

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on January 22, 2003

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, January 22, 2003, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:35 P.M. and upon a roll call of the Members the following Commissioners were present:

Alcira Brenes
Henry Cordero
Marion Howard
Richard Repici

Stephen Roche was absent.

Chairman Repici declared a quorum present.

At 5:35 P.M. the Chairman opened the January 22, 2003 Regular Meeting to the Public for questions and comments concerning the items listed on the Agenda.

The Executive Director introduced and the Members welcomed Iris Rivera, the new Receptionist and Anthony Tiro, who is the Clerk of the Works for the Modernization Department.

The Executive Director acknowledged the "Resolution" made at the City Council Meeting commending Denise Rodriguez, Housing Manager and John Koch, Resident Services Coordinator for their extraordinary work with the Elderly/Disabled at the Buckley Building.

I. MINUTES

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adopt the December 4, 2002 Regular Meeting Minutes.

II. NEW BUSINESS

A. Purchase of Maintenance Supplies

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

B. Computer Learning Center

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Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to award the contract to Inquilinos Boricuas En Accion, Inc. of Boston, to setup and operate a Computer Learning Center at the Prattville Apartments for public housing residents.

C. Police Contract

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve the Police Contract, as presented.

D. Purchase of a MadVac 101-D-4-Wheel Drive Litter Collection Unit - \$26,900.00

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to award an equipment purchase contract to New England Municipal Equipment Co., Inc. for the purchase of a MadVac 101-D-4 Wheel Drive Litter Collection Unit at a price of \$26,900.00 and to authorize the Executive Director or the Director of Operations to sign the contract documents.

III. UNFINISHED BUSINESS

A. Site and Drainage Work/Prattville Apartments Construction Contract/\$157,500.00

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to award a construction to Quirk Construction Corporation for the drainage work at the Prattville Apartments in the amount of \$157,500.00 and to authorize the Executive Director or the Director of Operations to sign the contract documents.

B. Pipe Replacement at Prattville, 200-2 Grant Contract with DHCD Present Grant Contract Award: \$782,111.00 Increase to: \$784,811 (an additional \$2,700.00)

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve a standard contract amendment for Capital Improvement Work Plan No. 1029, Project No 057048, between the Commonwealth of Massachusetts and the Authority for an increase of \$2,700.00 for a total grant contract amount of \$784,811.00 for the pipe replacement work at State-Aided Housing Program 200-2 Prattville Development and to authorize the Executive Director or the Director of Operations to sign the contract documents.

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- C. Drainage Work at Prattville, 200-2
Grant contract with DHCD
Present Grant Contract Award: \$65,200.00
Increase to: \$296,635.00 (an additional \$231,435.00)

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve a standard contract amendment for Capital Improvement Work Plan No. 1032, Project No. 057060, between the Commonwealth of Massachusetts and the Authority for an increase of \$231,435.00 for a total grant contract amount of \$296,635.00 for the drainage work at State-Aided Housing Program 200-2 Prattville Development, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

- D. Construction Contract Approval \$867,000.00
Electrical Upgrade/Fitzpatrick Apartments
Funding Source: State Modernization
Engineering: Nangle Engineering, Inc.

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve the award of a construction contract to The Chappy Corporation for the electrical upgrade work at the Fitzpatrick Apartments in the amount of \$867,000.00 and to authorize the Executive Director or the Director of Operations to sign the contract documents.

- E. Electrical Work at Fitzpatrick, 200-1
Grant Contract with DHCD
Present Grant Contract Award: \$602,500.00
Increase to: \$1,044,254.00 (an additional \$441,754.00)

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously approve a standard contract amendment form for Capital Improvement Work Plan No. 1033, Project No. 057059, between the Commonwealth of Massachusetts and the Authority for an increase of \$441,754.00 for a total grant contract amount of \$1,044,254.00 for the electrical work at State-Aided Housing Program 200-1 Fitzpatrick Development, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

- F. Massey Construction Corporation
Prattville Apartments, 200-2

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Maintenance Facility

Original Construction Amount: \$327,700.00

Engineer: ASEC Corporation

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #1 to the contract with Massey Construction Corporation for the maintenance facility renovation work at the Prattville Apartments, for the extra work required to locate and trench for water service at an increased cost of \$9,454.00, for a revised total contract amount of \$337,154.00 and to authorize the Executive Director or the Director of Operations to sign the change order documents.

