

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on January 20, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, January 20, 2010, 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
Stephen Roche
Maria Rivera
James Haggerty

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to adopt the December 11, 2009 Regular Meeting Minutes as presented. Mr. Roche abstained.

II. NEW BUSINESS

A. Annual Write-Offs – State Developments

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to approve the year-end write-offs of the Chelsea Housing Authority's delinquent accounts receivable in the amount of \$5,758.60 from tenants in State developments that have vacated their units as of December 31, 2009. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	

January 20, 2010 Regular Meeting Minutes

B. Annual Write-Offs – Federal Developments

Upon a motion by Mr. Roche, 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 \$3,954.14 from tenants in Federal developments that have vacated their units as of December 31, 2009. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	

C. HUD Management Operations Certificate for Fiscal Year 2009 (MASS)

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:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	

D. Personnel

The Executive Director gave a report on a new hire named William Cooke, a part-time Clerk of the Works working 20 hours per week on the ARRA projects. The Executive Director knows Mr. Cooke personally. His employment will end upon construction completion, estimated for December 2011. This job was posted 12/28/09 through 1/14/10 by the Assistant Executive Director, Modernization. A recommendation was made to the Executive Director, and hiring has commenced.

January 20, 2010 Regular Meeting Minutes

E. Maintenance Issue

The Executive Director gave a report on a City water main break adjacent to the Margolis Apartments, and the prompt action taken by our Director of Maintenance and the maintenance staff at 2:00 A.M. on a Saturday to minimize the danger and property loss to our residents. The Director of Maintenance is working with the City, the property owners of the adjacent businesses, and the insurance companies to have any damage to our property addressed. The Board acknowledged these exemplary efforts.

F. Senator Scott Brown

The Board voted unanimously to send a letter from the Chelsea Housing Authority to express our congratulations and best wishes for continued success to our newly-elected Senator, Scott Brown.

III. UNFINISHED BUSINESS

A. Amendment to Architectural/Engineering Contract for Federal Stimulus Funding, HUD ARRA #1

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 #1 to cover reimbursables including printing and laboratory testing, etc., for an additional amount up to \$2,500, per HUD requirements, and also to conform to the reimbursables section of the ARRA #2 contract, and to authorize the Executive Director or the Director of Operations to sign the necessary contract amendment documents.

B. Amendment of Procurement Policy

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize amending the Chelsea Housing Authority Procurement Policy as necessary to comply with the requirements of HUD per 24 CFR 85.36 and 7460.8 REV 2, including provisions for Prohibited contract types; Bonding and Insurances; Mandatory Contract Clauses; Small business, MBE/WBE; Justification for other than fair and open competition; Reference to mandatory HUD forms; Contract Administration; and File Retention. In addition, Appendices 1 through 16 of the HUD Procurement Handbook No. 7460.8 REV are incorporated into the Chelsea Housing Authority Procurement Policy. Upon a roll call the "AYES" and "NAYS" were as follows:

January 20, 2010 Regular Meeting Minutes

AYES
Henry Cordero
Stephen Roche
Maria Rivera
James Haggerty

NAYS
None

C. Award of Architectural/Engineering Contract for the New Buckley Apartments Entry Doors

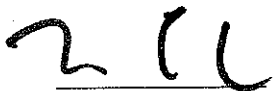
Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Board voted unanimously to approve the selection of CSS Architects, Incorporated as the architect for new entry doors at the Buckley Apartments, and to authorize the Housing Authority to enter into a standard DHCD contract with CSS Architects, Incorporated with a design fee of up to \$5,600, subject to DHCD approval, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

IV. ADJOURNMENT

At 6:48 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the January 20, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director



Initials Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on February 17, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, February 17, 2010, 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
Stephen Roche
Maria Rivera
James Haggerty

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to adopt the January 20, 2010 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. HUD Section 8 Management Assessment Program (SEMAP) for Fiscal Year 2009

Upon a motion by Mr. Roche, seconded by Ms. Rivera, 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 2009 to HUD on behalf of the Chelsea Housing Authority. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES
Henry Cordero
Stephen Roche
Maria Rivera
James Haggerty

NAYS
None

February 10, 2010 Regular Meeting Minutes

- B. Authorization for CHA Employees to Join City of Chelsea Employees Federal Credit Union

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize CHA employees to be allowed to join the Chelsea Employees Federal Credit Union

III. UNFINISHED BUSINESS

- A. Award of Painting Subcontract for HUD ARRA #1

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize the approval of the ARRA #1 painting sub-bid from Dandis Contracting in the amount of \$54,000, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary documents.

- B. New England Builders & Contractors, Inc.
ARRA #1 Re-Roofing at Margolis, etc.
Original Construction Amount: \$1,035,000
Change Order #1: Painting subcontract increase \$29,000

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize the approval of Change Order #1 to the contract with New England Builders & Contractors, Inc. for an additional \$29,000 to cover the cost of the painting sub-bid, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

- C. Award of Hot Water Boiler Contract for Union Park

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize the award of a construction contract to E. Amanti & Sons for the hot water boiler replacement project at Union Park Apartments in the amount of \$208,000, subject to final approval from DHCD and the City of Chelsea, and to authorize the Executive Director or the Director of Operations to sign the necessary contract documents. Due to ARRA time constraints, in the event the Amanti bid falls through for whatever reason, authorization is granted to award to the second low bidder, General Air-Conditioning & Heating, in the amount of \$257,000 under the same conditions.

February 10, 2010 Regular Meeting Minutes

- D. NorthEast Interiors, Inc.
Prattville Apartments, 200-2 Roofing
Original Construction Amount: \$4,063,000
Change Order #9: Time Extension

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize the approval of Change Order #9 to the contract with NorthEast Interiors, Inc. for a time extension of 53 days, yielding a substantial completion date of 12/3/09, 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.

- E. Award of Door Replacement Contract for the Buckley Apartments

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize the award of a construction contract to New England School Services, Inc. for the entry door replacement project at the Buckley Apartments in the amount of \$19,465, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the necessary contract documents.

- F. NorthEast Interiors, Inc.
Prattville Apartments, 200-2 Roofing
Partial Release of Retainage: \$142,978

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize Partial Release of Retainage in the amount of \$142,978 to NorthEast Interiors, Inc. on the Prattville Roofing Project, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary documents.

IV. ADJOURNMENT

At 6:53 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the February 17, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director

Initials

Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on March 3, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, March 3, 2010, 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
Maria Rivera
James Haggerty

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 February 17, 2010 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. CHA 2009 Annual Report

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, 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
Maria Rivera	
James Haggerty	

III. UNFINISHED BUSINESS

- A. Brothers Electric, Inc.
Prattville Apartments, 200-2 Electrical Upgrade
Certificate of Final Completion: \$3,589,267
Payment # 14 (Final): \$221,491

March 3, 2010 Regular Meeting Minutes

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Board voted unanimously to accept the Certificate of Final Completion as presented by Brothers Electric for the electrical upgrade at the Prattville Apartments, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary close-out and payment documents up to the amount of \$219,598, subject to final DHCD approval. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	

B. Award of Site Initiative Project Construction Contract for 200-1 Fitzpatrick and 200-3 Innes

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Board voted unanimously to authorize the award of a construction contract to Green Acres Landscape & Construction for the Site Improvements project at the 200-1 Fitzpatrick and 200-3 Innes Apartments in the amount of \$152,500, the amount of the base bid, with no alternates being accepted, subject to final approval from DHCD, and to authorize the Executive Director or the Director of Operations to sign the necessary contract documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	

C. Revisions to the CHA's Admissions and Continued Occupancy Plan (ACOP)

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Board voted unanimously to approve the revisions to the CHA's ACOP as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	

March 3, 2010 Regular Meeting Minutes

D. Revisions to the CHA's Section 8 Administrative Plan

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Board voted unanimously to approve the revisions to the CHA's Section 8 Administrative Plan as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	

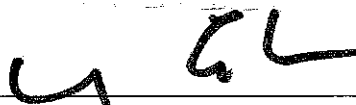
E. Revisions to the State Lease

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Board voted unanimously to approve the revisions to the State Lease per DHCD Public Notices 2009-11 and 2010-02 as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	

IV. ADJOURNMENT

At 6:51 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the March 3, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director

Initials

Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on April 14, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, April 14, 2010, 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
Stephen Roche
Maria Rivera
James Haggerty

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 March 3, 2010 Regular Meeting Minutes as presented. Mr. Roche abstained.

