

APPROVED

MINUTES OF BOARD MEETING
PITTSFIELD HOUSING AUTHORITY (PHA)

February 17, 2026

Participation was done entirely in person
Dower Square, 253 Wahconah St. Pittsfield, MA Community Room
12:01 p.m.

I Call to Order

Chairman McCarthy called the meeting to order at 12:01 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.

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/MOD Coordinator Gwen Cariddi, State Assistant Manager Yandelin Peralta, Section 8 Polly Racicot and Director of Maintenance Pete Marino, Security John Newton,

Public: Francis D., Ron S., Chaz Garrity from Access Plus, and Invited Guest Jared LeBeau as a possible board member to replace Brian Morrison who had resigned from the board a few months earlier.

II Approval of board minutes from: 1/20/26

Assistant to the Executive Director Meagher had a correction: an omission of Director of Finance and Administration Susan Martino to the attendance roster / board draft minutes of 1/20/26. **Board member Carmel made a motion to approve the 1/20/26 amended draft minutes, seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0**

Before the Executive Director's report, Chairman McCarthy stated that Board Member Dodds needed to leave at 1:00 p.m. so he asked that the agenda items to be voted on come first before the ED's report. After the agenda items needing votes were taken, Chairman McCarthy asked the Executive Director to continue with her report.

III Executive Director's Report

Executive Director Danzy provided ED notes in the board packet. Executive Director Danzy stated that there was an error by the state in approving \$50,000 for ADA doors to PHA, the grant went to a Pittsfield elementary school for their playground. They apologized for their mistake and will work with us when another funding cycle comes around.

The board was informed that PHA continues to draft and finalize handbooks for tenants. Dower Square is being updated, and Columbia Arms is finished and will be given to each tenant along with an acknowledgement of receipt for them to sign.

Ms. Danzy also briefly reported that: the PHA website is now operable but still needs additional content, that she is grateful for her Mass NAHRO membership as she receives critical information on housing before it goes to the general public; and that the staff met with Daisy from Elder Services who is on-site at Providence Court to discuss a no-smoking policy. Additionally, Ms. Danzy mentioned that

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Veronica Warren will be changing positions to a Resident Services Coordinator full-time. Interviews for her replacement will be forthcoming, and Lisa Houghtlin will be taking on the reasonable accommodation's coordinator from Ms. Warren. A full-time plumber position is also being advertised.

PHA Web conversion of our housing authority software will be taking place in March. There will be training for the staff throughout the month. This specific software will replace the outdated HAB programs that are currently in place.

On March 4th, MBI along with Access Plus will be hosting a Go-Live celebration in the community room at Columbia Arms. The broadband service will be in place and all tenants will have access to the internet from the community room if they don't subscribe to Wi-Fi service in their units.

And finally, Executive Director Danzy stated that in the near future, she would like to meet with board members individually and would follow up with additional information.

a) Financial Update:

Director of Finance and Administration Susan Martino reported that Fee Accountant Paul Pavia has a positive outlook on PHA finances, which included a 42% reserve. PHA cash flow continues to improve as well. Executive Director Danzy reported that a vehicle used by Section 8 didn't pass inspection and needs repair or replacement and Mr. Pavia confirmed there was enough HUD Section 8 money to purchase or repair the vehicle.

b) Maintenance Update:

Director of Maintenance Pete Marino updated the board on the results of the deep freeze and how it affected PHA. Eighteen calls for frozen pipes and no heat were serviced by the maintenance staff with the exception of two that needed an outside vendor. Francis Plaza had one building with a non-functioning boiler. Tenants were given heaters and were attended to by maintenance/security/administration personnel. The vendor had supply chain issues with replacement parts but eventually received the parts and the boiler was once again working. Mr. Marino met with Tom Boyer from EOHLC and reported that Mr. Boyer praised PHA for continuing the positive steps regarding site improvements that moved PHA off the list of low performing housing authorities. The maintenance team also met with Public Housing Inspector Eric Depson regarding an updated checklist that will help get maintenance referrals and pictures of units to the team faster and will submit a report within twenty-four hours to the Executive Director directly.

