

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on January 9, 2002

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, January 9, 2002 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:

Richard Repici
Alcira Brenes
Stephen Roche
Henry Cordero
Marion Howard

Chairman Repici declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the December 5, 2001 Regular Meeting Minutes.

II. NEW BUSINESS

Confirmation of Bookkeeper/Loretta Shagoury

1. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members unanimously to confirm the Executive Director's appointment of Loretta Shagoury to the position of Bookkeeper.

2. Fitzpatrick Apartments, 200-1
Nangle Engineering
Electrical Upgrade/\$46,000.00

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to accept Nangle Engineering, the first ranked firm selected by DHCD's Designer Selection Committee, as the engineer for the electrical upgrade work at the Fitzpatrick Apartments, and to authorize the Housing Authority to enter into a contract with Nangle Engineering for a design fee of \$46,000.00 and to authorize the Executive Director or the Director of Operations to sign the necessary contract documents.

3. Purchase of CHA Vehicle

January 9, 2002 Regular Meeting Minutes

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to purchase a Jeep Grand Cherokee Laredo, 4WD from Kelly Jeep, Chrysler, Plymouth, 353 Broadway, Route 1 North, Lynnfield, Massachusetts for the price of \$24,999.

Said vehicle is to be assigned to the Executive Director, Michael E. McLaughlin, as part of his contract with the Chelsea Housing Authority.

Below is a list of Price Quotes:

State Bid List	\$29,285.00
Lawless Chrysler-Jeep	\$26,900.00
Grava Chrysler-Jeep	\$26,665.00
Kelly Jeep, Chrysler Plymouth	\$24,999.00

4. Heat

Gladys Vega sent out letters to numerous City Officials in Chelsea making untrue statements that the Authority was not supplying adequate heat to residents of the Mace Apartments.

In a response submitted by the Authority all questions were answered, in writing, by Albert Ewing, Director of Resident Selection. In response to these accusations the Chairman entered into the record that none of the Commissioners of the Chelsea Housing Authority has received "No Heat" calls from any Residents.

5. February, 2002 Regular Meeting

After polling the Members, the Chairman scheduled the next Regular Board Meeting for Wednesday, February 27, 2002 at 5:30 P.M.

IV. UNFINISHED BUSINESS

1. Environmental Restoration, Inc.

- a. Replacement of Bathroom Doors/Floors and Kitchen Floors
Scrivano, 16-1 and Mace Apartments, 16-2
Change Order #1 – Time Extension

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #1 to the Contract with Environmental Restorations, Inc. for the floors and doors work at the Scrivano and Mace Apartments for a sixty five (65) day time extension, and to authorize the Executive Director or the Director of Operations to sign the necessary

January 9, 2002 Regular Meeting Minutes

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

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

- b. Replacement of Bathroom Doors/Floors and Kitchen Floor Scrivano, 16-1 and Mace Apartments, 16-2
Final Payment, \$4,000.00

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to accept the notice of Final Completion as presented by Architectural Solutions, Inc. for the floors and doors work at the Scrivano and Mace Apartments, and to approve a final payment of \$4,000.00 to Environmental Restorations, Inc. and to authorize the Executive Director or the Director of Operations to sign the necessary notice of final completion documents. Upon a roll call the "AYES" and "NAYS" were as follows:

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

- 2. Architectural Solutions, Inc.
Replacement of Bathroom Doors and Floors and Kitchen Floors Scrivano, 16-1 and Mace, 16-2 Apartments
Final Payment - \$1,125.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the final payment in the amount of \$1,125.00 to Architectural Solutions, Inc. for the replacement of bathroom doors/floors and kitchen floors at the Scrivano and Mace Apartments.

- 3. General Air Conditioning and Heating, Inc.
Prattville Apartments, 2001-2
Pipe and Pump Replacement

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on February 27, 2002

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, February 27, 2002 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:

Richard Repici
Henry Cordero
Stephen Roche
Marion Howard
Alcira Brenes

Chairman Repici declared a quorum present.

