

MINUTES OF A REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on January 17, 2001

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, January 17, 2001 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:55 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.

At 6:00 P.M. upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to recess to Executive Session to hear a Residents' appeal of the Grievance Panel's Decision and to return in a full Public Session. Upon a roll call the "AYES" and "NAY" were as follows:

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

The Chairman reconvened the Meeting at 8:20 P.M.

I. MINUTES

November 29, 2000 Regular Meeting/Executive Session

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the November 29, 2000 Regular Meeting/Executive Session Minutes as presented.

II. NEW BUSINESS

A. State Grievance Procedures

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to adopt the State Grievance Procedures, Part A and B, Option 1, as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

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

B. Federal Grievance Procedures

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

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

C. State Elderly Pet Policy

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the State Elderly Pet Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

D. State Family Pet Policy

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to adopt the State Family Pet Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	Richard Repici
Stephen Roche	
Henry Cordero	
Marion Howard	

E. Maintenance Policy

There being no objection, the Chairman postponed consideration of this item.

F. Police Contract

There being no objection, the Chairman postponed consideration of this item.

G. MRVP/DMH/AHVP  
Annual Contribution Contracts

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted to accept the Annual Contribution Contracts effective September 1, 2000.

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

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

H. Federal/State Resident Accounts Receivable Write-Offs

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve to approve the following write-offs of vacated Resident Accounts Receivable:

Federal Programs.....	\$11,324.08
State Programs.....	\$ 4,596.75

I. Rent Escrow Pilot Program Withdrawal

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to withdraw from the rent escrow pilot program for subsidized families transitioning to unsubsidized housing.

J. CHA Job Descriptions

Upon a motion by Mr. Cordero, seconded by Mr. Roche, the Members voted unanimously to approve the CHA Job Descriptions as revised.

K. Confirmation of the Director of Resident Selection (A. Ewing)

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to confirm the Executive Director's appointment of Albert Ewing to the position of Director of Resident Selection.

L. Capeway Roofing/Buckley Apartments  
Certificate of Final Completion

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to accept the Certificate of Final Completion and to authorize a final payment of \$10,073.00 to Capeway Roofing.

M. Environmental Restoration/Fitzpatrick Apartments  
Contract Amendment

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to extend the completion date of the Contract for one year until March 31, 2002.

N. Appointment of Federal Grievance Panel Members

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted to appoint the following persons to the Federal Grievance Panel for a term of seven (7) years:

Lori DiPlatzi.....Chairperson  
Helen Zucco.....Alternate Chairperson  
James McNichols.....CHA Employee  
Diane Kardaris.....Alternate CHA Employee  
Robert McWatters.....Resident Member

Marcia Martinez.....1st Alternate Resident Member  
Reggie Tatelman.....2nd Alternate Resident Member  
Dorothy Hearon.....3rd Alternate Resident Member  
Marion Abernathy.....4th Alternate Resident Member

O. Appointment of State Grievance Panel Members

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted to appoint the following persons to the State Grievance Panel for a term of seven (7) years:

James McNichols.....CHA Employee  
Diane Kardaris.....Alternate CHA Employee

P. Acceptance of State Grievance Panel Members

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted to accept the following persons to the State Grievance Panel for a term of seven years :

Robert McWaters.....Resident Member  
Marcia Martinez.....1st Alternate Resident Member  
Reggie Tatelman..... 2nd Alternate Resident Member  
Dorothy Herron..... 3rd Alternate Resident Member  
Marion Abernathy..... 4th Alternate Resident Member  
Lori DiPlatzi.....Mutual Appointee  
Helen Zucco.....Mutual Appointee Alternate

III. UNFINISHED BUSINESS

A. CORI Policy

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve the CORI Policy as presented.

B. Carmen Ruiz

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to uphold the Grievance Panel's Decision to proceed with

eviction.

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

AYES  
Richard Repici  
Alcira Brenes  
Stephen Roche  
Henry Cordero  
Marion Howard

NAYS  
None

C. Elizabeth Beauchamp

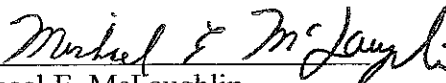
Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to uphold the Grievance Panel's Decision to terminate her MRVP Subsidy. Upon a roll call the "AYES" and "NAYS" were as follows:

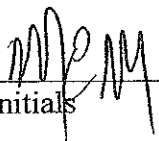

AYES  
Richard Repici  
Alcira Brenes  
Stephen Roche  
Henry Cordero  
Marion Howard

NAYS  
None

V. ADJOURNMENT

At 8:50 PM upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the January 17, 2001 Regular Meeting.

