

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on January 19, 2011**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, January 19, 2011, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M.

Upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
Maria Rivera  
James Haggerty  
Robert Donovan

Stephen Roche was absent due to a medical appointment

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adopt the December 10, 2010 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Annual Write-Offs – State Developments

Albert Ewing, Assistant Executive Director, Resident Selection gave a report from the Housing Management and Finance Departments regarding the Annual Write-offs of the State Developments.

Mr. Ewing reported that once again 100% of the State Rents were collected, and the write-offs were in collections.

Mr. Donovan stated that he was extremely pleased at this excellent performance by the Housing Management Department.

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to approve the year-end write-offs of the Chelsea Housing Authority's delinquent accounts receivable in the amount of \$3,486.87 from tenants in State developments that

## January 19, 2011 Regular Meeting Minutes

have vacated their units as of December 31, 2010. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	
Robert Donovan	

### B. Annual Write-Offs – Federal Developments

Mr. Ewing gave a report from the Housing Management and Finance Departments regarding the Annual Write-offs of the Federal Developments.

Mr. Ewing reported that once again Housing Management, under the direction of Linda Thibodeau, Assistant Executive Director, Housing Management, collected 100% of the Federal Rents, and the write-offs were in collections.

Mr. Cordero stated that the last ten years have been 100% successful compared to very poor rent collections prior to the new administration taking over the Housing Management Department.

Upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to approve the year-end write-offs of the Chelsea Housing Authority's delinquent accounts receivable in the amount of \$2,345.75 from tenants in Federal developments that have vacated their units as of December 31, 2010. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	
Robert Donovan	

## IV. UNFINISHED BUSINESS

### A. ARRA #1 New England Builders, Inc. Partial Release of Retainage

Mr. Ewing discussed the winding down of the ARRA #1 project, and that we are now between Substantial and Final Completion. The contractor is requesting partial release of retainage.

**January 19, 2011 Regular Meeting Minutes**


James Fitzpatrick, Director of Modernization, reported that the total job is \$1,107,440. We have paid \$1,052,068 (95%). Mr. Fitzpatrick stated that we propose paying \$11,547 at this time, leaving a retainage balance of \$43,825. The work is complete, and we are almost done cleaning up minor punch list items. We will have plenty of retainage left to cover that work. The architect has reviewed this payment and recommends it.

Mr. Haggerty stated that this is fair, and that the job has been a good one.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Board voted unanimously to approve a partial release of retainage payment of \$11,547 for the ARRA #1 project, and to authorize the Executive Director or the Director of Operations to sign the necessary payment documents.

V. ADJOURNMENT

At 6:21 P.M. upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adjourn the January 19, 2011 Regular Meeting.

  
\_\_\_\_\_  
Michael E. McLaughlin  
Executive Director

  
\_\_\_\_\_  
Initials                      \_\_\_\_\_  
Date

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on February 16, 2011**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, February 16, 2011, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M.

Upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
Stephen Roche  
James Haggerty  
Robert Donovan

Maria Rivera was absent due to a doctor's appointment.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Donovan, seconded by Mr. Haggerty, the Members voted unanimously to adopt the January 19, 2011 Regular Meeting Minutes as presented. Mr. Roche abstained.

II. NEW BUSINESS

A. HUD Management Operations Certificate for Fiscal Year 2010 (MASS)

Michael E. McLaughlin, Executive Director, discussed the HUD required MASS Certification which needed approval. This Certification covers all aspects of the Authority's operations, and demonstrates that we are in compliance with HUD standards regarding vacancies, finances, timely capital fund expenditures, work orders, leasing, etc.

Mr. Cordero commented on the outstanding work that Mr. McLaughlin and the staff have done once again for another year.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to approve the MASS certification as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

## February 16, 2011 Regular Meeting Minutes

AYES	NAYS
Henry Cordero	None
Stephen Roche	
James Haggerty	
Robert Donovan	

### B. New Collections Agency

Mr. McLaughlin reported on securing the services of a new collection agency, as the present company we have been using is going out of business. Housing Management staff have researched the various companies available, and their references, performance, and so forth. They are recommending award of a contract to Glenn Associates, Inc. of Wilmington, MA.

Mr. Haggerty stated that this is a very valuable service, and that we should go after previous residents who have an account in arrears.

Upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to secure the services of Glenn Associates, Inc. for collections, and to authorize the Executive Director or the Director of Operations to sign the necessary documents.

### C. HUD Section 8 Management Assessment Program (SEMAP) for Fiscal Year 2010

Mr. McLaughlin discussed the HUD Section 8 Management Assessment Program (SEMAP) for 2010 which needed approval. This Certification covers all aspects of the Authority's Section 8 program, and demonstrates that we are in compliance with HUD standards regarding Section 8.

Mr. Roche stated how the Section 8 program has run very smoothly for the last ten years, with a High Performer award every year.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to adopt Resolution #1 and to authorize the Executive Director or the Director of Operations, Diane Cohen, to submit the required documents for the Section 8 Management Assessment Program (SEMAP) for Fiscal Year 2010 to HUD on behalf of the Chelsea Housing Authority. Upon a roll call the "AYES" and "NAYS" were as follows:

## February 16, 2011 Regular Meeting Minutes

AYES	NAYS
Henry Cordero	None
Stephen Roche	
James Haggerty	
Robert Donovan	

### D. CHA 2010 Annual Report

Mr. McLaughlin went through the CHA 2010 Annual Report with the Board. He gave the highlights of each Department and stated that without the continued support of the Board and the hard work of the staff that we could not continue our record of High Performance for the tenth straight year.

Mr. Donovan stated that it is a tribute to all at the CHA for their efforts and dedication leading to another successful year.

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to approve the CHA 2009 Annual Report. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
James Haggerty	
Robert Donovan	

### E. Union Contract Approval

Mr. McLaughlin reported on the negotiations with the SEIU Local 888 as the existing collective bargaining agreement has expired, and a new contract must be executed. Mr. McLaughlin stated that the negotiations went smoothly and that both sides are satisfied, and are ready to ratify the contract.

Mr. Cordero asked about the impact this contract will have on our finances. Mr. McLaughlin stated that the changes from the previous contract were minor and will have a very small impact.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to approve the Contract Between SEIU Local 888 – Chelsea Housing Clerical and the CHA for the period January 1, 2011 through December 31, 2013 and to authorize the Executive Director or the Director of Operations to

## February 16, 2011 Regular Meeting Minutes

sign the necessary documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
James Haggerty	
Robert Donovan	

### F. Legal Services Contract

Mr. McLaughlin reported on the CHA's securing the services John Greco, Esq., an exceptionally qualified housing attorney. Mr. Greco has over 30 years' experience as an attorney for Massachusetts Housing Authorities and as the previous Executive Director of the Medford Housing Authority. Mr. Greco has retired from the Medford HA after 35 years of service.

Mr. Roche said that we are lucky to obtain his services, as he is certain to be in great demand.

Upon a motion by Mr. Roche, seconded by Mr. Donovan, the Members voted unanimously to secure the Legal Services of John Greco, Esquire, and to authorize the Executive Director or the Director of Operations to sign any necessary documents.

### G. Mr. McLaughlin reported on a new program offered by the Greater Boston Food Bank to provide food, including fresh produce, to our residents. Linda Thibodeau, Assistant Executive Director, Housing Management, has been working with Tracy Nowicki of the City of Chelsea Elder Services Department to bring this valuable program to the CHA. Food will be provided once a month at our various developments.

Mr. Donovan said that this would be a wonderful resource for our residents, especially shut-ins who can't get to the stores easily, as well as for those families who need additional food.

## III. UNFINISHED BUSINESS

### A. ARRA #1 New England Builders, Inc. Certificate of Final Completion

## February 16, 2011 Regular Meeting Minutes

Mr. McLaughlin said that the work under ARRA #1 was now complete. This work included Scrivano window headers, lintels and brick waterproofing, Mace dryer venting system, Margolis roof replacement, including rooftop heaters and air-conditioners replacement, and brick waterproofing.

James Fitzpatrick, Director of Modernization stated that the final contract amount was \$1,107,440, and that the architect has reviewed the status of the work and recommends bringing this project to final completion. Modernization and Maintenance are in agreement.

Mr. Haggerty stated that this work was really needed, and it's too bad there is no more stimulus money.

Mr. Cordero asked if all of the final paperwork was in place, including the guarantees, warranties, and contractor's certification of payment to laborers and suppliers. Mr. Fitzpatrick stated yes.