The Executive Director introduced and the Members welcomed Lt. Nancy Haumann who has been assigned to the Chelsea Housing Authority.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the January 9, 2002 Regular Meeting Minutes.

II. NEW BUSINESS

1. DHCD – MRVP ‘FY02’ Annual Contributions Contract for each of the five programs, September 1, 2001

A. The Members reviewed the Alternative Housing Voucher Program Annual Contributions Contract.

B. Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve DHCD – MRVP ‘FY02’ Annual Contributions Contract for each of the programs, effective September 2001. Upon a roll call the “AYES” and “NAYS” were as follows:

AYES	NAYS
Richard Repici	None
Henry Cordero	
Stephen Roche	
Marion Howard	

February 27, 2002 Regular Meeting Minutes

Alcira Brenes

2. Resident Handbook
English/Spanish

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve the Resident Handbook, in English and Spanish, as presented.

3. Confirmation of Hearing Officer/March, 2002
Diane Cohen/Alternate: Albert Ewing

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve Diane Cohen as the Hearing Officer and Albert Ewing the Alternate.

4. Confirmation of Appointments of the Grievance Panels
State and Federal

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve the Appointments of the Grievance Panel (State and Federal) as presented.

5. Award of the Scrivano baseboard heat contract
Norian/Siani, \$26,800 – Fee of 8.8%

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to enter into a contract with Norian/Siani Engineering for a design fee of \$26,800 for the replacement of baseboard heat at the Scrivano Apartments, and the rehabilitation/replacement of generator and installation of lobby central air conditioning at the Margolis Apartments and to authorize the Executive Director or the Director of Operations to sign the contract documents.

IV. UNFINISHED BUSINESS

1. Increase to Francis Fox Spink's playground contract to \$55,300, fee of 7.9% per revised cost estimates and increased cope of services for the Scrivano and Mace Apartments

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve an increase in the amount of \$37,300 to the contract with Francis Fox Spinks Associates for landscape architectural services for the site work and playground lot improvements at the Mace and Scrivano Apartments, for a total contract amount of \$55,300, and to authorize the Executive Director or the Director of Operations to sign the

February 27, 2002 Regular Meeting Minutes

contract amendment documents.

2. Grant contract time extension to the Buckley Building balcony modernization work to June 3, 2003

Upon a motion by Mr. Roche, seconded by Ms. Brenes, 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 March 31, 2002 to June 3, 2003 for the exterior balcony repairs at the State-Aided Housing Program, Buckley Development, and to authorize the Executive Director or the Director of Operations to sign the contract documents.

3. State Pet Policy Lease Addendum

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to adopt the State Pet Policy Lease Addendum, subject to DHCD approval, as presented

4. Waiver of Pet Policy deposit for Elderly

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to waive the \$200.00 deposit under the State Pet Policy for the Elderly Developments.

5. Management Assessment for Public Housing Agencies

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Resolution #1 for the Management Assessment for Public Housing Agencies, as presented.

6. March 20, 2002 Regular Meeting


After polling the Members, the Chairman scheduled the Regular Meeting of the Chelsea Housing Authority to be held on Wednesday, March 20, 2002 at 5:30 P.M.

The Chairman reiterated that the Regular Meetings of the Chelsea Housing Authority were open to the Public and that any questions, comments and concerns were welcome.

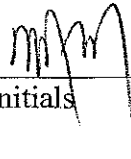

V. ADJOURNMENT

At 6:15 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the February 27, 2002 Regular Meeting.

February 27, 2002 Regular Meeting Minutes



Michael E. McLaughlin
Executive Director

Approved:  
Initials Date

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on March 20, 2002

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, March 20, 2002 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.

Richard Repici
Henry Cordero (at 5:40 P.M.)
Stephen Roche
Marion Howard
Alcira Brenes

Chairman Repici declared a quorum present.

I. MINUTES

Upon a motion by Ms. Brenes, seconded by Mr. Roche, the Members voted unanimously to adopt the February 27, 2002 Regular Meeting Minutes.

