

DRAFT
MINUTES OF BOARD MEETING
PITTSFIELD HOUSING AUTHORITY (PHA)
Wednesday, September 16, 2026
Participation was done entirely in person
Columbia Arms, 65 Columbus Avenue, Pittsfield, MA 11:00 a.m.

I Call to Order

The regular meeting of the Pittsfield Housing Authority Board of Commissioners was called to order at approximately 11:04 a.m. on September 16, 2026. Board Members present: Joseph Wolters, David Pill, Chairman Mike McCarthy, and Jared LeBeau. It was noted that Justine Dodds, would arrive shortly.

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 explains that the second item on the agenda is to approve board minutes. We're going to set that aside for the moment. I can explain that later, but I want to get right into a presentation by BRPC

PHA staff in attendance: Interim Executive Director (ED) Susan Martino, Federal Public Housing Manager Chelsea Gancarz, Dawn-Marie Goodpastor Maintenance Operations Clerk/Safety Officer, Section 8 Program Manager Polly Racicot, Section 8 Program Specialist Amanda Knights, Section 8 Program Specialist/MOD Coordinator Megan Tardibuono, Recovery and Compliance Specialist Tracy Pero, Security Jim Tobin

II Berkshire Regional Planning Commission (BRPC) Presentation

Francis Avenue–College Way Accessibility and Stormwater Improvement Project

The Board received a detailed presentation from representatives of the Berkshire Regional Planning Commission (BRPC), the City of Pittsfield, Arcade Architecture and Design, and Waterstone Engineering regarding a proposed community accessibility, recreational, and stormwater improvement project involving land owned by the Pittsfield Housing Authority (PHA).

Property and Project Background

Tracy Pero explained that PHA owns a narrow strip of land located between Francis Avenue and College Way. The parcel is largely undevelopable and has little practical use for the Housing Authority due to its size, shape, and topography.

It is noted that Board Member Dodds arrived at 11:06 am.

The proposal being explored would allow PHA to transfer the parcel to the City of Pittsfield, either through a nominal sale or gift. By combining the PHA parcel with adjacent city-owned land, the City would be able to expand an existing walking path project and create a fully accessible pedestrian route. The project would transform an underutilized parcel into a community asset that would benefit residents and the broader neighborhood.

Community Planning Process

Courtney Morehouse, Principal Planner with BRPC, explained that the project originated through neighborhood audits conducted during the city's community planning efforts.

Residents from the Westside and Morningside neighborhoods were hired to evaluate their neighborhoods and identify concerns relating to:

- Public safety
- Accessibility
- Stormwater issues
- Lack of green space
- Pedestrian connectivity

One of the most commonly identified concerns was the Francis Avenue stairway connection between Francis Avenue and College Way.

Residents reported that the stairway is heavily used by people traveling to:

- Big Y
- Pharmacies
- West Street businesses and services
- Public transportation
- Community resources

However, concerns included:

- Deteriorating stair infrastructure
- Erosion and stormwater damage
- Flooding issues
- Lack of accessibility for individuals using wheelchairs, walkers, strollers, grocery carts, or other mobility devices
- Inadequate green space and shade within the corridor

As a result, BRPC and its project partners began developing plans to improve accessibility, safety, and environmental conditions while enhancing the aesthetic appearance of the area.

Design Development Process

Project architect Chris from Arcade Architecture and Design presented several design iterations developed over approximately four years.

Initial Design Concept

The first concept focused heavily on PHA-owned land and proposed:

- An extensive accessible pathway system
- Larger park and gathering spaces
- Significant site construction and infrastructure improvements

After discussions with PHA and further engineering review, the design was determined to:

- Occupy too much Housing Authority property
- Exceed available funding levels
- Be larger in scope than necessary

The concept was ultimately abandoned.

Second Design Concept

The design team then attempted to create a fully accessible route located entirely outside of PHA-owned land.

Although engineers successfully designed a route that avoided the PHA parcel, concerns were raised regarding:

- Excessive amounts of concrete
- Numerous retaining walls
- High construction costs
- Long-term maintenance responsibilities
- Community concerns regarding loss of natural character

Following additional public input sessions, this concept was also modified.