Upon a motion by Mr. Donovan, seconded by Mr. Haggerty, the Board voted unanimously to authorize the execution of the Certificate of Final Completion for the ARRA #1 project, and to authorize the Executive Director or the Director of Operations to sign the necessary payment and close-out documents, in the amount of \$43,825. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
James Haggerty	
Robert Donovan	

### V. ADJOURNMENT

At 7:05 P.M. upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to adjourn the February 16, 2011 Regular Meeting.

  
Michael E. McLaughlin  
Executive Director



**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on March 2, 2011**

II

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, March 2, 2011, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M.

Upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
Stephen Roche  
James Haggerty  
Maria Rivera  
Robert Donovan

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to adopt the February 16, 2011 Regular Meeting Minutes as presented. Ms. Rivera abstained.

II. NEW BUSINESS

A. Public Housing Assessment System (PHAS)  
Changes for 2011

Albert Ewing, Assistant Executive Director, Resident Selection, and James Fitzpatrick, Assistant Executive Director, Modernization, discussed the new PHAS rules for 2011.

At the end of our Fiscal Year 12/31/2011, we will be subject to the revised PHAS rules from HUD. The major changes include having a baseline physical inspection, adding a new indicator for the Capital Fund, and the Resident Service indicator is eliminated. The Physical Inspection indicator will now count for 40% of the grade instead of 30%.

## March 2, 2011 Regular Meeting Minutes

Mr. Haggerty asked if it will be easier or more difficult to maintain our High Performer status. Mr. McLaughlin said that all of these revisions are making us do more with less, and that each year gets harder and he expects 2011 to be no different.

Mr. Roche said that he knows the formulas for the financial get more difficult each year as our funding each year is less.

Mr. Donovan said at least our vacancy rate is extremely low as usual and that should help our score.

Ms. Rivera said that we should get extra credit somehow for being a High Performer these last ten years.

### III. UNFINISHED BUSINESS

#### A. ARRA #2 Arnold Jacobson Associates, Inc. Contract Amendment

Michael E. McLaughlin, Executive Director, discussed the need for an amendment to the contract with Arnold Jacobson Associates to cover additional outside electrical engineering and mechanical engineering and architectural design and coordination costs due to changes requested by the CHA, including the Mace Boiler renovations, review of Margolis dwelling load centers, Margolis stair towers heating, Margolis exterior lighting changes, and reconfiguring the Scrivano hot water / boiler system.

James Fitzpatrick said the construction estimate for this work is up to \$145,000, which works out to a less than an 8% fee, which is reasonable. This includes an administrative fee for the architect as well.

Mr. Cordero expressed his appreciation that the architect and engineers on this job were responsive to our needs at a fair price.

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Board voted unanimously to authorize an amendment to the contract with Arnold Jacobson Associates for ARRA #2 for up to \$11,250 additional to cover additional architectural and engineering costs, and to authorize the Executive Director or the Director of Operations to sign the necessary contract amendment documents.

**March 2, 2011 Regular Meeting Minutes**

V. ADJOURNMENT

At 6:15 P.M. upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adjourn the March 2, 2011 Regular Meeting.

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Michael E. McLaughlin  
Executive Director

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on APRIL 6, 2011**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, April 6, 2011, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M.

Upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
Stephen Roche  
James Haggerty  
Maria Rivera  
Robert Donovan

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to adopt the March 2, 2011 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Election of Chelsea Housing Authority Officers

1. Chairman

- a. Mr. Roche nominated Mr. Cordero to serve as Chairman. Mr. Donovan seconded the nomination.
- b. There being no objection, nominations were closed.
- c. Mr. Cordero accepted the nomination.
- d. The Members voted Mr. Cordero, Chairman.  
The vote was as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	

## April 6, 2011 Regular Meeting Minutes

James Haggerty  
Robert Donovan

### 2. Vice Chairman

- a. Mr. Donovan nominated Mr. Haggerty to serve as Vice Chairman. Ms. Rivera seconded the nomination.
- b. There being no objection, nominations were closed.
- c. Mr. Haggerty accepted the nomination.
- d. The Members voted Mr. Haggerty, Vice Chairman.  
The vote was as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

### 2. Treasurer

- a. Ms. Rivera nominated Mr. Roche to serve as Treasurer. Mr. Donovan seconded the nomination.
- b. There being no objection, nominations were closed.
- c. Mr. Roche accepted the nomination.
- d. The Members voted Mr. Roche, Treasurer.  
The vote was as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

### 3. Assistant Treasurer

- a. Mr. Donovan nominated Ms. Rivera to serve as Assistant Treasurer. Mr. Haggerty seconded the nomination.

## April 6, 2011 Regular Meeting Minutes

- b. There being no objection, nominations were closed.
- c. Ms. Rivera accepted the nomination.
- d. The Members voted Ms. Rivera, Assistant Treasurer.  
The vote was as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

### III. UNFINISHED BUSINESS

- A. ARRA #2  
New England Builders, Inc.  
Change Order #1

Michael E. McLaughlin, Executive Director, discussed the work being done on the Mace Boiler. At its October, 2010 meeting, the Board authorized an additional \$49,500 on the ARRA #2 project for the emergency Mace Boiler replacement.

That has been done since December, and has been running well; the contractors (electrical, HVAC and GC all did a great job).

Mr. McLaughlin noted that we are still able to have enough money left over to go back and replace two boilers and three circulator pumps at Scrivano.

The net add is \$42,678, or \$6,822 less than the \$49,500 originally authorized.

Mr. Cordero said he was pleased to have this critical work done under budget.

Mr. Roche stated that the contractor did well to get this work done for the heating season.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to approve Change Order #1 to the contract with New England Builders & Contractors, Inc. for ARRA #2 for a final amount of \$42,678, for a revised total contract amount of \$536,778, and to authorize the Executive

## April 6, 2011 Regular Meeting Minutes

Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

### B. Grant Contract Amendment, Work Plan #1034 Time Extension

Mr. McLaughlin discussed the need to extend the grant with DHCD for one year for the Prattville Roofing project.

James Fitzpatrick, Director of Modernization, said that while the work has been completed, this extension is necessary due to closing out the grant fiscally.

Mr. Haggerty said the project came out very well, and is a dramatic improvement over what was there previously.

Upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to authorize executing a standard contract amendment form for Capital Improvement Work Plan No. 1034, Project No. 057056, between the Commonwealth of Massachusetts and the Authority extending the closing dates of service of contract from 6/30/2011 to 6/30/2012 for the roof replacement and building envelope project at the state-aided Housing Program at the 200-2 Prattville Development, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

### C. Grant Contract Amendment, Work Plan #1036 Time Extension

Mr. McLaughlin discussed the need to extend the grant with DHCD for one year for the boiler work at Union Park, and the new entryway doors at the Buckley Apartments.

Mr. Fitzpatrick again stated that while the work has been completed, this extension is necessary due to closing out the grant fiscally.

Ms. Rivera said it was her understanding both jobs came out very well, and the handicapped door job is very welcome to our frail residents.

Upon a motion by Mr. Donovan, seconded by Mr. Haggerty, the Members voted unanimously to authorize executing a standard contract amendment form for Capital Improvement Work Plan No. 1039, Project No. 057067, between the Commonwealth of

## April 6, 2011 Regular Meeting Minutes

Massachusetts and the Authority extending the closing dates of service of contract from 6/30/2011 to 6/30/2012 for the Union Park Boiler Replacement and the Buckley Automatic Door Installation at the state-aided Housing Programs at the 667-1 Union Park Development and the 667-2 Buckley Development, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

### D. Grant Contract Amendment, Work Plan #1039 Time Extension

Mr. McLaughlin discussed the need to extend the grant with DHCD for one year for the site improvement work at the Fitzpatrick and Innes Apartments.

Mr. Fitzpatrick stated that this work is now substantially complete.

Mr. Donovan stated that he has been by both developments, and is impressed especially with the work done at the Fitzpatrick Memorial.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize executing a standard contract amendment form for Capital Improvement Work Plan No. 1036, Project No. 057063, between the Commonwealth of Massachusetts and the Authority extending the closing dates of service of contract from 6/30/11 to 6/30/12 for the site initiative project at Fitzpatrick, 200-1 and Innes, 200-3, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

### V. ADJOURNMENT

At 6:37 P.M. upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adjourn the April 6, 2011 Regular Meeting.

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Michael E. McLaughlin  
Executive Director



**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on MAY 11, 2011**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, May 11, 2011, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M.

Upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
James Haggerty  
Robert Donovan

Maria Rivera and Stephen Roche were absent due to illness.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to adopt the April 6, 2011 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Sixth & Arlington Temporary Construction Easement

Michael E. McLaughlin, Executive Director, reported that the City is working with the Safe Routes to School Program to identify and address safety improvements for school children in the vicinity of the Williams Middle School. One improvement involves the extension of the sidewalk at Sixth and Arlington Streets, at the Union Park Apartments. This is not only an improvement for the school children, but also for the residents of the CHA apartments.