  
\_\_\_\_\_  
Michael E. McLaughlin  
Executive Director

Approved:    
Initials Date

MINUTES OF AN EXECUTIVE SESSION of the  
CHELSEA HOUSING AUTHORITY  
held on January 17, 2001

At 6:00 P.M. upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to recess to Executive Session to hear a Residents' appeal of the Grievance Panel's Decision. Upon a roll call the "AYES" and "NAYS" were as follows:

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

I. Carmen Ruiz/2 Parkway Court #4

Attendance:

Special Agent Steven Tufts  
Trooper John McHale  
Otto Metrano, Suffolk Legal Services  
Paul McCarthy, Director of Public Safety  
Nereida Valentine, Housing Manager  
Stephen Callahan, Suffolk Legal Services  
Carmen Ruiz, Resident  
Richard Repici, Chairman  
Alcira Brenes, Vice Chairman  
Stephen Roche, Treasurer  
Henry Cordero, Assistant Treasurer  
Marion Howard, Commissioner  
Michael E. McLaughlin, Executive Director  
Linda Ferullo, Office Manager

Testimony was given by Special Agent Steven Tufts, Trooper John McHale and Paul McCarthy, Director of Public Safety that on two separate occasions, Trooper McHale purchased cocaine from Miguel Ruiz in front of 2 Parkway Court. Subsequently, Mr. Ruiz was arrested in his mother's apartment at 2 Parkway Court #4. It was determined that not only was Miguel Ruiz's car registered from this address but his license was also at this address and that he was receiving mail there. Mr. Ruiz is not on the Lease.

Ms. Ruiz's Attorneys denied the evidence that Miguel Ruiz was residing at 2 Parkway Court #4 and argued that Ms. Ruiz should not be penalized for her son's arrest.

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to take this under advisement. Upon a roll call the "AYES" and "NAYS" were as follows:

## JANUARY 17, 2001 REGULAR MEETING/EXECUTIVE SESSION MINUTES

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

### II. Elizabeth Beauchamp/149 Essex Street #3

#### Attendance:

Stephen Callahan, Suffolk Legal Services  
Lou DeMato, Suffolk Legal Services  
Paul McCarthy, Director of Public Safety  
Richard Repici, Chairman  
Alcira Brenes, Vice Chairman  
Stephen Roche, Treasurer  
Henry Cordero, Assistant Treasurer  
Marion Howard, Commissioner  
Michael E. McLaughlin, Executive Director  
Linda Ferullo, Office Manager

Testimony was given by Paul McCarthy, Director of Public Safety that in February, 2000 Jorge Cora, Elizabeth Beauchamp's Significant Other and Head of Household, was arrested for Drug Activity and is now serving time in prison for this offense. Mr. Cora never transferred his Housing Assistance to Ms. Beauchamp.

Ms. Beauchamp's attorney's argued that her and her children should not be penalized for the arrest of Jorge Cora.

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to take this under advisement. Upon a roll call the "AYES" and "NAYS" were as follows:

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

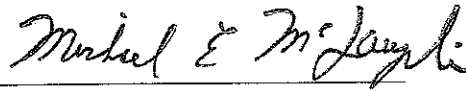


**JANUARY 17, 2001 REGULAR MEETING/EXECUTIVE SESSION MINUTES**

At 8:20 P.M. upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adjourn the Executive Session of the January 17, 2001 Regular Meeting and return to Public Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES  
Richard Repici  
Alcira Brenes  
Stephen Roche  
Henry Cordero  
Marion Howard

NAYS  
None

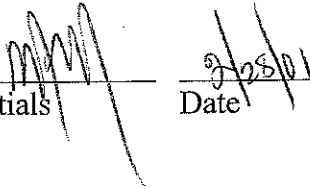


Michael E. McLaughlin  
Executive Director

Approved: \_\_\_\_\_

Initials

Date



MINUTES OF A REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on February 28, 2001

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, February 28, 2001 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:15 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 January 17, 2001 Regular Meeting/Executive Session Minutes as presented.

II. NEW BUSINESS

1. Maintenance Policy

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve the Maintenance Policy as presented.

2. Emergency Case Plan

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the Emergency Case Plan as presented.

3. Maintenance Reorganization

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve the addition of a second Maintenance Supervisor position.

**February 28, 2001 REGULAR MEETING MINUTES**

4. SEMAP

- A. The Executive Director introduced the following Resolution #1 for SEMAP:

WHEREAS, THE Board of Commissioners has reviewed the Section 8 Management Assessment Program (SEMAP) and certifies the responses are true and accurate for the CHA fiscal year 2000, and further certifies there is no evidence to indicate serious deficient performance that casts doubts on the CHA's capacity to administer Section 8 rental assistance and accordance with Federal law and regulations, it hereby approved the certification as required.

- B. Upon a motion by Mr. Roche, seconded by Mr. Corder, the Members voted unanimously to accept Resolution #1 as presented: Upon a roll call the "AYES" and "NAYS" were as follows:

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

5. Public Housing Assessment System Management Operations Certification (PHAS)

- A. The Executive Director introduced the following Resolution #2 for PHAS:

WHEREAS, the Board of Commissioners has reviewed the Public Housing Assessment System (PHAS) Management Operations Certification and certifies that it is accurate for FY2000, and further certifies there is no evidence to indicate seriously deficient performance that casts doubt on the CHA's capacity to present and protect its public housing developments and operate them in accordance with Federal law and regulations, it hereby approves the certification as required.

- B. Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to accept the resolution as presented: Upon a roll call

**February 28, 2001 REGULAR MEETING MINUTES**

the "AYES" and "NAYS" were as follows:

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

6. Resident Police Officers/Margolis and Prattville Apartments

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve Sgt. Janice Murphy to reside at the Margolis Apartments and Officer Thomas Riley to reside at the Prattville Apartments. Upon a roll call the "AYES" and "NAYS" were as follows:

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

7. Modernization

Boiler Replacement/Mace Apartments

A. Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to award this \$671,793.00 Contract to Gaffny Corporation, the second lowest bidder, and to authorize the Executive Director to sign the Contract. The first lowest bidder, Carriere, Inc., requested to withdraw their bid due to a mathematical error.