Final Preferred Design

The final concept presented to the Board represents a compromise developed through extensive community feedback and engineering review.

Key features include:

- A fully ADA-accessible pathway connecting Francis Avenue and College Way
- Retention of the existing stairway for residents who prefer a direct route
- Benches and resting areas along the pathway
- Preservation of existing open green space
- Reduced reliance on retaining walls and extensive concrete structures
- Integration with planned stormwater infrastructure improvements

Project representatives explained that incorporating a portion of the PHA parcel into the final design allows the pathway to follow a gentler slope, significantly reducing construction costs while creating a more natural and attractive walking route.

Accessibility Features

A major project goal is the creation of an accessible route that can be used by individuals with mobility limitations.

In response to questions from residents and Board members, the design team stated that:

- The pathway is designed with a maximum 1:20 slope.
- Under building code standards, this slope is considered accessible and is not classified as a traditional ramp.
- Landings and resting areas will be provided throughout the route.
- The project has been reviewed throughout the design process by accessibility consultants, including professionals who are wheelchair users.

Representatives emphasized that accessibility requirements have guided every stage of the design process.

Public Safety Considerations

Chairman McCarthy raised concerns regarding public safety and visibility.

Specific concerns included:

- Dense knotweed and invasive vegetation currently obstructing visibility.
- Opportunities for hidden activity around the stairway and open space.
- Pedestrian safety when traveling between the pathway and nearby roadways.

The design team responded that:

- Existing invasive knotweed will be removed.
- Engineered slopes will be stabilized.
- New landscaping will consist primarily of low-growing ground covers and grasses.
- Vegetation will be selected to maintain clear sightlines.
- Pathway users will remain visible from surrounding streets and properties.

Board members also requested signage discouraging unsafe mid-block crossings near College Way.

Relationship to Larger Transportation Initiatives

Representatives from the City of Pittsfield Tyler Shedd explained that the pathway project is part of a broader effort to improve connections between neighborhoods and commercial areas.

The City recently received funding through a federal Reconnecting Communities initiative aimed at improving:

- Pedestrian safety
- Accessibility
- Neighborhood connectivity
- Access to jobs, groceries, services, and public resources

Future phases will examine:

- Crossings at College Way
- Connections to West Street
- Pedestrian access to Big Y and surrounding businesses
- Additional transportation and accessibility improvements throughout the corridor

Stormwater Management Project

Waterstone Engineer Rob Roseen presented details regarding a related stormwater infrastructure project already under construction.

The system is designed to:

- Reduce localized flooding
- Capture runoff from approximately six acres of developed land
- Improve water quality before discharge to the Housatonic River

- Support the City's regulatory stormwater management obligations

The project includes:

- Trash and debris removal systems
- Stormwater treatment components
- Infiltration infrastructure
- A large underground cistern for stormwater storage

Engineers reported that the system is expected to annually reduce:

- Over one million gallons of untreated runoff
- Phosphorus pollution
- Nitrogen pollution
- Sediment
- Bacteria entering local waterways

Planned Water Feature

One unique element of the project is the planned use of treated stormwater as a public landscape feature.

Engineers described plans for:

- A controlled stormwater-fed water feature
- Low-flow operation during normal conditions
- Increased flow following storm events
- Potential waterfall or cascading water elements integrated into the park design

The feature is intended to:

- Demonstrate sustainable stormwater management
- Enhance the visual appeal of the site
- Support landscaping and urban vegetation

- Provide an educational and recreational community element

Public Comment

Resident Brian Prentice, a power wheelchair user, inquired about pathway accessibility and navigation challenges he currently experiences when traveling along roadways and bridge crossings. Project representatives explained that the new pathway is specifically designed to provide a safer and more accessible alternative route.

Resident Robert Winsack asked whether the project was coordinated with wider transportation planning efforts. City representatives described current collaboration with state and federal agencies through various transportation and accessibility initiatives.

Board Discussion and Action

Board members expressed appreciation for the years of planning, community outreach, engineering review, and collaboration involved in developing the project.