G. Maintenance Building Rehabilitation, 200-2

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve a standard contract amendment for Capital Improvement Work Plan No. 1031, Project No. 057061, between the Commonwealth of Massachusetts and the Authority extending the closing dates of service of the contract from March 31, 2003 to March 31, 2005 for the maintenance building rehabilitation at the State-Aided Housing Program, 200-2 Prattville Development, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

H. Change Order #4, -\$8,970.00 additional

Original Contract- \$654,800.00

Change Order to Date: #1 - \$7,473.39 additional

#2 - \$30,219.96 additional

#3 - \$90,350.97 additional

Playground and Site Work at the Mace and Scrivano Apartments

Funding Source: Federal Modernization

Contractor: Marini Corporation


Landscape Architect: Francis Fox Spinks Associates

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #4 to the contract with Marini Corporation for irrigation systems installation at the sodded areas at Mace and Scrivano at the total cost of \$8,970, for a revised total contract price of \$791,814.32, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

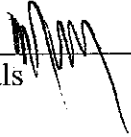
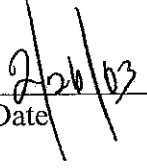
IV. ADJOURNMENT

January 22, 2003 REGULAR MEETING MINUTES

At 6:15 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the January 22, 2003 Regular Meeting.



Michael E. McLaughlin
Executive Director

Initials  _____
Date  _____

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on February 26, 2003

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, February 26, 2003, 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:

Marion Howard
Richard Repici
Stephen Roche

Alcira Brenes and Henry Cordero were absent.

Chairman Repici declared a quorum present.

At 5:30 P.M. the Chairman opened the February 26, 2003 Regular Meeting to the Public for questions and comments concerning the items listed on the Agenda.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the January 22, 2002 Minutes.

II. NEW BUSINESS

A. Fitzpatrick Resident Council

Darlene Scuturio, Resident of the Fitzpatrick Apartments, stated the Resident Council election was fair and on the reverse side Laurie Pelosi stated that the election was not fair. Ms. Pelosi's statement was backed up by Ronald Giordano, who was elected to the Resident Council and lived at the Fitzpatrick Apartments, but has since moved.

B. Engineering Contract

Scrivano, Mace and Margolis Apartments
New Sidewalks at Scrivano, parking lot lines at Scrivano and Mace and
Resurfacing parking lot at Margolis

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to enter into a contract with H. K. Dodge Associates, Inc. for a design fee of \$12,000.00 for new sidewalks at Scrivano, parking

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lot lines at Scrivano and Mace, and resurfacing the parking lot at Margolis and to authorize the Executive Director or the Director of Operations, Diane Cohen, to sign the necessary contract documents.

III. UNFINISHED BUSINESS

A. Purchase of Maintenance Supplies

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the vendors for the purchase of Maintenance Supplies, which includes electrical, plumbing, paint and painting supplies, cleaning supplies/chemicals, appliances, locks and carpentry supplies, as presented.

B. Balcony repairs at Buckley, 667-2
Grant contract with DHCD
Present Grant Contract Award: \$100,000.00
Time Extension to 6/30/05

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve a standard contract amendment form for Capital Improvement Work Plan No. 1030, Project No. 057057, between the Commonwealth of Massachusetts and the Chelsea Housing Authority extending the closing dates of service of the contract from 6/30/03 to 6/30/05 for exterior balcony repairs at the State-Aided Housing Program, 667-2, Buckley Development and to authorize the Executive Director or the Director of Operations to sign the contract documents.