The work at Sixth and Arlington will require a temporary construction easement on CHA property, along a length of existing chain link fence. The purpose of the easement is to allow the contractor access to remove the existing sidewalk and to allow the site and new sidewalk to be graded properly with each other.

## May 11, 2011 Regular Meeting Minutes

James Fitzpatrick, Director of Modernization, reported that he asked the City if the chain link fence on the corner was removed or damaged, if it would be repaired or replaced. The state engineer confirmed that they do not intend to remove the fence, but to work around it. The State indicated to the City that if it is the case that the fence has to be removed to allow the work, or if it is damaged in any way during the construction, they will repair or replace it. Based on this, CHA staff recommends allowing a temporary easement to the City/State as necessary for this project.

Mr. Cordero said that can be a bad corner for pedestrians and vehicular traffic as well, but has concerns about losing parking on 6<sup>th</sup> Street, and whether a school bus will have trouble taking that turn after the work is done.

Upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to authorize a Resolution allowing a temporary construction easement along a strip of CHA property as outlined on the plan submitted by the City to the Housing Authority on April 20, 2011 during construction of the extension of the sidewalk at Sixth and Arlington Streets at the Union Park Apartments, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary temporary easement documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
James Haggerty	
Robert Donovan	

### B. Waiting List Update

Albert Ewing, Assistant Executive Director, Resident Selection, informed the Board that the Resident Selection Department will be conducting an update of all of the CHA's waitlists with the exception of the centralized Section 8 waitlist that was recently updated by MassNAHRO.

Mr. Haggerty inquired about the AHVP and MRVP programs. Mr. Ewing gave a brief history about the State's programs and how they have been underfunded over the past several years.

## III. UNFINISHED BUSINESS

- A. ARRA #2  
New England Builders, Inc.  
Certificate of Substantial Completion

## May 11, 2011 Regular Meeting Minutes

Mr. McLaughlin reported that the ARRA #2 project is now substantially complete.

Mr. Fitzpatrick stated that the Architect and the Director of Maintenance are satisfied with the work.

Mr. Donovan indicated that he was pleased the City was able to provide matching funds for this project since otherwise it would not have been done at all.

Upon a motion by Mr. Donovan, seconded by Mr. Haggerty, the Members voted unanimously to authorize a Resolution accepting the Certificate of Substantial Completion as presented by New England Builders, Inc. for the ARRA #2 project, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary substantial completion and payment documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
James Haggerty	
Robert Donovan	

B. Site Improvements 200-1 and 200-3  
Green Acres Landscape & Construction Co., Inc.  
Certificate of Final Completion

Mr. McLaughlin reported that the site improvements work at Fitzpatrick and Innes is now complete.

James Fitzpatrick, Director of Modernization, stated that the Engineer, DHCD and the Director of Maintenance are satisfied with the work.

Mr. Cordero stated that the new work is a welcome improvement for the residents.

Upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to authorize a Resolution accepting the Certificate of Final Completion as presented by Green Acres Landscape & Construction Co., Inc. for the site improvements at Fitzpatrick 200-1 and Innes 200-3, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary final completion and payment documents in the amount of up to \$7,625, subject to final DHCD approval. Upon a roll call the "AYES" and "NAYS" were as follows:

## May 11, 2011 Regular Meeting Minutes

AYES  
Henry Cordero  
James Haggerty  
Robert Donovan

NAYS  
None

A. ARRA #1  
New England Builders, Inc.  
Change Order #5

Mr. McLaughlin reported on the need to do extra work on ARRA #1 for tracking, ringing out, verifying and labeling all telephone lines at Margolis. The misidentification and non-labeling of the telephone lines over time has caused us a great number of problems.

Mr. Fitzpatrick reported that this work requires entry into every unit at Margolis and is very labor-intensive. Then the electrical contractor needs to start transferring all telephone lines through the surge equipment. The architect/engineer has reviewed the pricing, and approves the change order in this amount. CHA staff also recommends approval.

Mr. Haggerty said that this work will be a great advantage to our maintenance staff and electrician.

Upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to authorize Change Order #5 to the contract with New England Builders & Contractors, Inc. for an additional \$5,223, for a revised total contract amount of up to \$1,148,620, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

AYES  
Henry Cordero  
James Haggerty  
Robert Donovan

NAYS  
None

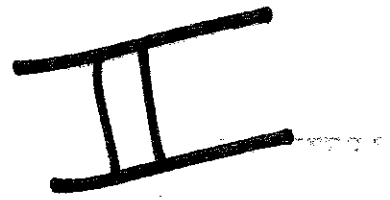
**May 11, 2011 Regular Meeting Minutes**

V. ADJOURNMENT

At 6:32 P.M. upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to adjourn the May 11, 2011 Regular Meeting.

  
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Michael E. McLaughlin  
Executive Director

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on JUNE 8, 2011**



A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, June 8, 2011, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M.

Upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
Stephen Roche  
Maria Rivera  
James Haggerty  
Robert Donovan

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Haggerty, seconded by Mr. Donovan, the Members voted unanimously to adopt the May 11, 2011 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Authorization to open two Bank Accounts for Federal Public Housing and Federal Section 8

Michael E. McLaughlin, Executive Director, reported that due to HUD requirements, the CHA needs to open two additional bank accounts so there will not be an appearance of co-mingling state and federal funds.

Mr. Roche said this is probably a good idea anyway, so better track could be kept of the different accounts.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize a Resolution approving the establishment of two additional bank accounts, one for Federal Public Housing and one for Federal Section 8, and to authorize the Treasurer, the Executive Director and the Director of Operations to be signatories to these accounts. Upon a roll call the "AYES" and "NAYS" were as follows:

## June 8, 2011 Regular Meeting Minutes

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

### III. UNFINISHED BUSINESS

#### A. CHA Maintenance Employees Collective Bargaining Agreement One Year Extension

Mr. Michael E. McLaughlin reported that after negotiations with the Union, the parties have agreed to execute a one-year extension of the existing collective bargaining agreement.

Mr. Cordero stated that he is pleased with our workforce, but also that we treat them well, and hopefully that can continue in spite of these harsh economic times.

Upon a motion by Mr. Donovan, seconded by Mr. Haggerty, the Members voted unanimously to authorize a Resolution approving a one-year extension to the CHA Maintenance Employees Collective Bargaining Agreement, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary contract documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

#### B. ARRA #2 Arnold Jacobson Associates Amendment for Structural Engineer

Mr. McLaughlin reported that due to the poor condition of the brick at Mace and Scrivano, the proposed fastening method is not reliable or safe.

## June 8, 2011 Regular Meeting Minutes

James Fitzpatrick, Director of Modernization, stated the option is to now go through to the unit and fasten the bolts to a metal plate on the other side of the wall. We need the services of a structural engineer to verify the safety and effectiveness of the new fastening methods.

Mr. Haggerty said he knew that brick can sustain damage over time due to weathering, and this is a good, safe measure to take.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize an amendment to the contract with Arnold Jacobson Associates for ARRA #2 for \$1,775 additional to cover additional structural engineering and assorted reimbursable costs, and to authorize the Executive Director or the Director of Operations to sign the necessary contract amendment documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

C. ARRA #2  
New England Builders, Inc.  
Change Order #2

Mr. McLaughlin reported that a minor addition is needed due to an oversight in the approval of Change Order #1 at our last meeting.

Mr. Fitzpatrick reported that the Board approved Change Order #1 at the last meeting. By an oversight from the general contractor, the electrical subcontractor's work in installing one of the hot water boilers at Mace was not included. Only the HVAC subcontractor's price was. The Board is being asked to address this oversight and approve this additional amount for the electrical subcontractor's work.

Mr. Roche said it is not fair to penalize the electrical contractor for an oversight by the general contractor and that we should approve this additional amount of \$799.

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #2 to the contract with New England Builders & Contractors, Inc. for



**June 8, 2011 Regular Meeting Minutes**

ARRA #2 for an additional amount of \$799, for a revised total contract amount of \$537,577, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

- D. ARRA #2  
New England Builders, Inc.  
Change Order #3

Mr. McLaughlin stated that related to the amendment to the architect's contract for ARRA #2 on the exterior light fastening, we need a change order approved for this additional work.

Mr. Fitzpatrick said that this includes potential costs for asbestos abatement, if necessary. We also have called for the same method to be used at Margolis, for safety's sake.

