

MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
Held on January 21, 2004

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, January 21, 2004, at the Administrative Office, 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
Marion Howard
Stephen Roche

Alcira Brenes was absent.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the November 19, 2004 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. FY2004 Budgetary Amendments/Reduction

Upon a motion by Ms. Howard, seconded by Mr. Roche, the Members voted unanimously to eliminate the position of Housing Inspector at a yearly cost of \$56,770.00, due to Budgetary Reductions.

B. Upon a motion by Ms. Howard, seconded by Mr. Roche, the Members voted unanimously to eliminate the position of Receptionist/Typist at a yearly cost of \$34,774.00, due to Budgetary Reductions.

C. Hearing Officer

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to appoint Albert Ewing, Director of Resident Selection, as the Hearing Officer for the Housing Inspector.

D. Personal Care Attendants/Federal

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members members voted unanimously to amend the Authority's Admission and

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Continued Occupancy Plan (ACOP) to comply with current Federal regulations regarding admission and approval of Personal Care Attendants, as presented.

III. UNFINISHED BUSINESS

- A. Change Order #1, \$15,053.00 (Additional)
Quirk Construction Corp.
Fitzpatrick/Prattville Apartments
Drainage
Original Construction Amount: \$157,500.00
Engineer: GAF Engineering, Inc.

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #1 to the contract with Quirk Construction Corporation for the drainage work at the Fitzpatrick and Prattville Apartments, for the extra work required to install a stone drainage trench at the rear of 2-8 and 14-24 Burma Road at an increased cost of \$15,053.00, for a revised total contract amount of \$172,553.00, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

- B. Change Order #2, \$15,930.72 (Additional)
Quirk Construction Corporation
Fitzpatrick/Prattville Apartments
Drainage
Original Construction Amount: \$157,500.00
Engineer: GAF Engineering, Inc.

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #2 to the contract with Quirk Corporation for the drainage work at the Fitzpatrick and Prattville Apartments, for Item 1: \$6,204.00 additional for the extra work due to emergency water main repairs, and Item 2: \$9,726.72 additional for encountering unmarked and unknown underground utilities, for a total of up to \$15,930.72 additional, for a revised total contract amount of \$188,483.72, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

- C. Change Order #1
The Chappy Corporation
Emergency Generator
Original Construction Amount: \$58,554.00

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Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize Change Order #1 to the contract with The Chappy Corporation for replacing the transfer switch of the emergency generator at the Buckley Apartments, for a total increase to the contract of \$7,369.40, for a revised total contract amount of \$65,923.40, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

- D. Change Order #2, \$5,472.63 (Additional)
The Chappy Corporation
Emergency Generator
Original Construction Amount: \$58,554.00

Upon a motion by Mr. Roche, seconded by Ms. Howard the Members voted unanimously to approve Change Order #2 to the contract with The Chappy Corporation for installing two unit heaters at the Buckley Apartments generator room, for a total increase to the contract of up to \$5,472.63, for a revised total contract amount of \$71,396.03, and to authorize the Executive Director or the Director of Operations.

- E. Change Order #3, \$20,711.54 (Additional)
The Chappy Corporation
Emergency Generator
Original Construction Amount: \$58,554.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #3 to the contract with The Chappy Corporation for increasing the electrical capacity and redistribution of the lines from the main distribution panel for a total increase to the contract of up to \$20,711.54, for a revised total contract amount of \$92,107.57, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

- F. Change Order #9, \$3,256.00 (Additional)
Massey Construction Corporation
Prattville Apartments, 200-2
Maintenance Facility
Original Construction Amount: \$327,700.00
Engineer: ASEC Corporation

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #9 to the contract with Massey Construction Corporation for the maintenance facility renovation work at the Prattville Apartments, for the additional costs incurred due to upgrades to the doors and hardware, at an increased cost of \$3,256.00, for a revised total contract amount of \$404,495.00, subject to DHCD, and to

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authorize the Executive Director or the Director of Operations to sign the necessary Change Order documents.

- G. Certificate of Substantial Completion
Massey Construction Corporation
Prattville Apartments, 200-2
Maintenance Facility
Engineer: ASEC Corporation

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize the execution of the Certificate of Substantial Completion for the maintenance facility renovation work at the Prattville Apartments, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	
Stephen Roche	

- H. Change Order #1: 48 Calendar Day Time Extension
L&H Construction
Buckley Apartment Balconies
Original Construction Amount: \$58,554.00

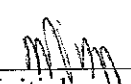
Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members Voted unanimously to authorize Change Order #1 to the contract with L&H Construction for a 48 calendar day time extension for the balcony and wall repair work at the Buckley Apartments. Subject to DHCD final approval, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents

IV. ADJOURNMENT

At 5:55 P.M. upon a motion by Ms. Howard, seconded by Mr. Roche, the Members voted unanimously to adjourn the January 21, 2004 Regular Meeting.