Members commented favorably on:

- The accessibility improvements
- Stormwater management benefits
- Preservation of green space
- Community-focused design approach
- Partnership between PHA, BRPC, the City, and other organizations

Motion: To express the Board's support for the project as presented and to acknowledge the work of the planning team by Board Member LeBeau. Seconded by Board Member Wolters.

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

The Board formally expressed its appreciation to BRPC, the City of Pittsfield, project engineers, and community partners for their efforts in advancing a project expected to benefit both Housing Authority residents and the broader community.

III United Elevator Company – Columbia Arms Elevator Update

Walter Tarnowski, Supervisor with United Elevator Company, provided an update regarding the Columbia Arms elevator, which has been out of service for approximately six months.

Mr. Tarnowski reported that the elevator motor is currently at Reliable Motor in Lenox. The motor's rotor and shaft were damaged and requires a replacement. The parts are anticipated to arrive October 1, 2026, after which United Elevator expects to return within one to two days to reinstall the motor.

The elevator's drive was also damaged and has been repaired. A new transformer was required due to an electrical issue and has already been obtained. United Elevator reported that the remaining mechanical components have been inspected and are currently in satisfactory working condition.

The Board discussed the possibility of replacing the existing motor if the repair is unsuccessful. A comparable replacement motor was estimated at approximately \$25,000–\$30,000 with an estimated six-month lead time. A larger modernization of one elevator was estimated at approximately \$200,000–\$300,000.

Bill Schrade, assisting the Modernization Department, reported that the Authority will reopen its five-year capital plan to include the elevator modernization project. The Authority will begin the process of obtaining an elevator architect/engineer and will pursue federal capital funding for the modernization. Elevator modernization is being treated as a priority, and existing capital projects may need to be adjusted to accommodate the work.

United Elevator will continue providing emergency service to maintain operation of the remaining elevator. The Board was advised that the remaining elevator is experiencing increased use while the second elevator is out of service.

The Board also discussed what components could be retained during a future modernization. United Elevator advised that the elevator cab, rails, doors, and sills could remain, while the controls, buttons, drive, motor, and machine would be replaced. Non-proprietary equipment was recommended to allow for easier servicing and access to replacement parts.

The Board asked about the cause of the motor failure. United Elevator reported that the exact cause has not been determined. The motor operated properly during testing without a load, but problems became apparent once the motor was reinstalled and subjected to the elevator's operating load.

Public Comment

Lorraine Houghtlin , a Columbia Arms resident, thanked the Authority's security and maintenance staff for assisting residents when the elevator was previously out of service, including helping residents carry groceries up the stairs.

Nancy Banach raised a concern regarding insects in her apartment. Staff advised her to speak with Dawn following the meeting regarding the Authority's pest-control protocol and contractor.

The Board thanked United Elevator representatives and staff for the update and continued efforts to restore elevator service.

IV PHA Administration

Financial Update

Interim Executive Susan Martino

- July 2026 was the first month of the fiscal year.
- Budget development is beginning.
- Operations remained stable.
- Reserves remained largely unchanged from June.

Motion: Approve financial statements ending July 31, 2026 by Board Member Pill, Seconded by Board Member Wolters.

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

Occupancy and Wait List Report

Federal Program

- One move-out reported.
- One move-in at Columbia Arms.
- Waiting lists were reviewed and updated.

State Program

- Two move-outs.
- Seven move-ins:
 - Three family housing units.
 - Four elderly housing units.

Staff continue processing applicants for future vacancies.

Section 8 Program Update

- Payment standards will remain unchanged for the upcoming year.
- Maintaining current standards will help preserve program funding and avoid further shortfall issues.
- Staff reported continued cooperation from landlords participating in the program.

Personnel Updates

Resignations

The Board was informed of:

- Resignation of Resident Service Coordinator Veronica Warren, effective September 9, 2026.
- Resignation of staff member Madonna Meagher, effective September 12, 2026.

Staff are covering responsibilities while recruitment efforts begin.