C. Grievances

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

D. Mace Resident Council

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to recognition of the new duly elected Mace Resident Council. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Marion Howard	None
Richard Repici	
Stephen Roche	

E. Cameras

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Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to purchase camera equipment from Signet Electronic System up to \$300,000.00 for all Developments.

F. Section 8 Management Assessment Program (SEMAP)

Upon a motion by Ms. Howard, seconded by Mr. Roche, 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
Marion Howard	None
Richard Repici	
Stephen Roche	

G. Management Assessment for Public Housing Agencies

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

AYES	NAYS
Marion Howard	None
Richard Repici	
Stephen Roche	

H. Federal Income Limits

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the new Federal Income Limits for bedroom sizes 1 thru 8, in adherence with Federal Regulations, as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Marion Howard	None
Richard Repici	
Stephen Roche	

I. State and Federal Lease Changes

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

MINUTES OF A REGULAR/ANNUAL MEETING of the
CHELSEA HOUSING AUTHORITY
held on April 2, 2003

A Regular/Annual Meeting of the Chelsea Housing Authority was held on Wednesday, April 2, 2003 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:35 P.M. and upon a roll call of the Members the following Commissioners were present:

Alcira Brenes
Henry Cordero
Marion Howard
Richard Repici

Stephen Roche was absent.

Chairman Repici declared a quorum present.

The Chairman opened the April 2, 2003 Regular/Annual Meeting to the Public for questions and comments concerning the items listed on the Agenda.

I. MINUTES

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adopt the February 26, 2003 Regular Meeting Minutes, as presented.

II. NEW BUSINESS

A. Election of Chelsea Housing Authority Officers

1. Chairman

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

AYES

NAYS

April 2, 2003 REGULAR/ANNUAL MEETING MINUTES

Alcira Brenes None
Henry Cordero
Marion Howard

2. Vice Chairman

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

AYES	NAYS
Alcira Brenes	None
Marion Howard	
Richard Repici	

3. Treasurer

- a. Ms. Brenes nominated Mr. Roche to serve as Treasurer
Ms. Howard seconded that nomination
- b. There being no objection, nominations were closed
- c. In his absence, Mr. Cordero accepted the nomination for Mr. Roche
- d. The Members voted Mr. Roche Treasurer
The vote was as follows:

AYES	NAYS
Alcira Brenes	None
Marion Howard	
Henry Cordero	
Richard Repici	

4. Assistant Treasurer

- a. Mr. Cordero nominated Ms. Howard to serve as Assistant Treasurer
Ms. Brenes seconded that nomination

April 2, 2003 REGULAR/ANNUAL MEETING MINUTES

- b. There being no objection, nominations were closed
- c. The Members voted Ms. Howard Assistant Treasurer

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Richard Repici	

B. Disposal of Public Safety Cruiser

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously, to donate the Old Public Safety Cruiser to a charitable organization for scrap as it had no value as a safe vehicle.

C. Parking and Towing Policy

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to allow the Authority to enter into a Contract with USA Towing to provide towing services for CHA and to implement the new Resident Parking Sticker Program, as presented.

D. Revised MRVP Income Limits

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, 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, 2003. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAY
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	

E. 2002 Annual Report

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to approve the 2002 Annual Report, as presented.

III. UNFINISHED BUSINESS

- A. Balcony and Wall Repairs/Buckley Apartments
L&H Construction, Inc.

April 2, 2003 REGULAR/ANNUAL MEETING MINUTES

Construction Contract/\$879,540.00

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to award a construction contract to L&H Construction, Inc., subject to DHCD approval, for the balcony and wall repairs at the Buckley Apartments in the amount of \$879,540.00 and to authorize the Executive Director or the Director of Operations to sign the contract documents.