II. NEW BUSINESS

A. Election of Chelsea Housing Authority Officers

1. Chairman

a. Mr. Roche nominated Mr. Cordero to serve as Chairman. Ms. Rivera 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	
James Haggerty	

April 14, 2010 Regular Meeting Minutes

2. Vice Chairman

- a. Ms. Rivera nominated Mr. Haggerty to serve as Vice Chairman. Mr. Roche 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	

2. Treasurer

- a. Mr. Haggerty nominated Mr. Roche to serve as Treasurer. Ms. Rivera 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	

3. Assistant Treasurer

- a. Mr. Roche nominated Ms. Rivera to serve as Assistant Treasurer. Mr. Haggerty seconded the nomination.
- b. There being no objection, nominations were closed.
- c. Ms. Rivera accepted the nomination.

April 14, 2010 Regular Meeting Minutes

- d. The Members voted Ms. Rivera, Assistant Treasurer.
The vote was as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	

- B. Emergency Generator Replacement at Buckley Apartments, 667-2
Grant contract with DHCD
Grant Contract Award: \$100,000

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the members voted unanimously to approve the standard Contract for Capital Improvement Work between the Commonwealth of Massachusetts and the Authority in the amount of up to \$100,000 and authorizing its execution in connection with the modernization and administration of the State-Aided Housing Program 667-2 Buckley Apartments emergency generator replacement, Work Plan 1040, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

III. UNFINISHED BUSINESS

- A. Site Initiative Project at Fitzpatrick, 200-1 and Innes, 200-3
Grant contract Amendment Execution with DHCD
Present Grant Contract Award: \$166,000
Amendment Award: \$25,000
New Amount: \$191,000

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Board voted unanimously to approve the standard Contract Amendment for Capital Improvement Work Plan No. 1036, Project No. 057063, between the Commonwealth of Massachusetts and the Authority in the amount of \$25,000 for a total Grant Award of \$191,000 and authorizing its execution in connection with the modernization and administration of the State-Aided Housing Program 200-1 Fitzpatrick and 200-3 Innes Developments, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

April 14, 2010 Regular Meeting Minutes

B. Revisions to the CHA's Preventive Maintenance Plan

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to approve the revisions to the CHA's Preventive Maintenance Plan as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	

C. Grant Contract Amendment for Time Extension Prattville Roofs Project

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to approve the 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 6/30/2010 to 6/30/2011 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.

D. Grant Contract Amendment for Time Extension Union Park Boiler Replacement and Buckley Automatic Door Installation

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to approve the standard contract amendment form for Capital Improvement Work Plan No. 1039, Project No. 057067, between the Commonwealth of Massachusetts and the Authority extending the closing dates of service of contract from 6/30/2010 to 6/30/2011 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.

April 14, 2010 Regular Meeting Minutes

- E. Grant contract Amendment
Prattville Apartments 200-2
Electrical Upgrade
Present Grant Contract Award: \$3,851,492
Amendment Award: \$100,000
New Amount: \$3,951,492

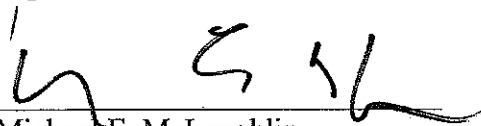
Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to approve the standard Contract Amendment for Capital Improvement Work Plan No. 1037, Project No. 057065, between the Commonwealth of Massachusetts and the Authority in the amount of up to \$100,000 for a total Grant Award of up to \$3,951,492 and authorizing its execution in connection with the modernization and administration of the State-Aided Housing Program 200-2 Prattville Development, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

- F. Change Order #30: Time Extension of 100 days
Brothers Electrical Corporation
Prattville Apartments 200-2
Electrical Upgrade


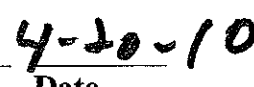
Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to approve the Change Order #30 to the contract with Brothers Electrical Corporation for a time extension for an additional 100 days, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

V. ADJOURNMENT

At 6:47 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the April 14, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director

Initials Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on May 12, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, May 12, 2010, 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
Maria Rivera
James Haggerty

Stephen Roche was absent due to illness.

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 April 14, 2010 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. State and Federal Grievance Panel Members

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to approve the list of Grievance Panel members for the State and Federal Grievance Panels, as presented.

B. FY 2010 Capital Fund Grant Award

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to approve the HUD FY 2010 Capital Fund Grant award in the amount of up to \$899,000, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

C. Rental Assistance Vouchers for Non-Elderly Persons with Disabilities

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to apply for 50 Rental Assistance

May 12, 2010 Regular Meeting Minutes

Vouchers for Non-Elderly persons with disabilities, and to approve the Code of Conduct and Administrative Plan addendum on Furthering Fair Housing and make them part of the CHA Housing Choice Voucher Administrative Plan.

D. Report of Potential Billboard Revenue

The Executive Director informed the Board of an inquiry made by an advertising vendor of the possibility of securing revenue from the erection of a billboard on our property at the rear of the Prattville Apartments facing Route 1. This project would require a number of approvals, and could take some time to develop. The City has expressed its willingness to assist the CHA in the approvals process.

E. Walk For Hunger

The Executive Director reported to the Board that two CHA employees, Jacqueline Matos and Iris Rivera, participated in the recent Walk For Hunger held in Boston. The Executive Director commended these employees and the Board expressed its wish to follow up with a letter of commendation.

III. UNFINISHED BUSINESS

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

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to approve a contract amendment with Arnold Jacobson Associates, Inc. for ARRA #2 in the amount of \$13,930 for additional HVAC and electrical engineering costs, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

B. NorthEast Interiors, Inc. Prattville Apartments, 200-2 Roofing Partial Release of Retainage: \$60,818

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize Partial Release of Retainage in the amount of \$60,818 to NorthEast Interiors, Inc. on the Prattville Roofing Project, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary documents.


May 12, 2010 Regular Meeting Minutes

- C. Engineering Contract with Nangle Engineering
Buckley Emergency Generator Replacement: \$19,056

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to enter into a contract with Nangle Engineering, Inc. as the engineer for the emergency generator replacement project at the Buckley Apartments, Capital Improvement Work Plan 1040, Project Number 057075, with a design fee of \$19,056, subject to DHCD approval, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

V. ADJOURNMENT

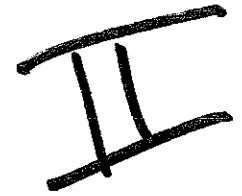
At 6:51 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the May 12, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director

Initials Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on May 12, 2010**



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Henry Cordero
Maria Rivera
James Haggerty

Stephen Roche was absent due to illness.

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 April 14, 2010 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. State and Federal Grievance Panel Members

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to approve the list of Grievance Panel members for the State and Federal Grievance Panels, as presented.

B. FY 2010 Capital Fund Grant Award

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to approve the HUD FY 2010 Capital Fund Grant award in the amount of up to \$899,000, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

C. Rental Assistance Vouchers for Non-Elderly Persons with Disabilities

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to apply for 50 Rental Assistance

May 12, 2010 Regular Meeting Minutes

Vouchers for Non-Elderly persons with disabilities, and to approve the Code of Conduct and Administrative Plan addendum on Furthering Fair Housing and make them part of the CHA Housing Choice Voucher Administrative Plan.

D. Report of Potential Billboard Revenue

The Executive Director informed the Board of an inquiry made by an advertising vendor of the possibility of securing revenue from the erection of a billboard on our property at the rear of the Prattville Apartments facing Route 1. This project would require a number of approvals, and could take some time to develop. The City has expressed its willingness to assist the CHA in the approvals process.

E. Walk For Hunger

The Executive Director reported to the Board that two CHA employees, Jacqueline Matos and Iris Rivera, participated in the recent Walk For Hunger held in Boston. The Executive Director commended these employees and the Board expressed its wish to follow up with a letter of commendation.

III. UNFINISHED BUSINESS

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

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to approve a contract amendment with Arnold Jacobson Associates, Inc. for ARRA #2 in the amount of \$13,930 for additional HVAC and electrical engineering costs, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

B. NorthEast Interiors, Inc. Prattville Apartments, 200-2 Roofing Partial Release of Retainage: \$60,818

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize Partial Release of Retainage in the amount of \$60,818 to NorthEast Interiors, Inc. on the Prattville Roofing Project, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary documents.