Modernization and Capital Projects Update

Bill Schrade, Modernization Consultant

Mr. Schrade provided an extensive update on state and federal modernization projects currently underway throughout the Housing Authority portfolio. He noted that significant progress has been

made in organizing project schedules, securing funding sources, advancing design work, and moving several long-delayed projects into construction.

Mr. Schrade stated that he and Megan Tardibueno have developed a clear working plan for all active projects and are now focused on moving projects from the planning stage into construction and completion.

Wilson Park Stair Replacement Project

Mr. Schrade reported that the Wilson Park stair replacement project is ready to begin construction.

- A pre-construction meeting with the contractor, Max Builders, was scheduled for the following Monday.
- Site inspections and contractor coordination work would take place Monday and Tuesday.
- Physical construction was expected to begin Wednesday of the following week.
- Resident notices would be distributed before construction begins so residents are aware of any access limitations and construction activity.
- The project is funded through American Rescue Plan Act (ARPA) funds and therefore must meet specific completion deadlines.
- The contractor has committed to substantial completion by mid-November 2026.
- Mr. Schrade emphasized that all work must be completed by November 30, 2026, to comply with ARPA funding requirements and allow project closeout at the December Board meeting.

The Board discussed prior security requirements associated with work at Wilson Park and was advised that contractor coordination with security staff would again occur during the construction period.

Elm Street Window Replacement Project

Mr. Schrade reported that design development and construction documents for the 15 Elm Street window replacement project are substantially complete.

Current status includes:

- Architectural design work has been completed.
- Cost estimates have been prepared.
- Final bid specifications are being assembled.
- Public bidding is expected to occur in late November 2026.
- Staff anticipates bringing a recommendation for contract award to the Board at the January 2027 meeting.

Because replacement windows require manufacturing lead time, installation is not anticipated until approximately May or June of 2027.

Mr. Schrade also noted that discussions are occurring with state officials regarding supplemental funding opportunities that may allow additional work to be completed at the building while the window project is underway.

Fire Door Installation and Repair Project – Phase II

Mr. Schrade reported that the Fire Door Phase II project has been successfully completed.

The contractor has completed all required work and final inspections.

The Board had previously approved substantial completion. The action before the Board was approval of:

- Final completion.
- Release of retainage funds to the contractor.
- Formal closeout of the project.

Mr. Schrade recommended approval of final completion.

Christopher Arms Vacant Unit Rehabilitation Project

Mr. Schrade provided a detailed update on the vacant unit modernization project at Christopher Arms.

Key updates include:

- Construction commenced on August 27, 2026.
- Contractors have completely gutted all apartments included in the project.
- Demolition revealed several unforeseen conditions requiring minor change orders.
- Staff will bring these proposed change orders before the Board once finalized.

One notable issue identified during review was that:

- Stoves and refrigerators had not been included within the original construction contract.
- Rather than using Housing Authority operating funds, staff plans to purchase these appliances using project contingency funds.

Mr. Schrade emphasized that because units have now been stripped down to the structural framing, the project team has confidence that any significant hidden conditions have been identified.

The project remains on schedule:

- Construction completion anticipated by November 30, 2026.
- Staff expects occupancy preparations to begin immediately thereafter.
- Management hopes to begin filling units with tenants by January 2027.

Wahconah Heights Parking Lot and Driveway Project

Mr. Schrade reported that:

- The Board previously approved the low bidder for the project.
- The project remains pending final approval from the Executive Office of Housing and Livable Communities (EOHLC).

He explained that delays are largely due to staffing shortages within state agencies.

Although the project has not yet received final authorization, staff continue to follow up with state officials to move the project forward.

Once approval is received:

- Construction can be scheduled.
- The contractor can be formally authorized to proceed.

Christopher Arms Retaining Wall and Driveway Project

Mr. Schrade advised that:

- Notice to Proceed was issued on September 1, 2026.
- The contractor's Schedule of Values has been approved.
- Mobilization is expected shortly.
- Work is anticipated to begin within the next several weeks.

The project consists of:

- Retaining wall stabilization and reconstruction.
- Driveway improvements.
- Site drainage improvements as necessary.