B. Kitchen and Bathroom Replacement (Scrivano and Mace Apartments)

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to award the \$367,000.00 Contract to Environmental Restorations, Inc. of Hampstead, New Hampshire the most responsible bidder and to authorize the Executive Director to sign the Contract.

C. The Executive Director notified the Members that the Authority was soliciting three bids for the replacement of washers and dryers at the Margolis, Buckley and Union Park Apartments.

**February 28, 2001 REGULAR MEETING MINUTES**

8. CHA/Chelsea Police Contract

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

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

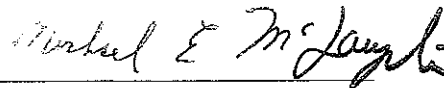
9. MRVP Income Limits

Upon a motion by Mr. Roche, seconded by Ms. Howard the Members voted unanimously to approve the revised Income Limits for the determination of Eligibility and Continued Occupancy for the Massachusetts Rental Voucher Program (MRVP) effective April 1, 2001 for all bedroom sizes 1 thru 8. Upon a roll call the "AYES" and "NAYS" were as follows:

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

IV. ADJOURNMENT

At 5:45 P.M. upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adjourn the February 28, 2001 Regular Meeting.



Michael E. McLaughlin  
Executive Director

Approved: \_\_\_\_\_

Initials

2/27/01  
Date

MINUTES OF A REGULAR MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on March 7, 2001

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, March 7, 2001 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  
Alcira Brenes  
Stephen Roche  
Henry Cordero  
Marion Howard

Chairman Repici declared a quorum present.

All Members were present including Michael McLaughlin, Executive Director, Attorney Evan Gellar and Attorney Howard Greenspan.

At 5:30 P.M. upon a motion by Mr. Roche, seconded by Mr. Cordero the Members voted unanimously to recess to Executive Session to discuss Police matters involving Litigation and to discuss the renewal of the Executive Director's Contract then to reopen in a full Public Session for a vote on the Executive Director's Contract. Upon a roll call the "AYES" and "NAYS" were as follows:

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

Chairman Repici called the Executive Session to order at 5:40 P.M. Upon a roll call the "AYES" and "NAYS" were as follows:

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

**March 7, 2001 REGULAR MEETING/EXECUTIVE SESSION MINUTES**

All Members present including Michael McLaughlin, Executive Director, Attorney Evan Gellar and Attorney Howard Greenspan.

I. Police matter discussed concerning ongoing Litigation

There being no objection, the Chairman dismissed the item.

II. Executive Director's Contract (Renewal)

The Board Members reviewed the Sub-Committee's proposal and the Executive Director's proposal. Legal matters were discussed among the Members of the Board and the two Attorneys.

At 7:15 P.M. upon a motion by Ms. Howard, seconded by Mr. Cordero, the Members voted unanimously to adjourn the Executive Session and to reconvene in a full Public Session. Upon a roll call the "AYES" and "NAYS" were as follows:

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

At 7:20 P.M. the Chairman reconvened the Public Session and the Executive Director announced throughout the office that the Public Session was now open. Upon a roll call the "AYES" and "NAYS" were as follows:

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

All Members were present including Michael McLaughlin, Executive Director, and Paul McCarthy, Director of Public Safety.

A motion was made by Commissioner Roche, seconded by Commissioner Cordero to approve a five (5) year Contract signed by the Members of the Board of Commissioner and the Michael E. McLaughlin, Executive Director, and witnessed by Paul McCarthy, Director of Public Safety. Upon a roll call it was approved unanimously and the voted was as follows:

**March 7, 2001 REGULAR MEETING/EXECUTIVE SESSION MINUTES**

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

The Board Members and the Executive Director signed two (2) copies of the Contract and the Contract was witnessed with the Signature of the Director of Public Safety, Paul McCarthy.

**III. ADJOURNMENT**

At 7:30 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the March 7, 2001 Regular Meeting.

*Michael E. McLaughlin*  


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 Michael E. McLaughlin  
 Executive Office

Approved: *MM*      *4/28/01*  
 Initials                      Date



MINUTES OF A REGULAR/ANNUAL MEETING of the  
CHELSEA HOUSING AUTHORITY  
held on April 18, 2001

A Regular/Annual Meeting of the Chelsea Housing Authority was held on Wednesday, April 18, 2001 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  
Alcira Brenes  
Henry Cordero  
Marion Howard  
Stephen Roche

Chairman Repici declared a quorum present.

I. ELECTION OF OFFICERS

A. Reorganization/Election of CHA Officers

1. Chairman

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

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

April 18, 2001 REGULAR/ANNUAL MEETING MINUTES

2. Vice Chairman

- a. Ms. Brenes nominated Mr. Cordero to serve as Vice Chairman.  
Mr. Roche 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
Richard Repici	None
Alcira Brenes	
Marion Howard	
Stephen Roche	

3. Treasurer

- a. Mr. Cordero nominated Mr. Roche to serve as Treasurer.  
Ms. Brenes 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
Richard Repici	None
Alcira Brenes	
Henry Cordero	
Marion Howard	

4. Assistant Treasurer

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

April 18, 2001 REGULAR/ANNUAL MEETING MINUTES

- d. Ms. Howard accepted the nomination as Assistant Treasurer.
- e. The Members voted Ms. Howard Assistant Treasurer.