- B. Balcony and Wall Repairs/Buckley Apartments
 - Grant Contract Amendment
 - Increase/\$982,548.00
 - Total Contract Amount/\$1,082,548.00

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to approve a standard contract amendment form for Capital Improvement Work Plan No. 1030, Project No. 057057, between the Commonwealth of Massachusetts and the Authority for an increase of \$982,548.00 for a total grant contract amount of \$1,082,548.00 for the exterior balcony repairs at the State-Aided Housing Program, 667-2, Buckley Development, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

C. Grievance Panel

1. State Grievance Panel

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to adopt the State Grievance Panel.

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

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	

The below listed individuals have been appointed by the Resident Organization to be Panel Members on the Chelsea Housing Authority's State Grievance Panel (7 Years):

Lori DiPlatzi, Chairperson
Helen Zucco, Alternate Chairperson

James McNichols, CHA Employee
Angel Mojica, Alternate CHA Employee

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Carolyn Parow.....Member
Laurie Pelosi.....1st Alternate
Dorothy Hearon.....2nd Alternate
Marion Abernathy.....3rd Alternate

2. Federal Grievance Panel

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to adopt the Federal Grievance Panel.

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

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	

The below listed individuals have been appointed by the Resident Organization to be Panel Members on the Chelsea Housing Authority's Federal Grievance Panel (7 Years).

Lori DiPlatzi, Chairman
Helen Zucco, Alternate Chairperson

James McNichols, CHA Employee
Angel Mojica, Alternate CHA Employee

Robert McWatters.....Member
Marcia Martinez.....1st Alternate
Carolyn Parow.....2nd Alternate
Laurie Pelosi.....3rd Alternate
Dorothy Hearon.....4th Alternate
Marion Abernathy.....5th Alternate

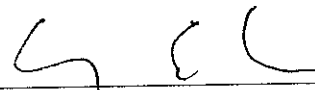
3. Margolis Community Room

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to allow the employees of the Authority the use of the Community Room at the Margolis Apartments.

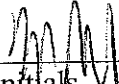
IV. ADJOURNMENT

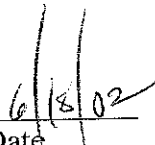
At 6:00 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the April 2, 2003 Regular/Annual Meeting.

April 2, 2003 REGULAR/ANNUAL MEETING MINUTES



Michael E. McLaughlin
Executive Director


Initials


Date

MINUTES OF A REGULAR MEETING
of the CHELSEA HOUSING AUTHORITY
held on June 18, 2003

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, June 18, 2003 in the Community Room of the Union Park Apartments, 242 Walnut 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
Richard Repici
Stephen Roche

Chairman Repici declared a quorum present.

I. MINUTES

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adopt the April 2, 2003 Regular/Annual Meeting Minutes. Mr. Roche abstained.

II. NEW BUSINESS

A. Outstanding Service Award

The Chairman presented and the Members congratulated Maria Diaz, Resident of the Union Park Apartments, with a "Certificate of Excellence" in recognition of her Outstanding Service not only to the Chelsea Housing Authority but to the Residents of the Union Park Apartments.

B. MassNAHRO AWARD FOR OUTSTANDING AGENCY

The Executive Director presented the Chelsea Housing Authority's Board of Commissioners with the MassNAHRO "Outstanding Agency Award for Innovation and Excellence in the Area of Resident and Client Services, May 20, 2003".

C. Rent Collections/Agreement between CHA and David Taylor and Associates Collection Agency

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously for the CHA to enter into an agreement with David Taylor and

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Associates Collection Agency for outstanding accounts and to authorize the Executive Director or the Director of Operations to sign the agreement.

- D. Rules and Regulations for Roche Park, Cordero Park, Howard Park, Repici-Brenes Park

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Rules and Regulations for Roche Park, Cordero Park, Howard Park and Repici-Brenes Park as presented.