II. NEW BUSINESS

1. Section 8 Housing Choice Voucher Program (HUD)
Domestic Violence Priority Program

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize the Executive Director to apply to HUD for up to 127 units under the Section 8 Housing Choice Voucher Program and to accept the number of vouchers awarded by HUD. The Chelsea Housing Authority will administer any awarded units in a consortium with the Brockton, Lawrence, Lynn, Medford, Malden, and Quincy Housing Authorities in a domestic violence priority program in conjunction with the District Attorneys Office in the five Massachusetts counties of Plymouth, Suffolk, Middlesex, Essex, and Norfolk.

2. Policy for General Computer Use
Policy for Electronic Mail
Policy for Internet Acceptable Use

Upon a motion by Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the Policies for General Computer Use, Electronic Mail and the Internet Acceptable Use as presented.

March 20, 2002 Regular Meeting Minutes

3. Resolution for the Chelsea Firefighters
Innes Apartment Fire on February 20, 2002

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to present the Chelsea Firefighters with a Resolution commending them for a "Job Well Done" at the Innes Apartments on February 20, 2002.

III. UNFINISHED BUSINESS

1. Construction Contract Award/\$654,800
Playground and Site Work
Scrivano (16-1) and Mace (16-2) Apartments

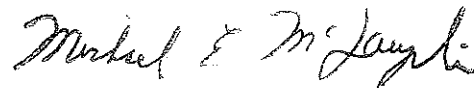
Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to award a construction contract in the amount of \$654,800 to Marini Corporation for the playground and site work at the Mace and Scrivano Apartments to Marini Corporation of Newton, Massachusetts, the lowest responsible bidder, and to authorize the Executive Director or the Director of Operations to sign the contract.

2. Pipe Replacement at Prattville, 200-2
Grant Contract with DHCD
Present Grant Contract Award/\$714,316
Increase to - \$777,364 (an additional \$63,048)

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve a standard contract amendment form for Capital Improvement Work Plan No. 1029, Project No. 057048, between the Commonwealth of Massachusetts and the Authority for an increase of \$63,048 for a total grant contract amount of \$777,364 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 necessary contract documents.

IV. ADJOURNMENT

At 5:45 P.M., upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the March 20, 2002 Regular Meeting.



Michael E. McLaughlin
Executive Director

March 20, 2002 Regular Meeting Minutes

Approved: MM 4/10/02
 Initials Date

MINUTES OF REGULAR/ANNUAL MEETING of the
CHELSEA HOUSING AUTHORITY
held on April 17, 2002

A Regular/Annual Meeting of the Chelsea Housing Authority was held on Wednesday, April 17, 2002 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

Richard Repici was absent due to illness.

Vice Chairman Cordero declared a quorum present.

I. NEW BUSINESS

A. Award Presentation to the Fire Chief

The Executive Director and the Board of Commissioners presented Fire Chief Louis Addonizio and Deputy Herbert Fothergill, Jr. with a Resolution commending the Chelsea Fire Department for their extraordinary efforts by the Chelsea Firefighters on February 20, 2002 at the Innes Development.

B. Election of Chelsea Housing Authority Officers

1. Chairman

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

AYES

NAYS

April 17, 2002 Regular/Annual Meeting Minutes

Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

2. Vice Chairman

- a. Mr. Roche nominated Mr. Cordero to serve as Vice Chairman
Ms. Brenes seconded that 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	
Stephen Roche	

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. Mr. Roche accepted the nomination as Treasurer
- d. The Members voted Mr. Roche Treasurer
The vote was as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	

4. Assistant Treasurer

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

April 17, 2002 Regular/Annual Meeting Minutes

- c. There being no objection, nominations were closed
- d. The Members voted Ms. Howard Assistant Treasurer
The vote was as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Stephen Roche	

C. Mill Creek (MOU)

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to allow the Chelsea Human Services Collaborative's Chelsea Green Space and Recreation Committee and the Northeast Massachusetts Mosquito Control and Wetlands Management permission to access and utilize a portion of our land adjacent to the CHA's Administrative Office at 54 Locke Street for the purposes of salt marsh restoration and bank stabilization and to allow the Executive Director or Director of Operations to sign any necessary paperwork.