Michael E. McLaughlin
Executive Director

Approval:  _____
Initials Date

MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on February 11, 2004

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, February 11, 2004, at the Administrative Office, 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
Marion Howard
Robert McWatters

Alcira Brenes and Stephen Roche were absent.

Chairman Cordero declared a quorum present.

I. MINUTES

At the request of the Executive Director, the Chairman postponed consideration of this item.

II. NEW BUSINESS

A. Introduction of the new CHA Commissioner

The Executive Director introduced, and the Members welcomed Robert (Bucky) McWatters the newest Member to serve on the CHA Board of Commissioners.

B. Decision of Hearing Officer, Albert Ewing

Upon a motion by Mr. McWatters, seconded by Ms. Howard, the Members voted unanimously to approve the findings by the Hearing Officer (A. Ewing) for the position of Housing Inspector which were found to be redundant. The duties and responsibilities required of that position could be carried out in a more efficient and timely manner by other currently established positions at the Authority. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES
Henry Cordero
Marion Howard
Robert McWatters

NAYS
None

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III. UNFINISHED BUSINESS

Massey Construction Corporation
Prattville Apartments, 200-2
Maintenance Facility
Engineer: ASEC Corporation
Certificate for partial release of retainage

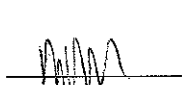
Upon a motion by Mr. McWatters, seconded by Ms. Howard, the Members voted unanimously to approve partial release of retainage of \$19,256.00 for the maintenance facility renovation work at the Prattville Apartments, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

IV. ADJOURNMENT

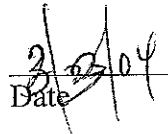
At 5:40 P. M. upon a motion by Ms. Howard, seconded by Mr. McWatters the Members voted unanimously to adjourn the February 11, 2004 Regular Meeting.



Michael E. McLaughlin
Executive Director



Initials



Date

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on February 25, 2004

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, February 25, 2004, in the Conference Room of the CHA Administrative Office, 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:

Alcira Brenes
Henry Cordero
Marion Howard
Robert McWatters
Stephen Roche

Chairman Cordero declared a quorum present

I. MINUTES

At the request of the Executive Director, the Chairman postponed consideration of this item.

II. NEW BUSINESS

- A. Citation from the City of Everett in recognition for CHA receiving the "National Association of Housing and Redevelopment Officials Award of Excellence:

Councilor's Wayne A. Matewsky and Mildred J. Cardello presented the Chelsea Housing Authority a Citation from the Everett City Council and the Mayor congratulating the Board of Commissioners, Michael McLaughlin and the CHA Staff for receiving the "National Award of Excellence for Administrative Achievement from the National Association of Housing and Redevelopment Officials, the only Housing Authority in the Country to achieve the prestigious recognition.

- B. CHA Contract for the Provision of Supplemental Police Services 2004

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At the request of the Executive Director, the Chairman postponed consideration of this item.

C. Management Assessment for Public Housing Agencies

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to submit the Management Assessment for Public Housing Agencies (MASS), as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Robert McWatters	
Stephen Roche	

D. Section 8 Management Assessment Program (SEMAP)

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to submit the Section 8 Management Assessment Program (SEMAP), as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Robert McWatters	
Stephen Roche	

III. UNFINISHED BUSINESS

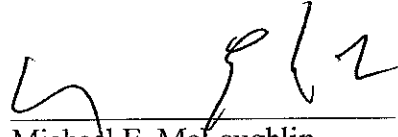
L&H Construction Corporation
Buckley Apartments
Balcony and Wall Repairs

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to authorize the execution of the Certificate of Substantial Completion for the balcony and wall repair project at the Buckley Apartments, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the documents.

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IV. ADJOURNMENT

At 6:30 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the February 25, 2004 Regular Meeting.



Michael E. McLaughlin
Executive Director

Approved: MM 2/3/04
 Initials Date

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on March 3, 2004

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, March 3, 2004, at the Administrative Office, 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:

Alcira Brenes
Henry Cordero
Marion Howard
Robert McWatters
Stephen Roche

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the January 21, 2004 Regular Meeting Minutes as presented. Ms. Brenes and Mr. McWatters abstained.