Based on the project scope, staff expects a relatively short construction schedule once work begins.

Aging-in-Place Program Funding

Mr. Schrade discussed the Housing Authority's Aging-in-Place grant.

The Housing Authority received approximately \$73,000 in Aging-in-Place funding through the state.

These funds are restricted and may only be used for qualifying accessibility and modernization improvements within eligible vacant units.

Eligible activities include:

- Flooring replacement.
- Accessibility modifications.
- Bathroom improvements.
- Safety enhancements.
- Contractor-performed renovations supporting elderly tenants aging in place.

Mr. Schrade noted that:

- The Housing Authority's long-time flooring contractor has retired.
- Staff are actively working to establish a new vendor relationship.

- Temporary solutions are being developed to ensure funding is utilized effectively.

He further reported that state officials recently announced another round of Aging-in-Place funding.

As a result:

- PHA will likely have future opportunities to seek additional funding.
- The state has indicated PHA will not be penalized because current funds have not yet been fully expended.
- However, staff intends to spend the existing allocation as quickly and effectively as possible.

Rose Manor Vacant Unit Rehabilitation Project

Mr. Schrade reported that environmental abatement work at Rose Manor was underway.

Key developments include:

- Abatement activities were expected to conclude within one day of the meeting.
- A project review meeting was scheduled with:
 - EOHLC representatives.
 - Project architect Mark Bradley.
 - Construction advisors.
 - PHA modernization staff.

The purpose of the meeting is to:

- Review field conditions.
- Assess project costs.
- Determine the need for supplemental funding.

Mr. Schrage informed the Board that:

- Additional funding will almost certainly be required.
- Preliminary conversations with EOHLC have been positive.
- State officials understand the urgency of returning the vacant unit to service.

He expects to provide:

- Revised project cost estimates.
- Funding recommendations.
- Construction schedules.

at the October Board meeting.

Federal Capital Fund Projects

Columbia Arms Fire Door Repair Project

Mr. Schrade reported that a separate fire door project is being prepared for Columbia Arms.

Project status:

- Bid documents expected to be released by the end of September.
- Bid opening scheduled for October 21, 2026.
- Funding is available through the federal capital fund program.

The project will address additional fire door deficiencies throughout the building and improve overall life-safety compliance.

Kitchen and Flooring Modernization Project Dower Square

A second federal project involves:

- Kitchen modernization.
- Flooring replacement.
- Unit upgrades in vacant apartments.

Mr. Schrade reported:

- Bid documents will be issued the following week.
- Bids are due October 21, 2026.
- Funding exists within current federal capital allocations.

The goal of the project is to modernize units more efficiently as vacancies occur and minimize the burden on operating budgets.

Columbia Arms Elevator Modernization Planning

Following the prolonged elevator outage, modernization of the Columbia Arms elevators has become a major capital priority.

The Housing Authority will formally reopen its federal Five-Year Capital Improvement Plan to include elevator modernization.

The first phase will involve:

- Hiring a specialized elevator architect/engineer.
- Conducting a comprehensive modernization assessment.
- Developing technical specifications.
- Preparing procurement documents.

Mr. Schrade explained that elevator modernization projects move slowly because:

- Few elevator architects specialize in public housing work.
- Design timelines can take many months.
- Procurement requirements are extensive.
- Equipment lead times are often lengthy.

Potential modernization components include:

- New elevator controllers.
- New motors.
- New drives.
- Updated operating systems.
- New communications equipment.
- New control panels and buttons.
- New dispatching technology between both elevators.

Structural components such as:

- Elevator shafts.
- Guide rails.
- Cab structures.
- Hoistways.

would likely remain if engineering evaluations determine they are sound.

Mr. Schrade estimated that a complete modernization project could approach \$1 million over multiple funding years.

He emphasized that elevator reliability is now viewed as one of the highest capital priorities for the Housing Authority.

V New Business

Memorandum of Understanding (MOU) Between Adams Housing Authority and Pittsfield Housing Authority

The Board considered a proposed Memorandum of Understanding (MOU) between the Pittsfield Housing Authority (PHA) and the Adams Housing Authority regarding modernization consulting services being provided by Bill Schrade.