D. Personnel

- 1. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to accept the Receptionist/Administrative Assistant's (Awilda Medina) resignation.
- 2. Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to confirm the appointment of Arturo Estrada to the Receptionist/Administrative Assistant position.

E. Playgrounds

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to name the four (4) new playgrounds in the following manner:

Scrivano.....	Roche Park
Mace.....	Cordero Park
Central Avenue.....	Repici-Brenes Park
Prattville.....	Howard Park

April 17, 2002 Regular/Annual Meeting Minutes

II. MINUTES

Upon a motion Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to approve the March 20, 2002 Regular Meeting Minutes as presented.

III. UNFINISHED BUSINESS

1. General Air Conditioning and Heating
Prattville Apartments, 200-2
Change Order #4 - \$5.00 Credit

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #4 to the contract with General Air Conditioning and Heating, Inc. for the pipes and pumps replacement work at the Prattville Apartments, for the deletion of a new water meter for a credit of \$1,097.00, and the relocation of the sensors for the sump pumps alarm at an increased cost of \$1,092.00, for a net decrease to the contract of \$5.00, providing a total contract amount of \$688,327.00, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

2. General Air Conditioning and Heating, Inc.
Prattville Apartments, 200-2
Pipe and Pump Replacement
Final Payment - \$688,327.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to accept the Certificate of Final Completion as presented by Shekar & Associates for the pipes and pumps work at the Prattville Apartments, and to approve the final payment of \$123,781.00 to General Air Conditioning & Heating, Inc. and to authorize the Executive Director or Director of Operations to sign any necessary close-out documents.

3. Shekar & Associates, Inc.
Pipes and Pumps/Prattville Apartments, 200-2
Final Payment - \$4,160.00

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the final payment of \$4,160.00 to Shekar & Associates, Inc. for engineering services for the Pipes and Pump Replacement work at the Prattville Apartments and to authorize the Executive Director or the Director of Operations to sign the necessary paperwork.

April 17, 2002 Regular/Annual Meeting Minutes

4. Playground and Site Work
Mace and Scrivano Apartments, 16-2, 16-1
Change Order #1 - \$7,473.39

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #1 to the contract with Marini Corporation for the playground and site work at the Mace and Scrivano Apartments in the amount of an increase of \$7,473.39, for the purchase and installation of additional benches and a game table, for a total contract price of \$662,273.39 and to authorize the Executive Director or the Director of Operations to sign the necessary 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 April 17, 2002 Regular/Annual Meeting.

Initials MRM Date 4/29/02

Michael E. McLaughlin
Executive Director

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on May 29, 2002

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, May 29, 2002 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

Richard Repici was absent due to illness.

Vice 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 April 17, 2002 Regular/Annual Meeting Minutes, as presented.

II. NEW BUSINESS

A. Supplemental Police Contract

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the Supplemental Police Contract between the Chelsea Housing Authority and the Chelsea Police Department, as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

B. 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

May 29, 2002 REGULAR MEETING MINUTES

both not to exceed five years. The eligible employee(s) shall file his application for retirement no later than November 1, 2002 and the effective date of retirement will be December 31, 2002. This 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	

C. Closing of the AHVP Waiting List

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to close the Alternative Housing Voucher Program (AHVP), effective at Noon on June 28, 2002, subject to DHCD's approval.

D. (3) Funding Applications/HUD Mold and Mildew Scrivano and Mace Apartments

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the submission of a \$50,000.00 funding application to HUD's Health 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 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 application documents.

E. July 4, 2002 Holiday

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to close the Chelsea Housing Authority at Noon on Wednesday, July 3, 2002 and reopen on Monday, July 8, 2002 for the 4th of July Holiday.