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Henry Cordero	
Stephen Roche	

II. MINUTES

March 7, 2001 Regular/Executive Session Meeting

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the March 7, 2001 Regular/Executive Session Minutes as presented.

III. NEW BUSINESS

A. Appointment of Jim Fitzpatrick, Director of Modernization

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members Voted unanimously to confirm the Executive Director's appointment of Jim Fitzpatrick to the position of Director of Modernization.

B. Appointment of a second Hearing Officer (Al Ewing)

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to appoint Al Ewing, Director of Resident Selection the Alternate Hearing Officer effective until December 31, 2001.

C. Contract Award/ASEC Corporation  
Design of the Maintenance Building/Garage/Office Area  
51 Exeter Street

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to award a \$20,000.00 contract for design services to the Maintenance Building and Garage to ASEC Corporation and to authorize the Executive Director to sign the Contract.

D. July 4<sup>th</sup> Holiday

## April 18, 2001 REGULAR/ANNUAL MEETING MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to close the Authority from Friday, June 29, 2001 at Noon until Thursday, July 5, 2001. This is in recognition by the Board Members of the Employees outstanding work.

### E. Perfect Attendance

As in the past, the Members recognized Employees who had Perfect Attendance in the year 2000, and in future years, with one (1) week paid vacation.

### F. Turnaround

On behalf of the Board of Commissioners, the Chairman congratulated the Executive Director and the CHA Staff for the turnaround days of 8 compared to the previous years when turnaround was 80 days.

At 5:50 P.M. upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to recess to Executive Session to vote on the Hearing Officer's report concerning an Employee and to return in a full Public Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Henry Cordero	
Marion Howard	

Mr. Roche was absent

At 6:00 P.M. the Chairman reconvened the Public Session Meeting. Upon a roll call the "AYES" and "NAYS" were as follows:

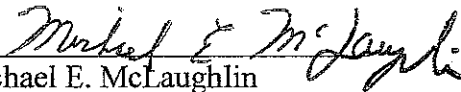
AYES	NAYS
Richard Repici	None
Alcira Brenes	
Henry Cordero	
Marion Howard	
Stephen Roche	

April 18, 2001 REGULAR/ANNUAL MEETING MINUTES

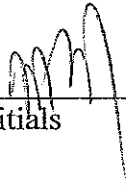
At 6:05 P.M. upon a motion by Ms. Brenes, seconded by Mr. Cordero, the Members voted unanimously to adjourn the April 18, 2001 Regular/Annual/Executive Session Meeting . Upon a roll call the "AYES" and "NAYS" were as follows:

AYES  
Richard Repici  
Alcira Brenes  
Henry Cordero  
Marion Howard  
Stephen Roche

NAYS  
None

  
\_\_\_\_\_  
Michael E. McLaughlin  
Executive Director

Approved:

  
\_\_\_\_\_  
Initials

  
\_\_\_\_\_  
Date

MINUTES OF A REGULAR/ANNAUL/EXECUTIVE SESSION  
of the CHELSEA HOUSING AUTHORITY  
held on April 18, 2001

The Chairman called the Executive Session to order a 5:50 P.M. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Henry Cordero	
Marion Howard	

Mr. Roche was absent.

Attendance:

Attorney Howard Greenspan  
Michael McLaughlin, Executive Director  
Linda Ferullo, Office Manager

I. Sixto Ayala

Attorney Greenspan read for the record the Hearing Officer's report concerning Mr. Ayala.

It was noted that Mr. Ayala was served notice of this meeting by the CHA Constable. Neither Mr. Ayala or his Representative attended.

Attorney Greenspan stated that Mr. Ayala had been in an automobile accident in June 2000. After exhausting all his contractual leave, as well as Family Medical Leave, Sixto did not return to work and had not submitted documentation substantiating his ongoing disability. The Hearing Officer's report substantiates that Mr. Ayala cannot perform the essential functions of his job.

Upon a motion by Ms. Brenes, seconded by Mr. Cordero, the Members voted unanimously to adopt the Hearing Officer's findings and recommendations to terminate Sixto Ayala for not being able to perform his job and job abandonment. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Henry Cordero	
Marion Howard	

**April 18, 2001 REGULAR/ANNUAL/EXECUTIVE SESSION MINUTES**

Mr. Roche was absent.

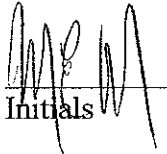
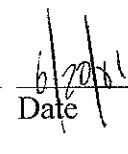
At 6:00 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the Executive Session and to return to a full Public Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Henry Cordero	
Marion Howard	

Mr. Roche was absent.



Michael E. McLaughlin  
Executive Director

   
Initials Date

MINUTES OF A REGULAR MEETING  
of the CHELSEA HOUSING AUTHORITY  
held on June 20, 2001

A Regular Meeting of the Chelsea Housing was held on Wednesday, June 20, 2001 in the Community Room of the Margolis Building, 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:

Richard Repici  
Alcira Brenes  
Henry Cordero (at 5:35 P.M.)  
Marion Howard

Stephen Roche was absent.