Upon a motion by Mr. McWatters, seconded by Ms. Howard, the Members voted unanimously to approve the February 11, 2004 Regular Meeting Minutes as presented. Ms. Brenes abstained.

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the February 25, 2004 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Construction Contract
Baseboard Heat and Boiler Replacement
Scrivano Apartments

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the award of a construction contract for the baseboard heat replacement at the Scrivano Apartments, to the Gaffny Corporation for the base bid and Alternate #1, at a total cost of \$348,143.00, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

B. Inspections Contract for Annual Inspections and REAC

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Upon a motion by Mr. McWatters, seconded by Ms. Howard, the Members voted unanimously to authorize the Housing Authority to enter into a contract with McCright Associates at \$11.50 per unit to provide annual and REAC inspection services, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

IV. UNFINISHED BUSINESS

A. CHA Contract for the provision of Supplemental Police Services

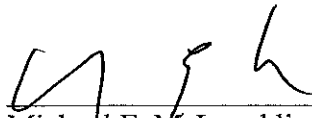
At the request of the Executive Director, the Chairman postponed consideration of this item.

B. Quirk Construction Corporation
Fitzpatrick/Prattville Apartments
Drainage
Original Construction Amount
Engineer: GAF Engineering, Inc.
Change Order #3, No dollar amount


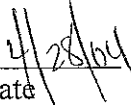
Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve Change Order #3 to the contract with Quirk Construction Corporation for the drainage work at the Fitzpatrick and Prattville Apartments, for the costs associated with extra work for unmarked and unknown underground utilities, and credit for items not needed including office trailer, project sign, and miscellaneous pipe and fittings, which offset each other, resulting in a no cost change order, resulting in a contract amount of \$188,483.72, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

V. ADJOURNMENT

At 5:50 P.M. upon a motion by Ms. Howard, seconded by Mr. McWatters, the Members voted unanimously to adjourn the March 3, 2004 Regular Meeting.



Michael E. McLaughlin
Executive Director

Approved:  _____
 Initials Date 

MINUTES OF A REGULAR/ANNUAL MEETING of the
CHELSEA HOUSING AUTHORITY
held on April 28, 2004

A Regular/Annual Meeting of the Chelsea Housing Authority was held on Wednesday, April 28, 2004 in the Conference Room of the CHA Administrative Office, 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
Marion Howard
Robert McWatters
Stephen Roche

Alcira Brenes was absent due to a family illness.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the March 3, 2004 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. McWatters 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
Marion Howard	None
Robert McWatters	
Stephen Roche	

April 28, 2004 Regular/Annual Meeting Minutes

2. Vice Chairperson

- a. Mr. Roche nominated Ms. Brenes to serve as Vice Chairperson
Ms. Howard seconded the nomination
- b. There being no objection, nominations were closed
- c. Ms. Brenes notified the Executive Director she would accept the nomination for Vice Chairperson
- d. The Members voted Ms. Brenes Vice Chairman
The vote was as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	
Robert McWatters	
Stephen Roche	

3. Treasurer

- a. Mr. Cordero 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
Marion Howard	
Robert McWatters	

4. Assistant Treasurer

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

April 28, 2004 Regular/Annual Meeting Minutes

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

AYES	NAYS
Henry Cordero	None
Robert McWatters	
Stephen Roche	

B. State and Federal Family Public Housing Waiting List

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to close the State and Federal Family Public Housing Waiting List, including Emergency Applications, for all bedroom sizes, effective June 1, 2004 at 3:30 P.M. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	
Robert McWatters	
Stephen Roche	

C. Section 8

1. Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize the Executive Director to enter into an agreement between the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MassNAHRO) and the Chelsea Housing Authority which will allow the CHA to participate in the centralized waiting list program for the Section 8 Housing Choice Voucher Program.

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

AYES	NAYS
Henry Cordero	None
Marion Howard	
Robert McWatters	
Stephen Roche	

2. Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted to open the Section 8 Housing Choice Voucher Program.

Upon a roll call the "AYES" and "AYES" were as follows:

AYES	NAYS
Henry Cordero	None

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Marion Howard
Robert McWatters
Stephen Roche

3. Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted to amend the CHA Administrative Plan with the Application Process and Use of a Centralized Waiting List Amendment, as presented. Upon a roll call the "AYES" and "NAYS" are as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	
Robert McWatters	
Stephen Roche	

- D. Revised MRVP Income Limits for Determination of Eligibility and Continued Occupancy

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to adopt the revised Income Limits for the determination of Eligibility and Continued Occupancy for the Massachusetts Rental Voucher Program (MRVP), bedroom sizes 1 thru 8, effective April 1, 2004. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	
Robert McWatters	
Stephen Roche	

- E. CHA Annual Report – 2003

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to approve the 2003 Annual Report, as presented.

