



NORTHAMPTON HOUSING AUTHORITY

MAY MINUTES

MAY 19, 2025

Approved on JUNE 16, 2025

Members of the Northampton Housing Authority met via “Zoom” on Monday, May 19, 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 Jones & Commissioner Tarbutton-Springfield.

ABSENT: Commissioner Healey and Commissioner Wood.

ALSO PRESENT: Matthew Mainville; Sharon Kimble; Attorney Tom O'Connor & Danielle McColgan.

LTO COMMENT

NONE

PUBLIC COMMENT – SUSPENDED

Commissioner Tarbutton-Springfield – can you explain why the suspension of the public comment?

Chairperson Carney – we have an investigation going on and there have already been numerous occasions in public comment being used to discuss what is the matter of that investigation. So it has been advised that we suspend public comment so it doesn't threaten the integrity of the investigation so that we may successfully forge our way through this, so I am exceeding to that advice.

Commissioner Tarbutton-Springfield – you do know there are other avenues where public comment is there – you can't keep people quiet and you are also named in that.

Chairperson Carney – this is not appropriate for us to talk at all about it, I am glad to give you an explanation, I won't give anything further.

Commissioner Jones – referring to public comment – I think everybody on the Board here tonight knows that a couple of January's ago we went through a training with Attorney Driscoll for procedures and one of the things Attorney Driscoll raised was eliminating public comment and there are a lot of Housing Authorities around the state that do not have it, so I want to be clear that is an option. It doesn't necessarily have to be followed but I think the Chair has explained why there is no public comment in this instance and I really don't want to re-visit it.

APPROVAL OF THE APRIL 2025 REGULAR MINUTES

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

VOTING YAY: Chairperson Carney; Commissioner Brooks & Commissioner Jones.

VOTING NAY: Commissioner Tarbutton-Springfield.

ABSENT: Commissioner Healey and Commissioner Wood.

Therefore, Chairperson Carney approved the April 2025 minutes.

EXECUTIVE DIRECTORS REPORT

Matt Mainville read the report with updates.

Tenant account write off's in the amount of \$33,366.00 – quarterly we have to write off this bad debt due to physical evictions, leaving without notice, etc. and it is an EOHLC standard.

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Commissioner Jones had asked about maybe understanding what Holyoke Housing Authority is doing on housing projects and how it might be done here in Northampton. I will put it on next month's agenda.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

MOTION

APPROVE CERTIFICATE OF FINAL COMPLETION (CFC) OF FISH # 214126 HAMPSHIRE HEIGHTS WINDOW REPLACEMENT PROJECT.

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

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

ABSENT: Commissioner Healey and Commissioner Wood.

Therefore, Chairperson Carney approved the Motion.

Commissioner Tarbutton-Springfield – is this for what is done so far or the whole project?

Matt Mainville – the entirety of the project.

Commissioner Tarbutton-Springfield – a year or two ago I heard residents talk about the windows, they were afraid to open them – when did this start and why did it take two years? I was under the impression that some were done but not all.

Matt Mainville – capital improvement projects don't happen overnight, there are many steps to go through, it is not an overnight project and it is now completed.

Chairperson Carney – this is one piece of a much larger capital improvement project funded by the State for Hampshire Heights that include water mitigation, road work, etc. Sharon, are there any other details you can provide for Commissioner Tarbutton-Springfield?

Commissioner Tarbutton-Springfield – I wasn't sure if it was all or one and two years going on and is there going to be any more done at Hampshire Heights? I would like to be in the loop for the rest of the items going on.

Chairperson Carney – we have voted on this for the State Capital Improvement Plan in the last couple of years and it included this large project.

Sharon Kimble – Hampshire Heights is a multiple project, the windows on its own had its own money but needed to get done before the road and basements and that has been slow and is a million dollar project. The design phase has been slow, I have no idea when the process will start. This is a State project and we have no control. We are just very grateful that it will be done and paid for by the State.

Chairperson Carney – Director Mainville you made many copies of the annual plan I think for tenants to take and that includes the Capital Improvement Plan as I understand. There is also a reference to what is going on at Hampshire Heights in the CIP plan, maybe we can make sure Commissioner Tarbutton-Springfield can get a printed copy of the annual plan.

Commissioner Tarbutton-Springfield – there has always been a problem of water in the basements, we have been talking about this and they have been living with this for 10 years. I want to get the how, when and where.

Matt Mainville – in the annual plan it does talk about work items – it is a living document, you have priorities and you put them out there and you have been planning for the water in the basements for 10 years and then you see windows are a health and safety issue – let's say that was programmed for years later, water came first but you also have to recognize the health and safety issues. There are priorities put in those work items and all that gets hashed out during the annual plan process and I am happy to send it

over and provide you the electronic state link to all 242 annual plans. If you have follow up questions reach out to me.