Executive Director Danzy gave an overview of the MOD projects including Bradley Architects performing asbestos testing, McGill Court needing kitchen and bath repairs and how PHA received more money from the State to support those needs. Rob Penegos from RCAT has been working on the driveway repairs for at least three sites including Wahconah Heights.

c) Waitlist/Vacancy Update:

State Assistant Manager Yandelin Peralta updated the board on vacancies including three large pull lists. There were 9 offers given out but only 6 accepted units and there were 3 pending responses. Six units are getting ready for occupancy.

d) HUD/Section 8

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Section 8 Director Polly Racicot presented the board with two requests for board approval of amendments/changes to the Housing Choice Voucher Administration Plan (ADMIN Plan) and to amend the Federal Public Housing Admissions and Continued Occupancy Policy (ACOP). Taken separately,

1. Carmel made a motion to approve the HUD Section 8 (ADMIN Plan) seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

2. Carmel made a motion on the HUD ACOP amendment seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

e) Other:

Addressing the agenda item regarding the tenant concerns at Wahconah Heights and the Berkshire Eagle newspaper article featuring dissatisfied tenants and the maintenance of the site, Executive Director Danzy reported that tenant safety is always first and foremost for PHA. There has been an active assessment of all PHA properties by EOHLC's Tom Boyer as well as Worcester Housing Authority's Jon Gegron and RCAT Robert Penagos. For the specifics of complaints listed in the newspaper, the fire alarm system was old and now is replaced. The smoke detectors have been replaced. Maintenance issues have been addressed.

IV NEW BUSINESS: Board Vote

1. Executive Director Danzy asked the board for approval to close out CSC FISH #236097.

Carmel made a motion to approve the close out CSC FISH #236097 for Essex Street Roof and Siding repair/replacement seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

2. Executive Director Danzy asked the board to approve two change orders; FISH #236099 Providence Court, install and repair Fire Doors: #CP-0001 for \$3,348.28 and CP-0002 for \$787.23

Carmel made a motion to approve the two change orders for Providence Court installation and repair fire doors, FISH #236099: CP-0001 for \$3,348.28 and CP-0002 for \$787.23 seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0.

3. PHA draft of Internal Controls Policy.

Executive Director Danzy asked the board to approve the draft of an Internal Controls Policy for PHA. Board discussion ensued requesting additional information on policies mentioned in the draft policy.

Carmel made a motion to table the discussion, seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

4. PHA draft of Death of a Tenant Policy and Procedure.

Executive Director Danzy asked the board to approve a PHA Death of a Tenant Policy and Procedures stating the need to safeguard deceased belongings and to protect the PHA staff. Chairman McCarthy (a lawyer by profession) offered amendments to strengthen the policy and procedures. **Carmel made a motion to approve the Death of a Tenant Policy as amended by Chairman McCarthy, seconded by Pill.**

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

5. Leasing Agreement for Cannon Copiers

Executive Director Danzy and Director Finance Martino presented a 5 year lease contract with Berkshire Graphics. Discussion ensued with Ms. Martino addressing the cost savings for the change in vendors.

Carmel made a motion to approve entering a 5 year lease contract with Berkshire Graphics seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0

V OTHER BUSINESS: (may require a board vote)

1. PHA E-bikes draft policy

Executive Director Danzy asked the board to approve an E-Bike/Mobility Scooter Policy. Following a discussion at the February meeting, board member Dodds reported she had a conversation with the Fire Chief, and he was satisfied with the wording of the policy. However, he suggested that no E-Bikes/Mobility Scooters block egresses such as doorways and no E-bikes be in rooms where tenants sleep such as bedrooms. **Carmel made a motion to approve the E-Bike/Mobility Scooters policy seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0**