- E. Extermination

Upon a motion by Ms. Howard, seconded by Mr. McWatters, the Members voted unanimously to approve the extermination of furniture and personal belongings for new move-ins. The cost of this first extermination will be \$25.00, which will be paid by the Resident.

- F. Federal Grievance Panel

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Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to appoint Marcia Martinez as the Panel Member to the Federal Grievance Panel and Theresa Zenga as the Alternate. Ms. Martinez will replace Robert McWatters the newly appointed Commissioner for the Chelsea Housing Authority.

The below listed individuals have been appointed by the Resident Organization to be Panel Members on the Chelsea Housing Authority's Federal Grievance Panel:

Lori DiPlatzi, Chairperson
Helen Zucco, Alternate Chairperson

James McNichols, CHA Employee
Angel Mojica, Alternate CHA Employee

Marcia Martinez.....Member
Theresa Zenga.....1st Alternate
James Haggerty.....2nd Alternate

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the Federal Grievance Panel, as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	
Robert McWatters	
Stephen Roche	

G. Painting and Cleaning
Scrivano Apartments

Upon a motion by Ms. Howard, seconded by Mr. McWatters, the Members voted to approve the painting and cleaning of the Scrivano Apartments by the inmates of MCI Concord at little or no cost to the Chelsea Housing Authority. Mr. Roche abstained.

H. Elevator Maintenance Contract

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve a three (3) year contract between Advance Elevator Technologies of Medford and the Chelsea Housing Authority at a total cost of \$20,700.00 per year.

III. UNFINISHED BUSINESS

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- A. The Chappy Corporation
Fitzpatrick Apartments, 200-1
Electric Upgrade
Change Order #3, \$10,000.00 (Additional)
Original Construction Amount: \$867,000.00
Funding Source: DHCD

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to authorize Change Order #3 to the contract with the Chappy Corporation for change in light fixtures to electronic ballasts and additional light output, in the additional amount of \$10,000.00, for a revised total contract amount of up to \$899,439.00, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

- B. The Chappy Corporation
Emergency Generator
Change Order #4, \$4,353.39 (Additional)
Original Construction Amount: \$58,554.00

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to authorize Change Order #4 to the contract with The Chappy Corporation for replacing the transfer switch, the batteries and the battery charger at the Buckley Apartments for a total increase to the Contract of \$4,353.39, for a revised total contract amount of \$96,460.96, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

- C. Massey Construction Corporation
Maintenance Facility Renovation
Construction Contract Closeout
Certificate of Final Completion

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to approve the Certificate of Final Completion by Massey Construction Corporation for the Maintenance Facility renovation, and to approve the final payment of \$4,656.00, and to authorize the Executive Director or the Director of Operations to sign the close-out documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	
Robert McWatters	
Stephen Roche	

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- D. CHA Contract for the Provision of Supplemental Police Services 2004

At the request of the Executive Director, the Chairman postponed consideration of this item.

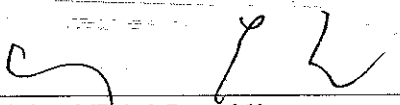
- E. 2002 Federal Capital Fund Grant
Grant Close-out
\$954,701.00

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to closeout the 2002 Federal HUD Capital Fund Grant #MA06901650102 in the amount of \$954,701.00 and to authorize the Executive Director to sign the close-out documents. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	
Robert McWatters	
Stephen Roche	

IV. ADJOURNMENT

At 5:50 P.M. upon a motion by Ms. Howard, seconded by Mr. McWatters, the Members voted unanimously to adjourn the April 28, 2004 Regular/Annual Meeting of the Chelsea Housing Authority.



Michael E. McLaughlin
Executive Director

Approved: MM 6/23/04
 Initials Date

MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on June 23, 2004

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, June 23, 2004, at the Administrative Office, 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:

Alcira Brenes
Henry Cordero
Marion Howard
Stephen Roche

Robert McWatters was absent.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the April 28, 2004 Regular/Annual Minutes, as presented.

II. NEW BUSINESS

A. Close Massachusetts Municipal Depository Trust Accounts (MMDT)

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the close out of four (4) Massachusetts Municipal Depository Trust Accounts (MMDT).

B. Letter of Commendation to Suffolk County District Attorney (Daniel Connolly)

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to send a letter of commendation to the Suffolk County District Attorney's Office in their handling of a public assistance fraud case for the CHA.

