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MINUTES OF BOARD MEETING
PITTSFIELD HOUSING AUTHORITY (PHA)
December 16, 2025
Participation was done entirely in person
Rose Manor, 193 Elberon Avenue, Pittsfield, MA Community Room
12:03 p.m.

I Call to Order

Chairman McCarthy called the meeting to order at 12:03 p.m. PHA Board of Commissioners in attendance: Justine Dodds, Edward Carmel, David Pill and Chairman Mike McCarthy. Chairman McCarthy made an announcement that any person can make a video or audio recording of an open meeting through any medium and that this public meeting was being recorded.

Chairman McCarthy added to the "Call to Order" asking for a motion to accept Board Member Brian Morrison's resignation from the PHA Board of Commissioners. **Mr. Carmel made a motion to accept the resignation of Mr. Morrison seconded by Pill.** Chairman McCarthy gave praise for Mr. Morrison's service to the board and noted he would be missed.

Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

Chairman McCarthy asked for a motion to appoint Board Member Pill as PHA treasurer and PHA representative member of the City of Pittsfield Community Preservation Committee. **Dodds made the motion to appoint Mr. Pill as PHA treasurer and to represent PHA on the Community Preservation Committee, seconded by Carmel.** **Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0**

PHA staff in attendance: Executive Director (ED) Tina Danzy, PHA Fee Accountant Paul Pavia, Assistant to the Executive Director Madonna Meagher, State Property Manager Gwen Cariddi, State Assistant Manager Yandelin Peralta, Section 8 Polly Racicot and Tracy Pero, Director of Maintenance Pete Marino, Foreman Sean Eckert, Maintenance site employee Justin Coniglio, Security John Newton,

Public: Francis D., Joe N., Arnold W., Valerie P., Linda W., Joan C. Janice J., Rose L., Mirabai D., Cheryl , Lori M., Noreen S., Patricia M., Deb W.,

II Approval of minutes from: 11/18/25

There were no corrections to the draft minutes. **Board member Carmel made a motion to approve the 11/18/25 draft minutes, seconded by Pill.**

Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

III Executive Director's Report

Executive Director Danzy provided ED notes in the board packet. She highlighted the recent grants received. The RANGE grant was approved for connectivity at our sites in the amount of \$400,000 and a \$50,000 ADA grant which may be used for electronic door openers for community rooms. She added that while PHA didn't receive funding for some grants, PHA is encouraged to apply in the next round of funding.

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Executive Director Danzy called the board's attention to the financial savings that is on-going at PHA which included cost savings in maintenance materials, utilizing in-house employees for vehicle and equipment repair, gifting of extra cabinetry from a local housing developer working on West Housatonic apartments which will be used in turnover of our housing stock. The collaboration with Worcester Housing Authority and RCAT for rehabilitation of badly damaged apartments is adding to PHA's financial stability.

With the introduction of "Force Accounts" EOHLC's Tom Boyer is approving reimbursements for unit turnovers which don't use our PHA budgeted capital account.

a) Financial Update:

Fee Accountant Paul Pavia presented the Board with the PHA draft FY'26 annual budget. He gave a thorough explanation of all the PHA programs administered and the projected salaries for all employees. Mr. Pavia thanked Executive Director Danzy and Susan Martino for managing the finances. He stated that the PHA financial picture in FY '26 was a major improvement over last fiscal year. He defined the "good news" by acknowledging the PHA budget reserves that EOHLC wants is now at 44%. PHA has a net surplus of \$300,000. Section 8 costs have stabilized, solar credits are making a substantial impact on PHA budget, and he called it a "win-win". PHA collections are improving, vacancy waivers have improved, maintenance materials are not getting out of control. Mr. Pavia answered questions from the board regarding salaries and job positions stating that positions can be allowed by EOHLC and fits within the budget presented.

Executive Director Danzy responded to Mr. Pill's questions about PHA financing training and hosting of staff/tenant events stating that PHA has the use of RSC funds for senior and family tenant events. Additionally, local partnerships are providing entertainment, food, and transportation for events. The maintenance union additionally agreed to contribute to an employee end of year gathering.

Chairman McCarthy asked the board for a motion to approve the FY '26 Annual Budget as prepared/presented by Fee Accountant Paul Pavia. **Board member Carmel made a motion to approve the FY' 26 annual budget, seconded by Dodds.**

Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

Director of Finance and Administration Susan Martino requested a board vote to approve the 2025 State-Aided Property Insurance Program Billing and Participation Agreement. **Carmel made a motion to approve the insurance participation agreement, seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0**

Ms. Martino requested the board approve the financial write off of State and Federal accounts that could not be collected. A brief discussion ensued by the board. **Carmel made a motion to write-off the PHA federal accounts for 29-3, 5, and 6 in the amount of \$82,695.73 seconded by Dodds. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0**

Carmel made a motion to write-off PHA state accounts for 200-1, 667-C and 705 in the amount of \$149,768.74 seconded by Dodds. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

b) Maintenance Update:

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Director of Maintenance Pete Marino expressed his thanks to his maintenance employees who are working hard and assignments are running smoothly.

c) Waitlist/Vacancy Update:

State Housing Assistant Manager Peralta provided the board with vacancy and move-out reports in their board packet. Board Member Dodds asked that a discussion on Move-In and Move-Out reporting be tabled to give more time for future discussion on the topic.

c) HUD/Section 8

Executive Director Danzy gave a shout-out to the Section 8/HUD employees for their hard work and achieving a HUD designation status of "High Performer". Ms. Pero stated that the SEMAP score pulled PHA out of the designation of "Low Performer".

e) Other: None

IV NEW BUSINESS: Board Vote

Executive Director Danzy asked the board to approve a change order regarding Wilson Park Stairs/Accessible Handrails and Guardrails not required by code. **Board member Carmel made a motion to approve the change order regarding Wilson Park Handrails as presented, seconded by Dodds.**
Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

V OTHER BUSINESS: (may require a board vote)

VI BOARD/PUBLIC COMMENTS

Chairman McCarthy alerted those in attendance that immediately following this board meeting that the PHA notice of the public meeting to begin at 1:00 p.m. would likely be later than that. He suggested that members of the public that wanted to speak could take the opportunity to make their statements during this public meeting at "Public Comments" which could be deliberated by the board and PHA administration employees, thus saving time for those who wished to be heard and receive a response.

Public Comments:

Several tenants voiced concerns regarding maintenance repair, enforcement of PHA policies, and timely postings of meetings. Several other tenants expressed gratitude toward living in PHA housing, and gave praise to both the Director of Maintenance Pete Marino and the Rose Manor on-site maintenance employee Justin Coniglio.

NEXT MEETING: January 20, 2026 @ Noon: TBD

VII ADJOURNMENT

Board member Carmel made a motion to adjourn seconded by Dodds: Vote: Pill, aye; Carmel, aye; Dodds, aye; McCarthy, aye; Motion passes 4-0 1:55 p.m.

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

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Documents reviewed:

Agenda 12-16-25 Draft minutes of 11/18/25, , vacancy reports, ED notes, change order regarding Wilson Park Stairs Baskin Builders, Federal and State accounts write-off, FY'26 annual budget draft, 2025 state aided property insurance agreement, Notice of Public Meeting