

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on January 21, 2009**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, January 21, 2009, 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  
Robert McWatters  
Patrick Flynn  
Stephen Roche

Maria Rivera was absent due to illness.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Flynn, seconded by Mr. McWatters, the Members voted unanimously to adopt the November 12, 2008 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. McWatters, the Members voted unanimously to approve the year-end write-offs of the Chelsea Housing Authority's delinquent accounts receivable from tenants in State developments that have vacated their units as of December 31, 2008.

B. Annual Write-Offs – Federal Developments

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to approve the year-end write-offs of the Chelsea Housing Authority's delinquent accounts receivable from tenants in Federal developments that have vacated their units as of December 31, 2008.

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### C. Personnel/Budget

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Board Voted unanimously to authorize effective January 1, 2009, that Linda Thibodeau receive an annual \$10,000 stipend for performing the added Resident Services duties, including mandatory meetings and reports required by the funding agencies, imposed upon her due to the departure of John Koch.

### III. UNFINISHED BUSINESS

- A. Brothers Electrical Corporation  
Prattville Apartments, 200-2  
Electrical Upgrade  
Original Construction Amount: \$2,408,499  
Funding Source: DHCD  
Change Order #26: \$22,000 additional

Upon a motion by Mr. Flynn, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #26 to the contract with Brothers Electrical Corporation for changes in the additional amount of up to \$22,000, for a revised total contract amount of \$3,636,458, 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.

- B. Brothers Electrical Corporation  
Prattville Apartments, 200-2  
Electrical Upgrade  
Original Construction Amount: \$2,408,499.00  
Funding Source: DHCD  
Change Order #27: \$19,200 additional

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to authorize Change Order #25 to the contract with Brothers Electrical Corporation for changes in the additional amount of up to \$19,200, for a revised total contract amount of \$3,655,658, 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.

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- C. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2  
Roof Replacement  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #1: \$13,000 additional

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to authorize Change Order #1 to the contract with NorthEast Interiors, Inc. for changes in the additional amount of up to \$13,000, for a revised total contract amount of \$4,076,000, 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.

- D. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2  
Roof Replacement  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #2: \$3,797 additional

Upon a motion by Mr. Flynn, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #2 to the contract with NorthEast Interiors, Inc. for changes in the additional amount of up to \$3,797, for a revised total contract amount of \$4,079,797, 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. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2  
Roof Replacement  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #3: \$7,000 additional

Upon a motion by Mr. Flynn, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #3 to the contract with NorthEast Interiors, Inc. for changes in the additional amount of up to \$7,000, for a revised total contract amount of \$4,086,797, 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.

## January 21, 2009 Regular Meeting Minutes

- F. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2  
Roof Replacement  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #4: \$4,500 additional

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to authorize Change Order #4 to the contract with NorthEast Interiors, Inc. for changes in the additional amount of up to \$4,500, for a revised total contract amount of \$4,091,297, 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. Grant contract amendment execution  
Bathroom Hatches at Prattville Apartments, 200-2  
Grant contract with DHCD  
Time Extension: 6/30/09 to 6/30/10

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to approve the standard Contract Amendment for Capital Improvement Work Plan No. 1038, Project No. 057066, between the Commonwealth of Massachusetts and the Authority for a time extension from 6/30/09 to 6/30/10 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 the Director of Operations, Diane Cohen, to sign the necessary contract documents.

- H. Grant contract amendment execution  
Boilers Upgrade at Union Park, 667-1  
Grant contract with DHCD  
Time Extension: 6/30/09 to 6/30/11

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to approve the standard Contract Amendment for Capital Improvement Work Plan No. 1039, Project No. 057067, between the Commonwealth of Massachusetts and the Authority for a time extension from 6/30/09 to 6/30/10 and authorizing its execution in connection with the modernization and administration of the State-Aided Housing Program 667-1 Union Park Development, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

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IV. ADJOURNMENT

At 6:27 P.M. upon a motion by Mr. Flynn, seconded by Mr. McWatters, the Members voted unanimously to adjourn the January 21, 2009 Regular Meeting.

  
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Michael E. McLaughlin  
Executive Director

  
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Initials

  
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Date

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on March 4, 2009**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, March 4, 2009, 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  
Robert McWatters  
Patrick Flynn  
Stephen Roche  
Maria Rivera

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to adopt the January 21, 2009 Regular Meeting Minutes as presented. Ms. Rivera abstained.