C. Fireworks

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the distribution of a notice to all Public Housing

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Residents regarding the July 4th Holiday and the safety of the use of fireworks.

- D. Swimming Pools and Trampoline Policy
State and Federal Public Housing Residents

At the recommendation of DHCD and upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt a policy which prohibits Residents of State and Federal Aided Housing Units from having swimming pools and trampolines due to the potential liability.

III UNFINISHED BUSINESS

- A. L&H Construction, Inc./Balcony and Deck Repairs at the Buckley Apartments
Final Contract Amount: \$879,540.00
Construction Contract Close-Out

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the Certificate of Final Completion from L&H Construction, Inc. for the balcony and deck repairs at the Buckley Apartments, and to approve the final payment of \$43,977.00, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the close-out documents.

- B. Quirk Construction Corporation/Fitzpatrick/Prattville Apartments
Drainage/Original Construction Amount: \$157,500.00
Engineer: GAF Engineering, Inc
Change Order #5, Time Extension

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve, subject to DHCD approval, Change Order #5 for the drainage work at the Prattville and Fitzpatrick Apartments for a time extension to June 30, 2004 and to authorize the Executive Director or the Director of Operations to sign the close-out documents.

- C. Quirk Construction Corporation
Prattville Apartments
Drainage Improvements

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

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- D. Quirk Construction Corporation
Drainage Improvements at Prattville Apartments
Final Contract Amount: \$188,483.72
Construction Contract Close-Out


Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the Certificate of Final Completion from Quirk Construction for the drainage improvement work at the Prattville Apartments also to approve the final payment of \$9,424.19, subject to DHCD Approval, and to authorize the Executive Director or the Director of Operations to sign the close-out documents.

- E. CHA Contract for the provision of Supplemental Police Services 2004

At the request of the Executive Director, the Chairman postponed consideration of this item.

IV. ADJOURNMENT

At 5:40 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the June 23, 2004 Regular Meeting.



Executive Director

Initials MWS Date 9/23/04

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on September 29, 2004**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, September 29, 2004, at the Administrative Office, 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
Patrick Flynn
Marion Howard
Robert McWatters
Stephen Roche

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the June 23, 2004 Regular Meeting Minutes, as presented.

II. NEW BUSINESS

A. Introduction of Patrick Flynn, Chelsea Housing Authority, Board of Commissioners

The Executive Director introduced Patrick Flynn, the new Member of the Chelsea Housing Authority's Board of Commissioners.

B. 2005 Budget

1. 2005 Federal Budgets

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to approve the 2005 Federal Budgets as recommended by the Executive Director.
Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None

September 29, 2004 Regular Meeting Minutes

Patrick Flynn
Marion Howard
Robert McWatters
Stephen Roche

2. 2005 State Budgets

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to approve the 2005 State Budgets as recommended by the Executive Director.

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

AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

C. Buckley Building Tenant Council

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members unanimously to approve the new Tenant Council at the Buckley Building.

D. 2004 Revised Income Limits for State-Aided Public Housing and for participation in the AHVP effective August 9, 2004

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to adopt the revised income limits for state-aided public housing and for participation in the AHVP effective August 9, 2004.

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

AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

E. Section 8 Voucher Applicable Payment Standards

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the Section 8 Voucher Applicable payment Standards, as presented.

September 29, 2004 Regular Meeting Minutes

- F. Grant Contract Execution
Site Work at Fitzpatrick, 200-1 and Innes, 200-3
Grant Contract with DHCD
Grant Contract Award: \$1666,000.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the standard Contract for Capital Improvement Work Plan No. 1036, Project No. 057063, between the Commonwealth of Massachusetts and the Authority in the amount of \$166,000.00 and authorizing its execution in connection with the modernization and administration of the State-Aided Housing Program, 200-1 Fitzpatrick Development, and 200-3 Innes Development and to authorize the Executive Director or the Director of Operations to sign the contract documents.

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

AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

- G. Francis Fox Spinks Associates, Inc.
Award of \$14,450.00 landscape engineering contract

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to accept Francis Fox Spinks Associates as the landscape architect for the site improvement work at the Fitzpatrick and Innes Apartments, and to authorize the Housing Authority to enter into a contract with Francis Fox Spinks Associates with a design fee of \$14,450.00, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the contract.

- H. Grant Contract Electrical Upgrade, Prattville, 200-2
Grant Contract with DHCD
Grant Contract Award: \$250,000.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the standard Contract for Capital Improvement Work Plan No. 1037, Project No. 057065, between the Commonwealth of Massachusetts and the Authority in the amount of \$250,000.00 and authorizing its execution in connection with the modernization and administration of the State-Aided Housing

September 29, 2004 Regular Meeting Minutes

Program, 200-2 Prattville Development, and to authorize the Executive Director or the Director of Operations to the contract documents.

