



NORTHAMPTON HOUSING AUTHORITY

AUGUST MINUTES

AUGUST 18 2025

Approved on SEPTEMBER 15, 2025

Members of the Northampton Housing Authority met via "Zoom" on Monday, August 18, 2025 at 5:30 p.m.

The Chairperson called the meeting to order at 5:30 P.M.

Upon Roll Call, those present and absent were as follows:

PRESENT: Chairperson Carney; Commissioner Brooks; Commissioner Healey Commissioner Tarbutton-Springfield.

ABSENT: Commissioner Wood Commissioner Jones.

ALSO PRESENT: Sharon Kimble; Gary DePace; John Wyda Doug Kierdorf.

LTO COMMENT

Doug Kierdorf — Forsander — hello to the Walter Salvo tenants — looking forward to seeing them at the Mass Union Convention in October. Each month it is more difficult to get to the meeting link and it is not posted in the buildings. The city website is like being in the amazon jungle trying to find it. It would be great if you could send the link out along with the agenda. I tried calling Housing Authority and the message says our options have changed and the voice is Jack Redman who hasn't worked here in a year, I doubt the sincerity of the message — maybe re-record it. I don't think our options have changed in a long time.

John Wyda — Salvo LTO — we had our re election, the president and vice president won by 62%, The president was called by Mass union and offered a position so he had to resign his position as Executive Secretary floor representative. The chairman will be on the board and director at large who will take place of the secretary's job. The new budget proposal was turned in to the Executive Director along with a revision of the bylaws — about 90 pages complete. The meetings are every two months — on the odd months they will have activities - sewing, cleanup committee, disability committee, game night and computer group. A monthly meeting with administration at Salvo and we have two meetings with the Executive Director. Turned over the MOU to the Executive Director the other day. Speed bumps were put in. Security officials and Northampton Police are here 4 hours a night/ 4 days a week. Six members are on the LTO, will keep on posting for the people to let them know what is going on which hasn't happened in the past.

PUBLIC COMMENT - SUSPENDED

APPROVAL OF THE UNE 2025 REGULAR MINUTES

Commissioner Tarbutton-Springfield put forth the motion to approve, seconded by Commissioner Healey.

VOTING YAY: Chairperson Carney; Commissioner Brooks; Commissioner Tarbutton-Springfield & Commissioner Healey.

VOTING NAY: NONE
ABSENT: Commissioner Jones and Commissioner Wood.

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Therefore, Chairperson Carney approved the June 2025 minutes.

EXECUTIVE DIRECTORS REPORT

Sharon Kimble— the write off's for the month of June is \$6,451.00. Sharon then explained what the write off's were — delinquent tenants, they were all State properties.

Commissioner Tarbutton-Springfield — is this cumulative or is this for August and July?

Sharon Kimble — May is for May. This one is for the month of July — 4 evicted tenants that we feel we can't get the money from.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

RESOLUTION # 2025-10- AWARD THE CONTRACT FOR RUBBISH REMOVAL TO THE LOWEST RESPONSIVE RESPONSIBLE BIDDER - USA WASTE REMOVAL.

The resolution was read by the Sharon Kimble. This is a two year contract for all properties in the amount of \$227,739.97. We had two bids 1. Republic in the amount of \$409,316.44 and USA in the amount of \$227,739.97. We ask for your approval.

Chairperson Carney — we are required to accept the lowest bidder under State law unless there are other extenuating circumstances.

Commissioner Brooks put forth the motion to approve, seconded by Commissioner Healey. VOTING YAY: Chairperson Carney; Commissioner Brooks; Commissioner Healey Commissioner Tarbutton-Springfield.

ABSENT: Commissioner Jones and Commissioner Wood.

Therefore, Chairperson Carney approved the Resolution.

Commissioner Tarbutton-Springfield — I assume USA is for all the properties right?

Sharon Kimble — Hampshire Heights, Forsander, Cahill, Tobin, Salvo, State Street, McDonald, Florence Heights, Bridge Street, McColgaru Hamblin Court, East Street and Pine Street in Huntington as well as Cummington.

Commissioner Tarbutton-Springfield — does this also include the trash compactor?

Sharon Kimble — yes.

Commissioner Tarbutton-Springfield — I don't know where the compactors are.

Sharon Kimble — the chute is in the hallways that goes to the compactor.

RESOLUTION 2025-11 - ACCEPT FY25 YEAR END FINANCIALS CERTIFICATION OF THE TOP 5 COMPENSATION DOCUMENT AND CERTIFICATION OF COMPLIANCE WITH LEAD PAINT NOTIFICATION LAWS.

The resolution was read by the Sharon Kimble. Gary DePace presented documents — 83.67% of the budget is spent. We are under spent \$800,000.00 in Federal extraordinary maintenance. We use this money to supplement our Capital Budget - we did not need to use it and we did not get a reduction of our subsidy and this means our reserves have stayed intact. On the top 5 wage earners we had 53 weeks of payroll, not 52 which is why they allow a 3% variance, we were at a 2.7% variance.

Gary went over the budget subsidy which has 3 components — utilities, revenues and annual non-utility expense and explained the calculation.