2. Access Plus external temporary antenna installation at Columbia Arms.

Executive Director Danzy introduced Chaz Garrity from Access Plus whose company has worked to make connectivity to the tenants in Columbia Arms. He was present to discuss his proposal to install an antenna on the roof of Columbia Arms so broadband signals can assist nearby buildings that have poor connections to connectivity because of topography. The board questioned Mr. Garrity about his proposal and details about the antenna installation. Executive Director Danzy encouraged the partnership with Access Plus and asked the board to approve the antenna installation at Columbia Arms. **Pill made a motion to approve the installation of the antenna on the roof of Columbia Arms, seconded by Carmel.** Discussion ensued with Pill requesting Access Plus to waive the community room charges for the duration of the antenna being actively utilized on the Columbia Arms roof. Chairman McCarthy proposed a motion to amend the original motion. **Pill made a motion for the quid pro quo with Access Plus seconded by Carmel. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. amended motion passes 4-0.** Discussion ensued with Chairman McCarthy requiring several changes to the proposed Access Plus Building Use Agreement including a non-recordable easement, clarification about indemnity does not apply to Public Bodies and approving the Executive Director as signing authority of the Agreement. Chairman McCarthy asked for a motion to amend his changes to the Agreement. **Carmel made a motion to amend the original motion and the first amended motion seconded by Pill. Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. amended motion passes 4-0.** With no further discussion or additional amendments, Chairman McCarthy asked for a vote on the original motion that contained the approved amendments. **Vote on original motion to approve: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. amended motion passes 4-0.**

3. Access Plus installation of VoIP Fiber and Telephone Systems to PHA,

Executive Director Danzy and Director of Finance and Administration Martino discussed changing the phone systems from Spectrum to another company. They researched other phone companies and were in favor of Access Plus as PHA was currently upgrading technology. Mr. Garrity from Access Plus provided the board with additional information and fielded their questions. **Pill made a motion to approve the changeover of telephone systems at PHA seconded by Carmel.** Discussion ensued with additional information on specifics of the proposed operation and equipment from Access Plus. **Vote: Dodds, aye; Carmel aye, Pill, aye; McCarthy, aye. Motion passes 4-0**

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12:45 p.m. Board Member Justine Dodds leaves the meeting. Quorum still present: Carmel, Pill, McCarthy

VI BOARD/PUBLIC COMMENTS

Board Comments:

Regarding PHA financials, board member Pill requested:

Clarification of the list of on-going capital projects with FISH #'s and the sites associated with each FISH project.

A cash flow statement from accounting firm Fenton, Ewald CPA

A detailed A/R report in the packet each month

Mr. Pill had comments regarding unit turnovers, including the starting of Rose Manor rehabilitation of units, waivers pending with the state, the timing of the bid process for work to be started at Christopher Arms.

Mr. Pill discussed the PHA maintenance needing to clear the snow from the parking lots throughout the sites and voiced concern for the towing of cars at PHA properties that had not been moved the day after a major snowstorm/blizzard.

Public Comments:

Ron S., a tenant, stated he has not felt unsafe while living at Wahconah Heights. Tenant Francis D. asked about information of local towing companies.

NEXT MEETING: March 17, 2026 @ Noon: TBD

VII ADJOURNMENT: 1:48 p.m. Without Objection: Vote: Pill aye, Carmel, aye; McCarthy aye. 3-0

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

Documents reviewed:

Agenda 2-17-26, Draft board minutes of 1/20/26, vacancy reports, ED notes, December 2025 financials, January 2026 financials, TAR report, move-in/move-out information sheet, vacancy list, Mass Office of Disability letter, Access Plus building use agreement, Access Plus quote for voIP Platform, HUD Admin. Plan, HUD ACOP changes, CSC Project 236097 Essex St. property, FISH 236099 Install & repair fire doors change order, draft internal controls policy, draft death of a tenant policy, lease agreement for copier, inspector's summary checklist, PHN 2026-02, police report, Tina Mass NAHRO certificate, HUD 24 month extension of Capital Fund Formula grant.