- E. Funding Applications (3) for Mold and Mildew
Mace and Scrivano Apartments

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to authorize the submission of a \$50,000.00 funding application to HUD's Healthy Homes and Lead – Technical Studies Program, and a \$50,000.00 funding application to HUD's Healthy Homes Demonstration Program for a study on mold, mildew and fungi concentrations at the Scrivano and Mace Apartments, and a \$750,000.00 funding application to HUD's Lead Hazard Control Program for the remediation of mold, mildew and fungi concentrations at the Scrivano and Mace Apartments, and to authorize the Executive Director or the Director of Operations to sign the necessary application documents.

III. UNFINISHED BUSINESS

- A. Contract Amendment with Norian/Siani Engineering
Scrivano and Margolis Apartments
Replacement of emergency generator at Margolis Apartments
Contract Amendment Amount: \$5,200.00

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve an increase in the amount of \$5,200.00 to the contract with Norian/Siani Engineering for the emergency generator work at the Margolis Apartments, for a total contract amount of \$32,000.00 and to authorize the Executive Director or the Director of Operations to sign the contract.

- B. Massey Construction Corporation
Prattville Apartments, 200-2
Maintenance Facility
Original Construction Amount: \$327,700.00
Change Order #2, \$16,582.00 Additional

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve Change Order #2 to the Contract with Massey

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Construction Corporation for the Maintenance Facility renovation work at the Prattville Apartments, for the extra work required by the City of Chelsea for the provision of fire-rated partitions, ceilings, doors, frames and hardware at an increased cost of \$16,582.00, for a revised total contract amount of \$353,736.00, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

- C. Massey Construction Corporation
Prattville Apartments, 200-2/Maintenance Facility
Original Construction Amount - \$327,700.00
Change Order #3, \$15,650.00 Additional

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve Change Order #3 to the Contract with Massey Construction Corporation for the Maintenance Facility renovation work at the Prattville Apartments, for the extra work required by the City of Chelsea for the provision of a second means of egress from the second floor storage room, to include an exterior steel door, and steel stair and footings to grade at an increased cost of \$15,650.00, for a revised total contract amount of \$369,386.00, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

- D. Massey Construction Corporation
Prattville Apartments, 200-2
Maintenance Facility
Original Construction Amount: \$327,700.00
Change Order #4, \$22,465.00 additional

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve Change Order #4 to the contract with Massey Construction Corporation for the Maintenance Facility renovation work at the Prattville Apartments, for the extra work required by the City for the addition of a new oil-water separator for the garage at an increased cost of \$22,465.00, for a revised total contract amount of \$391,851.00, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

- E. Massey Construction Corporation
Prattville Apartments, 200-2
Maintenance Facility
Original Construction Amount: \$327,700.00
Change Order #5, \$6,327.00 Additional

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve Change Order #5 to the contract with Massey Construction Corporation for the Maintenance Facility renovation work at the

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Prattville Apartments, for the additional costs incurred due to the stop work order issued by the City of Chelsea, at an increased cost of \$6,327.00, for a revised total contract amount of \$398,178.00, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the Change Order documents.

At 5:55 P.M. upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to recess to Executive Session to discuss "Litigation" and to return to Public Session. Upon a roll call the "AYES" and "NAYS" were as follows:

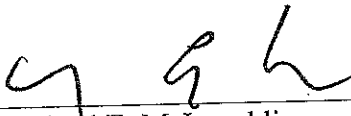
AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	
Stephen Roche	

At 6:15 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to reconvene the Public Session Meeting. Upon a roll call the "AYES" and "NAYS" were as follows:

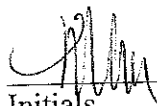
AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	
Stephen Roche	

IV. ADJOURNMENT

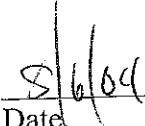
At 6:20 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the June 18, 2003 Regular Meeting.