400 program operating reserves , \$899,349.84 last year closed at \$1,767,342.00, the major increase came from a rebate from the mini splits - a one-time thing. Reserves are now at around 73% of maximum. Gary explained the 667, 200 and 705 projects. 689 project — 33 units of special needs — Bridge Street and State Street. Reserves went down from our estimate due to a major mold problem. Last year ended at \$66,814.00, it went up from mini split rebate and grant money. MRVP — 7 units of mass rental voucher program — reserves are \$4,069.00 for last year are \$3,122.00 this year. We only earn \$55.00 per unit to administer those and haven't had an increase to administrative fees in a long time. Federal project reserves — net of OPEB \$1,530,000.000 — more than we require.

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

VOTING YAY: Chairperson Carney; Commissioner Brooks Commissioner Healey.

VOTING NAY: NONE

ABSTAIN: Commissioner Tarbutton-Springfield.

ABSENT: Commissioner Jones and Commissioner Wood

Therefore, Chairperson Carney approved the Resolution.

Commissioner Tarbutton-Springfield — very well presented, I have lead paint questions.

Gary DePace — the certification of lead paint is required by Boston to be part of our year end package — no idea why they do that. I want commissioners to understand that we are complying at the Housing Authority with whatever lead paint laws there are. Part of the lease has a lead paint notification that is signed by tenant.

Commissioner Tarbutton-Springfield — does it also include asbestos?

Sharon Kimble — just lead paint.

Commissioner Tarbutton-Springfield — I am impressed with the mini splits getting a write off — thought it was every year.

Gary DePace — we received rebates for the actual installation of units. Independent is a second credit for solar because we have a contract with a solar farm where we get our energy. We receive a lower price for energy and that is ongoing. Last year over \$2,000.00.00 in energy savings from the solar farm.

Commissioner Tarbutton-Springfield — how can we be assured that all the great things here when we submit it, that we don't get a report card back saying you forgot to do this, etc?

Gary DePace — these are unaudited financial statements, this is what we prepare as management. Auditors will come in now and audit this work and issue audited financial statements. The fiscal year ended in June and we have two months to submit our un-audited financial statements and 9 months to submit audited financial statements.

Commissioner Healey — I want to thank Gary and Sharon for their work and I appreciate your explanations.

Gary DePace - maintenance salaries — over and maintenance expense is under — this is for maintenance materials account 4420. Account 4430 is contract cost which is maintenance expenses including rubbish removal and includes outside contractors. We spent more in contract costs but less on materials.

Commissioner Healey - travel is high compared to the budget.

Gary DePace there is more travel than in the past — seminars, conferences.

Commissioner Healey — legal expense is high.

Gary DePace — we look at all this when doing current FY26 budget.

Commissioner Healey — operating subsidy calculation page 24 - # 13 — vacancy penalty is \$17,000.00 is that the range?

Gary DePace — represents Boston imposing through our system that if a vacancy lasts more than 90 days and the Housing Authority has not submitted a proper request for extension — extensive

maintenance or something, Boston has a formula to reduce our subsidy. Sharon works closely with rental people to get vacancies filled in a timely fashion and makes sure if they can't get filled, requesting a waiver, but if it is denied we are imposed a penalty.

Sharon Kimble — explained the vacancy process and getting CHAMP person training in doing waivers. Commissioner Healey — are we at full capacity for staff?

Sharon Kimble — we just hired a porter for Maintenance and section 8 is interviewing for an inspector. Other than that we are good.

RESOLUTION 2025-12 - APPROVE THE 45 DAY MANAGEMENT AGREEMENT WITH THE HOLYOKE HOUSING AUTHORITY RETROACTIVELY TO AUGUST 8 PER EOHLC'S RECOMMENDATION.

The resolution was read by the Sharon Kimble.

Commissioner Tarbutton-Springfield put forth the motion to approve, seconded by Commissioner Healey.

VOTING YAY: Chairperson Carney; Commissioner Brooks; Commissioner Healey Commissioner Tarbutton-Springfield.

VOTING NAY: NONE

ABSENT: Commissioner Jones and Commissioner Wood.

Therefore, Chairperson Carney approved the Resolution.

RESOLUTION 2025-13 - APPROVE THE CERTIFICATION OF FY2025 SECTION 8 SEMAP.

Sharon Kimble read the resolution.

Commissioner Tarbutton-Springfield put forth the motion to approve, seconded by Commissioner Healey.

VOTING YAY: Chairperson Carney; Commissioner Brooks; Commissioner Healey Commissioner Tarbutton-Springfield.

VOTING NAY: NONE

ABSENT: Commissioner Jones and Commissioner Wood.

Therefore, Chairperson Carney approved the Resolution.

Commissioner Tarbutton-Springfield — is the political situation changing with Section 8 is it affecting us now?

Sharon Kimble — In Section 8 we have vouchers and they go out to landlords that our tenants rent from, we calculate their rent, it is not public housing, it is section 8. Commissioner Tarbutton-Springfield — State, not Federal?

Sharon Kimble — Federal, Section 8 vouchers.

Chairperson Carney — I think Commissioner Tarbutton is asking, because we have heard so much about cuts to HUD and other federal programs — do you think it has any impact to us?

Sharon Kimble — as of right now we have not heard. That does not mean down the road we won't have any, certainly we are all concerned.

Gary DePace — my feeling is at this point there have been no interruption in our HAP payments or our funding for the upcoming year and we only can find that out when we get the new federal numbers and get guidance from HUD. I don't think that is anything being looked at - substantial cuts to housing, housing stock is a primary objective of both political parties. We would let commissioners know of any changes that might come down.

ADJOURNMENT

Commissioner Tarbutton-Springfield put forth the motion to adjourn the August 18, 2025 meeting at 6:40 p.m. seconded by Commissioner Healey. All were in favor.