Mr. Schrade explained that the Board had previously approved a similar agreement covering state-funded programs. Due to his continued involvement in assisting PHA with both state and federal modernization projects, a separate agreement was needed to cover federal-related services.

Mr. Schrade noted that:

- The arrangement has been working effectively and has provided continuity during a period of significant capital project activity.
- The agreement allows PHA continued access to modernization expertise while major construction, planning, procurement, and capital improvement projects are underway.
- The current agreement extends through the end of the calendar year.
- A new agreement will likely be presented in January 2027 to continue services if the Board wishes to proceed.

The Board discussed the value of maintaining continuity in modernization planning, particularly given the number of active projects and the anticipated addition of major projects such as elevator modernization.

Motion: To approve the Memorandum of Understanding between Adams Housing Authority and Pittsfield Housing Authority for modernization consulting services by Board Member LeBeau, Seconded by Board Member Wolters.

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

The Board authorized Interim Executive Director Susan Martino to execute the Memorandum of Understanding on behalf of the Pittsfield Housing Authority.

Certificate of Final Completion – Fire Door Installation and Repair Project (Phase II) No. 236101

Approval of the Certificate of Final Completion would:

- Officially close the project.
- Authorize release of retained contract funds.
- Complete all contractual obligations associated with the project.

Motion: To approve the Certificate of Final Completion for Project No. 236101, Fire Door Installation and Repair Phase II by Board Member Pill, Seconded by Board Member Lebeau.

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

Proposal for 15 Elm Street Building Improvements

Mr. Schrade presented a proposal relating to 15 Elm Street, a property leased to the Elizabeth Freeman Center and owned by the Pittsfield Housing Authority.

Building Background

Mr. Schrade explained that:

- The building has been occupied by the same tenant organization for many years.
- The property needs both interior and exterior improvements.

- Window replacement is already planned through a separate modernization project.
- Additional repairs and preservation work are needed to protect the long-term viability of the building.

He stated that replacing windows alone without addressing broader building needs would be similar to "building a million-dollar home and putting old windows in it," emphasizing the need for a comprehensive approach to building preservation.

High-Leverage Asset Preservation Program

Mr. Schrade explained that he has been working with the state regarding potential participation in a High-Leverage Asset Preservation Program.

Under this program:

- Local funding contributions can be leveraged with substantial state funding.
- For every dollar contributed through an eligible source, the state may contribute approximately \$2.50 toward the project.
- This creates an opportunity to address substantially more work than would otherwise be possible.

However, before applying for funding, the Housing Authority must first obtain:

- Professional assessment services.
- Building evaluations.
- Preliminary design work.
- A cost estimate for all recommended improvements.

Architect Proposal

The Board reviewed a proposal from KMM Design Studio in the amount of \$9,600.

Services would include:

- Building assessments.
- Preliminary planning.
- Design recommendations.
- Development of project scopes.
- Cost estimating.
- Preparation of documentation needed for future funding applications.

Mr. Schrade informed the Board that:

- The Housing Authority has sufficient reserve funds available for the proposal.
- Approval of the proposal would allow staff to pursue significant state matching funds in the future.

Board Discussion

Board members discussed the proposal and the potential opportunity to leverage local funds into significantly larger state investments.

The Board agreed that obtaining professional assessments was a necessary first step toward pursuing future rehabilitation funding.

Motion: To approve the KMM Design Studio proposal for professional services related to 15 Elm Street in the amount of \$9,600 by Board Member LeBeau, seconded by Board Member Wolters

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

VI Other Business

The Chair asked whether any Board members had additional business requiring discussion or action.

No additional matters were brought before the Board.

Next Regular Board Meeting

The Board confirmed the date of its next regularly scheduled meeting as:

October 21, 2026

Time: 11:00 a.m.

Special Board Meeting

Thursday, November 5, @ 11:00 am

Board members reviewed their schedules and confirmed availability for the meeting.

