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MINUTES OF BOARD MEETING
PITTSFIELD HOUSING AUTHORITY (PHA)

May 19, 2025

Participation was done entirely in person
65 Columbus Avenue, Pittsfield, MA Community Room First Floor

I Call to Order

Chairman McCarthy called the meeting to order at 12:04 p.m. PHA Board of Commissioners in attendance: Justine Dodds, Brian Morrison, Edward Carmel, David Pill and Chairman Mike McCarthy

Executive Director (ED) Tina Danzy, Assistant to the Executive Director Madonna Meagher, Director of Finance and Administration Susan Martino, Gwen Cariddi, State Property Manager

Public: Francis D., Joe N., Joe W,

II Approval of minutes from: 4/15/25 & 5/5/25

Board member Carmel made a motion to approve the 4/15/25 draft minutes, seconded by Pill. Chairman McCarthy had a correction to the minutes asking for a motion to amend the minutes to correct a word “changes” to “charges”. Dodds made a motion to amend the minutes, seconded by Morrison. Vote: Morrison, aye; Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 5-0. Vote on main motion: Morrison, aye; Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 5-0

Board member Morrison made a motion to approve the 5/5/25 draft minutes, seconded by Dodds. Vote: Morrison, aye; Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 5-0

III Executive Director’s Report

Executive Director Danzy provided an update since the last board meeting which included: Carolina Gonzales from EOHLC spoke with Yandelin and stated how pleased HLC is with the Pittsfield Housing Authority staff/teams especially with unit turnovers. Carolina sent a thank you to all the staff for their hard work.

Efforts for keeping Wilson park clear of clutter and illegal dumping are continuing.

Executive Director Danzy mentioned that Caitlin Johnson from HUD needed our five-year Federal housing plan and we needed a public hearing. The hearing is scheduled for June 30th at Columbia Arms at 11:00 a.m. before the board meeting, which will then need a board vote to approve the 5-year plan.

The Executive Director Danzy also completed the Real Property Transactions course. This will assist her in conveying the PHA housing stock that needs to be purged.

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a) Financial Update:

Having an extensive conversation with PHA Fee Accountant Paul Pavia, he will push to get a budget approved sooner.

Board member Pill asked for current TAR summaries.

Executive Director Danzy reported that EOHLC project manager, Ashley is working with PHA to review outstanding FISH (Modernization) projects, and that some projects that have a small amount left at close out can be re-allocated to the Force Accounts.

Executive Director Danzy stated she has been working with Joel Arnold regarding the money PHA spent on the emergency split heat pump at Annex. There might be a way to create a CFA to receipt the invoices we paid if we could squeeze in a special meeting of the board for their approval. Asking if that was possible, the board agreed they would make themselves available.

b) Maintenance Update:

Executive Director Danzy reported to the board that Director of Facilities and Management Patrick Pettit has been on medical leave until May 30, 2025. Additionally, The Assistant to the Director of Facilities and Management Mykayla Deinlein gave resignation notice today, May 19, 2025.

Property Manager Gwen Cariddi and Safety Officer Pete Marino have been assisting in all maintenance issues.

Discussion ensued with board member Pill questioning the need to fill the Assistant of Maintenance position. Executive Director Danzy stated that she is looking at re-structuring or revamping the maintenance position.

c) Waitlist/Vacancy Update:

Executive Director Danzy described the new vacancy monitoring system that is being used by PHA to continually update unit turnovers. Additionally, the maintenance staff is working on turnovers as a priority. The maintenance staff are motivated to do good work. State Property Manager Cariddi stated that morale is “up” and the ED and the maintenance foreman are prioritizing unit turnovers for speedy lease ups. Working as a team is paying off.

Board member Pill asked if PHA is meeting goals of waiver dates? Executive Director Danzy responded that Yandelin is entering vacancy data to EOHLC as soon as we get the keys from the tenant.

Discussion ensued with board member Dodds commenting on the issues in the Berkshire Eagle regarding the “unsheltered”, the homeless, and the PHA units that could be used to help fill these units. Ms. Dodds asked for a vacancy spreadsheet ahead of the meeting.

Director of Finance and Administration Susan Martino stated that the State reserves were 39% down from April where it was 40%. PHA is still waiting for state money to be credited to our bank account.

Discussion ensued with Dodds reporting that she met with Representative Farley-Bouvier and the Pittsfield Mayor Marchetti concerning vacancies at PHA. Executive Director Danzy responded that she

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has been in contact with the RCAT team from Boston and met with Representative Farley-Bouvier in April to discuss additional options for PHA to get assistance such as Mass Hire etc. Also discussed was the possibility of court appointed labor from those doing community service/probation to assist with mowing or other exterior work. Chairman McCarthy cautioned the legal issues surrounding workman's compensation and liability insurance.

d) HUD/Section 8

None:

e) Other:

None:

IV NEW BUSINESS:

1-2 Director of Finance and Administration Susan Martino requested board approval for financial write-off of State accounts for 200-1 & 667-C for a total of \$31,812.68 and board approval for financial write off of federal accounts: 29-3, 5, 6. For a total of \$42,474.85. Chairman McCarthy asked for a motion to approve the financial write off of State accounts of \$31,812.68 and Federal account write off of \$42,474.41. **Morrison made a motion to approve the write offs as presented by Ms. Martino seconded by Pill.** Discussion ensued with Board member Carmel asking for clarification on the need to have these write offs. Ms. Martino explained that there are regulations that PHA has to follow, and that amounts that may never be collected have to be taken off the accounting ledger. **Vote: Morrison, aye; Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 5-0**

3. Executive Director Danzy sought board vote and approval of PHA Project #236099, (Providence Court 667-3 adjust, install and repair fire doors – Phase 1) low bid approval of estimated construction costs of \$107,000 for Salco Construction Company, Inc. and bond funded TDC of \$163,346.00. **Carmel made a motion to approve the low bid of \$107,000. To Salco Construction Co. Inc. seconded by Morrison. Vote: Morrison, aye; Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 5-0**

4. Executive Director Danzy requested board approval to accept \$30,900 in additional funding for the heat pumps at Rose Manor. Morrison made a motion to accept \$30,900 in additional funding for the heat pumps seconded by Carmel. **Vote: Morrison, aye; Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 5-0**

V OTHER BUSINESS:

A sub-committee of board members Pill and Carmel reviewed the PHA maintenance schedule of charges from the April board meeting. Discussion ensued with Pill discussing line items of charges and recommendations to remove certain charges. Pill suggested a final draft of the charges be presented at the June 30, 2025 board meeting.

VI BOARD/PUBLIC COMMENTS:

Columbia Arms Tenant Francis D. had questions about PHA subsidizing the tenant cable charges. Tenant Joe N. voiced concerns about non-working fobs, Columbia Arms elevator sizes in case of an emergency, and window alarms. Tenant Joe W. had concerns about locked windows and breathing issues.

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`NEXT MEETING: Monday June 30, 2025 @ Noon: Columbia Arms

VII ADJOURNMENT

Board member Morrison made a motion to adjourn seconded by Carmel: Vote: Morrison, aye; Pill, aye Carmel, aye; Dodds, aye; McCarthy, aye; Motion passes 5-0 1:30 p.m.

Respectfully submitted,
Madonna Meagher
Assistant to the Executive Director
Pittsfield Housing Authority

Documents reviewed:
Agenda 5-15-25 Draft minutes of 4/15/25, Draft minutes 5/5/25, April financials, Federal/State vacancy/tenancy update, RSC activity summary report, state and federal write-offs, Federal 5-year plan public hearing notice, tenant workorder form