II. NEW BUSINESS

A. REAC Inspection

The Executive Director gave a report on the recent HUD REAC inspection where the CHA received a score of 93. Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to have a Commendation from the Board presented to each staff member involved in the REAC inspection, and to have this Commendation placed in each employee's personnel file.

B. Federal Stimulus Award

The Executive Director gave a report on the plans for the Federal Stimulus funds offered by HUD. Upon a motion by Mr. Flynn, seconded by Ms. Rivera, the Members voted unanimously to accept the \$1,104,789 Federal Stimulus funds from HUD and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary ACC documents. Upon a roll call the "AYES" and "NAYS" were as follows:

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AYES	NAYS
Henry Cordero	None
Robert McWatters	
Patrick Flynn	
Maria Rivera	
Stephen Roche	

**C. State Stimulus Funds**

The Executive Director gave a report on the State Stimulus funds applied for to DHCD.

**D. Prattville Update**

A report on the status of the roofing and electrical construction work at Prattville was presented by the Director of Modernization.

**E. Smile Initiative Program**

The Executive Director gave a report on the Smile Initiative Program being offered to our residents. Upon a motion by Mr. Roche, seconded by Mr. McWatters, the members voted unanimously to allow the Smile Initiative Program services to be offered to the residents of the CHA.

**III. UNFINISHED BUSINESS**

**A. Grant Close-Out  
2006 Federal Capital Grant  
\$836,728**

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the members voted unanimously to authorize closing out the 2006 Federal HUD Capital Fund Grant # MA06P01650106 in the amount of \$836,728.00, 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
Robert McWatters	
Patrick Flynn	
Maria Rivera	
Stephen Roche	

**March 4, 2009 Regular Meeting Minutes**

**III. OTHER**

A. Affordable Housing Collaboration

The Executive Director gave a report on a meeting he had with the City of Chelsea to discuss opportunities for collaboration with Chelsea Neighborhood Housing Services and the City Department of Planning and Development. The Chairman suggested that Chelsea Restoration Services might also be included in this collaboration. The plan would involve the CHA obtaining additional Section 8 Certificates. Upon a motion by Mr. Roche, seconded by Ms. Rivera, the members voted unanimously to authorize the Executive Director to pursue the proposed plan with the City, and report back to the Board as necessary.

**IV. ADJOURNMENT**

At 6:28 P.M. upon a motion by Mr. Flynn, seconded by Mr. McWatters, the Members voted unanimously to adjourn the March 4, 2009 Regular Meeting.



Michael E. McLaughlin  
Executive Director

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Initials

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Date



**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on April 15, 2009**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, April 15, 2009, 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  
Robert McWatters  
Patrick Flynn  
Stephen Roche  
Maria Rivera

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to adopt the March 4, 2009 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Election of Chelsea Housing Authority Officers

1. Chairman

- a. Mr. Roche nominated Mr. Cordero to serve as Chairman. Mr. Flynn 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
Robert McWatters	
Patrick Flynn	
Maria Rivera	

## April 15, 2009 Regular Meeting Minutes

Stephen Roche

### 2. Vice Chairman

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

AYES	NAYS
Henry Cordero	None
Robert McWatters	
Patrick Flynn	
Maria Rivera	
Stephen Roche	

### 2. Treasurer

- a. Mr. Flynn nominated Mr. Roche to serve as Treasurer. Mr. McWatters 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
Robert McWatters	
Patrick Flynn	
Maria Rivera	
Stephen Roche	

### 2. Assistant Treasurer

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

## April 15, 2009 Regular Meeting Minutes

- c. Mr. Flynn accepted the nomination.
- d. The Members voted Mr. Flynn, Assistant Treasurer.  
The vote was as follows:

AYES	NAYS
Henry Cordero	None
Robert McWatters	
Patrick Flynn	
Maria Rivera	
Stephen Roche	

### III. ANNUAL REPORT

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to approve the 2008 Annual Report.