May 12, 2010 Regular Meeting Minutes

- C. Engineering Contract with Nangle Engineering
Buckley Emergency Generator Replacement: \$19,056

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to enter into a contract with Nangle Engineering, Inc. as the engineer for the emergency generator replacement project at the Buckley Apartments, Capital Improvement Work Plan 1040, Project Number 057075, with a design fee of \$19,056, subject to DHCD approval, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

V. ADJOURNMENT

At 6:51 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the May 12, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director



Initials Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on August 11, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, August 11, 2010, 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
Stephen Roche
Maria Rivera
James Haggerty

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 May 12, 2010 Regular Meeting Minutes as presented. Stephen Roche abstained.

II. NEW BUSINESS

A. Amend Reasonable Accommodation Policy

Michael E. McLaughlin, Executive Director, discussed the need to amend our Reasonable Accommodation Policy to change the time of appeal of a decision to thirty days.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to amend the CHA Reasonable Accommodation Policy & Procedures to make the time for an appeal of a decision by the Section 504 Coordinator to be thirty days.

III. UNFINISHED BUSINESS

A. ARRA #2 Construction Contract Award

Mr. McLaughlin reported on the bids received for the ARRA #2 project.

August 11, 2010 Regular Meeting Minutes

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to approve the award of a construction contract to New England Builders & Contractors for the ARRA #2 project in the amount of \$494,100, subject to final approval from HUD, and to authorize the Executive Director or the Director of Operations to sign the necessary contract documents.

B. ARRA #1
Arnold Jacobson Associates, Inc.
Contract Amendment

Mr. McLaughlin reported on an amendment to the contract with Arnold Jacobson Associates to cover additional outside engineering costs due to the need to upgrade our lightning protection at Margolis. James Fitzpatrick, Director of Modernization, stated the construction estimate for this work is up to \$85,000. This fee amendment could be as low as 4.2%, which is very reasonable. This includes a 10% administrative fee for the architect as well.

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 #1 for \$3,575 additional to cover additional outside engineering costs for the lightning protection work at Margolis, and to authorize the Executive Director or the Director of Operations to sign the necessary contract amendment documents.

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

Mr. McLaughlin reported on a change order to the contract with New England Builders, Inc. for the ARRA #1 project for upgrading the lightning protection system at Margolis. Mr. Fitzpatrick stated the construction estimate for this work is up to \$85,000.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize Change Order #2 to the contract with New England Builders & Contractors, Inc. for an additional amount of up to \$85,000, for a revised total contract amount of up to \$1,149,000, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

August 11, 2010 Regular Meeting Minutes

D. ARRA #1
New England Builders, Inc.
Change Order #3 (Approval)

Mr. McLaughlin reported on Change Order #3 to the contract with New England Builders, Inc. for the ARRA #1 for:

1. Add 10% OH & P for painting allowance \$2,900
 2. Add 1 lintel for mason \$1,500
 3. Add masonry repair at Margolis \$990
 4. Add soffit at first floor lobby, add framing at 11th and 13th floor hallway along with 2 layers of sheetrock \$1,500
 5. Add cutting out section of wood blocking and reroofing \$574
 6. Add 16 exit device work at Margolis \$2,524
 7. Delete washing and waterproofing inside balconies at Margolis \$10,000
 8. Delete cost of manlift at Margolis \$1,800
 9. Delete new aluminum parapet wall cap \$3,500
 10. Delete metal roof deck repairs \$650
 11. Delete for no doors paint at Scrivano \$1,420
 12. Deduct for no office trailer \$1,500
- TOTAL: \$8,882 credit

Mr. Cordero asked about the consequences of deleting the inside balcony waterproofing. Mr. Fitzpatrick stated that it was not really necessary, as the inside balconies were protected from the worst weather.

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 a credit of up to \$8,882, for a revised total contract amount of up to \$1,140,118, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

E. Prattville Apartments, 200-2 Roofing
NorthEast Interiors, Inc.
Certificate of Final Completion
Payment # 17 (Final)

Mr. McLaughlin reported on the re-roofing work at the Prattville Apartments. Mr. Fitzpatrick stated that the work is now complete and that the engineer, DHCD and the Director of Maintenance are satisfied with the work.

The close-out documents include:
Record Drawings

August 11, 2010 Regular Meeting Minutes

Manufacturers' Warranties and Guarantees
Certificate for Final Payment #17 for \$2,781.04
Certificate of Final Completion (includes certification that contractor releases CHA from any and all claims)

Mr. Roche asked how the overall job was. Mr. Fitzpatrick said that the job went very well.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize accepting the Certificate of Final Completion as presented by NorthEast Interiors, Inc for the re-roofing work at the Prattville Apartments, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary close-out and payment documents and make payment up to the amount of \$2,781.04, subject to final DHCD approval.

- F. Site Work Project at 200-1 and 200-3
Green Acres Landscaping, Inc.
Change Order #1

Mr. McLaughlin reported on Change Order #1 for the site work at 200-1 and 200-2 for a time extension of up to 135 days, stating that the date of substantial completion will be December 31, 2010, and that this change has been approved by the landscape architect and DHCD. Mr. Fitzpatrick stated that the time extension was due to ordering the granite.

Mr. Haggerty said that he understood the long lead time necessary to having granite custom-made.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #1 to the contract with Green Acres Landscaping, Inc. for a time extension of up to 135 days, 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.

- G. Union Park Boiler Replacement
E. Amanti & Sons, Inc.
Change Order #1

Mr. McLaughlin reported on Change Order #1 for the boiler replacement work at the Union Park Apartments in the additional amount of \$5,445.34. Mr. Fitzpatrick stated that this change order

August 11, 2010 Regular Meeting Minutes

is for additional piping and excavation due to location of the existing pipe chase not shown on the drawings available, and that the change has been approved by the engineer and DHCD. Mr. Fitzpatrick reported that there were no as-built drawings available for the 667-1, and that DHCD did not wish to pay for engineering surveys.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #1 to the contract with E. Amanti & Sons, Inc. in the additional amount of \$5,445.34, for a revised total contract amount of \$213,445.34, 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.

H. Union Park Boiler Replacement E. Amanti & Sons, Inc. Change Order #2

Mr. McLaughlin reported on Change Order #2 for the boiler replacement work at the Union Park Apartments in the additional amount of \$1,265. Mr. Fitzpatrick stated that this change order is for two additional backflow preventers required per code, and that the change has been approved by the engineer and DHCD.

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #2 to the contract with E. Amanti & Sons, Inc. in the additional amount of \$1,265, for a revised total contract amount of \$214,710.34, 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.

I. Union Park Boiler Replacement E. Amanti & Sons, Inc. Change Order #3

Mr. McLaughlin reported on Change Order #3 for the boiler replacement work at the Union Park Apartments in the additional amount of \$6,150. Mr. Fitzpatrick stated that this change order is for additional venting of the boilers required per code, and that the change has been approved by the engineer and DHCD.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize Change Order #3 to the contract with E. Amanti & Sons, Inc. in the additional amount of

August 11, 2010 Regular Meeting Minutes

\$6,150, for a revised total contract amount of \$220,860.34, 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.

J. 2007 Federal Capital Fund Grant Close-Out

James Fitzpatrick reported on the need to close out the 2007 Federal Capital Fund Grant, as we have expended the full \$826,934.00 awarded. Mr. McLaughlin stated that this was well in advance of the 2011 deadline.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize closing out the 2007 Federal HUD Capital Fund Grant # MA06P01650107 in the amount of \$826,934.00, 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	

K. Buckley Apartments, 667-2 Automatic Entry Doors Certificate of Substantial Completion Payment #1

Mr. McLaughlin reported that the automatic handicapped entry doors at the Buckley Apartments have been installed and are in working order, and the job is now complete. Mr. Fitzpatrick stated that the Architect, DHCD and the Director of Maintenance are satisfied with the work. The first payment should be approved in the amount of \$18,492.

Mr. Roche stated that the doors look good.

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to authorize accepting the Certificate of Substantial Completion as presented by New England School Services, Inc. for the automatic handicapped entry doors at the Buckley Apartments, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary

August 11, 2010 Regular Meeting Minutes

substantial completion and payment documents and make payment up to the amount of \$18,492, subject to final DHCD approval.