III. UNFINISHED BUSINESS

A. Gaffny Corporation Contractors Change Order #2, \$7,900.00 increase

May 29, 2002 REGULAR MEETING MINUTES

HVAC Upgrade at the Mace Apartments and Administrative Offices

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve Change Order #2 to the contract with Gaffny Corporation Contractors for the HVAC upgrade work at the Mace Apartments and the Administration Building, for correcting deficiencies to the ductwork distribution system, for an increase to the contract of \$7,900.00 for a total contract amount of \$684,253.00 and to authorize the Executive Director of the Director of Operations to sign the change order documents.

- B. Village Forge, Inc.
Balcony and Wall Repairs at the Buckley Apartments
\$985,000.00

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to award the construction contract to Village Forge, Inc. for balcony and wall repair work at the Buckley Apartments in the amount of \$985,000.00, subject to DHCD's approval, and to authorize the Executive Director or the Director of Operations to sign the contract.

- C. Marini Corporation
Change Order #2 \$30,219.96
Site Work at the Scrivano and Mace Apartments

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve Change Order #2 to the contract with Marini Corporation for the playground and site work at the Mace and Scrivano Apartments, for Item #1, freeze-resistant drinking fountains, an additional \$5,324.50. Item #2, upgraded tree well edging, an additional \$1,298.00, Item #3, pit for drain valves at the Scrivano Apartments, an additional \$1,072.00, Item #4, curb inlet/catch basin work at the Mace Apartments required by the City of Chelsea, an additional \$2,646.56, and Item #5, noise and visual abatement screening including fencing and plantings required by the City, an additional \$19,878.90, for a total increase to the contract of \$30,219.96, for a revised total contract price of \$692,493.35, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

- D. 1999 Federal Comprehensive Grant

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to closeout the 1999 Federal HUD Comprehensive Grant #MA06PO1670799 in the amount of \$1,035,742.00, and to authorize the Executive Director or the Director of Operations to sign the

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on August 7, 2002

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, August 7, 2002, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:45 P.M. and upon a roll call of the Members the following Commissioners were present:

Alcira Brenes at 5:50 P.M.
Henry Cordero
Marion Howard
Richard Repici at 5:50 P.M.
Stephen Roche

Vice 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 May 29, 2002 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. Continuation of the Resident Police Officer Program

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to continue the Resident Police Officer Program for a period of one year beginning September, 2002.

B. 51 Exeter Street/Maintenance Building
Contract Award, \$327,700.00
Massey Construction Corporation

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously, to reject Aztech Construction Corporation as the lowest bidder and, subject to DHCD's approval, award the construction contract to Massey Construction Corporation of Swampscott, Massachusetts, the most responsive and responsible bidder.

III. UNFINISHED BUSINESS

At 5:50 P.M. Mr. Cordero passed the gavel to Mr. Repici.

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on September 25, 2002

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, August 25, 2002, 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
Richard Repici
Stephen Roche

Chairman Repici declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the August 7, 2002 Regular Meeting Minutes.

II. NEW BUSINESS

A. Introduction of Resident Police Officers
Margolis and Prattville Apartments

The Executive Director introduced and the Members welcomed Officer Joanne O'Brien, the new Resident Police Officer at the Margolis Apartments, and Officer Robert Belanger, the new Resident Police Officer at the Prattville Apartments.

B. 2002 Net Income Limits for Admission for State-Aided Public Housing

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the 2002 Net Income Limits for Admission to State-Aided Public Housing for household sizes one through eight, as presented.

C. IBA/Strive Program in Chelsea

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted to have the Executive Director sign a one year contract with the

August 7, 2002 REGULAR MEETING MINUTES

IBA/Strive Program to conduct a Computer Training Center and Cyber Café at 55-61 Watts Street.

D. Automatic Preference for AHVP Participants

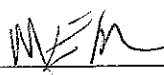
Upon a motion by Mr. Codero, seconded by Ms. Howard, the Members voted unanimously to amend the Annual Plan and the Section 8 Administrative Plan to support DHCD's DMH and AHVP's Program Cost Reduction Proposal to allow (4) AHVP participants receiving assistance from the CHA eligible to move to the Section 8 Voucher Program.

E. Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to confirm the appointment of Vitus Shum as the Director of Finance.