Ms. Rivera stated that the safety of our residents is a primary concern.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #3 to the contract with New England Builders & Contractors, Inc. for ARRA #2 for a final amount of up to \$22,305, for a revised total contract amount of \$559,882, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

## June 8, 2011 Regular Meeting Minutes

### E. ~~ARRA #2~~

New England Builders, Inc.  
Partial Release of Retainage

Mr. McLaughlin said that the work under ARRA #2 has been at substantial completion, and that Board approval is requested for authorizing partial release of retainage for the project.

Mr. Fitzpatrick reported that the total job is \$559,882. The retainage is \$27,994. We propose paying up to \$20,000 at this time, leaving a retainage balance of \$7,994. We will have plenty of retainage left to cover any minor punch list items.

Mr. Haggerty stated that as long as enough remains for any minor punch list items, the contractor is entitled to this amount of the retainage.

Upon a motion by Mr. Roche, seconded by Mr. Donovan, the Members voted unanimously to authorize approving payment of partial release of retainage of \$20,000 for the ARRA #2 project, and to authorize the Executive Director or the Director of Operations to sign the necessary payment documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

### F. Buckley Apartments Emergency Generator Phillips Electric, Inc. Change Order #1

Mr. McLaughlin stated that Board approval is requested for Change Order #1 for the emergency generator replacement work at the Buckley Apartments in the additional amount of \$4,890.

Mr. Fitzpatrick reported that this change order is for constructing a chase to enclose the feeders to get cable into the elevator room. The proposed change has been approved by the engineer and DHCD.

Ms. Rivera stated that this work would make the project comply with code.

**June 8, 2011 Regular Meeting Minutes**

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Board voted unanimously to authorize the execution of Change Order #1 to the contract with Phillips Electric, Inc. in the additional amount of \$4,890, for a revised total contract amount of \$137,890, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

G. Buckley Apartments Emergency Generator  
Phillips Electric, Inc.  
Change Order #2

Mr. McLaughlin stated that Board approval is requested for Change Order #2 for the emergency generator replacement work at the Buckley Apartments in the additional amount of \$8,891.

Mr. Fitzpatrick said this change order is for costs associated with the main shut-off switchgear at the main electrical panel and at the main transformer. The proposed change has been approved by the engineer and DHCD.

Mr. Haggerty stated this change will provide a more reliable main shut-off, and is extremely important.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Board voted unanimously to authorize the execution of Change Order #2 to the contract with Phillips Electric, Inc. in the additional amount of \$8,891, for a revised total contract amount of \$146,781, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents. Upon a roll call the "AYES" and "NAYS" were as follows:

## June 8, 2011 Regular Meeting Minutes

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

F. Buckley Apartments Emergency Generator  
Phillips Electric, Inc.  
Certificate of Substantial Completion

Mr. McLaughlin said that Board approval is requested for authorizing the execution of the Certificate of Substantial Completion for the emergency generator replacement at the Buckley Apartments.

Mr. Fitzpatrick reported that the engineer and DHCD administrative and technical staff have reviewed the status of the work and recommend bringing this project to substantial completion, and that CHA staff are in agreement.

Mr. Donovan said the completion of this project would provide essential emergency services to the residents.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Board voted unanimously to authorize the execution of the Certificate of Substantial Completion for the emergency generator replacement at the Buckley Apartments, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the necessary documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

G. State Modernization  
Capital Improvement Plan Submission

Mr. McLaughlin reported on the State's award of \$1,194,764 under its new Formula Funding Program. The next step in the process is

## June 8, 2011 Regular Meeting Minutes

to submit the Capital Improvement Plan we intend to undertake to DHCD. One step in that process is Board authorization.

Mr. Fitzpatrick outlined the proposed initial submission to be forwarded to DHCD. Richie Russell and Mr. Fitzpatrick worked on this plan, with the goal of trying to accomplish necessary tasks at each development given the limited funding resources. It is anticipated that funding will increase under the next phase.

The plan includes a fire sprinkler system at Union Park; rewiring the main feed and replace main electrical panels at Buckley; boiler replacement at the Innes Apartments, and parking lot and site work at Prattville, and also site design work at Innes and Union Park.

Mr. Cordero feels that formula funding is the best approach, similar to the way HUD funds us, but wishes the amount available were more.

Upon a motion by Mr. Donovan, seconded by Mr. Roche, the Members voted unanimously to authorize a Resolution approving the \$1,194,764 Formula Funding Capital Improvement Plan as prepared by CHA staff and to submit it to DHCD for approval, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary contract documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

### V. ADJOURNMENT

At 6:47 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the June 8, 2011 Regular Meeting.

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Michael E. McLaughlin  
Executive Director

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on SEPTEMBER 7, 2011**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, September 7, 2011, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M.

Upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
Stephen Roche  
Maria Rivera  
James Haggerty  
Robert Donovan

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to adopt the June 8, 2011 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Contract with ROCA  
Basic Transitional Employment Work Crews

Michael E. McLaughlin, Executive Director, discussed the proposed contract with ROCA, where they would provide painting, landscaping and cleaning crews for 6 months for four days per month. Mr. McLaughlin said we have done work with ROCA a number of times in the past and it helps out our maintenance staff a great deal.

Mr. Donovan stated that this is a win-win both for the young people in ROCA and for the Authority.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize a six-month contract with ROCA for Basic Transitional Employment Work Crews to provide painting, landscaping and cleaning services as directed by the CHA with a contract fee not to exceed \$15,000, and authorize

## September 7, 2011 Regular Meeting Minutes

the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

### B. Executive Director Screening Committee

Michael E. McLaughlin, Executive Director, announced his retirement effective February 10, 2012, which will be his 12<sup>th</sup> anniversary of service to the Chelsea Housing Authority. Mr. McLaughlin read his resignation letter to the Board, and to the audience in attendance, which included the entire staff of the CHA. Mr. McLaughlin is retiring after 45 years of dedicated public service.

It was a very emotional moment for all involved, as all present have been totally supportive of Mr. McLaughlin's efforts to transform the CHA into a Nationally-Recognized Award Winner for Excellence in Administration, as well as the recipient of a number of other Local, Regional and National Awards, and have worked hard to achieve Mr. McLaughlin's goals. Mr. McLaughlin received an extended standing ovation. We are happy to see Mr. McLaughlin pursue his personal goals in retirement after such a long and illustrious career, but will greatly miss having him at the helm of the CHA.

Mr. McLaughlin outlined the procedures required for the hiring of a new executive director to replace him, and said that the process is very involved and will take some time. Examples of outreach will include advertisements in the Chelsea Record three times; advertisements in the National NAHRO Newsletter, the PHADA Journal, the MassNAHRO Newsletter; email notice of the advertisement to be posted at the 247 local Massachusetts Housing Authorities, as well as local outreach in the City. Mr. McLaughlin asked that the Board authorize the creation of an Executive Director Screening Committee. Mr. McLaughlin will propose the composition of the Committee to the Board soon, including a Federal Housing Resident, a State Resident of the CHA, and other Chelsea residents and officials and a MassNAHRO representative.

## September 7, 2011 Regular Meeting Minutes

Mr. Roche stated that these last 12 years have been exceptionally calm and stable, in contrast to the years of chaos, issues and constant problems prior to Mr. McLaughlin's tenure, thanks to the Authority now being run by a tremendous Executive Director and professional staff, and he will be looking for a very experienced housing professional manager to carry on what Mr. McLaughlin has established with his competence and hard work.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize the creation of an Executive Director Screening Committee to select the next Executive Director of the Chelsea Housing Authority, and to authorize the Executive Director to solicit and submit prospective committee members to the Board for approval.

### III. UNFINISHED BUSINESS

#### A. 2008 Federal Capital Fund Grant Close-Out

Mr. McLaughlin reported on the need to close out the 2008 Federal Capital Fund Grant, as we have expended the full \$872,798 awarded. Mr. McLaughlin stated that this was well in advance of the 2012 deadline.

Mr. Cordero said the Capital Fund grants are critical to the work of the Authority, and that getting the 3% High Performer Bonus each year is a great advantage. Mr. Donovan said that Mr. McLaughlin and his staff are to be commended.

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to authorize a Resolution closing out the 2008 Federal Capital Fund Grant #MA06P01650108 in the amount of \$872,798, and to authorize the Executive Director to sign the necessary close-out documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	



## September 7, 2011 Regular Meeting Minutes

B. ARRA #2  
New England Builders, Inc.  
Certificate of Final Completion

Mr. McLaughlin said that the work under ARRA #2 was now complete. This work included: New Boilers and hot water heaters at Scrivano Apartments; New Boilers and hot water heaters at Mace Apartments; Exterior Lighting Upgrades at Scrivano, Mace and Margolis Apartments; Re-roofing at Chelsea Housing Administration Office Building; Weatherstripping at Scrivano, Mace and Margolis Apartments; New Roof Entry Door at Margolis Apartments; New Trash Compactor at Margolis Apartments; and New Rolling Garage Doors at Margolis Apartments.