- L. Buckley Apartments, 667-2
Automatic Entry Doors
Certificate of Final Completion
Payment #2 (Final)

Mr. McLaughlin reported that the automatic handicapped entry doors at the Buckley Apartments have been installed and are in working order, and the job is now complete. Mr. Fitzpatrick stated that the Architect, DHCD and the Director of Maintenance are satisfied with the work. The final payment of \$973 should be authorized.

The close-out documents include:
Manufacturers' Warranties and Guarantees
Certificate for Final Payment for \$19,465
Certificate of Final Completion (includes certification that contractor releases CHA from any and all claims)

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize accepting the Certificate of Final Completion as presented by New England School Services, Inc. for the automatic handicapped entry doors at the Buckley Apartments, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary close-out and payment documents and make payment up to the amount of \$973, subject to final DHCD approval.

- M. Annual/REAC Unit Inspection Contract Annual/REAC Unit Inspection Contract

Mr. McLaughlin reported on soliciting quotes for the Annual/REAC Inspection contract, stating that we solicited prices and received the following:

US Inspections Group: \$4,414.40
The Inspection Group: \$3,300
Bernard J. Morosco: \$3,560

Mr. Fitzpatrick stated that while price is obviously a factor, the quality of the inspections depends upon the individual inspector we get. Mr. Fitzpatrick and Richard Russell, Director of Maintenance, have reviewed the proposals and recommend award of the contract to Bernard J. Morosco, as the most qualified firm, conforming to our needs for a strong REAC inspection. Mr. Morosco will do the inspecting himself, and he has been a large factor in our past

August 11, 2010 Regular Meeting Minutes

success. Mr. Fitzpatrick stated that US Inspections Group was ranked #2. They are very qualified and do a good job on our Annual Inspections, but we have mixed reviews on our REAC inspections support. Again, different inspectors have given us different results. Mr. Fitzpatrick said that The Inspection Group has a very good price, and appears to be qualified. He would recommend to use them in a non-REAC year to see how they perform.

Ms. Rivera stated that we've been doing so well in our past inspections, that Mr. Morosco would be a good choice.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize execution of a contract with Bernard J. Morosco Associates, Inc. for the Annual/REAC inspections for the Scrivano, Mace and Margolis Apartments in the amount of \$3,560 each year for 2010, 2011 and 2012, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

N. Other

V. ADJOURNMENT

At 7:09 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the August 11, 2010 Regular Meeting.

Michael E. McLaughlin
Executive Director

Initials

Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on October 6, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, October 6, 2010, 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
Stephen Roche
Maria Rivera

James Haggerty was absent.

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 August 11, 2010 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Public Hearing

At 5:37 P.M., upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to recess the October 6, 2010 Regular Meeting of the Chelsea Housing Authority.

At 5:35 P.M. the Members opened the Public Hearing to discuss the FY2011 Agency Plan.

Diane Cohen, Assistant Executive Director, Operations, reported on the 2011 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.

Michael E. McLaughlin, Executive Director, indicated that there were no major changes in the Plan except for the Capital Fund award amount.

October 6, 2010 Regular Meeting Minutes

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

At 6:05 P.M., upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to close the Public Hearing and reconvene the October 6, 2010 Regular Meeting of the Chelsea Housing Authority.

B. FY2011 Agency Plan

Upon a motion by Mr. Roche, seconded by Ms. Rivera, 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, 2011. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	

C. FY2011 Budgets

1. FY11 Federal Operating Budget

Mr. McLaughlin presented the Federal Operating Budget for 2011. Mr. McLaughlin stated that HUD is funding us at 103% of our budget, which is very good news. Previous years had funded us around 89%. This will allow us to build up our reserves, rather than dipping into them.

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

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to adopt the Resolution that the Federal Aided Family and Elderly Housing Operating Budget for FY11 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
Stephen Roche	
Maria Rivera	

October 6, 2010 Regular Meeting Minutes

2. FY11 State Operating Budget

Mr. McLaughlin presented the State Operating Budget for 2011. Mr. McLaughlin stated that this is a tight budget, and we are doing the best we can with these limited funds. The State has mandated a 0% increase.

Ms. Rivera stated that it is too bad the State can't be funded like HUD.

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to adopt the Resolution that the State Aided Family and Elderly Housing Operating Budget for FY11 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
Stephen Roche	
Maria Rivera	

3. FY11 Section 8 Operating Budget

Mr. McLaughlin presented the Section 8 Operating Budget for 2011.

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

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to adopt the Resolution that the Section 8 Operating Budget for FY11 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
Stephen Roche	
Maria Rivera	

October 6, 2010 Regular Meeting Minutes

3. MRVP/AHVP Operating Budget

Mr. McLaughlin presented the MRVP/AHVP Operating Budget for 2011. Mr. McLaughlin stated that the trend for the MRVP/AHVP has been going down due to lack of funding.

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

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to adopt the Resolution that the MRVP Operating Budget for FY11 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
Stephen Roche	
Maria Rivera	

D. State-Aided Public Housing Revised Income Limits for Admission

Ms. Cohen presented the revised income limits for the State.

Mr. Cordero asked about the changes and impact upon our families. Ms. Cohen stated that they were very similar to the prior year, and that there would be minimal impact.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to approve the State-Aided Public Housing Revised Income Limits for Admission.

E. State-Aided Public Housing FMRs for Continued Occupancy

Ms. Cohen presented the FMRs for Continued Occupancy for the State.

Mr. Roche asked about the changes from last year. Ms. Cohen said they were minimal, in the range of \$10 either up or down.

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to approve the FMRs for Continued Occupancy for the State.

October 6, 2010 Regular Meeting Minutes

E. FY2011 Federal Fair Market Rents

Ms. Cohen presented the FY2011 Federal Fair Market Rents.

Ms. Rivera noted they were very similar to the State FMRs.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to approve the FY2011 Federal Fair Market Rents.

F. Grant Contract for \$1,194,764 DHCD Formula Funding Award

Mr. McLaughlin reported on DHCD's Formula Funding Program, to begin in 2011. DHCD is making an award for three years. The work program is to be developed and approved by the CHA and DHCD.

Mr. Cordero stated this was similar to HUD and will allow us to administer these funds more effectively.

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to authorize a Resolution to approve the Standard Contract for Capital Improvement Work Plan No. 5001, Project No. 057076, between the Commonwealth of Massachusetts and the Authority in the amount of \$1,194,764 and authorizing its execution in connection with the modernization and administration of the State-Aided Housing Program 200-1, 200-2, 200-3, 667-1 and 667-2, and to authorize the Executive Director or Diane Cohen, the Director of Operations, 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	

III. UNFINISHED BUSINESS

A. Waiver from DHCD Regulations for Continuation of IDA Asset Development Program

Ms. Cohen reported on the continuation of the IDA Asset Development Program, and that we needed to extend the existing waiver from DHCD regulations.

October 6, 2010 Regular Meeting Minutes

Mr. Cordero stated this is a good program to help our residents get financially stable.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to request a waiver from DHCD Regulations for continuation of the IDA Asset Development Program.

- B. ARRA #1
New England Builders, Inc.
Change Order #4

Mr. McLaughlin reported on a change order to the contract with New England Builders, Inc. for the ARRA #1 project for upgrading the wiring for the roof exhaust fans at Margolis.

Mr. Fitzpatrick stated the construction estimate for this work is for an amount up to \$997.

Upon a motion by Mr. Roche, seconded by Mr. Rivera, the Members voted unanimously to authorize a Resolution to approve Change Order #4 to the contract with New England Builders & Contractors, Inc. for an additional amount of up to \$997, for a revised total contract amount of up to \$1,141,115, 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	

- C. ARRA #1
New England Builders, Inc.
Certificate of Substantial Completion

Mr. McLaughlin reported that the ARRA #1 project is now substantially complete.

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

Mr. Roche stated that the project went very well.

October 6, 2010 Regular Meeting Minutes

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize a Resolution accepting the Certificate of Substantial Completion as presented by New England Builders, Inc. for the ARRA #1 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
Stephen Roche	
Maria Rivera	

- D. Union Park Boiler Replacement
E. Amanti & Sons, Inc.
Certificate of Substantial Completion

Mr. McLaughlin reported that the boiler replacement work at Union Park is now substantially complete.