### IV. UNFINISHED BUSINESS

#### A. Amendment of 2009 Annual Plan for Federal Stimulus Funding

The Executive Director gave a report on the plans for the Federal Stimulus funds offered by HUD. The 2009 Annual Plan needs to be amended. A 10-day Notice was placed in the Chelsea Record, and a public hearing was held on April 15, 2009 to discuss the amendment to the 2009 Annual Plan. Upon a motion by Mr. Flynn, seconded by Ms. Rivera, the Members voted unanimously to amend the 2009 HUD Annual Plan per the HUD 50075.1 form outlining the plan for the \$1,104,789 Federal Stimulus ARRA funds from HUD and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign any necessary ACC documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Robert McWatters	
Patrick Flynn	
Maria Rivera	
Stephen Roche	

#### B. Award of Architectural/Engineering Contract for Federal Stimulus Funding

Upon a motion by Mr. McWatters, seconded by Mr. Rivera, the

## April 15, 2009 Regular Meeting Minutes

Members voted unanimously to authorize entering into a contract with Arnold Jacobson Associates, Inc. as the architect for 2009 Federal Stimulus Project and to enter into a standard HUD contract with a design fee not to exceed \$92,000, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents. The next ranked firms are CSS Architects, Inc.; Bargmann Hendrie and Archetype, Inc.; and CBI Consulting. If for whatever reason the negotiations fall through or if Jacobson unable to take on the job, then a contract with the next architectural firm in line is authorized under the same conditions, and so forth in order.

- C. Brothers Electrical Corporation  
Prattville Apartments, 200-2  
Electrical Upgrade  
Original Construction Amount: \$2,408,499.00  
Funding Source: DHCD  
Change Order #27: \$41,486 additional

Upon a motion by Mr. McWatters, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #27 to the contract with Brothers Electrical Corporation for changes in the additional amount of up to \$41,486, for a revised total contract amount of \$3,686,304, 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.

- D. Brothers Electrical Corporation  
Prattville Apartments, 200-2  
Electrical Upgrade  
Original Construction Amount: \$2,408,499.00  
Funding Source: DHCD  
Change Order #29: \$30,000 additional

Upon a motion by Mr. Roche, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #29 to the contract with Brothers Electrical Corporation for changes in the additional amount of up to \$30,000, for a revised total contract amount of \$3,716,304, 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. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2  
Roofing  
Original Construction Amount: \$4,063,000

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Funding Source: DHCD  
Change Order #2: \$124,430 credit

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to authorize Change Order #2 to the contract with NorthEast Interiors, Inc. for changes to reduce the contract in the amount of \$124,430, for a revised total contract amount of \$3,950,636, 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.

**F. Award of Contract for HUD Energy Audit**

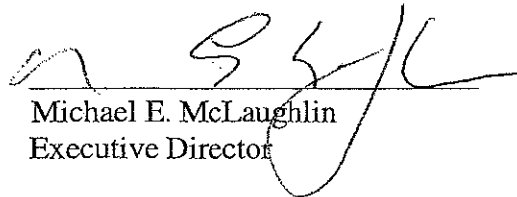
Upon a motion by Ms. Rivera and seconded by Mr. Roche the Board voted unanimously to authorize the execution of a contract with U.S. Inspection Group for the HUD energy audit at the Scrivano, Mace and Margolis Apartments in the amount of \$1,800, subject to HUD approval, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

**G. Award of Contract for HUD Physical Needs Assessment**

Upon a motion by Mr. Flynn and seconded by Ms. Rivera the Board voted unanimously to authorize the execution of a contract with U.S. Inspection Group for the HUD Physical Needs Assessment at the Scrivano, Mace and Margolis Apartments in the amount of \$6,800, subject to HUD approval, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

**V. ADJOURNMENT**

At 6:33 P.M. upon a motion by Mr. Flynn, seconded by Mr. McWatters, the Members voted unanimously to adjourn the April 15, 2009 Regular Meeting.

  
Michael E. McLaughlin  
Executive Director

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Initials

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Date

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on June 10, 2009**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, June 10, 2009, 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  
~~Patricia Flynn~~  
Maria Rivera  
James Haggerty

Chairman Cordero declared a quorum present.

Mr. Haggerty, as a newly appointed member, was welcomed to the Board.

I. MINUTES

Upon a motion by Mr. Flynn, seconded by Mr. Roche, the Members voted unanimously to adopt the April 15, 2009 Regular Meeting Minutes as presented. Mr. Haggerty abstained.

II. NEW BUSINESS

A. Application for Competitive Round of Federal Stimulus Funding  
**(Approval)**

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Board voted unanimously to authorize the CHA to apply for available funding under the HUD Competitive Round of Federal Stimulus Funding, and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

B. Amendment to Executive Director's Contract **(Approval)**

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to amend the Executive Director's Contract as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

## June 10, 2009 Regular Meeting Minutes

AYES

Henry Cordero

Stephen Roche

Patrick Flynn

Maria Rivera

James Haggerty

NAYS

None

### III. UNFINISHED BUSINESS

- A. Amendment of Procurement Policy to Conform to ARRA (Capital Fund Stimulus Grant Procurement Policy) (**Approval**)

Upon a motion by Mr. Flynn, seconded by Ms. Rivera, the Board voted unanimously to authorize amending the CHA's Procurement Policy to Conform to ARRA (Capital Fund Stimulus Grant Procurement Policy).