RESOLUTION 2025-04 – APPROVE THE EXECUTIVE & INTERIM DIRECTOR OF THE NHA TO SIGN, APPROVE AND UPLOAD ANY NECESSARY DOCUMENTS REQUESTED.

Matt Mainville read the resolution and he and Chairperson Carney explained the process.

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

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

ABSENT: Commissioner Healey and Commissioner Wood.

Therefore, Chairperson Carney approved the Resolution.

Commissioner Tarbutton-Springfield – you, the Chair, the Treasurer do the initial e-signing and then the Board approves – is that right?

Matt Mainville – no, reverse.

Chairperson Carney – the Board approves first, after we take the vote that is when the Director and the Chair can sign to send it into the State to be reimbursed.

RESOLUTION 2025-05 – EOHLC CONTRACT FOR FINANCIAL ASSISTANCE (CFA)-5001 AMENDMENT #13 IN THE AMOUNT OF \$860,702.60.

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

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

ABSENT: Commissioner Healey and Commissioner Wood.

Therefore, Chairperson Carney approved the Resolution.

Commissioner Tarbutton-Springfield – was this resolution in the packet? Can you send it to me also?

Chairperson Carney – it is in the board packet.

Director Mainville will get Commissioner Tarbutton-Springfield a hard copy.

Commissioner Tarbutton-Springfield – the annual plan – I want what is presented to be promised and done.

Matt Mainville – the reality of it is that it is a very formulaic process and it is very regulated. There is a whole infrastructure of EOHLC folks that help housing authorities enter into the design and construction process. There is a very robust support system from EOHLC that makes sure that monies are spent in a meaningful way to address the greatest needs of the NHA and all the housing authorities across the commonwealth. My door is fairly open if you want to sit down one day and look at the projects that were made into the annual plan and these are the dollars we get. It is never as direct as – here is point A – we need to do a roof job and here is \$100,000.00 – there is more moving parts, it is a living document, there is a rhyme and a reason to get it from that point A to point B. There are trainings to walk people through this. Whatever vehicle I can provide to make you comfortable that those dollars come in and actually go out to actual construction projects, I would be happy to help.

Chairperson Carney – Director Mainville, I take it this invitation extends to other Commissioners or to the LTO presidents to also come in and ask you questions regarding this.

Matt Mainville – yes.

Chairperson Carney – thank you, well appreciated.

RESOLUTION 2025-06 – APPROVE THE STATE FY25 BUDGET REVISIONS FOR PROGRAMS 400-1.

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

VOTING YAY: Chairperson Carney; Commissioner Brooks & Commissioner Jones.

ABSTAIN: Commissioner Tarbutton-Springfield.

ABSENT: Commissioner Healey and Commissioner Wood.

Therefore, Chairperson Carney approved the Resolution.

Commissioner Tarbutton-Springfield –explain what the 400 program is.

Sharon Kimble – it is a State program – 200, 667 and 705 – 200 is family, 667 is elderly/handicapped and 705 is single families. It encompasses all the State units into one which is called the 400 program.

Matt Mainville – what this means is that the State recognizes that an exemption allows you to get additional dollars above and beyond what your budget looks like. What they recognized in some form or fashion because this is an EOHLC mandated process, that they will cover a portion of the cost that represents the 400 program.

Commissioner Tarbutton-Springfield – I thought we voted on specifically the issue with the interim Executive Director last time – I thought that was voted on and approved, now we are adding that as a rider to 400 including this \$19,000.00.

Chairperson Carney – they are understanding that the need is for them to provide us more money because it is an EOHLC mandated process, they want to give us an additional \$19000.00.

Commissioner Tarbutton-Springfield – I am looking at the training and it is up to \$25,000.00. I thought it was \$12,500.00.

Sharon Kimble – the only change in the budget is page 2 line 8 EOHLC approved the exemptions we have added, the management contract of \$19,041.00 that we will be getting from them. That is why we did this budget revision.

Commissioner Tarbutton-Springfield – that management contract is exclusively for what is going on with Holyoke?

Sharon Kimble – all we are saying is in the original budget that was approved we did not have a management contract cost in that budget and so now we do, we are doing a budget revision and we are saying because we had this extra cost of \$53,998.00 we are going to get \$19,041.00 from the State to cover their portion, the other 35% will come from operating reserves on the Federal side because it is a percentage of units and that is the budget change we are presenting to you.

Chairperson Carney – we did not have the management contract with Holyoke Housing Authority. The Housing Authority is providing management to the NHA during this interim period while we are dealing with administrative matters.

Commissioner Tarbutton-Springfield – do you have this with Easthampton and Hatfield or is this all encompassing?

Matt Mainville – all encompassing.

Commissioner Tarbutton-Springfield put forth the motion to adjourn the May 19th meeting at 6:09 p.m. seconded by Commissioner Brooks. All were in favor.