

Agenda FY 2018

July 1 – June 30

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Community Development Authority

Date: February 22nd, 2018

Time: 8:45 AM

Location: 140 Main Street, City Hall 3RD Floor Memorial Hall

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2018 FEB 16 A 10:56

General

1. Motion to Approve Minutes for January 30th, 2018 Meeting
2. Motion to Approve Payables for All Programs
3. Motion to Approve FY 2018 Budgets All Programs
4. Motion to Approval Financials July-January FY2018

A. Housing

1. Motion to Approve Revised Violence Against Women Act
2. Motion to Approve Section 8 Transfer Policy
3. Motion to Approve Updated Tenant/Maintenance Charges

B. CDA

1. Tabled – Litigation Harakles

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The Board Meeting took place on the third floor in Memorial Hall at City Hall.

Board Meeting Start: 6:31 p.m.

Board member Dennis Cavanaugh motioned to approve the meeting minutes December 28th, 2017. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman asked to move to the Public Hearing portion of the meeting and introduced the MCDA's Community Development Block Grant (CDBG) 2018 grant consultant, Wayne Darragh, Community Opportunities Group (COG).

Wayne Darragh gave a brief introduction of his company and an update on the CDBG application. A Community Development Strategy (CDS) is basically a list of priorities for the community and strategies to accomplish those priorities for the future. The total amount of pages to accomplish this has been reduced from seven (7) to three (3). The MCDA has held two (2) public sessions in which the public spoke about their concerns and support for the projects. A need for housing rehabilitation and infrastructure projects was a big topic of discussion. The MCDA will also include a social service which will be run in conjunction with the Boys & Girls Club and provide a substance abuse prevention program to the youth. The City presented three (3) projects within the target area to the MCDA and COG. Among these three, Devens and McEnelly St. were by far the most competitive. This is due to their isolated location as a non-through street which will verify that mostly the low-to-moderate-income residents on these streets will have access to the final result. The connection to Main Street by two (2) staircases makes for an interesting story, and only increases the competitive strength of this project. There is vote needed to submit the CDBG 2018 application on March 2nd, 2018. Wayne Darragh then turned it over to Thomas DiPersio, City Engineer.

Thomas DiPersio started off with a brief introduction of himself and his work on the CDBG 2018 grant so far. He believes the Devens and McEnelly street reconstruction project checks off all the boxes everyone is looking for and agrees with Wayne Darragh on its competitiveness. The roads need a lot of work and the sidewalks haven't been touched in over 20 years. The granite curbing is in good to great condition in some spots and will be reset after the sidewalks are rebuilt. The streets need a full reconstruction and the corner of Devens and McEnelly St. is very narrow. There needs to be an evaluation of what lies underneath and how much work needs to be done there. Most of the pipes are over 100 years old and some, if not all, of them may need to be replaced. The staircases may also need to be replaced or reinforced – depending on the evaluation. Mayor Arthur G. Vigeant asked if both sets of stairs will need to be replaced. Thomas DiPersio answered that one is in better condition from his initial evaluation, but they need to take another in-depth look. The wooden staircase may need to be redone with steel.

Mayor Arthur G. Vigeant opened the public hearing for comments in favor of the project. City Council President Edward Clancy introduced himself and noted that he had lived on Devens St. for over 20 years. It was once a two-way street, and due to its narrow corner has since been changed to a one-way. Single-family homes on both streets are now all multi-family homes and the population of the residents has increased. There are many vehicles parked on the streets in a haphazard manner & some people are forced to use the deteriorating parking lot. The stairs were built for access to the Freeman school and shopping district that were once on Main St. The lead service is still at the house he once lived in and needs to be replaced. He believes the drains are till clay-pipe and need to be replaced also. There are many houses behind houses on these two streets. He sees a great need and he wholeheartedly approves of this project. Mayor Arthur G. Vigeant asked if there is anyone else that wants to speak in favor of the project.

Barbara Wechter mentioned that she currently lives on Devens St. and is very excited to see improvements made. She asked how far into the yards do the underground pipes go. Thomas DiPersio answered that they

may have to dig all the way to the house, and they will detail exactly how far for each house. Public works will be working on compiling this information for the residents.

City Council President Edward Clancy asked about the timeline for this project. Wayne Darragh answered that the application will be submitted in March 2018, and an answer will be posted in early summer 2018. If chosen, design will commence in the fall of 2018 and construction will begin in the summer of 2019. Wayne Darragh reiterated, "this project includes a combination of grant and City funds". Mayor Arthur G. Vigeant noted that the City will cover to make sure there is enough money to do this project correctly. He then opened the public hearing for those who wish to speak against this project. No comments. He then opened the public hearing for comments from the board. No comments. The public hearing portion of the meeting was ended.