- B. Brothers Electrical Corporation  
Prattville Apartments, 200-2  
Electrical Upgrade  
Original Construction Amount: \$2,408,499  
Funding Source: DHCD  
Change Order #22: Revision from \$5,945 to \$7,107 (**Approval**)

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #22 to the contract with Brothers Electrical Corporation for changes in the additional amount of up to \$7,107, for a revised total contract amount of \$3,599,920, 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.

- C. Brothers Electrical Corporation  
Prattville Apartments, 200-2  
Electrical Upgrade  
Original Construction Amount: \$2,408,499  
Funding Source: DHCD  
Change Order #28: \$43,000 additional (**Approval**)

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to authorize Change Order #28 to the contract with Brothers Electrical Corporation for changes in the additional amount of up to \$43,000, for a revised total contract amount of \$3,729,304, 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.

## June 10, 2009 Regular Meeting Minutes

- D. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2  
Roofing  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #3: \$3,651 additional (**Approval**)

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize Change Order #3 to the contract with NorthEast Interiors, Inc. in the additional amount of \$3,651, for a revised total contract amount of \$3,954,287, 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. Brothers Electrical Corporation  
Prattville Apartments, 200-2  
Electrical Upgrade  
Original Construction Amount: \$2,408,499  
Funding Source: DHCD  
Change Order #25: Revision from \$2,650 to \$4,629 (**Approval**)

Upon a motion by Mr. Flynn, seconded by Mr. Haggerty, the Members voted unanimously to authorize Change Order #25 to the contract with Brothers Electrical Corporation for changes in the additional amount of up to \$4,629, for a revised total contract amount of \$3,616,437, 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.

- F. Election of Chelsea Housing Authority Officers

Upon the resignation of Mr. McWatters, there is a vacancy in the Vice Chairman position.

1. Vice Chairman

- a. Mr. Roche nominated Mr. Flynn to serve as Vice Chairman. Ms. Rivera seconded the nomination.
- b. There being no objection, nominations were closed.
- c. Mr. Flynn accepted the nomination.
- d. The Members voted Mr. Flynn, Vice Chairman.



**June 10, 2009 Regular Meeting Minutes**

The vote was as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Maria Rivera	
James Haggerty	

Upon Mr. Flynn being elected Vice Chairman, there is a vacancy in the Assistant Treasurer position.

2. Assistant Treasurer

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

AYES	NAYS
Henry Cordero	None
Stephen Roche	
Patrick Flynn	
James Haggerty	

**V. ADJOURNMENT**

At 6:42 P.M. upon a motion by Mr. Flynn, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the June 10, 2009 Regular Meeting.

  
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Michael E. McLaughlin  
Executive Director

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Initials

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Date

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on September 16, 2009**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, September 16, 2009, 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.

Patrick Flynn was absent as he had resigned his seat on the Board as of September 15, 2009.

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 June 10, 2009 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Resignation of Commissioner Patrick Flynn (**Acceptance**)

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to accept the resignation of Commissioner Patrick Flynn, effective September 15, 2009.

B. Adoption of Emergency Plan for the Chelsea Housing Authority (**Approval**)

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to adopt the Emergency Plan of the Chelsea Housing Authority as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	

## September 16, 2009 Regular Meeting Minutes

James Haggerty

### III. UNFINISHED BUSINESS

- A. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2 Roofing  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #4: \$6,907.00 additional (**Approval**)

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize Change Order #4 to the contract with NorthEast Interiors, Inc. in the additional amount of \$6,907, for a revised total contract amount of \$3,961,194, 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.

- B. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2 Roofing  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #5: \$83,581.00 additional (**Approval**)

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #5 to the contract with NorthEast Interiors, Inc. in the additional amount of \$83,581, for a revised total contract amount of \$4,044,775, 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.

- C. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2 Roofing  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #6: \$28,706.00 additional (**Approval**)

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize Change Order #6 to the contract with NorthEast Interiors, Inc. in the additional amount of \$28,706, for a revised total contract amount of \$4,073,481, 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.