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

AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

- I. Verne Norman Associates, Inc.
Award of \$105,000.00 electrical engineering contract

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to accept Verne C. Norman Associates as the engineer for the electrical upgrade work at the Prattville Apartments, and to authorize the Housing Authority to enter into a contract with Verne G. Norman Associates with a design fee of \$105,000.00 subject to DHCD approval, and authorize the Executive Director or the Director of Operations to sign the contract documents.

- J. State Wage Matching for State Public Housing and MRVP

The Executive Director presented to the Members the Wage Match Policy for State-Aided Housing including tenants in conventional housing, MRVP and AHVP. All Massachusetts housing authorities and non-profit agencies that administer state-funded housing programs must participate in the Wage Match Program.

III. UNFINISHED BUSINESS

- A. Architectural/engineering contract final payment
G.A.F. Engineering, Inc.
Original Contract Amount: \$39,000.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize the final payment to G.A.F. Engineering, Inc. engineers for the Prattville drainage job, in the amount of \$800.00. All work has been completed with the close-out of the construction process.

- B. Change Order #3: \$130,000.00
The Chappy Corporation
Fitzpatrick Apartments, 200-1

September 29, 2004 Regular Meeting Minutes

Electrical Upg5rade

Original Construction Amount: \$867,000.00

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to authorize Change Order #3 to the contract with The Chappy Corporation for changes in the additional amount of \$130, 000.00, for a revised total contract amount of up to \$1,019,439.00, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

- C. Certificate of Substantial Completion
The Chappy Corporation
Fitzpatrick Apartments
Electrical Improvements

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize the execution of the Certificate of Substantial Completion for the electrical improvements at the Fitzpatrick Apartments, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the documents.

Upon a roll call the "AYES" and "NAYS"

AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

- D. Construction contract close-out
The Chappy Corporation
Electrical Upgrade at Fitzpatrick Apartments
Final Contract Amount: \$1,019,439.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to accept the Certificate of Final Completion as presented by the Chappy Corporation for the electrical upgrade at the Fitzpatrick Apartments, and to authorize the Executive Director or the Director of Operations to sign the close-out documents.

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

AYES	NAYS
Henry Cordero	None

September 29, 2004 Regular Meeting Minutes

Patrick Flynn
Marion Howard
Robert McWatters
Stephen Roche

- E. Architectural Engineering Contract Final Payment
Nangle Engineering, Inc.
Original Contract Amount: \$46,000.00

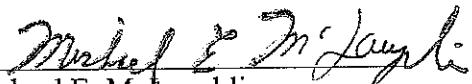
Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to approve the final payment of \$2,300.00 to Nangle Engineering, Inc. for engineering services for the Fitzpatrick electrical job.

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

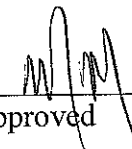
AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

IV. ADJOURNMENT

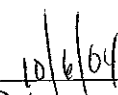
At 5:55 P.M. upon a motion by Ms. Howard, seconded by Mr. McWatter, the Members voted unanimously to adjourn the September 29, 2004 Regular Meeting.



Michael E. McLaughlin
Executive Director



Approved



Date

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on October 6, 2004**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, October 6, 2004, in the Margolis Building, Community Room, 260 Clark Avenue, 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
Patrick Flynn
Marion Howard
Robert McWatters
Stephen Roche

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to approve the September 29, 2004 Regular Meeting Minutes, as presented.

At 5:32 P.M., the Members recessed the October 6, 2004 Regular Meeting of the Chelsea Housing Authority

At 5:35 P.M., the Members opened the Public Hearing to discuss the FY05 Annual/Five Year Plan.

The Board of Commissioners and the Executive Director, Michael McLaughlin, addressed comments to Attorney's Edwin Mejia, and Lila Roberts from Greater Boston Legal Services, also, Residents from Federal-Aided Public Housing.

Mr. McLaughlin notified the Federal Public Housing Residents that within the next day or two the CHA will notify them, in writing, of the new Maintenance Schedule which will reflect the revisions of cost and labor charges.

Mr. McLaughlin, also notified the Federal Public Housing Residents of the elimination of Optional Income Disregards for transportation and medical expenses.

October 6, 2004 Regular Meeting Minutes

The Board of Commissioners and the Executive Director entertained comments and issues from Attorney's Mejia and Roberts from Greater Boston Legal Services and Residents of Federal-Aided Public Housing.

