

MINUTES OF SPECIAL BOARD MEETING
PITTSFIELD HOUSING AUTHORITY (PHA)

Wednesday, August 26, 2026

Participation was done entirely in person
Columbia Arms, 65 Columbus Avenue, Pittsfield, MA 2:45 p.m.

I Call to Order

The meeting was called to order at approximately 2:45 p.m. at Columbia Arms. All five Commissioners were present, constituting a full Board: Justine Dodds, Joseph Wolters, David Pill, Chairman Mike McCarthy, and Jared LeBeau.

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: Interim Executive Director (ED) Susan Martino, Section 8 Program Specialist Amanda Knights, Section 8 Program Specialist Megan Tardibuono, Executive Director (ED) of Adams Housing Bill Schrade.

II Approval of Low Bid – Project #236105

Wahconah Heights Driveway & Parking Lot Repair

The Board discussed accepting the low bid from Baker Excavating in the amount of \$214,225 for the Wahconah Heights driveway and parking lot repair project. Approval was requested pending approval and funding from EOHLC/state authorities.

Motion: To approve the low bid of Baker Excavating in the amount of \$214,225, pending EOHLC approval by Board Member Pill, Seconded by Board member Wolters.

Vote: Dodds aye; McCarthy aye; Wolters aye; Pill aye. LeBeau aye. Motion passes 5-0

III Approval of Change Order #2 – Project #236090

Wilson Park Outdoor Stairs Replacement

The Board discussed Change Order #2 in the amount of \$10,197. Due to conditions encountered during excavation for the planned concrete stairs, the project will be changed to wooden stairs. The change order remains within the available contingency. The project must be completed by November 30, 2026, due to ARPA funding requirements.

Motion: To approve Change Order #2 in the amount of \$10,197 by Board Member LeBeau, Seconded by Board Member Pill.

Vote: Dodds aye; McCarthy aye; Wolters aye; Pill aye. LeBeau aye. Motion passes 5-0

IV Modernization Projects Update

(a) Federal/State MOD Projects

Bill Schrade provided an update on the Authority's current modernization projects and will continue assisting the Authority as a consultant. A monthly project tracking spreadsheet will be provided to the Board showing the status of active projects.

The Authority will need to reopen its Federal five-year Action Plan to include the elevator modernization project, which is currently not included.

The Dower Square Kitchens and Baths Project is expected to go out to bid in September, with Board approval anticipated in October.

The Authority is prioritizing vacant-unit projects so completed units can be returned to administration for leasing.

Rose Manor: A prototype unit will be fully demolished to determine the scope and cost of needed work, including electrical issues. Additional funding will be explored.

Worcester Housing Authority project: The contractor responsible for painting was terminated due to unsatisfactory work. The Authority is working with Worcester

Housing Authority to resolve the issues and has requested completion by September 30, 2026.

Christopher Arms Retaining Wall and Driveway Replacement: A kickoff meeting is scheduled for September 1, with the goal of completing the project before winter.

Christopher Arms: Asbestos removal and demolition work is beginning, with completion of the vacant units anticipated by the end of November. ARPA funding requirements are being considered in the project schedule.

Aging-in-Place funds: Approximately \$73,000 remains available, with only approximately \$1,595 spent to date. Staff will identify eligible improvements, including flooring, lighting, grab bars, and potentially ADA-compliant toilets, to utilize the available funding.

(b) Capital Planning and Project Administration

The Board was advised that several construction files are incomplete or difficult to locate. Staff will work to recreate and organize project documentation to ensure records are available for future audits and compliance requirements.

Bill Schrade will also continue to work with Megan on training and project management procedures. FY2027 capital projects will be reviewed to determine whether infrastructure projects, including the Providence Court Annex roof, should receive priority.

A separate MOU from Adams Housing Authority for federal modernization projects will be prepared for Board consideration in September. The existing state-project MOU will remain separate from the federal projects.

The Authority will also move forward with planning for the Columbia Arms elevator modernization and will seek qualified elevator architects and contractors.

(c) Additional Project/Funding Updates

Staff will continue to pursue available state and other infrastructure funding opportunities that could benefit the Authority. Additional funding is being explored for building improvements and vacant-unit work.

The Board discussed a recent power outage affecting Providence Court and surrounding businesses. The building's generator reportedly did not activate during the outage, including for the elevator. Staff will investigate the generator, its maintenance requirements, and whether the Authority may be eligible for a state generator grant.

V Personnel

The Board was informed that Gwen Cariddi has resigned from the Pittsfield Housing Authority. It was noted that her accrued sick and vacation time had been used.

The Board discussed outstanding meeting minutes. Board Member Dodds staff is reviewing recordings and revising previous minutes due to discrepancies, missing information, and the inclusion of opinions rather than factual statements. The July 16 minutes have been completed and will be circulated for review. Her staff is continuing to work on the remaining minutes.

VI Adjournment

Motion: There being no further business, a motion was made to adjourn by Board Member Wolters, Seconded by Board Member Pill.

Vote: Dodds aye; McCarthy aye; Wolters aye; Pill aye. LeBeau aye. Motion passes 5-0

Respectfully Submitted,
Amanda Knights
Section 8 Program Specialist
Pittsfield Housing Authority