James Fitzpatrick, Director of Modernization, stated that the final contract amount was \$537,557; the punch list work is complete, and that the architect has reviewed the status of the work and recommends bringing this project to final completion. Modernization and Maintenance are in agreement.

Mr. Haggerty stated that this work was really needed, and it's too bad there is no more stimulus money.

Mr. Cordero asked if all of the final paperwork is in place, including the guarantees, warranties, and contractor's certification of payment to laborers and suppliers. Mr. Fitzpatrick stated yes.

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Board voted unanimously to authorize the execution of the Certificate of Final Completion for the ARRA #2 project, and to authorize the Executive Director or the Director of Operations to sign the necessary payment and close-out documents, in the amount of \$7,678. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

## September 7, 2011 Regular Meeting Minutes

C. 2009 Federal Capital Fund  
ARRA #2  
Grant Close-Out

Mr. McLaughlin reported on the need to close out the 2009 Federal Capital Fund ARRA #2 Grant, as we have expended the full \$445,000 awarded. Mr. McLaughlin stated that this was well in advance of the 2012 deadline.

Mr. Roche said this job went very smoothly and was glad we were able to participate in a stimulus project.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize a Resolution closing out the 2009 Federal Capital Fund ARRA #2 Grant #MA01600000109R in the amount of \$445,000, and to authorize the Executive Director to sign the necessary close-out documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

D. Margolis Apartments  
Electrical Upgrade  
Engineering Contract

Mr. McLaughlin reported that we are undertaking the replacement of electrical panels and switchgear, as necessary, at the Margolis Building, involving panels in the units, panels in the hallways, and equipment in the mechanical rooms in the first floor.

The panels are old, in need of replacement and repairs, and because they were manufactured by Federal Pacific, a company now out of business, replacement parts are difficult to locate. There are also safety issues associated with the Federal Pacific installations.

Mr. Fitzpatrick said that in order to reduce the impact of funding this work we would do it over a four-year period with three separate bidding packages, as necessary. The first phase involves replacement of the unit panels. The second phase involves the hallway panels. The third phase, if it is deemed necessary, involves the main switchgear in the first floor mechanical room.

## September 7, 2011 Regular Meeting Minutes

The total work is estimated to cost \$485,000, and we plan to expend approximately \$125,000 per year from the Capital Fund.

An in-house committee consisting of R. Russell, T. Tiro and J. Fitzpatrick ranked the following engineering firms in 1, 2, 3 order:

1. Nangle Engineering Associates, Inc., Danvers
2. Verne Norman Associates, Weymouth
3. MacRitchie Engineering, Inc., Braintree

Mr. Fitzpatrick said that the staff recommends award of the contract to Nangle Engineering Associates, Inc.

Mr. Roche said this replacement program should provide a safer environment for our residents.

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to authorize a contract with Nangle Engineering Associates, Inc. as the engineer for the Electrical Panel Upgrade Project at the Margolis Apartments and to enter into a standard HUD contract with a design fee not to exceed \$60,625 (12.5%), and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents. If for whatever reason the final contract negotiations fall through or if Nangle is unable to take on the job, then a contract with the next engineering firm in line is authorized under the same conditions, and so forth in order. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

- E. Prattville Boiler Replacement  
State Modernization Formula Funding  
Engineering Contract

Mr. McLaughlin stated that DHCD has authorized us to contract with MacRitchie Engineering, Inc., subject to our approval, for the boiler replacement project at the Prattville Apartments.

## September 7, 2011 Regular Meeting Minutes

Mr. Fitzpatrick said this is the first project under the State's Formula Funding Program. The plan is to replace up to 28 of the 32 boilers at Prattville. (Four boilers have been replaced recently). The work is estimated to cost \$204,000 and the design fee is \$26,600.

Mr. Donovan said that there have been major improvements at Prattville recently, and the boilers will add to that.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize a contract with MacRitchie Engineering, Inc. as the engineer for the boiler replacement upgrade work at the Prattville Apartments, Project Number 057077, and to authorize the Housing Authority to enter into a contract with MacRitchie Engineering, Incorporated for a design fee of \$26,600 (13%), subject to DHCD approval, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

F. Union Park Electrical Upgrade  
State Modernization Formula Funding  
Engineering Contract

Mr. McLaughlin said that DHCD has authorized us to contract with Nangle Engineering, Inc., subject to our approval, for the electrical upgrade work at the Union Park Apartments.

Mr. Fitzpatrick said that this work involves replacing the existing electrical breaker panels that are now located in a bedroom closet and moving them to the kitchen wall opposite the bedroom closet wall, as well as necessary work on the building panel boxes located in the entrance hallways. The work is estimated to cost \$123,500 and the design fee is \$15,940.

Ms. Rivera said she was glad that a lot of the work we are doing addresses health and safety needs.


## September 7, 2011 Regular Meeting Minutes

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to authorize a contract with Nangle Engineering, Inc. as the engineer for the electrical upgrade work at the Union Park Apartments, Project Number 057078, and to authorize the Housing Authority to enter into a contract with Nangle Engineering Incorporated for a design fee of \$15,940 (12.9%), subject to DHCD approval, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	
Robert Donovan	

### V. ADJOURNMENT

At 6:58 P.M. upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to adjourn the September 7, 2011 Regular Meeting.



Michael E. McLaughlin  
Executive Director

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on October 5, 2011**

II

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, October 5, 2011, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M. and upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
James Haggerty  
Maria Rivera  
Robert Donovan

Stephen Roche was absent due to illness.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to adopt the September 7, 2011 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Public Hearing

At 5:35 P.M., upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to recess the October 5, 2011 Regular Meeting of the Chelsea Housing Authority.

At 5:36 P.M. the Members opened the Public Hearing to discuss the FY2012 Agency Plan.

Michael E. McLaughlin, Executive Director, stated that the 2012 Annual Plan was ready for submittal.

Diane Cohen, Assistant Executive Director, Operations, reported on the 2012 Annual Plan. The Plan was advertised, and a meeting was held with the Resident Advisory Board. The Resident Advisory Board reviewed the Plan. No written comments were received.

## October 5, 2011 Regular Meeting Minutes

Ms. Cohen indicated that two major changes to the Plan from last year were the recent ROSS Grant award, and the addition of 56 enhanced Section 8 vouchers in Winthrop.

Mr. Cordero stated that the annual award of HUD Capital funding has been a great asset to the Authority.

At 6:05 P.M., upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to close the Public Hearing and reconvene the October 5, 2011 Regular Meeting of the Chelsea Housing Authority.

### B. FY2012 Agency Plan

Upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adopt the Resolution authorizing the Executive Director to submit and sign the Agency Plan for the Chelsea Housing Authority's Fiscal Year beginning January 1, 2012. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
James Haggerty	
Maria Rivera	
Robert Donovan	

### C. FMRs/New Section 8 Payment Standards

Mr. McLaughlin reported that HUD has issued new FMRs/Section 8 payment standards.

Ms. Cohen described these payment standards and FMRs.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to adopt the new FMRs/Section 8 Payment Standards issued by HUD. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
James Haggerty	
Maria Rivera	
Robert Donovan	

October 5, 2011 Regular Meeting Minutes

III. UNFINISHED BUSINESS

- A. Buckley Apartments Emergency Generator  
Phillips Electric, Inc.  
Certificate of Final Completion

Mr. McLaughlin said that Board approval is requested for authorizing the execution of the Certificate of Final Completion for the emergency generator replacement at the Buckley Apartments.

James Fitzpatrick, Director of Modernization, reported that the engineer and DHCD administrative and technical staff have reviewed the status of the work and recommend bringing this project to final completion, and that CHA staff are in agreement.

Ms. Rivera said the completion of this project would provide essential emergency services to the residents.

Upon a motion by Mr. Donovan, seconded by Mr. Haggerty, the Board voted unanimously to authorize the execution of the Certificate of Final Completion for the emergency generator replacement at the Buckley Apartments, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the necessary documents payment and close-out documents in the amount of \$7,356. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
James Haggerty	
Maria Rivera	
Robert Donovan	

V. ADJOURNMENT

At 7:04 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the October 5, 2011 Regular Meeting.