Michael E. McLaughlin
Executive Director



Initials



Date

MINUTES OF A REGULAR/EXECUTIVE SESSION MEETING
of the CHELSEA HOUSING AUTHORITY
held on June 18, 2003

The Chairman called the Executive Session to order at 5:55 P.M. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	
Marion Howard	

Attendance:

Michael McLaughlin, Executive Director
Linda Ferullo, Office Manager

I. LITIGATION

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to authorize the Executive Director and the Chairman to enter into an agreement, not to exceed \$50,000.00, to settle a claim with a former employee. Upon a roll call the "AYES" and "NAYS" were as follows:

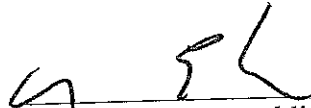
AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	
Stephen Roche	

II. ADJOURNMENT

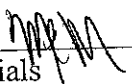
At 6:15 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the Executive Session to return to a full Public Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	
Stephen Roche	

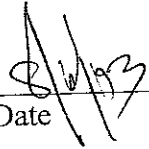
June 18, 2003 Regular/Executive Session Minutes



Michael E. McLaughlin
Executive Director



Initials



Date

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on August 6, 2003

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, August 6, 2003, 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
Stephen Roche

Chairman Cordero declared a quorum present.

After a moment of silence in memory of Richard Repici who passed away on June 25, 2003 the Chairman opened the Regular Meeting to the Public at 5:30 P.M. for questions and comments concerning the items listed on the Agenda.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the June 18, 2003 Regular Meeting/Executive Session Minutes.

II. NEW BUSINESS

A. Margolis Apartments
Emergency Generator Replacement
Construction Contract/\$58,554.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the award of a construction contract to The Chappy Corporation for the emergency generator replacement work at the Margolis Apartments in the amount of \$58,554.00 and to authorize the Executive Director or the Director of Operations to sign the contract documents.

B. Century Bank
Section 8 Existing
Close Dormant Bank Account

August 6, 2003 Regular Meeting Minutes

Upon a motion by Ms. Brenes, seconded by Mr. Roche, the Members voted unanimously to close the Section 8 Existing Account at the Century Bank which has been dormant and will not have any activity in the future.

C. State Family and Elderly/Disabled Housing Proposed Changes

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the proposed lease and rent changes, subject to DHCD approval, for State Family and Elderly/Disabled Housing, as presented.

D. Early Retirement Bill

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the Early Retirement Bill, which would add an additional five years either to age or service or a combination of both, not to exceed five years. The eligible employee(s) shall file his application for retirement no later than September 15, 2003 and the effective date of retirement will be December 31, 2003. The vote will allow up to two administrative and five maintenance employees the option of early retirement. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

E. Executive Director's Contract

After a review and discussion of the Executive Director's Contract, Mr. Roche made a motion, seconded by Ms. Howard and unanimously voted by the Members to approve a retroactive contract from January 1, 2003 to December 31, 2003 and a new contract beginning January 1, 2004 through January 31, 2009. These contracts were notarized and signed by Executive Director and the Board of Commissioner of the Chelsea Housing Authority. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

August 6, 2003 Regular Meeting Minutes

F. Dedication of the Administrative Building
54 Locke Street

At the next scheduled Board Meeting a discussion will take place to dedicate the Administrative Building of the Chelsea Housing Authority , at 54 Locke Street, in memory of Richard Repici.


II. UNFINISHED BUSINESS

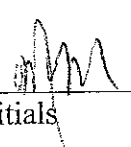
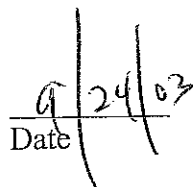
Prattville Apartments
Maintenance Facility
Massey Construction Corporation
Original Construction Amount: \$327,700.00
Change Order #7, \$2,305.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #7 to the contract with Massey Construction Corporation for the maintenance facility renovation work at the Prattville Apartments, for the extra work required by the City for the addition of fire dampers in the HVAC system at an increased cost of \$2,305.00 for a revised total contract amount of \$400,483.00, subject to DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

III. ADJOURNMENT

At 6:00 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the August 6, 2003 Regular Meeting.


