next step but DHCD guidelines have somewhat tied our hands. Mail is taking 6-10 days longer to get to people than before and if someone has to get back to us within the 10<sup>th</sup> or 11<sup>th</sup> day, and they just received the notice, they are out of time to get it back to us. Kaitlin is working on this process.

Alex notated that on the City Council when they have a roll call vote for items and there is a voice vote be sure to check for validity.

#### Approval of the August 2020 Minutes

Commissioner Brooks put forth the motion to approve, seconded by Commissioner Jones.

VOTING AYE: Commissioners Silver, Brooks, Jones and Chairperson Richards.

VOTING NAY: None

ABSTAIN: Commissioner Laufer

Whereupon Chairperson Richards approved the August 2020 minutes.

#### NEW BUSINESS

##### Discussion of July and August 2020 Financials

Cara – Budget guidelines have been released. July is 5 ½ % of budget, August is 10.21% of budget.

Maintenance wages are higher due to the Covid coverage.

**MOTION: MOU with Three County Continuum of Care for Support Service for Section 811 Mainstream Voucher**

This is for assisting applicants for services in a more expeditious fashion.

Commissioner Laufer – how many units/vouchers? Jack – applied and awarded for 15 but received additional funds now for 20 vouchers.

Cara – this is a memo with the agency to help applicants.

Commissioner Laufer – what is the agency and are there family units?

Cara – Community Action and yes there are family units.

Commissioner Laufer – What is the age? Jack – 50-60 years and older or disabled.

Commissioner Brooks put forth the motion to approve, seconded by Commissioner Laufer.

VOTING AYE: Commissioners Brooks, Jones, Laufer and Chairperson Richards.

VOTING NAY: None

Whereupon Chairperson Richards approved the Motion.

**MOTION TO APPROVE THE CONTRACT WITH THE BERKSHIRE DESIGN GROUP FOR HAMPSHIRE HEIGHTS PLAYGROUND DESIGN, CONSTRUCTION PLANS AND CONSTRUCTION OVERSIGHT.**

Chairperson Richards – what is the time table? Jack – Berkshire has been locating additional equipment and have found suppliers. Once we sign they will do a power point presentation and zoom meeting with the residents by the first week of October. Bids will then go out in 30 days.

Chairperson Richards – will this be a zoom meeting for design?

Jack – they will show us designs, layouts and playscapes will be included. We were thinking of doing 4 different locations but the larger area will take up most of the money.

Commissioner Jones put forth the motion to approve, seconded by Commissioner Brooks.

VOTING AYE: Commissioners Brooks, Jones and Chairperson Richards.

VOTING NAY: None

ABSTAIN: Commissioner Laufer.

Whereupon Chairperson Richards approved the Motion.

**MOTION**

**WORK ORDER FOR SALVO CARPET REPLACEMENT FISH #214119**

This work includes the lobbies and hallways. DHCD and the House Doctor have approved – the Board needs to approve in order to proceed.

Chairperson Richards – what is the time table?

Cara – two weeks per DHCD- one of the contractors did not have everything they needed.

Jack – this work is a conflict with the Salvo cameras being done. We can't have two vendors working at the same time – 4 weeks away to start the carpet-finish 60 days from the start.

Chairperson Richards – carpets first?

Jack – after the cameras are finished.

Commissioner Brooks put forth the motion to approve, seconded by Commissioner Jones.

VOTING AYE: Commissioners Brooks, Jones, Laufer and Chairperson Richards.

VOTING NAY: None

Whereupon Chairperson Richards approved the Motion.

**MOTION:**

**ACCEPT SECOND LOWEST BID, AS RECOMMENDED, WITH M.FRANK HIGGINS FOR SALVO CARPET REPLACEMENT FISH #214119.**

Mass Floors is not a certified contractor in floor coverings who was the lowest bidder.

Commissioner Brooks put forth the motion to approve, seconded by Commissioner Jones.

VOTING AYE: Commissioners Brooks, Jones, Laufer and Chairperson Richards.

VOTING NAY: None

Whereupon Chairperson Richards approved the Motion.

Commissioner Jones asked if Attorney O'Connor was on the zoom meeting. Cara – No he is not.

Jeff stated, “There was a law passed expanding the Board of Commissioners – there will be two tenants on the Board of 7 – we already have (2) on the Board of five. Does this mean we will have 3 tenants on the Board?”

Cara – I have reached out to the Mayor’s office and have asked Attorney O'Connor to tell us the specifics on how this relates to us”.

Chairperson Richards – I am surprised this has come as quickly as it has. Cara – this is effective immediately. Maybe have (1) Section 8 or voucher Representative and (1) from the Housing Coalition on the Board. Commissioner Brooks is a Governor’s appointee, not a resident appointee.

Commissioner Laufer and Brooks would like this information emailed to them

Commissioner Jones put forth the motion to adjourn the September meeting at 5:08 P.M., seconded by Commissioner Laufer.