\_\_\_\_\_  
Michael E. McLaughlin  
Executive Director

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date



**MINUTES OF THE SUBCOMMITTEE MEETING of the  
BOARD OF THE CHELSEA HOUSING AUTHORITY  
held on October 27, 2011**

A Meeting of a Subcommittee of the Board of the Chelsea Housing Authority was held on Thursday, October 27, 2011, at the Buckley Apartments Community Room, Second Floor, 14 Bloomingdale Street, Chelsea, Massachusetts.

The Meeting was called to order at 4:00 P.M. and upon a roll call of the Subcommittee, the following Members were present:

Leo Robinson, City Councillor  
Jacqueline Matos, CHA Housing Manager  
Maria Iraola, President of the Mace Apartments Resident Association  
Joseph Pandolfo, President of the Buckley Apartments Resident Association  
Jose Toro, CHA Maintenance Department

Also Present:

Michael E. McLaughlin, Executive Director  
James Fitzpatrick, Director of Modernization

I. NEW BUSINESS

A. Screening of Applicants for the Position of Executive Director

Eight resumes had been given to the Committee for review several days prior to the meeting. Discussions were held regarding each applicant. After deliberations on all of the candidates, four applicants were voted to be interviewed by the Board, with one alternate, in case any applicant declined to be interviewed for whatever reason, or withdrew from further consideration.

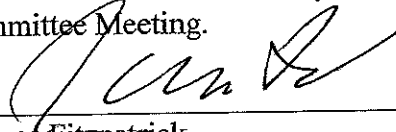
1. James Holt: Interview with the Board scheduled for 5:00 PM, Tuesday, November 1, 2011.
2. Dan Ouellette: Interview with the Board scheduled for 5:30 PM, Tuesday, November 1, 2011.
3. Albert Ewing: Interview with the Board scheduled for 6:00 PM, Tuesday, November 1, 2011.
4. Paula Stuart: Interview with the Board scheduled for 6:30 PM, Tuesday, November 1, 2011.

ALTERNATE: Drew Vernalia


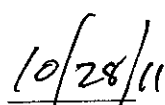
**October 27, 2011 Subcommittee Meeting Minutes**

V. ADJOURNMENT

At 5:17 P.M. upon a motion by Joseph Pandolfo, seconded by Jacqueline Matos, the Members voted unanimously to adjourn the October 27, 2011 Subcommittee Meeting.



James Fitzpatrick  
Recording Secretary

   
\_\_\_\_\_  
Initials                      Date

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on November 1, 2011**

A Regular Meeting of the Chelsea Housing Authority was held on Tuesday, November 1, 2011, at the Buckley Apartments Community Room, Second Floor, 14 Bloomingdale Street, Chelsea, Massachusetts.

The Meeting was called to order at 4:30 P.M. and upon a roll call of the Members the following Commissioners were present:

Henry Cordero  
James Haggerty – arrived at 5:15 PM  
Maria Rivera  
Robert Donovan

Stephen Roche was absent due to illness.

Also present: Joseph Pandolfo, President of Buckley Tenants Organization  
Rosa Merced, Federal Resident

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to adopt the October 5, 2011 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. FY2012 Budgets

1. FY2012 Federal Operating Budget

Mr. McLaughlin presented the Federal Operating Budget for 2012. Mr. McLaughlin stated that HUD funding will be down.

Mr. Cordero stated that we have performed well with our limited resources, and this is welcome news.

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to adopt the Resolution that the Federal Aided Family and Elderly Housing Operating Budget for FY2012 of the Chelsea Housing Authority be approved as

## November 1, 2011 Regular Meeting Minutes

presented by the Executive Director. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
Robert Donovan	

### 2. FY2012 State Operating Budget

Mr. McLaughlin presented the State Operating Budget for 2012. Mr. McLaughlin stated that this is a tight budget, and we are doing the best we can with these limited funds.

Ms. Rivera stated that even though federal funds are limited, it is too bad the State couldn't help more.

Upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adopt the Resolution that the State Aided Family and Elderly Housing Operating Budget for FY2012 of the Chelsea Housing Authority be approved as presented by the Executive Director. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
Robert Donovan	

### 3. FY2012 Section 8 Operating Budget

Mr. McLaughlin presented the Section 8 Operating Budget for 2012.

Mr. Cordero said that the Section 8 program is a very valuable one and helps families a great deal.

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to adopt the Resolution that the Section 8 Operating Budget for FY2012 of the Chelsea Housing Authority be approved as presented by the Executive Director. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	

## November 1, 2011 Regular Meeting Minutes

Robert Donovan

### 4. FY 2012 MRVP/AHVP Operating Budget

Mr. McLaughlin presented the MRVP/AHVP Operating Budget for 2012. Mr. McLaughlin stated that the trend for the MRVP/AHVP has been going down due to lack of funding.

Mr. Donovan stated that he hoped State resources would not continue to go down.

Upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adopt the Resolution that the MRVP Operating Budget for FY2012 of the Chelsea Housing Authority be approved as presented by the Executive Director. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
Robert Donovan	

### III. UNFINISHED BUSINESS

#### A. State Formula Funding 200-3 Innes Boiler Relocation and Replacement Engineering Contract

Mr. McLaughlin advised that DHCD has authorized us to contract with MacRitchie Engineering, Inc. for the boiler replacement project at the Innes Apartments.

James, Fitzpatrick, Director of Modernization, stated that the work is estimated to cost \$425,000 and the design fee is \$53,125.

Mr. Cordero stated that this will be a major improvement at Central Ave., and will eliminate any future problems with flooding.

Upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to enter into a contract with MacRitchie Engineering, Inc. as the engineer for the boiler relocation and replacement work at the Innes Apartments, Project Number 057080, with a design fee of up to \$53,125, subject to DHCD approval, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary

## November 1, 2011 Regular Meeting Minutes

contract documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
Robert Donovan	

### II. NEW BUSINESS

#### B. EXECUTIVE DIRECTOR CANDIDATES INTERVIEWS & SELECTION

##### 1. James Holt

*Mr. Cordero: I wish to thank the Subcommittee that screened the eight candidates for the Board to interview four candidates.*

*Mr. Holt, thank you for coming. You will be asked questions by the members of the Board, and the State and Federal Tenant representatives.*

*I would like to now give you the opportunity to tell us a bit about yourself.*

Mr. Holt: Thank you for the opportunity. This is a very prestigious job; it will be very hard to follow Mr. McLaughlin. The CHA was troubled; the strides you have made are very good. I grew up in Lynn, have worked 5 years at the Revere Housing Authority as the Section 8 director. I have worked in social work capacities and corrections. Always came back to housing. I enjoy working with people in housing.

*Ms. Rivera: What has your experience been working in multi-cultural settings?*

Mr. Holt: My whole career; every job I had have all been working with diverse populations...

*Ms. Rivera: Please explain your experience working in public housing.*

Mr. Holt: I am head of Section 8 housing in Revere. I also worked in Section 8 in Lynn. My experience is in voucher housing, but I do have knowledge of public housing.

*Mr. Donovan: Please describe your experience in overseeing personnel.*

Mr. Holt: I supervise 7 people. My management style is that I believe in responsibility, just doing your job, and giving direction when needed...

*Mr. Donovan: Could you please describe how criminal justice experience could relate to being an Executive Director?*

## November 1, 2011 Regular Meeting Minutes

Mr. Holt: I don't believe there's a direct correlation to being an Executive Director, but understand there are similar rules and regulations to follow. My experience in corrections gives me knowledge in the field.

*Mr. Pandolfo: The federal budget allows \$25 per unit for the tenants' organization. The state only allows \$3 per unit. What would you do as Executive Director to correct this disparity?*

Mr. Holt: I have no experience on the public housing side. I am here to learn and to implement the best policy and represent tenants. I would, however, address the issue.

*Mr. Pandolfo: What is your experience in grievance hearings between the housing authority and tenants?*

Mr. Holt: I have done many hearings. I believe I am fair in these hearings and conduct myself professionally...

*Mr. Pandolfo: Have you worked with unions?*

Mr. Holt: No, but I was a union member.

*Ms. Merced: What has your experience been in bringing safe and sanitary housing to the residents of Revere?*

Mr. Holt: The number one voice is the tenants themselves. I am a Housing Quality Standards inspector. I believe in providing the best quality unit to the population.

*Ms. Merced: What has your experience been in dealing with people of different socio-economic backgrounds?*

Mr. Holt: I deal with people of all different socio-economic backgrounds – mainly low income. I have experience in the Family Self-Sufficiency program.

*Mr. Haggerty: What do you believe is your strongest asset as a manager?*

Mr. Holt: It's hard to say. My management experience for the past five years. My multi-cultural background. I had experience managing a parking garage. I have my Public Housing Manager, Section 8 Management and HQS credentials. I am not confrontational. I lead by example.