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

Ms. Rivera stated that the new boilers would be a welcome improvement for the residents.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize a Resolution accepting the Certificate of Substantial Completion as presented by E. Amanti & Sons, Inc. for the new heating boilers at Union Park, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary substantial completion and payment documents subject to final DHCD approval. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	

- E. Memorandum of Understanding between the CHA and the Charles River Watershed Association for a Stormwater Improvement Project at Mace

Mr. McLaughlin reported on the proposed program that the Charles River Watershed Association is putting together for a stormwater improvement project at the Mace Apartments. This

October 6, 2010 Regular Meeting Minutes

will provide special plantings to catch stormwater run-off before it goes directly into the Chelsea Creek.

Mr. Cordero said that the residents should be pleased with these improvements, and that it will help the Chelsea Creek also.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize execution of a Memorandum of Understanding between the CHA and the Charles River Watershed Association for the Stormwater Improvement Project at Mace.

F. 2009 Federal Capital Fund
ARRA #1
Grant Close-Out

Mr. Fitzpatrick reported on the need to close out the 2009 Federal Capital Fund ARRA #1 Grant, as we have expended the full \$1,104,789 awarded. Mr. McLaughlin stated that this was well in advance of the 2012 deadline.

Mr. Cordero 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. Roche, the Members voted unanimously to authorize a Resolution closing out the 2009 Federal Capital Fund ARRA #1 Grant #MA06S01650109 in the amount of \$1,104,789, 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	

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

Mr. Fitzpatrick reported on the need to undertake boiler renovations at the Mace Development, and that we can do it under the ARRA #2 Energy Program.

Ms. Rivera said that we should get working on this right away for the heating season.

October 6, 2010 Regular Meeting Minutes

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to authorize an amendment to the contract with Arnold Jacobson Associates for ARRA #2 for \$3,975 additional to cover outside engineering costs for the boiler renovations at Mace, 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	

- H. ARRA #2
New England Builders, Inc.
Change Order #1 (Approval)

Mr. Fitzpatrick discussed the construction change order to accompany the amendment to the architect/engineering contract for the Mace boiler renovations. The Scrivano boilers will be deleted and the Mace boilers added. The credit for Scrivano should cover the Mace costs, but an additional \$49,500 should be set aside to cover the Mace boilers and if possible, the Scrivano hot water heaters.

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #1 to the contract with New England Builders & Contractors, Inc. for ARRA #2 for up to an additional \$49,500, for a revised total contract amount of up to \$543,600, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

V. ADJOURNMENT

At 7:04 P.M. upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to adjourn the October 6, 2010 Regular Meeting.

Michael E. McLaughlin
Executive Director

Initials

Date

II

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on August 11, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, August 11, 2010, 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
Stephen Roche
Maria Rivera
James Haggerty

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 May 12, 2010 Regular Meeting Minutes as presented. Stephen Roche abstained.

II. NEW BUSINESS

A. Amend Reasonable Accommodation Policy

Michael E. McLaughlin, Executive Director, discussed the need to amend our Reasonable Accommodation Policy to change the time of appeal of a decision to thirty days.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to amend the CHA Reasonable Accommodation Policy & Procedures to make the time for an appeal of a decision by the Section 504 Coordinator to be thirty days.

III. UNFINISHED BUSINESS

A. ARRA #2 Construction Contract Award

Mr. McLaughlin reported on the bids received for the ARRA #2 project.

August 11, 2010 Regular Meeting Minutes

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to approve the award of a construction contract to New England Builders & Contractors for the ARRA #2 project in the amount of \$494,100, subject to final approval from HUD, and to authorize the Executive Director or the Director of Operations to sign the necessary contract documents.

B. ARRA #1
Arnold Jacobson Associates, Inc.
Contract Amendment

Mr. McLaughlin reported on an amendment to the contract with Arnold Jacobson Associates to cover additional outside engineering costs due to the need to upgrade our lightning protection at Margolis. James Fitzpatrick, Director of Modernization, stated the construction estimate for this work is up to \$85,000. This fee amendment could be as low as 4.2%, which is very reasonable. This includes a 10% administrative fee for the architect as well.

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 #1 for \$3,575 additional to cover additional outside engineering costs for the lightning protection work at Margolis, and to authorize the Executive Director or the Director of Operations to sign the necessary contract amendment documents.

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

Mr. McLaughlin reported on a change order to the contract with New England Builders, Inc. for the ARRA #1 project for upgrading the lightning protection system at Margolis. Mr. Fitzpatrick stated the construction estimate for this work is up to \$85,000.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize Change Order #2 to the contract with New England Builders & Contractors, Inc. for an additional amount of up to \$85,000, for a revised total contract amount of up to \$1,149,000, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

August 11, 2010 Regular Meeting Minutes

D. ARRA #1
New England Builders, Inc.
Change Order #3 (Approval)

Mr. McLaughlin reported on Change Order #3 to the contract with New England Builders, Inc. for the ARRA #1 for:

1. Add 10% OH & P for painting allowance \$2,900
 2. Add 1 lintel for mason \$1,500
 3. Add masonry repair at Margolis \$990
 4. Add soffit at first floor lobby, add framing at 11th and 13th floor hallway along with 2 layers of sheetrock \$1,500
 5. Add cutting out section of wood blocking and reproofing \$574
 6. Add 16 exit device work at Margolis \$2,524
 7. Delete washing and waterproofing inside balconies at Margolis \$10,000
 8. Delete cost of manlift at Margolis \$1,800
 9. Delete new aluminum parapet wall cap \$3,500
 10. Delete metal roof deck repairs \$650
 11. Delete for no doors paint at Scrivano \$1,420
 12. Deduct for no office trailer \$1,500
- TOTAL: \$8,882 credit

Mr. Cordero asked about the consequences of deleting the inside balcony waterproofing. Mr. Fitzpatrick stated that it was not really necessary, as the inside balconies were protected from the worst weather.

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 a credit of up to \$8,882, for a revised total contract amount of up to \$1,140,118, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

E. Prattville Apartments, 200-2 Roofing
NorthEast Interiors, Inc.
Certificate of Final Completion
Payment # 17 (Final)

Mr. McLaughlin reported on the re-roofing work at the Prattville Apartments. Mr. Fitzpatrick stated that the work is now complete and that the engineer, DHCD and the Director of Maintenance are satisfied with the work.

The close-out documents include:
Record Drawings

August 11, 2010 Regular Meeting Minutes

Manufacturers' Warranties and Guarantees
Certificate for Final Payment #17 for \$2,781.04
Certificate of Final Completion (includes certification that contractor releases CHA from any and all claims)

Mr. Roche asked how the overall job was. Mr. Fitzpatrick said that the job went very well.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize accepting the Certificate of Final Completion as presented by NorthEast Interiors, Inc for the re-roofing work at the Prattville Apartments, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary close-out and payment documents and make payment up to the amount of \$2,781.04, subject to final DHCD approval.

- F. Site Work Project at 200-1 and 200-3
Green Acres Landscaping, Inc.
Change Order #1

Mr. McLaughlin reported on Change Order #1 for the site work at 200-1 and 200-2 for a time extension of up to 135 days, stating that the date of substantial completion will be December 31, 2010, and that this change has been approved by the landscape architect and DHCD. Mr. Fitzpatrick stated that the time extension was due to ordering the granite.

Mr. Haggerty said that he understood the long lead time necessary to having granite custom-made.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #1 to the contract with Green Acres Landscaping, Inc. for a time extension of up to 135 days, 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.

- G. Union Park Boiler Replacement
E. Amanti & Sons, Inc.
Change Order #1

Mr. McLaughlin reported on Change Order #1 for the boiler replacement work at the Union Park Apartments in the additional amount of \$5,445.34. Mr. Fitzpatrick stated that this change order

August 11, 2010 Regular Meeting Minutes

is for additional piping and excavation due to location of the existing pipe chase not shown on the drawings available, and that the change has been approved by the engineer and DHCD. Mr. Fitzpatrick reported that there were no as-built drawings available for the 667-1, and that DHCD did not wish to pay for engineering surveys.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #1 to the contract with E. Amanti & Sons, Inc. in the additional amount of \$5,445.34, for a revised total contract amount of \$213,445.34, 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.

H. Union Park Boiler Replacement E. Amanti & Sons, Inc. Change Order #2

Mr. McLaughlin reported on Change Order #2 for the boiler replacement work at the Union Park Apartments in the additional amount of \$1,265. Mr. Fitzpatrick stated that this change order is for two additional backflow preventers required per code, and that the change has been approved by the engineer and DHCD.

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #2 to the contract with E. Amanti & Sons, Inc. in the additional amount of \$1,265, for a revised total contract amount of \$214,710.34, 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.