Chairman Repici declared a quorum present.

I. MINUTES

April 18, 2001 Regular/Annual/Meeting/Executive Session

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adopt the April 18, 2001 Regular/Annual/Meeting/Executive Session Minutes as presented.

II. NEW BUSINESS

A. Modernization

1. Fitzpatrick Apartments. 200-1/Boiler Replacement  
Keyspan Energy Delivery New England

Upon a motion by Mr. Cordero, seconded by Ms. Brenes the Members voted unanimously to enter into a Contract with Action, Inc. for the provision of the removal of existing boiler and installation of new boilers at the Fitzpatrick Development, 200-1, with services and products paid Keyspan Energy Delivery New England, subject to the Authority's legal counsel's review, and to authorize the Executive Director or the Director of Operations to sign the Contract.

2. Grant Contract  
Drainage work at Prattville, 200-2



## MINUTES OF THE JUNE 20, 2001 REGULAR MEETING

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve a Contract for Capital Improvement Work Plan No. 1032, Project No. 057060, between the Commonwealth of Massachusetts and the Chelsea Housing Authority in the amount of \$65,200.00 and authorize its execution in connection with the modernization and administration of the State-Aided Housing Program, 200-1 Prattville Development, and to authorize the Executive Director or the Director of Operations to sign the Contract.

### B. Personnel

Confirmation of Sean Landry to the position of Maintenance Aide Mechanic

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to confirm the Executive Director's appointment of Sean Landry to the position of Maintenance Aide Mechanic.

### C. 2000 Annual Report

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to approve the 2000 Annual Report as presented.

### D. Resident Police Officers

## III. UNFINISHED BUSINESS

### A. Modernization

1. Gibson's Roofs, Inc.  
Roof Replacement at Scrivano, Development, 16-1, 2 & 4  
Webster Court and  
2 & 4 Parkway Court

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to approve the Final Completion Documents submitted by Architectural Solutions, Inc. for the roof replacement at the Scrivano Apartments and to approve a final payment in the amount of \$2,000.00 to Gibson's Roofs, Inc. and to authorize the Executive Director or the Director of Operations to sign the documents.

## MINUTES OF THE JUNE 20, 2001 REGULAR MEETING

2. Architectural Solutions, Inc.  
Roof Replacement/at the Scrivano Development, 16-1, 2 & 4  
Webster Court and 2 & 4 Parkway Court

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to approve the final payment in the amount of \$6,000.00 to Architectural Solutions, Inc. for architectural services for the roof replacement at the Scrivano Apartments, 16-1, and to authorize the Executive Director or the Director of Operations to sign the documents.

3. General Air Conditioning & Heating, Inc.  
Pipe & Pump Replacement/Prattville Apartments, 200-2  
Change Order #1

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #1 to the Contract with General Air Conditioning and Heating, Inc for the pipe and pump replacement at the Prattville Apartments, consisting of Item #1 in the amount of and additional \$4,495.00 for the upgrade from a simplex Pump to a Duplex Sump Pump, Item #2 in the amount of an additional \$16,071.00 for the cleaning of the crawl spaces, basements and boiler room, and Item #3 in the amount of an additional \$1,218.00 for the tagging of electrical lines in the crawl spaces, basements and boiler room, for a total increase to the Contract of \$21,784.00 and to authorize the Executive Director or the Director of Operations to sign the documents.

### B. Travel Policy

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to approve the Amendments to the State Travel Policy as presented.

### C. Public Housing Drug Elimination Program (PHDEP)

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to adopt the PHDEP Resolution as presented. The Resolution is as follows:

**Whereas;** The Chelsea Housing Authority is committed to providing decent, safe and drug free housing to residents of public housing in Chelsea and,

**Whereas;** The Public Housing Drug Elimination Program has

## MINUTES OF THE JUNE 20, 2001 REGULAR MEETING

allowed the Authority to provide police services above the baseline of service provided by the city and,

**Whereas;** the police service, combined with the efforts of our own Public Safety Department can be directly attributed to the consistent yearly decrease in drug activity and crime in Chelsea's Public Housing and,

**Whereas;** resident surveys continually indicates the improved quality of life for our residents,

**Therefore;** the Chelsea Housing Authority Board of Commissioners, lends its' full support to the continuation of the Public Housing Drug Elimination Program at the Chelsea Housing Authority.

### D. Domestic Violence

After passing the gavel to Mr. Cordero, Mr. Repici made a motion, seconded by Ms. Brenes to allow up to six (6) Section 8 Vouchers to be utilized in conjunction with other Communities for Victims of Domestic Violence, subject to HUD approval. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	Henry Cordero
Alcira Brenes	
Marion Howard	

### E. Rents

Upon a motion by Mr. Repici, seconded by Ms. Howard, the Members voted unanimously to allow a Resident living in Public Housing whose child attends the Chelsea Public Schools and maintains an honor roll average throughout the entire school year to be eligible to receive one month's free rent, subject to HUD and DHCD's approval and funding.

## IV. ADJOURNMENT

At 6:10 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes the Members voted unanimously to adjourn the June 20, 2001 Regular Meeting.