At 6:30 P.M. the Members reconvened the October 6, 2004 Regular Meeting.


II. FY05 Annual/Five Year Plan

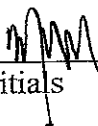
Upon a motion by Mr. Roche, seconded by Mr. McWatters, the Members voted unanimously to adopt the Resolution authorizing the Executive Director to submit and sign The Annual Plan and the Five Year Plan for the Chelsea Housing Authority 's fiscal year beginning January 1, 2005. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

III. ADJOURNMENT

At 6:35 P.M. upon a motion by Mr. McWatters, seconded by Ms. Howard, the Members voted unanimously to adjourn the October 6, 2004 Regular Meeting.


Michael E. McLaughlin
Executive Director

Approved:  _____
Initials Date 12/1/04

CHELSEA HOUSING AUTHORITY - State Consolidated
 STATEMENT OF INCOME AND EXPENDITURES
 For the One Month and Nine Months Ended
 September 30, 2004

	Current	Current Budget	Variance	YTD	YTD Budget	Variance
OPERATING RECEIPTS						
3110 Shelter Rent - Tenant	\$ 168,737.00	\$ 168,333.00	\$ 404.00	\$ 1,550,207.79	\$ 1,514,997.00	\$ 35,210.79
3610 Interest on Investments	0.00	333.00	(333.00)	1,087.91	2,997.00	(1,909.09)
3690 Other Operating Receipts	7,303.00	2,958.00	4,345.00	28,034.62	26,622.00	1,412.62
3691 Fraud Recovery	1,378.66	0.00	1,378.66	1,378.66	0.00	1,378.66
TOTAL OPERATING RECEIPTS	177,418.66	171,624.00	5,794.66	1,580,708.98	1,544,616.00	36,092.98
OPERATING EXPENDITURES						
NON UTILITY EXPENDITURES						
ADMINISTRATIVE EXPENSES						
4110 Administrative Salaries	28,952.16	28,727.00	(225.16)	259,775.92	258,543.00	(1,232.92)
4130 Legal	4,798.62	2,083.00	(2,715.62)	41,495.57	18,747.00	(22,748.57)
4140 Members Compensation	4,606.05	2,083.00	(2,523.05)	15,742.95	18,747.00	3,004.05
4150 Travel & Related Expenses	1,302.77	670.00	(632.77)	6,315.75	6,030.00	(285.75)
4170 Accounting Services	725.00	725.00	0.00	6,525.00	6,525.00	0.00
4190 Administrative - Other	13,466.06	6,743.00	(6,723.06)	99,707.07	60,687.00	(39,020.07)
TOTAL ADMINISTRATIVE EXPENSES	53,850.66	41,031.00	(12,819.66)	429,562.26	369,279.00	(60,283.26)
TENANT ORGANIZATION						
4230 Contract Costs, Training	0.00	63.00	63.00	630.00	567.00	(63.00)
TOTAL TENANT ORGANIZATION	0.00	63.00	63.00	630.00	567.00	(63.00)

CHelsea HOUSING AUTHORITY - State Consolidated
 STATEMENT OF INCOME AND EXPENDITURES
 For the One Month and Nine Months Ended
 September 30, 2004

	Current	Current Budget	Variance	YTD	YTD Budget	Variance
MAINTENANCE						
4410 Maintenance Labor	\$ 42,161.83	\$ 35,630.00	(6,531.83)	\$ 348,823.86	\$ 320,670.00	(28,153.86)
4420 Materials & Supplies	8,456.57	5,833.00	(2,623.57)	64,533.96	52,497.00	(12,036.96)
4430 Contract Costs	10,145.63	12,918.00	2,772.37	130,625.66	116,262.00	(14,363.66)
TOTAL MAINTENANCE	<u>60,764.03</u>	<u>54,381.00</u>	<u>(6,383.03)</u>	<u>543,983.48</u>	<u>489,429.00</u>	<u>(54,554.48)</u>
GENERAL						
4510 Insurance	24,640.81	9,268.00	(15,372.81)	72,090.16	83,412.00	11,321.84
4520 Payment in Lieu of Taxes	1,477.82	870.00	(607.82)	10,989.77	7,830.00	(3,159.77)
4540 Employee Benefits	40,801.62	31,372.00	(9,429.62)	237,575.76	282,348.00	44,772.24
TOTAL GENERAL	<u>66,920.25</u>	<u>41,510.00</u>	<u>(25,410.25)</u>	<u>320,655.69</u>	<u>373,590.00</u>	<u>52,934.31</u>
RESERVES						
4790 Provision for Operating Res.	1,845.00	615.00	(1,230.00)	5,535.00	5,535.00	0.00
TOTAL RESERVES	<u>1,845.00</u>	<u>615.00</u>	<u>(1,230.00)</u>	<u>5,535.00</u>	<u>5,535.00</u>	<u>0.00</u>
TOTAL NON UTILITY EXPENDITURES	<u>183,379.94</u>	<u>137,600.00</u>	<u>(45,779.94)</u>	<u>1,300,366.43</u>	<u>1,238,400.00</u>	<u>(61,966.43)</u>
UTILITIES						
4310 Water & Sewer	40,294.18	35,208.00	(5,086.18)	354,714.90	316,872.00	(37,842.90)
4320 Electricity	57,579.91	45,500.00	(12,079.91)	358,455.13	409,500.00	51,044.87
4330 Gas	20,284.56	31,177.00	10,892.44	242,900.28	280,593.00	37,692.72