I. Union Park Boiler Replacement E. Amanti & Sons, Inc. Change Order #3

Mr. McLaughlin reported on Change Order #3 for the boiler replacement work at the Union Park Apartments in the additional amount of \$6,150. Mr. Fitzpatrick stated that this change order is for additional venting of the boilers required per code, and that the change has been approved by the engineer and DHCD.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize Change Order #3 to the contract with E. Amanti & Sons, Inc. in the additional amount of

August 11, 2010 Regular Meeting Minutes

\$6,150, for a revised total contract amount of \$220,860.34, 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.

J. 2007 Federal Capital Fund
Grant Close-Out

James Fitzpatrick reported on the need to close out the 2007 Federal Capital Fund Grant, as we have expended the full \$826,934.00 awarded. Mr. McLaughlin stated that this was well in advance of the 2011 deadline.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize closing out the 2007 Federal HUD Capital Fund Grant # MA06P01650107 in the amount of \$826,934.00, 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	

K. Buckley Apartments, 667-2
Automatic Entry Doors
Certificate of Substantial Completion
Payment #1

Mr. McLaughlin reported that the automatic handicapped entry doors at the Buckley Apartments have been installed and are in working order, and the job is now complete. Mr. Fitzpatrick stated that the Architect, DHCD and the Director of Maintenance are satisfied with the work. The first payment should be approved in the amount of \$18,492.

Mr. Roche stated that the doors look good.

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to authorize accepting the Certificate of Substantial Completion as presented by New England School Services, Inc. for the automatic handicapped entry doors at the Buckley Apartments, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary

August 11, 2010 Regular Meeting Minutes

substantial completion and payment documents and make payment up to the amount of \$18,492, subject to final DHCD approval.

- L. Buckley Apartments, 667-2
Automatic Entry Doors
Certificate of Final Completion
Payment #2 (Final)

Mr. McLaughlin reported that the automatic handicapped entry doors at the Buckley Apartments have been installed and are in working order, and the job is now complete. Mr. Fitzpatrick stated that the Architect, DHCD and the Director of Maintenance are satisfied with the work. The final payment of \$973 should be authorized.

The close-out documents include:
Manufacturers' Warranties and Guarantees
Certificate for Final Payment for \$19,465
Certificate of Final Completion (includes certification that contractor releases CHA from any and all claims)

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize accepting the Certificate of Final Completion as presented by New England School Services, Inc. for the automatic handicapped entry doors at the Buckley Apartments, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary close-out and payment documents and make payment up to the amount of \$973, subject to final DHCD approval.

- M. Annual/REAC Unit Inspection Contract Annual/REAC Unit Inspection Contract

Mr. McLaughlin reported on soliciting quotes for the Annual/REAC Inspection contract, stating that we solicited prices and received the following:

US Inspections Group: \$4,414.40
The Inspection Group: \$3,300
Bernard J. Morosco: \$3,560

Mr. Fitzpatrick stated that while price is obviously a factor, the quality of the inspections depends upon the individual inspector we get. Mr. Fitzpatrick and Richard Russell, Director of Maintenance, have reviewed the proposals and recommend award of the contract to Bernard J. Morosco, as the most qualified firm, conforming to our needs for a strong REAC inspection. Mr. Morosco will do the inspecting himself, and he has been a large factor in our past

August 11, 2010 Regular Meeting Minutes

success. Mr. Fitzpatrick stated that US Inspections Group was ranked #2. They are very qualified and do a good job on our Annual Inspections, but we have mixed reviews on our REAC inspections support. Again, different inspectors have given us different results. Mr. Fitzpatrick said that The Inspection Group has a very good price, and appears to be qualified. He would recommend to use them in a non-REAC year to see how they perform.

Ms. Rivera stated that we've been doing so well in our past inspections, that Mr. Morosco would be a good choice.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize execution of a contract with Bernard J. Morosco Associates, Inc. for the Annual/REAC inspections for the Scrivano, Mace and Margolis Apartments in the amount of \$3,560 each year for 2010, 2011 and 2012, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.


N. Other

V. ADJOURNMENT

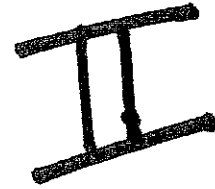
At 7:09 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the August 11, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director



Initials Date



**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on October 6, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, October 6, 2010, 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
Stephen Roche
Maria Rivera

James Haggerty was absent.

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 August 11, 2010 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Public Hearing

At 5:37 P.M., upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to recess the October 6, 2010 Regular Meeting of the Chelsea Housing Authority.

At 5:35 P.M. the Members opened the Public Hearing to discuss the FY2011 Agency Plan.

Diane Cohen, Assistant Executive Director, Operations, reported on the 2011 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 6, 2010 Regular Meeting Minutes

Michael E. McLaughlin, Executive Director, indicated that there were no major changes in the Plan except for the Capital Fund award amount.

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

At 6:05 P.M., upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to close the Public Hearing and reconvene the October 6, 2010 Regular Meeting of the Chelsea Housing Authority.

B. FY2011 Agency Plan

Upon a motion by Mr. Roche, seconded by Ms. Rivera, 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, 2011. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	

C. FY2011 Budgets

1. FY11 Federal Operating Budget

Mr. McLaughlin presented the Federal Operating Budget for 2011. Mr. McLaughlin stated that HUD is funding us at 103% of our budget, which is very good news. Previous years had funded us around 89%. This will allow us to build up our reserves, rather than dipping into them.

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

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to adopt the Resolution that the Federal Aided Family and Elderly Housing Operating Budget for FY11 of the Chelsea Housing Authority be approved as presented by the Executive Director. Upon a roll call the "AYES" and "NAYS" were as follows:

October 6, 2010 Regular Meeting Minutes

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	

2. FY11 State Operating Budget

Mr. McLaughlin presented the State Operating Budget for 2011. Mr. McLaughlin stated that this is a tight budget, and we are doing the best we can with these limited funds. The State has mandated a 0% increase.

Ms. Rivera stated that it is too bad the State can't be funded like HUD.

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to adopt the Resolution that the State Aided Family and Elderly Housing Operating Budget for FY11 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
Stephen Roche	
Maria Rivera	

3. FY11 Section 8 Operating Budget

Mr. McLaughlin presented the Section 8 Operating Budget for 2011.

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

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to adopt the Resolution that the Section 8 Operating Budget for FY11 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
Stephen Roche	
Maria Rivera	

October 6, 2010 Regular Meeting Minutes

3. MRVP/AHVP Operating Budget

Mr. McLaughlin presented the MRVP/AHVP Operating Budget for 2011. Mr. McLaughlin stated that the trend for the MRVP/AHVP has been going down due to lack of funding.

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

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to adopt the Resolution that the MRVP Operating Budget for FY11 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
Stephen Roche	
Maria Rivera	

D. State-Aided Public Housing Revised Income Limits for Admission

Ms. Cohen presented the revised income limits for the State.

Mr. Cordero asked about the changes and impact upon our families. Ms. Cohen stated that they were very similar to the prior year, and that there would be minimal impact.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to approve the State-Aided Public Housing Revised Income Limits for Admission.

E. State-Aided Public Housing FMRs for Continued Occupancy

Ms. Cohen presented the FMRs for Continued Occupancy for the State.

Mr. Roche asked about the changes from last year. Ms. Cohen said they were minimal, in the range of \$10 either up or down.

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to approve the FMRs for Continued Occupancy for the State.

E. FY2011 Federal Fair Market Rents

October 6, 2010 Regular Meeting Minutes

Ms. Cohen presented the FY2011 Federal Fair Market Rents.

Ms. Rivera noted they were very similar to the State FMRs.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to approve the FY2011 Federal Fair Market Rents.

F. Grant Contract for \$1,194,764 DHCD Formula Funding Award

Mr. McLaughlin reported on DHCD's Formula Funding Program, to begin in 2011. DHCD is making an award for three years. The work program is to be developed and approved by the CHA and DHCD.

Mr. Cordero stated this was similar to HUD and will allow us to administer these funds more effectively.