IV. ADJOURNMENT

At 6:00 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the September 25, 2002 Regular Meeting.


Michael E. McLaughlin
Executive Director

Approved:  10/2/02

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on October 2, 2002

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, October 2, 2002, in the Community Room of the Margolis Building 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:

Chairman Repici declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the September 26, 2002 Regular Meeting Minutes.

II. UNFINISHED BUSINESS

1. FY2003 Budgets

A. FY03 Federal Operating Budgets

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously that the Federal-Aided Family and Elderly Housing Operating Budget for FY03 of the Chelsea Housing Authority be approved. Upon a roll call the "AYES" and "NAYS" were as follows:

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

B. FY03 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 FY03 of the Chelsea Housing Authority be approved:

October 2, 2002 REGULAR MEETING MINUTES

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

C. FY03 Section 8 Operating Budget

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously that the Section 8 Operating Budget for the FY03 of the Chelsea Housing Authority be approved. Upon a roll call the "AYES" and "NAYS" were as follows:

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

D. MRVP Operating Budget

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously that the MRVP Operating Budget for FY03 of the Chelsea Housing Authority be approved:

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

2. Close-out 2000 Federal Capital Fund Grant

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to close-out the 2000 Federal HUD Capital Fund Grant #MA06P01650100 in the amount of \$980,579.00, and to authorize the Executive Director to sign the close-out documents. Upon a roll call the "AYES" and "NAYS" were as follows:

October 2, 2002 REGULAR MEETING MINUTES

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Robert Repici	
Stephan Roche	

3. Close-out 2001 Federal Capital Fund Grant

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to close-out the 2001, Federal HUD Capital Fund Grant #MA06P01650101 in the amount of \$1,003,048.00 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
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Richard Repici	
Stephen Roche	

At 5:40 P.M. the Members recessed the October 2, 2002 Regular Meeting of the Chelsea Housing Authority.

At 5:45 P.M. the Members opened the Public Hearing to discuss the FY03 Annual/Five Year Plan.

At 6:45 P.M. the Members reconvened the October 2, 2002 Regular Meeting.

FY03 Annual/Five Year Plan

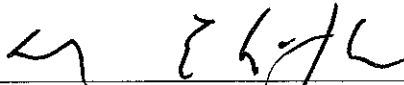
Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize the Executive Director to submit and sign the Annual Plan and the Five Year Plan for the Chelsea Housing Authority fiscal year beginning January 1, 2003. Upon a roll call the "AYES" and "NAYS" were as follows:

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

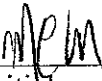
October 2, 2002 REGULAR MEETING MINUTES

V. ADJOURNMENT

At 6:50 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the October 2, 2002 Regular Meeting.



Michael E. McLaughlin
Executive Director

Approved:  _____
 Initials Date

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on November 25, 2002

A Regular Meeting of the Chelsea Housing Authority was held on Monday, November 25, 2002, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 10:00 A.M. and upon a roll call of the Members the following Commissioners were present:

Marion Howard
Richard Repici
Stephen Roche

Henry Cordero and Alcira Brenes were absent.

Chairman Repici declared a quorum present.

At 10:00 A.M. the Chairman opened the November 25, 2002 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 approve the October 2, 2002 Regular Meeting Minutes.

II. NEW BUSINESS

Contract for Accounting Services

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the Contract for Accounting Services between the Chelsea Housing Authority and John D. Marotto, Certified Public Accountant for the period January 1, 2003 through December 31, 2004 and to authorize the Executive Director or the Director of Operations to sign the contract.

III. UNFINISHED BUSINESS

A. Electrical Upgrade/Proprietary Specifications
Fitzpatrick Apartments

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the proprietary specification of surface

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metal raceways as manufactured by Wiremold or Bowers, and recommended by Nangle Engineering, Inc. and the DHCD legal and technical departments, for use in connection with the electrical upgrade project at the Fitzpatrick Apartments.