Michael E. McLaughlin
Executive Director

Approved:  
Initials Date

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on September 24, 2003

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, September 24, 2003, 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 present:

Alcira Brenes
Henry Cordero
Marion Howard
Stephen Roche

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt all prior Board Meeting Minutes for 2003.

II. NEW BUSINESS

- A. Roofing work and building envelope investigation
Prattville, 200-2
Grant Contract with DHCD
Grant Contract Award: \$125,000.00

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the Contract for Capital Improvement Work, Plan No. 1034, Project No. 057056, between the Commonwealth of Massachusetts and the Authority in the amount of \$12,000.00 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 to sign the contract documents.

III. UNFINISHED BUSINESS

- A. The Chappy Corporation
Fitzpatrick Apartments, 200-1
Electrical Upgrade
Original Construction Amount-\$867,000.00
Change Order #1 - \$18,816.00

September 24, 2003 Regular Meeting Minutes

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 Items 1, 2, 3, and 4 as presented above, for a total increase to the contract of \$18,816.00, for a revised total contract amount of up to \$885,816.00, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

- B. Massey Construction Corporation
Prattville Apartments, 200-2
Maintenance Facility
Original Construction Amount: \$327,700.00
Engineer: ASEC Corporation
Change Order #6 - \$594.00

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve Change Order #6 to the contract with Massey Construction Corporation for additional wiring required due to modifying the locations of the unit heaters on the first floor, at an increased cost of \$594.00, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

- C. Massey Construction Corporation
Prattville Apartments, 200-2
Maintenance Facility
Original Construction Amount: \$327,700.00
Engineer: ASEC Corporation
Change Order #8 - \$756.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #8 to the contract with Massey Construction Corporation for the maintenance facility renovation work at the Prattville Apartments, 200-2, for the extra work required by the City for upgrading the metal roller counter door to a 20 minute fire rating at an increased cost of \$756.00, for a revised total contract amount of \$401,239.00, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

- D. Architectural Contract
CSS Architects Incorporated
Roofing work, Prattville, 200-2
\$105,000.00

September 24, 2003 Regular Meeting Minutes

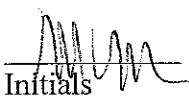

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to accept CSS Architects Incorporated, the first-ranked firm selected by DHCD's Designer Selection Committee, as the architect for the roofing and investigatory work at the Prattville Apartments, 200-2, and to authorize the Housing Authority to enter into a contract with CSS Architects Incorporated for a design fee of \$105,000.00 and to authorize the Executive Director or the Director of Operations to sign the contract documents.

IV. ADJOURNMENT

At 5:45 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the September 24, 2003 Regular Meeting.



Michael E. McLaughlin
Executive Director

Approved:  
Initials Date

MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on October 8, 2003

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, October 8, 2003, in the Community Room of the Margolis Apartments at 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:

Alcira Brenes
Henry Cordero
Marion Howard
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 September 24, 2003 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Electrical Upgrade, Innes, 200-3

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. 1035, Project No. 057064, between the Commonwealth of Massachusetts and the Chelsea Housing Authority in the amount of \$250,000.00 and to authorize its execution in connection with the modernization and administration of the State-Aided Housing Program, 200-3, Innes Development, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

B. FY2004 Budget

A. FY04 Federal Operating Budget

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously that the Federal-Aided Family and Elderly Housing Operating Budget for FY04 of the Chelsea Housing Authority be approved as presented by Vitus Shum, Director of Finance. Upon a roll call the "AYES" and "NAYS" were as follows:

October 8, 2004 REGULAR MEETING MINUTES

Marion Howard
Stephen Roche

III. UNFINISHED BUSINESS

A. Early Retirement Bill

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the Early Retirement Bill, which would add an additional five years either to age or service or a combination of both, not to exceed five years. The eligible employee (s) shall file his application for retirement no later than October 15, 2003, and the effective date of retirement will be December 31, 2003. The vote will allow up to two administrative and five maintenance employees the option of early retirement. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

At 5:40 P.M. the Members recessed the October 8, 2003 Regular Meeting of the Chelsea Housing Authority.