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to authorize a Resolution to approve the Standard Contract for Capital Improvement Work Plan No. 5001, Project No. 057076, between the Commonwealth of Massachusetts and the Authority in the amount of \$1,194,764 and authorizing its execution in connection with the modernization and administration of the State-Aided Housing Program 200-1, 200-2, 200-3, 667-1 and 667-2, and to authorize the Executive Director or Diane Cohen, the Director of Operations, 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	

III. UNFINISHED BUSINESS

A. Waiver from DHCD Regulations for Continuation of IDA Asset Development Program

Ms. Cohen reported on the continuation of the IDA Asset Development Program, and that we needed to extend the existing waiver from DHCD regulations.

October 6, 2010 Regular Meeting Minutes

Mr. Cordero stated this is a good program to help our residents get financially stable.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to request a waiver from DHCD Regulations for continuation of the IDA Asset Development Program.

B. ARRA #1
New England Builders, Inc.
Change Order #4

Mr. McLaughlin reported on a change order to the contract with New England Builders, Inc. for the ARRA #1 project for upgrading the wiring for the roof exhaust fans at Margolis.

Mr. Fitzpatrick stated the construction estimate for this work is for an amount up to \$997.

Upon a motion by Mr. Roche, seconded by Mr. Rivera, the Members voted unanimously to authorize a Resolution to approve Change Order #4 to the contract with New England Builders & Contractors, Inc. for an additional amount of up to \$997, for a revised total contract amount of up to \$1,141,115, 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	

C. ARRA #1
New England Builders, Inc.
Certificate of Substantial Completion

Mr. McLaughlin reported that the ARRA #1 project is now substantially complete.

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

Mr. Roche stated that the project went very well.

October 6, 2010 Regular Meeting Minutes

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize a Resolution accepting the Certificate of Substantial Completion as presented by New England Builders, Inc. for the ARRA #1 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
Stephen Roche	
Maria Rivera	

- D. Union Park Boiler Replacement
E. Amanti & Sons, Inc.
Certificate of Substantial Completion

Mr. McLaughlin reported that the boiler replacement work at Union Park is now substantially complete.

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

Ms. Rivera stated that the new boilers would be a welcome improvement for the residents.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize a Resolution accepting the Certificate of Substantial Completion as presented by E. Amanti & Sons, Inc. for the new heating boilers at Union Park, and to authorize the Executive Director or Director of Operations, Diane Cohen, to sign any necessary substantial completion and payment documents subject to final DHCD approval. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	

- E. Memorandum of Understanding between the CHA and the Charles River Watershed Association for a Stormwater Improvement Project at Mace

Mr. McLaughlin reported on the proposed program that the Charles River Watershed Association is putting together for a stormwater improvement project at the Mace Apartments. This

October 6, 2010 Regular Meeting Minutes

will provide special plantings to catch stormwater run-off before it goes directly into the Chelsea Creek.

Mr. Cordero said that the residents should be pleased with these improvements, and that it will help the Chelsea Creek also.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize execution of a Memorandum of Understanding between the CHA and the Charles River Watershed Association for the Stormwater Improvement Project at Mace.

F. 2009 Federal Capital Fund
ARRA #1
Grant Close-Out

Mr. Fitzpatrick reported on the need to close out the 2009 Federal Capital Fund ARRA #1 Grant, as we have expended the full \$1,104,789 awarded. Mr. McLaughlin stated that this was well in advance of the 2012 deadline.

Mr. Cordero 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. Roche, the Members voted unanimously to authorize a Resolution closing out the 2009 Federal Capital Fund ARRA #1 Grant #MA06S01650109 in the amount of \$1,104,789, 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	

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

Mr. Fitzpatrick reported on the need to undertake boiler renovations at the Mace Development, and that we can do it under the ARRA #2 Energy Program.

Ms. Rivera said that we should get working on this right away for the heating season.

October 6, 2010 Regular Meeting Minutes

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to authorize an amendment to the contract with Arnold Jacobson Associates for ARRA #2 for \$3,975 additional to cover outside engineering costs for the boiler renovations at Mace, 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	

- H. ARRA #2
New England Builders, Inc.
Change Order #1 (Approval)

Mr. Fitzpatrick discussed the construction change order to accompany the amendment to the architect/engineering contract for the Mace boiler renovations.

Upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #1 to the contract with New England Builders & Contractors, Inc. for ARRA #2 for up to an additional \$49,500, for a revised total contract amount of up to \$543,600, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary change order documents.

V. ADJOURNMENT

At 7:04 P.M. upon a motion by Ms. Rivera, seconded by Mr. Roche, the Members voted unanimously to adjourn the October 6, 2010 Regular Meeting.

Michael E. McLaughlin
Executive Director

Initials

Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on November 10, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, November 10, 2010, at the Mace Apartments, at the Manager's Office, 449 Crescent Avenue, #1, Chelsea, Massachusetts.

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

Michael E. McLaughlin, Executive Director, welcomed back Maria Rivera and congratulated her on her re-appointment as a Board Member.

Mr. McLaughlin welcomed the CHA's newest Board Member, Mr. Robert Donovan.

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

Henry Cordero
Maria Rivera
James Haggerty
Robert Donovan

Stephen Roche was absent.

Chairman Cordero declared a quorum present.

Mr. McLaughlin asked The Board and those in attendance to observe a moment of silence for former Commissioner Mr. Robert "Bucky" McWatters who recently passed away.

I. MINUTES

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adopt the October 6, 2010 Regular Meeting Minutes as presented. Mr. Haggerty and Mr. Donovan abstained.

II. NEW BUSINESS

A. Mace Residents Recognition

Chairman Cordero discussed the very successful barbeque picnic held at the Mace Development over the summer, and all of the work that went into it by the residents. The Board decided to

November 10, 2010 Regular Meeting Minutes

recognize the Residents for their efforts, and their enthusiasm for making the Mace Development a community of neighbors.

The Board handed out Certificates of Appreciation to a number of Mace Residents, and photographs were taken of the ceremony, and the photos will be given to the Residents.

B. Contract for Accounting Services

Mr. McLaughlin indicated that the contract was up for the CHA's Accounting Services and that he is recommending the contract be extended to John Marotto & Associates for another two years, as they have done an outstanding job.

Mr. McLaughlin stated that Marotto is very professional and thorough, and knows every financial aspect of the Authority very well. Marotto has been a major factor in our achieving continued financial high scores in REAC, and having no findings in all State Auditors audits over the past ten years.

Mr. Cordero stated that the fees charged by Marotto is in line with industry standards.

Upon a motion by Mr. Haggerty, seconded by Mr. Rivera, the Members voted unanimously to authorize a Resolution to approve the contract with John Marotto & Associates for Accounting Services for two years through December 31, 2012, for a total amount of up to \$84,000, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

III. UNFINISHED BUSINESS

A. Union Park Boiler Replacement E. Amanti & Sons, Inc. Certificate of Final Completion

Mr. McLaughlin reported that the boiler replacement work at Union Park is now complete.

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

Ms. Rivera stated that the new boilers would be a welcome improvement for the residents.

November 10, 2010 Regular Meeting Minutes

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to authorize a Resolution accepting the Certificate of Final Completion as presented by E. Amanti & Sons, Inc. for the new heating boilers at Union Park, 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 \$10,930, subject to final DHCD approval. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	
Robert Donovan	

B. New Grievance Panel Member

Mr. McLaughlin noted that there is a vacancy in the Chairperson of the State and Federal Grievance Panel.

Mr. McLaughlin stated that the Resident Organizations at Buckley and Margolis have appointed Michael Resca to take that vacancy.

Mr. Cordero stated that was a good choice.

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to concur with the appointment of Michael Resca to the State and Federal Grievance Panels.

**C. ARRA #2
Arnold Jacobson Associates, Inc.
Contract Amendment**

James Fitzpatrick, Director of Modernization, reported that in addition to mechanical engineering work needed to undertake the boiler renovations at the Mace Development, we also need electrical engineering work done.

Mr. Haggerty said that we should get working on this right away for the heating season.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize an amendment to the contract with Arnold Jacobson Associates for ARRA #2 for \$2,000 additional to cover outside engineering costs for the boiler

November 10, 2010 Regular Meeting Minutes

renovations at Mace, 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:

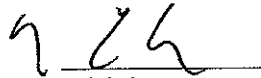
AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	
Robert Donovan	

V. ADJOURNMENT

At 7:18 P.M. upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adjourn the November 10, 2010 Regular Meeting.

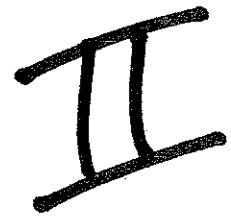


Michael E. McLaughlin
Executive Director



Initials

11-17-10
Date



**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on November 10, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, November 10, 2010, at the Mace Apartments, at the Manager's Office, 449 Crescent Avenue, #1, Chelsea, Massachusetts.