September 16, 2009 Regular Meeting Minutes

- D. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2 Roofing  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #7: \$73,000.00 additional (**Approval**)

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize Change Order #7 to the contract with NorthEast Interiors, Inc. in the additional amount of \$73,000, for a revised total contract amount of \$4,146,481, 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. Grievance Panel Decision Appeal

The Board heard a presentation from Stephen J. Callahan, Esq. of the Suffolk University Legal Services regarding an appeal of a decision made by the Chelsea Housing Authority Grievance Panel on a grievance made by Elizabeth Rivas on a decision by the Housing Authority to eliminate Ms. Rivas from the MRVP program based on her failure to report changes in family composition and in family's income. Mr. Callahan asked the Board to overturn the decision of the Grievance Panel.

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to uphold the decision made by the Chelsea Housing Authority Grievance Panel on a grievance made by Elizabeth Rivas on a decision by the Housing Authority to eliminate Ms. Rivas from the MRVP program based on her failure to report changes in family composition and in family's income. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Maria Rivera	
James Haggerty	

September 16, 2009 Regular Meeting Minutes

V. ADJOURNMENT

At 6:53 P.M. upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to adjourn the September 16, 2009 Regular Meeting.

  
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Michael E. McLaughlin  
Executive Director

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Initials                      Date

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on October 7, 2009**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, October 7, 2009, 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  
James Haggerty

Maria Rivera was absent due to illness.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously, Mr. Roche voting Present, to adopt the September 16, 2009 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Public Hearing

At 5:35 P.M., upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to recess the October 7, 2009 Regular Meeting of the Chelsea Housing Authority.

At 5:35 P.M. the Members opened the Public Hearing to discuss the FY2010 Agency Plan.

Discussion was held on the Annual Plan

At 6:05 P.M., upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to close the Public Hearing and reconvene the October 7, 2009 Regular Meeting of the Chelsea Housing Authority.

B. FY2010 Agency Plan

Upon a motion by Mr. Haggerty, seconded by Mr. Roche,

## October 7, 2009 Regular Meeting Minutes

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, 2010. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
James Haggerty	

### C. FY2010 Budgets

#### 1. FY10 Federal Operating Budget

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously that the Federal Aided Family and Elderly Housing Operating Budget for FY10 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	
James Haggerty	

#### 2. FY10 State Operating Budget

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously that the State Aided Family and Elderly Housing Operating Budget for FY10 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	
James Haggerty	

#### 3. FY10 Section 8 Operating Budget

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously that the Section 8 Operating Budget for FY10 of the Chelsea Housing Authority be approved as

## October 7, 2009 Regular Meeting Minutes

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

AYES	NAYS
Henry Cordero	None
Stephen Roche	
James Haggerty	

### 3. MRVP Operating Budgets

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously that the MRVP Operating Budget for FY10 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	
James Haggerty	

### D. Federal Competitive Stimulus Award

The Executive Director gave a report on the plans for the Federal Competitive Stimulus funds offered by HUD. Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize accepting \$445,000 in Federal Competitive Stimulus funds, along with \$44,500 in City of Chelsea matching funds, and amending the 2009 HUD Annual Plan in the amount of an additional \$489,500 for energy and green modernization work at the Scrivano, Mace and Margolis Apartments subject to HUD approval, and authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary ACC documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Stephen Roche	
James Haggerty	

### E. Resident Officers

The Executive Director reported on the selection of new Resident Police Officers at the Fitzpatrick/Prattville and Innes Developments.

## III. UNFINISHED BUSINESS



**October 7, 2009 Regular Meeting Minutes**

- A. NorthEast Interiors, Inc.  
Prattville Apartments, 200-2 Roofing  
Original Construction Amount: \$4,063,000  
Funding Source: DHCD  
Change Order #8: \$65,700 additional

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to authorize Change Order #4 to the contract with NorthEast Interiors, Inc. in the additional amount of \$65,700, for a revised total contract amount of \$4,212,181, 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.

- B. Certificate of Substantial Completion  
Brothers Electric  
Electrical Upgrade  
Prattville Apartments

Upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to authorize the execution of the Certificate of Substantial Completion for the electrical upgrade at the Prattville Apartments, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the necessary documents.

- C. Revision to Parking Policy

Upon a motion by Mr. Haggerty, seconded by Mr. Roche, the Members voted unanimously to revise the Chelsea Housing Authority Parking Policy, as presented.

V. ADJOURNMENT

At 7:12 P.M. upon a motion by Mr. Roche, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the October 7, 2009 Regular Meeting.