Board member Dennis Cavanaugh motioned to approve to submit the CDBG 2018 grant application. ***The motion was made carried and approved with no abstentions.***

Board member Renee Perdicaro motioned to approve the Community Development Strategy (CDS). ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman thanked Trish Pope, John Ghiloni and Priscilla Ryder for their help on this application.

Board member Dennis Cavanaugh motioned to approve payables for all programs. ***The motion was made carried and approved. Board member David Morticelli abstained from the vote.***

Executive Director Douglas Bushman mentioned that the current expenses are all within budget guidelines and briefly explained the financials for December 2017. David Morticelli motioned to approve the financials for December 2017. ***The motion was made carried and approved with no abstentions.***

Executive Director went on to explain that the budget guidelines have been received. The allowable ANUEL level has been increase to 10% if a housing authority has the revenue to support an increase to this threshold. The MCDA is diligently working on a draft budget for the board to review, and will furbish one within the next couple weeks. The final budget needs to be submitted on February 28th, 2018. There is a \$10,000.00 subsidy for website development.

Executive Director Douglas Bushman has yet to discuss the OPEB changes with City Councilman Michael Ossing and asked if the board would like to table this discussion until such time. Brian Doheny added that the only big change would include the Mayor having to appoint a Treasurer – whom would become a trustee and an adoption of the new law. He is okay with these changes. Mayor Arthur G. Vigeant noted that he spoke with City Councilman Michael Ossing – and he is also okay with the changes. Board member Dennis Cavanaugh asked if the MCDA's monies will be tracked separately from the City's. Brian Doheny and Mayor Arthur G. Vigeant both answered affirmatively. Executive Director Douglas Bushman stated that he plans on allotting 1% of the MCDA's revenue to the OPEB trust – and that it will take many years to see full funding. Board member Dennis Cavanaugh motioned to approve the OPEB Trust Changes. ***The motion was made carried and approved.***

Executive Director Douglas Bushman noted that the MCDA has gone over 2 months now without any vacancies. Tenants are not moving out and are living longer. A decrease in vacancies means less expenses and staff time on rehabbing the units. Executive Director Douglas Bushman submitted a contract to Virtual Towns for website development - which has been signed. The MCDA is in the process of uploading documents and materials and will keep the board up-to-date on when this process will be completed.

Executive Director Douglas Bushman stated that the MCDA have received the scoring of their audits in which they received a 100% scoring rate. The entire staff was excellent in handling all three (3) of these audits in a very short period of time.

Executive Director Douglas Bushman explained the MCDA's procedures in case of a government shutdown. The MCDA would pay the small vendors first and distribute as much of the monies on hand to them before moving to the larger corporations. Board member David Morticelli concurred with this procedure and stated that it is a good idea because there is limited money to spread around. Executive Director Douglas Bushman continued and noted that the MCDA is not liable if the Section 8 HAP monies are not received. The tenants and landlords would have to enter into their own agreements at this point.

Executive Director Douglas Bushman mentioned an article of one of the tenants of the state elderly program – Donald Manzoli – whose 14-page math equation article had been published in the prestigious Rocky Mountain Journal of Mathematics. Donald Manzoli is very appreciative of the quiet environment he has to complete his work.

Executive Director Douglas Bushman mentioned that Amy Stitely, DHCD, called and notified him of her desire to get the Pleasant St. Project started. Gordon Yuen, DHCD, submitted a counter proposal of the budget and scope of work. He has sat down with Board members Paul Sliney and Dennis Cavanaugh to discuss the roof and other projects they hope to get started this calendar year. Board member Dennis Cavanaugh noted that it still looks like the MCDA is \$1 million short of their targeted source of funds. Executive Director Douglas Bushman stated that TISE wants more money and cannot proceed with the current scope of work. The MCDA has notified DHCD of this and they have yet to respond. Thomas Mulvey, DHCD Construction Adviser, is planning on meeting with DHCD on Wednesday, January 31st, 2018 about this concern. It is the MCDA's hope that the roof, balconies and cladding can all get underway in this calendar year. Tenants of the state elderly program have been writing letters to Boston. Mayor Arthur G. Vigeant expressed his disappointment over the price of rehabbing a single unit and is convinced it is too high. It is unheard of and how does DHCD expect anything to get built when rehabbing a single unit costs \$400,000.00. He called the Lieutenant Governor and he stated a single unit costs around \$420,000.00 – which is ridiculous. Board member Dennis Cavanaugh agreed that the price is too high.