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

Michael E. McLaughlin, Executive Director, welcomed back Maria Rivera and congratulated her on her re-appointment as a Board Member.

Mr. McLaughlin welcomed the CHA's newest Board Member, Mr. Robert Donovan.

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

Henry Cordero
Maria Rivera
James Haggerty
Robert Donovan

Stephen Roche was absent.

Chairman Cordero declared a quorum present.

Mr. McLaughlin asked The Board and those in attendance to observe a moment of silence for former Commissioner Mr. Robert "Bucky" McWatters who recently passed away.

I. MINUTES

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adopt the October 6, 2010 Regular Meeting Minutes as presented. Mr. Haggerty and Mr. Donovan abstained.

II. NEW BUSINESS

A. Mace Residents Recognition

Chairman Cordero discussed the very successful barbeque picnic held at the Mace Development over the summer, and all of the work that went into it by the residents. The Board decided to

November 10, 2010 Regular Meeting Minutes

recognize the Residents for their efforts, and their enthusiasm for making the Mace Development a community of neighbors.

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Mr. McLaughlin stated that Marotto is very professional and thorough, and knows every financial aspect of the Authority very well. Marotto has been a major factor in our achieving continued financial high scores in REAC, and having no findings in all State Auditors audits over the past ten years.

Mr. Cordero stated that the fees charged by Marotto is in line with industry standards.

Upon a motion by Mr. Haggerty, seconded by Mr. Rivera, the Members voted unanimously to authorize a Resolution to approve the contract with John Marotto & Associates for Accounting Services for two years through December 31, 2012, for a total amount of up to \$84,000, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

III. UNFINISHED BUSINESS

A. Union Park Boiler Replacement E. Amanti & Sons, Inc. Certificate of Final Completion

Mr. McLaughlin reported that the boiler replacement work at Union Park is now complete.

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

Ms. Rivera stated that the new boilers would be a welcome improvement for the residents.

November 10, 2010 Regular Meeting Minutes

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to authorize a Resolution accepting the Certificate of Final Completion as presented by E. Amanti & Sons, Inc. for the new heating boilers at Union Park, 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 \$10,930, subject to final DHCD approval. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	
Robert Donovan	

B. New Grievance Panel Member

Mr. McLaughlin noted that there is a vacancy in the Chairperson of the State and Federal Grievance Panel.

Mr. McLaughlin stated that the Resident Organizations at Buckley and Margolis have appointed Michael Resca to take that vacancy.

Mr. Cordero stated that was a good choice.

Upon a motion by Mr. Donovan, seconded by Ms. Rivera, the Members voted unanimously to concur with the appointment of Michael Resca to the State and Federal Grievance Panels.

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

James Fitzpatrick, Director of Modernization, reported that in addition to mechanical engineering work needed to undertake the boiler renovations at the Mace Development, we also need electrical engineering work done.

Mr. Haggerty said that we should get working on this right away for the heating season.

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize an amendment to the contract with Arnold Jacobson Associates for ARRA #2 for \$2,000 additional to cover outside engineering costs for the boiler

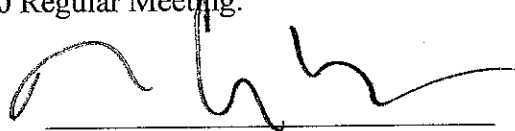
November 10, 2010 Regular Meeting Minutes

renovations at Mace, 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
Maria Rivera	
James Haggerty	
Robert Donovan	

V. ADJOURNMENT

At 7:18 P.M. upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adjourn the November 10, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director

Initials

Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on December 10, 2010**

A Regular Meeting of the Chelsea Housing Authority was held on Friday, December 10, 2010, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 10:30 A.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. Donovan, seconded by Ms. Rivera, the Members voted unanimously to adopt the November 10, 2010 Regular Meeting Minutes as presented. Mr. Roche abstained.

II. NEW BUSINESS

A. DHCD Lead Paint Compliance Certification

Michael E. McLaughlin, Executive Director, discussed DHCD's "Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws" form which needs to be signed on an annual basis. DHCD has recently instituted a program where residents are to be notified about lead paint whenever construction work is being done in their units or common areas. Even though all units at the CHA are in compliance with de-leading, the law requires notification that work is going on that could potentially impact the residents.

Mr. McLaughlin stated that we are following all necessary notification procedures and are in compliance with the pertinent rules and regulations.

Mr. Cordero stated that the de-leading programs done at the CHA in the past have greatly helped the health of our children.

December 10, 2010 Regular Meeting Minutes

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to sign the DHCD required form "Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws."

IV. UNFINISHED BUSINESS

- A. Buckley Apartments
Emergency Generator Replacement
Grant Contract Amendment 667-2
Present Grant Contract Award: \$81,250
Amendment Award: \$100,000
New Amount: \$181,250

Mr. McLaughlin stated that we were ready to award a construction contract for the Buckley Apartments Emergency Generator project. To do that we need to execute a grant contract amendment with the Commonwealth for additional funding. The original award was for \$81,250. The amendment will be up to an additional \$100,000 to cover the construction contract costs and contingencies.

Mr. Donovan stated that this additional state funding is welcomed to complete this valuable project.

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize execution of the standard Contract Amendment for Capital Improvement Work Plan 1040, Project Number 057075 between the Commonwealth of Massachusetts and the Authority in the additional amount of up to \$100,000 in connection with the modernization and administration of the State-Aided Housing Program 667-2 Buckley Apartments emergency generator replacement, and to authorize the Executive Director or Diane Cohen, the Director of Operations, 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	

December 10, 2010 Regular Meeting Minutes

**B. Buckley Apartments
Emergency Generator Replacement
Contract Award**

Mr. McLaughlin stated that the next step in the process was to award the construction contract.

James Fitzpatrick, Director of Modernization, stated that eleven bids were received on November 18, 2010. The low bid was from Phillips Electric in the amount of \$133,000. The engineer has reviewed the bids and the pricing, and recommends award of the contract to Phillips Electric as the lowest responsible bidder, subject to approval from DHCD.

Mr. Haggerty stated that this generator was critical in an elderly high-rise building, to run the elevators, emergency lighting, and so forth.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize the award of a construction contract to Phillips Electric as the lowest responsible bidder for the replacement of the emergency generator at the Buckley Apartments in the amount of \$133,000, subject to final approval from DHCD, and to authorize the Executive Director or the Director of Operations 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	

**C. Fitzpatrick and Innes Site Improvements
Green Acres Landscape & Construction Co., Inc.
Certificate of Substantial Completion**

Mr. McLaughlin stated that it is time to execute the Certificate of Substantial Completion for the site improvements at the Fitzpatrick and Innes Apartments.

December 10, 2010 Regular Meeting Minutes

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

Ms. Rivera said the improvements look very nice and are a welcome addition to the Innes Apartments. Mr. Roche said the work done at the Fitzpatrick Apartments is also very good and makes a big difference.

Upon a motion by Mr. Roche, seconded by Mr. Donovan, the Members voted unanimously to authorize the execution of the Certificate of Substantial Completion for the site improvements at the Fitzpatrick and Innes 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	

- D. Mr. McLaughlin reported that the Bucket Truck has been replaced after a settlement was reached in connection with our lawsuit against the dealer and insurance company for providing us with faulty equipment. Walter Underhill, our attorney, and Richard Russell, our Director of Maintenance, worked very hard together to reach this monetary award to the CHA. Mr. McLaughlin suggested that letters of commendation be sent to these two individuals.

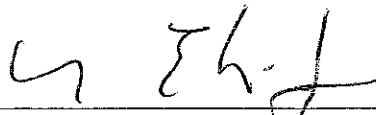
Mr. Cordero said that he is pleased to see this kind of dedication from staff and our outside professional help.

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Board voted unanimously to authorize Chairman Henry Cordero to send letters of commendation to Richie Russell and Walter Underhill for their work on the Bucket Truck.

December 10, 2010 Regular Meeting Minutes

V. ADJOURNMENT

At 11:05 A.M. upon a motion by Ms. Rivera, seconded by Mr. Donovan, the Members voted unanimously to adjourn the December 10, 2010 Regular Meeting.



Michael E. McLaughlin
Executive Director

Initials

Date