  
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Michael E. McLaughlin  
Executive Director

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Initials

\_\_\_\_\_  
Date

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on November 18, 2009**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, November 18, 2009, 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 a work emergency.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously, Ms. Rivera voting Present, to adopt the October 7, 2009 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Closing Federal and State Family Non-Emergency Housing Waiting Lists

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize closing the Chelsea Housing Authority's Federal and State Family Non-Emergency Housing Waiting Lists indefinitely.

B. The Executive Director reported on two commendable issues relating to the Housing Management Department.

On the first item a resident noticed a problem with a leaning light pole and contacted Linda Thibodeau, Assistant Executive Director, Housing Management. Ms. Thibodeau immediately contacted the necessary Housing Maintenance personnel to correct this situation. The Executive Director sent a letter to the Resident thanking them for their concern. This is the kind of behavior that should be encouraged, as the safety of the Residents is of prime importance.

**November 18, 2009 Regular Meeting Minutes**

The second item concerned food for the holidays for our Residents during these harsh economic times. Linda Thibodeau, Assistant Director, Housing Management, contacted a number of local churches, food banks, social service organizations, and food pantries, and created a comprehensive Food Resources Guide to where families and individuals can get assistance. The Guide was printed in English and Spanish and is being delivered door to door to our Residents. Some of these services are ongoing, and help is available year round.

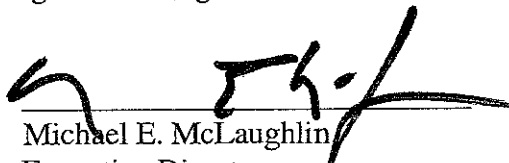
**III. UNFINISHED BUSINESS**

- A. Certificate of Substantial Completion  
NorthEast Interiors, Inc.  
Roofing Project  
Prattville Apartments

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize the execution of the Certificate of Substantial Completion for the roofing project at the Prattville Apartments, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the necessary documents.

**V. ADJOURNMENT**

At 6:17 P.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the November 18, 2009 Regular Meeting.

  
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Michael E. McLaughlin  
Executive Director

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Initials                      Date

**MINUTES OF THE REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on December 11, 2009**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, December 11, 2009, at the Administrative Office of the Chelsea Housing Authority, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 10:45 A.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 hospitalization.

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 November 18, 2009 Regular Meeting Minutes as presented.

III. UNFINISHED BUSINESS

A. Award of Construction Contract for Federal Stimulus Funding, ARRA #1

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize the award of a construction contract to New England Builders for the ARRA #1 work at the Federal Housing Developments in the amount of \$1,035,000, subject to HUD approval, and to authorize the Executive Director or the Director of Operations to sign the necessary documents.

B. Award of Architectural/Engineering Contract for Federal Stimulus Funding, ARRA #2

Upon a motion by Mr. Haggerty, seconded by Ms. Rivera, the Members voted unanimously to authorize a contract with Arnold Jacobson Associates, Inc. as the architect for 2009 Federal Stimulus Project ARRA #2 and to enter into a standard HUD contract with a design fee not to exceed \$55,000, and authorize the Executive Director or the Director of Operations, Diane Cohen, to

**December 11, 2009 Regular Meeting Minutes**

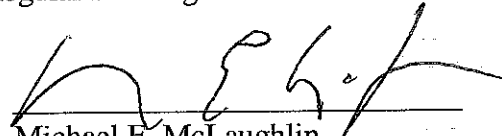
sign the necessary contract documents. If for whatever reason the negotiations fall through or if Jacobson Associates is unable to take on the job, then a contract with the next architectural firm in line is authorized under the same conditions, and so forth in order.

- C. Authorization to enter into a Sub-Grantee Agreement with the City of Chelsea to obtain ARRA and/or CDBG funds for the boiler replacement at Union Park

Upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to authorize the execution of a CDBG sub-grantee contract between the City of Chelsea and the Housing Authority in the amount of up to \$200,000, subject to DHCD approval, in connection with the modernization and administration of the State-Aided Housing Program 667-1 Union Park Development boiler replacement, Project No. 057067, Work Plan 1039, subject to the following: that the construction contract states that the Housing Authority will be held harmless in the event the City loses funding for the project, and to authorize the Executive Director or Diane Cohen, the Director of Operations, to sign the necessary contract documents.

V. ADJOURNMENT

At 11:40 A.M. upon a motion by Ms. Rivera, seconded by Mr. Haggerty, the Members voted unanimously to adjourn the December 11, 2009 Regular Meeting.

  
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Michael E. McLaughlin  
Executive Director

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Initials

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Date