*Mr. Cordero: What is your housing authority financial background?*

Mr. Holt: I do the Section 8 budgets. That may be a weakness. But I balance the Section 8 budgets. I need education on public housing.

## November 1, 2011 Regular Meeting Minutes

*Mr. Cordero: We are partners with the City of Chelsea in many ventures. What is your knowledge of the City?*

Mr. Holt: I feel it is very comparable to Lynn, so I feel I have a good sense of Chelsea...

*Mr. Cordero: Where do you see yourself five years from now?*

Mr. Holt: Implementing policy, planning, budgeting; doing quality things for low-income people. Doing good for the community.

*Mr. Cordero: Do you feel you can hit the ground running?*

Mr. Holt: I believe I could. This is a big step up. I am young; I have a lot of years ahead. I can educate myself. I can do a very good job.

*Mr. Cordero: If you are selected by the Board, are you prepared to begin contract negotiations immediately; perhaps even tomorrow?*

Mr. Holt: Yes.

*Mr. Cordero: If selected, then you will hear from me very soon.*

Mr. Holt: Could I ask what you saw in my resume to be a finalist and ask me here for an interview?

*Mr. Donovan: You have an extensive background in pertinent fields. Revere is very similar to Chelsea, so the responsibilities you have are comparable.*

Mr. Holt: How many employees do you have?

*Mr. Cordero: 35 to 40 total; 17 maintenance personnel.*

Mr. Holt: What do you expect from me as Executive Director?

*Mr. Cordero: To run the day-to- operations successfully as they have been done over the past 12 years, and to follow the policies of the Board.*

Mr. Holt: Thank you.

### 2. Daniel Ouellette

*Mr. Cordero: Mr. Ouellette, thank you for coming. You will be asked questions by the members of the Board, and the State and Federal Tenant representatives.*

*I would like to now give you the opportunity to tell us a bit about yourself.*



## November 1, 2011 Regular Meeting Minutes

Mr. Ouellette: I cut my teeth in Chelsea. I was here at the end of the Benson term, through receivership, to the beginning of Nason. I know how far this Authority has come under the leadership of Mike McLaughlin and the Board. I worked at North Suffolk Mental health. I have dealt with tenants from all walks of life. I speak French and Spanish. I have worked in Salisbury for 12 years. I am thrilled and intrigued to come to the "new" CHA. I am honored to be considered.

*Ms. Rivera: What has your experience been working in multi-cultural settings?*

Mr. Ouellette: I have worked in Chelsea and Boston.

*Ms. Rivera: Please explain your experience working in public housing.*

Mr. Ouellette: My experience has been quite varied. I worked on the 707 program, then the MRVP program. I deal with public housing residents who are elderly and disabled in Salisbury.

*Mr. Donovan: Please describe your experience in overseeing personnel.*

Mr. Ouellette: I worked at Fidelity Investments overseeing a staff of 12 to 15. I worked at Bay Cove with a staff of 5. In Salisbury I oversee a staff of 3; with less staff you need to be more creative.

*Mr. Donovan: Could you please describe how criminal justice experience could relate to being an Executive Director?*

Mr. Ouellette: I do CORIs. I deal with sex offenders, and coordinate with the police. I deal with the Board of Health and local building inspectors.

*Mr. Haggerty: Could you please describe your construction experience, and dealing with contractors.*

Mr. Ouellette: I did a roof replacement in Salisbury for \$600,000 that went very smoothly. I did a complicated floor replacement where we had to move residents out for a night to a hotel. I did a Bay Cove school relocation project for \$7 million.

*Mr. Haggerty: What do you believe is your strongest asset as a manager?*

Mr. Ouellette: Leading teams and negotiating differences.

*Ms. Merced: What has your experience been in dealing with people of different socio-economic backgrounds?*

Mr. Ouellette: A wide variety; foods; different cultures. It gives me great pleasure dealing with different cultures. I have dealt with Haitians, Puerto Ricans, Dominicans, people from Finland, Hispanics, Russians. Also elder issues.

## November 1, 2011 Regular Meeting Minutes

*Mr. Pandolfo: The federal budget allows \$25 per unit for the tenants' organization. The state only allows \$3 per unit. What would you do as Executive Director to correct this disparity?*

Mr. Ouellette: The state budget allows for \$6; you may be able to do even more.

*Mr. Pandolfo: What is your experience in grievance hearings between the housing authority and tenants?*

Mr. Ouellette: I have been a Grievance Officer for other housing authorities. At Chelsea I was involved in hearings. I have also been a tenant advocate.

*Mr. Pandolfo: Have you worked with unions?*

Mr. Ouellette: I was in a union in Chelsea. I dealt with unions at Bay Cove. At MassNAHRO I have been involved in union contract negotiations.

*Mr. Cordero: What is your housing authority financial background?*

Mr. Ouellette: I have dealt with budgets for 707; Section 8; MRVP. Bay Cove budgets. Salisbury.

*Mr. Cordero: We are partners with the City of Chelsea in many ventures. What is your knowledge of the City?*

Mr. Ouellette: I am very familiar since I worked here. I know Jay Ash is a very good Manager.

*Mr. Cordero: Where do you see yourself five years from now?*

Mr. Ouellette: Completing a very large project; hopefully with the Chelsea Housing Authority.

*Mr. Cordero: Do you feel you can hit the ground running?*

Mr. Ouellette: Absolutely.

*Mr. Cordero: If you are selected by the Board, are you prepared to begin contract negotiations immediately; perhaps even tomorrow?*

Mr. Ouellette: Yes.

*Mr. Cordero: If selected, then you will hear from me very soon.*

Mr. Ouellette: Thank you.

## November 1, 2011 Regular Meeting Minutes

### 3. Albert Ewing

*Mr. Cordero: Mr. Ewing, thank you for coming. You will be asked questions by the members of the Board, and the State and Federal Tenant representatives.*

*I would like to now give you the opportunity to tell us a bit about yourself.*

Mr. Ewing: I grew up in Cambridge. I am one of 10 children. I am a military veteran serving in Vietnam and Thailand. I worked in construction; sales. I was at Digital Equipment; the State Department of Education during implementation of the re-certification program. I was in manufacturing. I have worked at the CHA for the past 11 years as Assistant Executive Director, Resident Selection.

*Mr. Haggerty: What do you believe is your strongest asset as a manager?*

Mr. Ewing: I have been managing for 30 years. My leadership skills are my strongest asset; getting people working to a common goal.

*Mr. Haggerty: Could you please describe your construction experience, and dealing with contractor.*

Mr. Ewing: I was in roofing/waterproofing; I was an apprentice for 3 years, where I was taught structures and buildings. I've had experience with East Boston Social Centers. Construction at the Soldiers' Home as a member of the Board. I am on the Just-A-Start Board in Cambridge.

*Ms. Rivera: What has your experience been working in multi-cultural settings?*

Mr. Ewing: Well, family gatherings for me are multi-cultural. We have Hispanics, Cape Verdeans, American Indians. My wife is an immigrant. The Digital manufacturing facility I was at in Boston had 90% minority personnel. Chelsea is very multi-cultural.

*Ms. Rivera: Please explain your experience working in public housing.*

Mr. Ewing: In Resident Selection for 11 years. I have done the food distribution at the developments. I am looking forward to direct contact with more residents.

*Mr. Donovan: Please describe your experience in overseeing personnel.*

Mr. Ewing: I directly supervise 4 people at the CHA. Outside the CHA I have experience directing much larger groups of personnel. I interview and hire 2 Northeastern co-op students every six months.

*Mr. Donovan: Could you please describe how criminal justice experience could relate to being an Executive Director?*

## November 1, 2011 Regular Meeting Minutes

Mr. Ewing: I am a Hearing Officer; for that I need an understanding of regulations and criminal codes. I do CORIs. We need to understand the law in case of or to head off any appeals.

*Ms. Merced: What has your experience been in dealing with people of different socio-economic backgrounds?*

Mr. Ewing: My experience working with diverse populations has taught me patience towards understanding other cultures. I have dealt with the large Hispanic population we have in Chelsea. My experiences in Thailand taught me to be sensitive to other cultures.

*Mr. Pandolfo: The federal budget allows \$25 per unit for the tenants' organization. The state only allows \$3 per unit. What would you do as Executive Director to correct this disparity?*

Mr. Ewing: That is a big disparity. The regulations say that we can receive up to \$6. We can work together to increase the budget.

*Mr. Pandolfo: What is your experience in grievance hearings between the housing authority and tenants?*

Mr. Ewing: I am a Hearing Officer. I am aware of the regulations of the grievance panel.