MINUTES OF THE JUNE 20, 2001 REGULAR MEETING

*Michael E. McLaughlin*

Michael E. McLaughlin

Executive Director

Approved:

*MM*  
Initials

*6/20/01*  
Date

MINUTES OF A REGULAR MEETING  
Of the CHELSEA HOUSING AUTHORITY  
Held on August 8, 2001

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, August 8, 2001 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  
Henry Cordero  
Marion Howard

Alcira Brenes was absent due to medical reasons.  
Stephen Roche was absent due to work commitments.

Chairman Repici declared a quorum present

I. MINUTES

June 20, 2001 Regular Meeting

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to adopt the June 20, 2001 Regular Meeting Minutes as presented.

II. UNFINISHED BUSINESS

A. MODERNIZATION

General Air Conditioning and Heating, Inc.  
Prattville Apartments, 200-2  
Pipe and Pump Replacement  
Change Order #2 - \$13,289

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to adopt the Resolution approving Change Order #2 to the Contract with General Air Conditioning and Heating, Inc. for the pipes and pumps replacement work at the Prattville Apartments, consisting of Item #1, for clamping leaking pipes in the crawl spaces in the amount of an additional \$1,521, and Item #2, for the demolition and removal of the abandoned heating equipment (piping, boiler, tanks, valves, ductwork, etc.) at the Exeter Street boiler room, in the amount of an additional \$13,182, for a total for Change Order #2 in

## MINUTES OF THE AUGUST 8, 2001 REGULAR MEETING

the amount of an additional \$14,702, providing a total contract amount of \$628,486, and to authorize the Executive Director or the Director of Operations to sign the necessary change order documents.

Gaffney Corporation Contractors  
HVAC Upgrade at the Mace Apartments and the Administration Office  
Original Construction Amount \$671,793  
Change Order #1 - \$4,560

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #1 in the amount of \$4,560, to the contract with Gaffney Corporation Contractors for the HVAC upgrade work at the Mace Apartments and the Administration Building for correcting deficiencies to the ductwork distribution system, for a total contract amount of \$676,353, and to authorize the Executive Director or the Director of Operations to sign the necessary change order documents.

- B. Francis Fox Spinks Associates, Landscape Architects  
Margolis Apartments  
Site Work and Parking Lot improvements  
Contract Amendment #1

Upon a motion by Ms. Howard, seconded by Mr. Cordero, the Members voted to adopt a Resolution to approve an increase in the amount of \$7,000 to the contract with Francis Fox Spinks Associates for landscape architectural services for the site work and parking lot improvements at the Margolis Apartments, for a total contract amount of \$13,500, and to authorize the Executive Director or the Director of Operations to sign the necessary contract amendment documents.

- C. Construction Contract Award, \$130,118  
Liberty Sitework and Building Corporation  
Site Work and Parking Lot Improvements at the Margolis Apartments  
Base Amount: \$124,818  
Alternate 1: +1500  
Alternate 2: +3800  
Total: \$130,118  
Engineer: Francis Fox Spinks Associates

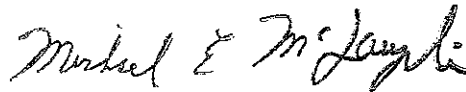
Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members unanimously to approve the Resolution approving the award of a construction contract to Liberty Sitework and Building Corporation for the sitework and Building Corporation for the site work and parking lot improvements at the Margolis Apartments, with a base contract amount of \$124,818, and accepting both Alternate #1

**MINUTES OF THE AUGUST 8, 2001 REGULAR MEETING**

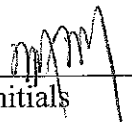

for the rear parking lot improvements in the amount of \$1,500 additional, and Alternate #2 for the steel picket fence substitution along the side of the parking lot in the amount of \$3,800 additional, for a total contract award of \$130,118, and to authorize the Executive Director or the Director of Operations to sign the necessary contract documents.

III. ADJOURNMENT

At 5:50 P.M, upon a motion by Ms. Howard, seconded by Mr. Cordero, the Members voted unanimously to adjourn the August 8, 2001 Regular Meeting.



Michael E. McLaughlin  
Executive Director

Approved:  /   
Initials Date

MINUTES OF A REGULAR MEETING  
of the CHELSEA HOUSING AUTHORITY  
held on September 19, 2001

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, September 19, 2001 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  
Stephen Roche at 5:40 P.M.  
Henry Cordero  
Marion Howard

Richard Repici was absent

Vice Chairman Cordero declared a quorum present.

At the request of the Chairman the following Resolution was read into the record and a moment of silence was observed:

Let us please observe a moment of silence for the victims, family and friends of the September 11, 2001 national tragedy and all future victims and their family and friends of all terrorists' actions.

I. MINUTES

August 8, 2001 Regular Meeting Minutes

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adopt the August 8, 2001 Regular Meeting Minutes as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Henry Cordero	None
Marion Howard	

Alcira Brenes present..