- B. Liberty Site Work and Building Corporation
Margolis Apartments/Parking Lot and Site Improvements
Change Order #2

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #2 to the contract with Liberty Site Work and Building Corporation for the parking lot and site improvements at the Margolis Apartments for a negotiated settlement of punch list items for a credit of \$3,361.53, providing a total net contract amount of \$131,099.80, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

- C. Liberty Site Work and Building Corporation
Margolis Apartments
Parking Lot and Site Improvements
Final Completion Documents

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to accept the Certificate of Final Completion as presented by Liberty Site Work and Building Corporation and Francis Fox Spinks Associates for the parking lot and site improvement work at the Margolis Apartments and to approve the final payment of \$3,361.54 to Liberty Site Work and Building Corporations, and to authorize the Executive Director or the Director of Operations to sign the close-out documents.

- D. Playground and Site Work
Prattville and Innes Apartments
Construction Contract

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the award of a construction contract for the playground and site work at the Prattville and Innes Apartments, funded primarily from the City of Chelsea's community development block grant program, subject to the following: that the contract includes the provision that the Housing Authority will be held harmless in the event the City loses funding for this project; and to authorize the Executive Director or the Director of Operations to sign the contract documents.

IV. ADJOURNMENT

MINUTES OF A REGULAR MEETING of the
CHELSEA HOUSING AUTHORITY
held on December 4, 2002

A Regular Meeting of the Chelsea Housing Authority was held Wednesday, December 4, 2002, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was call 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.

At 5:30 P.M. the Chairman opened the December 4, 2002 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 November 25, 2002 Regular Meeting Minutes.

II. NEW BUSINESS

A. Procedure for the Transfer of Over and Under Housed Households

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted to amend the State transfer procedures to prohibit over housed residents from adding any additional household members to their lease once they have received their 30 day notice to transfer. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES
Alcira Brenes
Henry Cordero
Marion Howard
Stephen Roche

NAYS
Richard Repici

B. Grievance Panel

DECEMBER 4, 2002 REGULAR MEETING MINUTES

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

C. Opening of the Federal and State Family Waiting List

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to open the Federal and State Family Waiting List effective January 6, 2002.

III. UNFINISHED BUSINESS

A. Playground and Site Work/Prattville and Innes Apartments
City of Chelsea Grant Contract/\$427,500.00

Upon a motion by Mr. Cordero, seconded by Mr. Roche, the Members voted unanimously to authorize the Chelsea Housing Authority to enter into a grant contract with the City of Chelsea for the playground and site work at the Prattville and Innes Apartments, funded primarily from the City of Chelsea's community development block grant program, in the amount of \$427,500.00, subject to the following: that the construction contract states that the Housing Authority will be held harmless in the event the City loses funding for the project, and to authorize the Executive Director or the Director of Operations to sign the contract documents. Upon a roll call the "AYES" and "NAYS" were as follows:

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

B. Playground and Site Work at the Mace and Scrivano Apartments
Marini Corporation/Change Order #3, \$90,350.97

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to approve Change Order #3 to the contract with Marini Corporation for the remedial repairs for the playground and site work at the Mace and Scrivano for an additional \$90,350.97, for a revised total contract price of \$782,844.24, and to authorize the Executive Director or the Director of Operations to sign the change order documents.

C. Collection Loss Write-Offs

DECEMBER 4, 2002 REGULAR MEETING MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to write-off the uncollected rents in the amount of \$2,349.50 for the Federal Programs.

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to write-off the uncollected rents in the amount of \$1,238.00 for the State Programs.

D. Closeout of the Ross and Drug Elimination Grants

The Executive Director notified the Members with of the following Grant close-outs:

Drug Elimination Grant - MA06DEP0160101 for the Chelsea Housing Authority in the total amount of \$86,238.00

Resident Service Coordinator grant – MA00RSV016P0021 for the Chelsea Housing Authority in the total amount of \$12,823.00

E. Executive Director’s Contract

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to amend the Executive Director’s Contract, as presented. 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

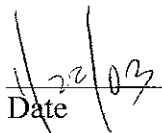
At 6:25 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the December 4, 2002 Regular Meeting.



Michael E. McLaughlin
Executive Director



Initials



Date