At 5:45 P.M. the Members opened the Public Hearing to discuss the FY04 Annual/Five Year Plan.

At 6:00 P.M. the Members reconvened the October 8, 2003 Regular Meeting.

B. FY04 Annual/Five Year Plan

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize the Executive Director to submit and sign the Annual Plan and the Five Year Plan for the Chelsea Housing Authority fiscal year beginning January 1, 2004. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

October 8, 2004 REGULAR MEETING MINUTES

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

B. FY04 State Operating Budget

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously that the State-Aided Family and Elderly Housing Operating Budget for FY04 of the Chelsea Housing Authority be approved as presented by Vitus Shum, Director of Finance. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

C. FY04 Section 8 Operating Budget

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously that the Section 8 Operating Budget for FY04 of the Chelsea Housing Authority be approved as presented by Vitus Shum, Director of Finance. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

D. MRVP Operating Budget

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously that the MRVP Operating Budget for FY04 of the Chelsea Housing Authority be approved as presented by Vitus Shum, Director of Finance. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	

MINUTES OF THE REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on November 19, 2003

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, November 19, 2003, 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 was absent.

Chairman Cordero declared a quorum present.

I. MINUTES

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to approve the October 8, 2003 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Engineering Contract with Nangle Engineering
Innes Apartments, 200-1

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to accept Nangle Engineering, the first ranked firm selected by the State's Designer Selection Committee, as the engineer for the electrical upgrade work at the Innes Apartments, to authorize the Authority to enter into a contract with Nangle Engineering Incorporated for a design fee of \$100,00.00, subject to DHCD's approval, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

B. Delinquent Rent Write-Offs

1. State Developments

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the

NOVEMBER 19, 2003 REGULAR MEETING MINUTES

Members voted unanimously to write-off delinquent rents on State Developments in the amount of \$6,036.70 after maximum efforts of collection have failed.

2. Federal Developments

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to write-off delinquent rents on Federal Developments in the amount of \$7,718.91 after maximum efforts of collection have failed.

III. UNFINISHED BUSINESS

A. Electrical Work

Fitzpatrick Apartments, 200-1

Grant Contract with DHCD

Present Grant Contract Award: \$1,044,254.00

Increase to: \$1,291,911.00 (an additional \$247,657.00)

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to approve a standard contract amendment form for Capital Improvement Work Plan No. 1033, Project No. 057059, between the Commonwealth of Massachusetts and the Authority for an increase of \$247,657.00 for a total grant contract amount of \$1,291,911.00 for the electrical work at State-Aided Housing Program, 200-1 Fitzpatrick Development, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

B. The Chappy Corporation

Fitzpatrick Apartments, 200-1

Electric Upgrade

Original Construction Amount: \$867,000.00

Funding Source: DHCD

Change Order #2

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to authorize Change Order #2 to the contract with The Chappy Corporation for Items 1, 2 and 3 as presented, for a total increase to the contract of \$3,623.00, for a revised total contract amount of up to \$889,439.00, subject to final DHCD approval, and to authorize the Executive Director or the Director of Operations to sign the change order Documents.

IV. ADJOURNMENT

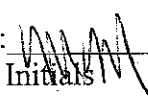
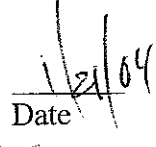
At 5:40 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the

NOVEMBER 19, 2003 REGULAR MEETING MINUTES

Members voted unanimously to adjourn the November 19, 2003 Regular Meeting.



Michael E. McLaughlin
Executive Director

Approval:  
 Initials Date