VII Public Comment

No one chose to speak

VIII Executive Session

Chairman McCarthy conveys that the Board needed to enter Executive Session for two purposes permitted under Massachusetts Open Meeting Law.

Purpose #1

To discuss a complaint or charge filed against the Pittsfield Housing Authority Board and its Chairman.

Purpose #2

To discuss strategy and preparation for negotiations involving a non-union employee.

Chairman McCarthy states that:

- No action would be taken in public session regarding these matters prior to Executive Session.
- The Board would return to public session after Executive Session.
- No votes would be taken during Executive Session unless permitted by law.

Motion: To enter Executive Session for the purposes stated by Board Member Wolters, seconded by Board Member LeBeau.

Vote: Dodds aye; McCarthy aye; Wolters aye; Pill aye. LeBeau aye.

Motion passes 5-0

The Board recessed from public session and entered Executive Session.

Return to Public Session

Following Executive Session, the Board reconvened in open session at approximately 1:10 p.m.

Chairman McCarthy announced for the record that:

- The Board had completed both Executive Sessions.

- No votes had been taken during Executive Session.

Discussion of Previously Pending Minutes

During Executive Session, members reviewed newly prepared versions of the minutes created after listening to recordings of the meetings and comparing them to earlier drafts.

Chairman McCarthy stated that:

- Prior draft minutes contained omissions and inaccuracies.
- Board members devoted significant time to ensuring that the revised versions accurately reflected meeting discussions and actions.
- The review process required careful examination of meeting recordings and supporting materials.
- This process caused a delay in the approval of several sets of minutes.

Board Finding Regarding Prior Draft Minutes

The Board considered a formal finding that:

Previous draft minutes contained omissions and inaccuracies that required substantial review and correction before approval.

Motion: To adopt the finding of inaccurate draft minutes by Board Member Wolters, Seconded by Board Member LeBeau.

Vote: Dodds aye; McCarthy aye; Wolters aye; Pill aye. LeBeau aye.

Motion passes 5-0

Approval of June 12, 2026 Minutes

The Board reviewed revised minutes for the meeting held on June 12, 2026.

The minutes had been thoroughly reviewed and discussed during Executive Session.

Motion: Approve the June 12, 2026 minutes by Board Member Wolters, Seconded by Board Member LeBeau.

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

Approval of June 16, 2026 Minutes

The Board reviewed revised minutes for the meeting held on June 16, 2026.

Motion: Approve the June 16, 2026 minutes by Board Member Wolters, Seconded by Board Member LeBeau.

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

Approval of August 7, 2026 Executive Session Minutes

The Board reviewed Executive Session minutes from August 7, 2026.

The Chair noted that:

- These minutes pertain to Executive Session matters.
- They will remain confidential and segregated from public records as required.

Motion: Approve the August 7, 2026 Executive Session minutes by Board Member Wolters, Seconded by Board Member LeBeau.

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

Approval of August 12, 2026 Executive Session Minutes

The Board reviewed Executive Session minutes from August 12, 2026.

Motion: Approve the August 12, 2026 Executive Session minutes by Board Member Wolters, Seconded by Board Member LeBeau.

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

Approval of August 18, 2026 Minutes

The Board reviewed revised minutes for the regular meeting held on August 18, 2026.

Motion: Approve the August 18, 2026 minutes by Board Member Wolters, Seconded by Board Member LeBeau.

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

Approval of August 26, 2026 Minutes

The Board reviewed revised minutes for the public meeting held on August 26, 2026.

Motion: Approve the August 26, 2026 minutes by Board Member Wolters, Seconded by Board Member LeBeau.

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

Additional Board Finding Regarding Delay in Approval

The Board further considered a finding that:

The delay in approving the above minutes was caused by the need to extensively review, revise, and correct omissions and inaccuracies contained in prior drafts of the minutes.

Motion: To adopt the finding minutes by Board Member Wolters, Seconded by Board Member LeBeau.

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

IX Adjournment

With all agenda items completed and no further business before the Board, the Chair requested a motion to adjourn.

Motion: To adjourn the meeting. minutes by Board Member Wolters, Seconded by Board Member LeBeau.

**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