*Mr. Pandolfo: Have you worked with unions?*

Mr. Ewing: Yes, as a member in construction. Also at the Department of Education. I am familiar with the unions at the CHA.

*Mr. Cordero: What is your housing authority financial background?*

Mr. Ewing: In business I worked with budget centers and profit and loss. My PHM training included financial elements. I've reviewed the budgets, DHCD guidelines. I can understand the financials.

*Mr. Cordero: We are partners with the City of Chelsea in many ventures. What is your knowledge of the City?*

Mr. Ewing: The City has 8 district councilors and 3 at-large councilors for a total of 11. The Council just voted to extend Jay Ash's contract another 4 years. This is a diverse city of 35,000 people. At 1.8 square miles it is one of the most densely populated cities in the Commonwealth. It has a very high proportion of Spanish-speaking residents. I have dealt in partnering with the Chelsea Science Alliance, Harbor Cove, and Chelsea Neighborhood Developers. I would work to expand and strengthen these and more partnerships. I also serve on the Board of Directors of the Chelsea Soldier's Home.

## November 1, 2011 Regular Meeting Minutes

*Mr. Cordero: Where do you see yourself five years from now?*

Mr. Ewing: As the Chelsea Executive Director continuing on the path we started 12 years ago, carrying on the tradition of excellence established by Mike and the Board.

*Mr. Cordero: Do you feel you can hit the ground running?*

Mr. Ewing: Absolutely. I know the strengths of the CHA and the areas of opportunity.

*Mr. Cordero: If you are selected by the Board, are you prepared to begin contract negotiations immediately; perhaps even tomorrow?*

Mr. Ewing: Yes.

*Mr. Cordero: If selected, then you will hear from me very soon.*

Mr. Ewing: Thank you.

### 4. Paula Stuart

*Mr. Cordero: Ms. Stuart, thank you for coming. You will be asked questions by the members of the Board, and the State and Federal Tenant representatives.*

*I would like to now give you the opportunity to tell us a bit about yourself.*

Ms. Stuart: I have been in housing for 20 years. I worked in Somerville Community Development; did inclusionary zoning legislation. I was acting executive director of the Somerville Housing Authority for 6 months. I discovered I really enjoyed the challenges of public housing. I'm now consulting with CDBG and 40B. I started in broadcasting when I was 17. I worked in marketing. I worked at Capuano's office for 10 years.

*Mr. Haggerty: What do you believe is your strongest asset as a manager?*

Ms. Stuart: 1) I am a good communicator. 2) I am creative and think outside the box. Mr. McLaughlin must have done the same things in doing the wonderful job he has done in turning the CHA around into a high performer. I like looking at systems and ways to make things better.

*Mr. Haggerty: Could you please describe your construction experience, and dealing with contractors.*

Ms. Stuart: In housing rehab I work with contractors all the time. At the Somerville Housing Authority I was involved in a major kitchen and bath renovation. I was involved with an Activity Center renovation. I come from a family of contractors so I am very familiar with construction.

## November 1, 2011 Regular Meeting Minutes

*Ms. Rivera: Please explain your experience working in public housing and the residents*

Ms. Stuart: At the Somerville Housing Authority our Board meetings were held monthly at different sites. I learned to listen to the residents. One incident of tenant miscommunication led to staff re-training.

*Ms. Rivera: What has your experience been working in multi-cultural settings?*

Ms. Stuart: I worked in Lawrence for 3 years. My staff was all Latina. I do wish I had learned Spanish; that is one of my goals.

*Mr. Donovan: Please describe your experience in overseeing personnel.*

Ms. Stuart: I oversaw 12 managers and 20 maintenance staff at the Somerville HA; 7 to 8 in Lawrence; 40 at Tufts.

*Mr. Donovan: Could you please describe how criminal justice experience could relate to being an Executive Director?*

Ms. Stuart: At Somerville, I dealt very closely with the Housing Authority Public Safety Director, and was able to get the needed staff equipment. There was a major drug dealer bust.

*Ms. Merced: What has your experience been in dealing with people of different socio-economic backgrounds?*

Ms. Stuart: I come from a very poor background. I know what it is like to decide whether to pay the electric bill or put food on the table that month. When I was 14 I started handling the family finances. Learning through my family, which consists of all types of backgrounds, including the disabled, I learned to work in very different socio-economic backgrounds.

*Mr. Pandolfo: The federal budget allows \$25 per unit for the tenants' organization. The state only allows \$3 per unit. What would you do as Executive Director to correct this disparity?*

Ms. Stuart: I will need some time to determine how to do that. DHCD has an interim director now. I have no sense that the State is as supportive as it should be. It's not fair. There might be other ways to approach the problem, including grants. I am a terrific grant writer.

*Mr. Pandolfo: What is your experience in grievance hearings between the housing authority and tenants?*

Ms. Stuart: I have been a member of a panel. I chaired a panel in Somerville for several years.

## November 1, 2011 Regular Meeting Minutes

*Mr. Pandolfo: Have you worked with unions?*

Ms. Stuart: Yes. In Somerville doing prevailing wage work. I did unions negotiations at the Somerville Housing Authority. I consider myself tough but fair.

*Mr. Cordero: What is your housing authority financial background?*

Ms. Stuart: I am a PHM with a financial management certification. At Tufts I headed up a \$140 million capital campaign.

*Mr. Cordero: We are partners with the City of Chelsea in many ventures. What is your knowledge of the City?*

Ms. Stuart: I should know more, but I worked with the Chelsea Community Development department on lead paint. I consulted with an Upward Bound-type organization in Chelsea. I worked with Ann Houston for several years.

*Mr. Cordero: Where do you see yourself five years from now?*

Ms. Stuart: I believe the best opportunities are completely serendipitous. I am not a big planner in that sense. Career-wise, this would be the place I want to retire from. This would be a long-term commitment.

*Mr. Cordero: Do you feel you can hit the ground running?*

Ms. Stuart: I would probably not be as fast as an internal candidate who has been here for 15 years, but, absolutely. I am an awfully quick study.

*Mr. Cordero: If you are selected by the Board, are you prepared to begin contract negotiations immediately; perhaps even tomorrow?*

Ms. Stuart: Yes.

*Mr. Cordero: Is there anything else you would like to say to this Board?*

Ms. Stuart: This is a very exciting opportunity; I am so please to be considered. Unlike many authorities where there is a new director, this place is running well, and I would try to bring to the next level.

*Mr. Cordero: If selected, then you will hear from me very soon.*

Ms. Stuart: Thank you.

END OF INTERVIEWS

November 1, 2011 Regular Meeting Minutes

Mr. Cordero: At this time I would like to inquire as to what is the pleasure of the Board?

Mr. Donovan: I would like to put the selection to a vote.

Mr. Cordero: I would propose we place all names into consideration.

Mr. Donovan: Agreed; I would like to place all 4 names into consideration. I so move.

Mr. Haggerty: I second.

Mr. Cordero: We have a second on the motion. All those in favor?

Upon a roll call for placing all 4 names into consideration the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
James Haggerty	
Maria Rivera	
Robert Donovan	

Mr. Cordero: Discussion?

Mr. Pandolfo: Al Ewing is the best candidate; it would be wrong to take this in any other direction.

Ms. Merced: Yes, I agree. He knows and understands the CHA and its residents.

Mr. Haggerty: I believe Al Ewing is the best candidate; the only candidate who can really hit the ground running.

Ms. Rivera: Yes; Al Ewing deserves the position. He is a proven leader.

Mr. Donovan: I am going to support a man I have grown to respect over the last year since I have joined the Board.

Mr. Cordero: I would ask for a Roll Call vote.

Upon a roll call naming the Member's candidate to be Executive Director of the Chelsea Housing Authority:

James Haggerty:	Al Ewing
Maria Rivera:	Albert Ewing
Robert Donovan:	Mr. Albert Ewing
Henry Cordero:	Mr. Ewing



**November 1, 2011 Regular Meeting Minutes**

Mr. Cordero: I will now contact Mr. Ewing to verify he will accept the position and that we will set up contract negotiations.


Mr. Cordero places a phone call to Mr. Ewing. By Speakerphone: Mr. Cordero: Do you accept the position of Executive Director for the Chelsea Housing Authority? Mr. Ewing: Yes.

Mr. Cordero: We will conduct the contract negotiations. We have set up a Board meeting for Thursday at 12 Noon at the office at 54 Locke Street to ratify the contract.

There being no other business, do I hear a motion to adjourn?

IV. ADJOURNMENT

At 7:23 P.M. upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to adjourn the November 1, 2011 Regular Meeting.

  
\_\_\_\_\_  
Michael E. McLaughlin  
Executive Director

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date