II. UNFINISHED BUSINESS

A. Pet Policy

1. Revised State Family Pet Policy



## September 19, 2001 Regular Meeting Minutes

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adopt the Revised State Family Pet Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

### 2. Revised State Elderly Pet Policy

Upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adopt the Revised State Elderly Pet Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

## III. NEW BUSINESS

### A. Condition Assessment Report (CARS)

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve a resolution for the CAR Applications 1 through 14 for submittal to DHCD, and to authorize the Vice Chairman to sign the applications. Upon a roll call the "AYES" and "NAY" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

### B. Liberty Site Work and Building Corporation

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #1 to the contract with Liberty Site work and Building Corporation Parking Lot and Site work

## September 19, 2001 Regular Meeting Minutes

Improvements at the Margolis Building, for performing patch work in the rear parking lot, and upgrading the curbing at the Cabot Street side of the Building from asphalt to precast concrete, and for an increase to the Contract of \$4,343.33, for a total Contract amount of \$134,461.33, and to authorize the Executive Director or the Director of Operations to sign the necessary Change Order documents.

### C. New Section 8 Eligibility Criteria

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to create an automatic preference criteria for the Chelsea Public Housing residents in "life threatening situations", who have a need and desire to move outside of the City of Chelsea. Current Residents in good standing, who request a subsidy due to victim/witness protection, avoiding reprisals, domestic violence threats and hate crimes will, at the Executive Director's discretion, be issued a subsidy regardless of whether the waiting list is open or closed.

### D. Computer Software (RFP)

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to award the Computer Software Bid to HAB, Inc. of LaCrosse, Wisconsin, in the amount of \$51,000.00, the most responsive bidder.

### E. DHCD Waiver for Resident Selection Master List (Approval)

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to waive the use of the manual ledgers and waiting lists and to maintain the master ledger, waiting lists and vacancy ledgers on the computer system.

### E. PHA/IHA Resolution Subsidy

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the Board Resolution Subsidy for the Public Housing Agency (PHA)/Indian Housing Authority (IHA) Calculation of Performance Funding System submitted on September 19, 2001 and for the Executive Director to sign the Resolution. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Henry Cordero	
Marion Howard	
Stephen Roche	

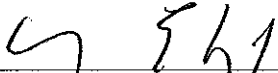
September 19, 2001 Regular Meeting Minutes

F. Resolution for Jose Otero

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to draft a Resolution for Jose Otero, a newly appointed Chelsea Police Officer, who resides at the Buckley Building.

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 19, 2001 Regular Meeting.

  
\_\_\_\_\_  
Michael E. McLaughlin  
Executive Director

Approved:     MKM         10/17/01      
                  Initials                  Date

MINUTES OF A REGULAR MEETING  
of the CHELSEA HOUSING AUTHORITY  
held on October 17, 2001

The Regular Meeting of the Chelsea Housing Authority was held on Wednesday, October 17, 2001 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 the five new Chelsea Police Reserve Officers.

I. MINUTES

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to adopt the September 19, 2001 Regular Meeting Minutes as presented.

II. NEW BUSINESS

A. FY02 Annual/Five Year Plan

1. Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve a Resolution for the FY02 Annual/Five Year Agency Plan as presented. 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. Federal/State FY02 Budgets

**October 17, 2001 REGULAR MEETING MINUTES**

2. FY02 Federal Operating Budget

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously that the Federal-Aided Family and Elderly Housing Operating Budget for FY02 of the Chelsea Housing Authority be approved. Upon a roll call the "AYES" and "NAYS" were as follows:

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

3. FY02 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 FY02 of the Chelsea Housing Authority be approved. Upon a roll call the "AYES" and "NAYS" were as follows:

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

4. Section 8 Operating Budget

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously that the Section 8 Operating Budget for the FY02 of the Chelsea Housing Authority be approved. Upon a roll call the "AYES" and "NAYS" were as follows:

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

5. MRVP Operating Budget

**October 17, 2001 REGULAR MEETING MINUTES**

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members vote unanimously that the MRVP Operating Budget for FY02 of the Chelsea Housing Authority be approved. 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. Mr. Repici passed the gavel to Mr. Roche. Upon a motion Mr. Repici, seconded by Ms. Brenes, the Members voted unanimously to authorize the Executive Director to send a memo from the Board of Commissioners to the CHA Staff for a job well done not only for the FY02 Budgets but for the Annual/Five Year Agency Plan.

C. Digital Video Cameras at the Mace/Scrivano Buildings

Upon a motion by Mr. Roche, seconded by Ms. Brenes the Members voted unanimously to award a contract, not to exceed \$170,000.00, for Video Cameras at the Mace and Scrivano Buildings to Eastern Video of No. Andover, Massachusetts, and to post signs in these Developments, both in English and Spanish, notifying all Residents that these Buildings are monitored by video equipment.

D. Maintenance and Administrative Union Contracts

The Executive Director notified the Members that he would be entering into negotiations with the Maintenance and Administrative Unions.

III. ADJOURNMENT

At 6:30 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the October 17, 2001 Regular Meeting.

  
\_\_\_\_\_  
Michael E. McLaughlin  
Executive Director

October 17, 2001 REGULAR MEETING MINUTES

Approved: WJA      10/14/01  
Initials                          Date

MINUTES OF A REGULAR MEETING  
of the CHELSEA HOUSING AUTHORITY  
held on Wednesday, November 14, 2001

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, November 14, 2001, 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  
Stephen Roche  
Henry Cordero  
Marion Howard  
Alcira Brenes

Chairman Repici declared a quorum present.

The Chairman presented Chelsea Police Officer Jose Otero, who resides at the Buckley Building, a Resolution for "Outstanding Service" not only for the Chelsea Housing Authority's Residents but for all Residents of the City of Chelsea.

