

DRAFT

MINUTES OF BOARD MEETING
PITTSFIELD HOUSING AUTHORITY (PHA)

September 16, 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 12:10 p.m. PHA Board of Commissioners in attendance: Justine Dodds, Edward Carmel, David Pill and Chairman Mike McCarthy. Absent: Brian Morrison

PHA staff in attendance: Executive Director (ED) Tina Danzy, Assistant to the Executive Director Madonna Meagher, Director of Finance and Administration Susan Martino, State Property Manager Gwen Cariddi, Federal and State Housing Manager Chelsea Gancarz, State Assistant Manager Yandelin Peralta

Public: Francis D., Joe W, JoAnn M., Lisa M.

II Approval of minutes from: 8/19/25

Chairman McCarthy didn't have any corrections to the draft minutes but asked for two clarifications of Executive Director Danzy. She clarified his questions.

Board member Carmel made a motion to approve the 8/19/25 draft minutes, seconded by Pill.

Vote: Dodds, abstain; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 3-1 abstention

III Executive Director's Report

Executive Director Danzy provided an update since the last board meeting which included: Attending the Mass NAHRO conference and coming away with dozens of ideas to implement at PHA. One such idea was learning about the Comptroller Intercept Program to retrieve debt owed to PHA through tapping into tax returns which will be sent to PHA.

Regarding community outreach, I met with Bryan House from 18 Degrees regarding youth programming, met with Senior Center Director Jennifer Reynolds for collaboration and outreach services for our seniors. She will be visiting all our sites to inform tenants of services the senior center provides

PHA is actively working on the MBI RANGE grant to provide computer literacy and connectivity to four of our sites: Rose Manor, Providence Court, Columbia Arms and Dower Square.

Organized a "field trip" to the property (hillside) behind Columbia Arms that is being used by vagrants and drug users. The maintenance team cleared away brush and cleaned up the site to make it less desirable for being used as a "hangout".

a) Financial Update:

Due to the lateness of getting the bank statements, the July financials were sent to the Board separately from the packet. Fee Accountant Paul Pavia is working on the PHA draft budget for FY '26 and it appears

DRAFT

there will be a 3% increase in funding. We are actively processing receipts for reimbursement from EOHLC for XXXXXX.

b) Maintenance Update:

Executive Director Danzy reported that EOHLC gave permission for the Regional Capital Assistance Team (RCAT) to build a stair project at Wilson Park. There are safety concerns with the deteriorating exterior flights of stairs throughout the property.

Executive Director Danzy stated that Robert Penagos from RCAT who will be our representative on these state MOD projects will be working on creating a project to do a complete paving of Wahconah Heights instead of just having paving patches put on the driveway.

Rose Manor turnover maintenance work is ready to begin in several units.

An emergency change order will be forthcoming at the Essex property as it was discovered that the back porch had deteriorated and needs replacement. Other than that, the siding and roofing are still in process.

c) Waitlist/Vacancy Update:

Executive Director Danzy reported that in addition to the weekly vacancy meeting with staff, she also has a weekly meeting for vendors aiding in the rapid turnover of units. A cleaning vendor was added to the assistance team that was deemed cost effective.

Yandelin Peralta gave an overview of her active pull lists, 10 move-ins for the end of August, and 8 move-outs. She also has four active offers for September. Ms. Gancarz reported federal two move outs and three move-ins through the end of August. Executive Director Danzy also reported that an updated move-out notice from the office was helping tenants move out their belongings and that was a cost savings to PHA.

Executive Director Danzy stated that through the Capital Improvement Program (CIP), EOHLC released two 3-bedroom units at Wilson Park and those units have been offered. The push for additional time being given to the staff screening of CHAMP applicants is having a positive impact on how fast we can fill units.

The board was provided with a color coded detailed list (designed by Ms. Cariddi) of all vacancies and current status of each unit which prompted extensive board discussion regarding vacancies. Chairman McCarthy noted the 25 offline Rose Manor units for "flooring" and was other work needed to have these units completed. Executive Director Danzy and State Property Manager Ms. Cariddi explained that there would be more work that needed to be done.

Board member Pill inquired about using spare parts from vacant units that could be used in completing a single unit for rapid turnover.

Board member Dodds stated that the board was still getting letters regarding vacancies from EOHLC. Ms. Dodds asked for an update on the scattered sites particularly Stratford and 497 South Street (both are owned by PHA). Executive Director Danzy reported that the Stratford property could be sold.

497 South Street was a different issue according to Ms. Danzy. Tom Boyer from EOHLC performed a site visit to the property. He assessed 497 So. St. was not only completely destroyed but there was

DRAFT

structural damage to the entire building with one additional apartment (#495 So. St.). He estimated it would cost PHA at least \$700,000 to renovate. Board Member Pill suggested PHA pursue a way to return the property back to the City of Pittsfield. The City could use their additional partnerships such as Habitat for Humanity to renovate the South Street property for future tenants. Chairman McCarthy clarified that if PHA could not sell the property and needed to replace it, a \$700,000 estimate was not feasible nor cost effective. With the structural concerns of the entire building and the renovation costs, Chairman McCarthy requested Ms. Danzy to petition EOHLC for a waiver to be able to relinquish the property to the City.

d) HUD/Section 8 No staff attended the meeting: no reports supplied in their absence.

e) Other: None

IV NEW BUSINESS: Board Vote

Executive Director Danzy requested Board approval for the **scope of services EOHLC Project # 236105** for Wahconah Heights driveway and parking lot repair designer/total designer fees of \$9,000 and Estimated Construction Cost \$75,000. Chairman McCarthy asked for a motion to approve. **Pill made a motion to approve the EOHLC Project #236105 for the submission schedule and payment schedule presented to the board, seconded by Carmel.** A brief discussion ensued with clarification of location of repair: the lower section of Wahconah Heights property. **Vote: Pill, aye Carmel, aye; Dodds, aye; McCarthy, aye; Motion passes 4-0**

V OTHER BUSINESS: (may require a board vote)

VI BOARD/PUBLIC COMMENTS:

Board Member Carmel stated several concerns; the Columbia Arms parking lot still needs lines painted for designated spaces, questioning the delivery of mattress covers to mitigate bed bugs, the outdated PHA website, the tile flooring in the Columbia Arms hallway leading to the community room with broken tiles needing replacing, and the need for handicapped residents needing extra assistance during rent recertification for completing paperwork.

Public attendee Francis D. commented his concern that a PHA grievance board should be re-established. Public attendee Joe W. had urgent concerns about current tenants that exhibit bad behavior and create an unsafe building to live in.

NEXT MEETING: October 21, 2025 @ Noon: Columbia Arms Community Room

VII ADJOURNMENT

Board member Carmel made a motion to adjourn seconded by Pill: Vote: Pill, aye; Carmel, aye; Dodds, aye; McCarthy, aye; Motion passes 4-0 1:06 p.m.

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

DRAFT

Documents reviewed:

Agenda 9-16-25 Draft minutes of 8/19/25, July financials, vacancy reports, TAR aged delinquency, ED notes, Work order/scope of Services: EOHLC Project #236105(designer fees \$9,000 and Estimated Construction Cost \$75,000.),