CHelsea HOUSING AUTHORITY - State Consolidated
 STATEMENT OF INCOME AND EXPENDITURES
 For the One Month and Nine Months Ended
 September 30, 2004

	Current	Current Budget	Variance	YTD	YTD Budget	Variance
TOTAL UTILITIES	\$ 118,158.65	\$ 111,885.00	\$ (6,273.65)	\$ 956,070.31	\$ 1,006,965.00	\$ 50,894.69
NONROUTINE EXPENDITURES & CREDITS						
6210 Prior Year & Other Adj.	0.00	0.00	0.00	(82,547.14)	0.00	82,547.14
6510 Extraordinary Maintenance	0.00	13,875.00	13,875.00	91,503.89	124,875.00	33,371.11
6580 Collection Loss	0.00	417.00	417.00	0.00	3,753.00	3,753.00
7520 Replacement of Equipment	0.00	917.00	917.00	0.00	8,253.00	8,253.00
TOTAL NONROUTINE EXPENDITURES & CREDITS	0.00	15,209.00	15,209.00	8,956.75	136,881.00	127,924.25
OPERATING SUBSIDY CONTRIBUTION						
7300 Operating Subsidy Contrib.	0.00	(78,027.00)	(78,027.00)	(400,394.38)	(702,243.00)	(301,848.62)
TOTAL OPERATING SUBSIDY CONTRIBUTION	0.00	(78,027.00)	(78,027.00)	(400,394.38)	(702,243.00)	(301,848.62)
TOTAL OPERATING EXPENDITURES	301,538.59	186,667.00	(114,871.59)	1,864,999.11	1,680,003.00	(184,996.11)
Net Income	\$ (124,119.93)	\$ (15,043.00)	\$ (109,076.93)	\$ (284,290.13)	\$ (135,387.00)	\$ (148,903.13)

SHORT SHORT

SEE ACCOUNTANT'S COMPILATION REPORT
 JOHN D. MAROTTO
 CERTIFIED PUBLIC ACCOUNTANT

**MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on December 1, 2004**

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, December 1, 2004 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
Patrick Flynn
Marion Howard
Robert McWatters
Stephen Roche

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. McWatters, seconded by Ms. Howard, the Members voted unanimously to approve the October 6, 2004 Regular Meeting Minutes, as presented.

II. UNFINISHED BUSINESS

A. Revised Five Year Agency Plan, 2005-2009

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the revised Five Year Agency Plan, as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

B. Executive Director's Contract

Upon a motion by Mr. Roche, seconded by Mr. Flynn, the Members voted unanimously to amend the Executive Director's contract, as presented and to authorize the Chairman or the Vice Chairman to sign the necessary

December 1, 2004 Regular Meeting Minutes

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

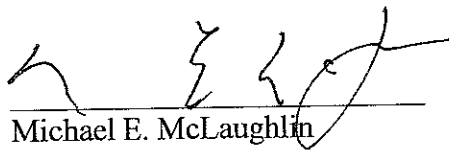
AYES	NAYS
Henry Cordero	None
Patrick Flynn	
Marion Howard	
Robert McWatters	
Stephen Roche	

C. CHA Contract for the Provision of Supplemental Police Services

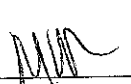
Upon a motion by Mr. McWatters, seconded by Ms. Howard, the Members voted to postpone consideration of this item. Mr. Roche abstained.

III. ADJOURNMENT

At 5:40 P.M. upon a motion by Ms. Howard, seconded by Mr. McWatters, the Members voted unanimously to adjourn the December 1, 2004 Regular Meeting.



Michael E. McLaughlin
Executive Director

Approved:  _____
Initials Date 1/19/05