I. MINUTES

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve the October 17, 2001 Regular Meeting Minutes as presented.

II. NEW BUSINESS

1. Holiday Schedule

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve the following Holiday Schedule:

December 24, 2001 and December 31, 2001 the Administrative Office will be Closed for the Christmas and New Year's Holidays.

The Maintenance Staff will work a skeleton crew on Monday, December 24, 2001, Wednesday, December 26, 2001, Monday, December 31, 2001 and Wednesday, January 2, 2002. This procedure will result in all emergency situations being covered with no overtime to the Authority.

2. 1998 Comprehensive Grant Closeout



## November 14, 2001 REGULAR MEETING MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to closeout the FY98 Comprehensive Grant Program. Upon a roll call the "AYES" and "NAYS" were as follows:

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

3. Surveillance Cameras  
Innes (200-3) and Buckley (667-2) Building

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the installation of surveillance Cameras at the Innes Apartments (200-3) and to upgrade the existing system at the Buckley Apartments (667-2). This project will be funded out of the Extraordinary Maintenance budget and the funds accumulated from the laundry collections at the Buckley Apartments.

4. New Personnel

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to confirm the Executive Director's appointment of Guy Citro to the position of Housing Inspector.

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to confirm the Executive Director's appointment of Timothy Dunn to the position of Maintenance/Mechanic/Electrician.

5. Resident Police Officer/Innes Apartments (200-3)

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to place Edwin Hernandez, a Chelsea Police Officer, in the Innes Apartments (200-3), subject to DHCD's approval.

6. Maintenance Bucket Truck

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to Purchase a 2000 Chevrolet HD3500 chassis with ETI Aerial Lift to be utilized by the Maintenance Department in the amount of \$59,950.00.

7. Collection Loss Write-offs

## November 14, 2001 REGULAR MEETING MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes the Members voted unanimously to write-off the uncollected rents in the amount of \$5050.95 for the Federal Programs

Upon a motion by Mr. Roche, seconded by Ms. Howard the Members voted unanimously to write-off the uncollected rents in the amount of \$7778.00 for the State Programs.

### 8. Retirement

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to have a Resolution presented to Mary Ann Porazzo for her eighteen years of service with the Chelsea Housing Authority, upon her retirement.

## III. UNFINISHED BUSINESS

### 1. Pipes and Pumps/Prattville Apartments (200-2)

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the Standard Contract Amendment Form, Amendment #3 to Work Plan No. 1029, Project No. 057048, between the Commonwealth of Massachusetts and the Authority in the amount of \$36,316.00 additional for a total amended award of \$714,316.00 for repairing the corroded water pipes at the Prattville Apartments (200-2), and to authorize the Executive Director or the Director of Operations to sign the necessary contract documents.

### 2. Electrical work at Fitzpatrick Apartments

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve the Standard Contract for Capital Improvement Work Plan No. 1033, Project No. 057059, between the Commonwealth of Massachusetts and the Authority in the amount of \$602,500.00 and to authorize its execution in connection with the electrical upgrade at the Fitzpatrick Development (200-1) and to have the Executive Director or the Director of Operations to sign the contract.

### 3. Administrative Union Contract

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to adopt the proposed Administrative Union Contract, as adjusted.

## IV. ADJOURNMENT

At 6:30 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members

**November 14, 2001 REGULAR MEETING MINUTES**

voted unanimously to adjourn the November 14, 2001 Regular Meeting.

  
\_\_\_\_\_  
Michael E. McLaughlin  
Executive Director

Approved: MBM 12/5/01  
Initials Date

MINUTES OF A REGULAR MEETING  
of the CHELSEA HOUSING AUTHORITY  
held on Wednesday, December 5, 2001

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, December 5, 2001, 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  
Stephen Roche  
Henry Cordero  
Marion Howard  
Alcira Brenes

Chairman Repici declared a quorum present.

I. MINUTES

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve the November 14, 2001 Regular Meeting Minutes as presented.

II. NEW BUSINESS

- A. Confirmation to appoint a Resident Housing Manager at the Mace Apartments, 16-2.

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to confirm the appointment of Denise Rodriguez as the Resident Housing Manager at the Mace Apartments, 16-2.

- B. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to confirm the appointment of Awilda Medina as the Receptionist.

III. UNFINISHED BUSINESS

- A. Maintenance Union Contract

The Labor Commissioner, Stephen Roche, left the meeting at 5:35 P.M.

**December 5, 2001 REGULAR MEETING MINUTES**

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

At 5:40 P.M. the Labor Commissioner Roche returned to the meeting.

B. The Adamson Settlement

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve the settlement presented by the Authority's Attorneys concerning the Adamson Settlement, as presented and to authorize the Executive Director to sign the Agreement.

C. Agreement between the CHA and Outside Agencies

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adopt the Agreements between the Authority and any outside agency using the CHA's space.

D. Executive Director's Contract

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the amendment to the Executive Director's Contract, effective January 1, 2001 as presented.

III. ADJOURNMENT

2002 *de*

At 6:15 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the December 5, 2001 Regular Meeting.

*Michael E. McLaughlin*

Michael E. McLaughlin  
Executive Director

Approved: *mm* / *1/1/02*  
Initials Date