Executive Director Douglas Bushman briefly explained the progress of the Low-Flow Toilet project. The tenants are extremely impressed and the MCDA looks to see reduced utility costs and less overflows. Board member Dennis Cavanaugh motioned to approve the certificate of final completion for FISH #170077. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman noted that the grant they received for the LED lights has been completed and they have been installed. The MCDA hopes to see the electrical bill reduced by around \$4,000.00 and lower maintenance costs for constant work orders replacing bulbs. The MCDA hopes to one day get LED's in all units as well.

Executive Director Douglas Bushman mentioned there has not been any progress on the NSP monies being converted to CDBG funds. DHCD has not responded.

Mayor Arthur G. Vigeant noted that he will speak with Attorney Aldo A. Cipriano to discuss the outstanding legal matters at hand and will update the board during the February board meeting.

Meeting Closed: 7:21 p.m.

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Community Development Authority

Date: January 30th, 2018

Time: 6:30 PM

Location: 140 Main Street, City Hall 3RD Floor Memorial Hall

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2018 JAN 24 A 11:58

Agenda Items to be addressed:

General

1. Motion to Approve Minutes for December 28th, 2017 Meeting
2. Motion to Approve Payables for All Programs
3. Motion to Approval Financials July-December FY2018
4. Motion to Approve New OPEB Trust

A. Housing

1. Motion to Approve Final Completion FISH 170077

B. CDA

1. Motion to Open Discussion for Public Comments for CDBG-2018
2. Motion to Approve Mayor/Chair Authority Submission Grant
3. Motion to Approve Community Development Strategy

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CITY OF MARLBOROUGH MEETING AGENDA

Meeting Name: Community Development Authority

Date: December 28, 2017

Time: 8:45 AM

Location: 140 Main Street, City Hall 4th Floor Mayor's Conference Room

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2017 DEC 21 P 2:44

Agenda Items to be addressed:

General

1. Motion to Approve Minutes for November 30TH 2017 Meeting
2. Motion to Approve Payables for All Programs
3. Motion to Approve November 2017 Financials / FY18
4. Motion to Approve New OPEB Trust

A. Housing

1. Motion to Approve Final Completion FISH 170061

B. CDA

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CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Community Development Authority

Date: November 30th, 2017

Time: 8:45 AM

Location: 140 Main Street, City Hall 4th Floor Mayor's Conference Room

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2017 NOV 21 P 1:52

General

1. Motion to Approve Minutes for November 2nd, 2017 Meeting
2. Motion to Approve Payables for All Programs
3. Motion to Approve September 2017 Financials / FY18

A. Housing

1. Motion to Approve FY 2018 HUD S/8 Audit
2. Motion to Approve DHCD AUP Audit
3. Motion to Approve Substantial Completion FISH 170061
4. Motion to Approve Cert. of Final Completion 170062

B. CDA

1. Motion to Approve CDBG Consultant 2018
2. Motion to Approve Subordination Policy

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CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Community Development Authority

Date: November 2, 2017

Time: 8:45 AM

Location: 140 Main Street, City Hall 4th Floor Mayor's Conference Room

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2017 OCT 27 P 2:13

Agenda Items to be addressed:

General

1. Motion to Approve Minutes for September 26th 2017 Regular Meeting
2. Motion to Approve Payables for All Programs
3. Motion to Approve Financials for All Programs September 2017 for FY18

A. Housing

1. Motion to Approve 2018 HUD Section 8 Payment Standards
2. Motion to Approve Amendment #12 to DHCD Work Plan 5001
3. Motion to Approve Low Bidder Asbestos Project FISH 170060

B. CDA

1. Motion to Approve Subordination Policy

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CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Community Development Authority

Date: September 28th, 2017

Time: 8:45 AM

Location: 140 Main Street, City Hall 4th Floor Mayor's Conference Room

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2017 SEP 22 P 12:33

Agenda Items to be addressed:

General

1. Motion to Approve Minutes for August 31st, 2017 Meeting
2. Motion to Approve Payables for All Programs
3. Motion to Approve Financials for All Programs 7/2017
4. Motion to Approve Financials for All Programs 8/2017

A. Housing

1. Motion to Approve Substantial Completion – Sliders FF 170062
2. Motion to Approve Lowest Responsive Bidder – Low Flow Toilets FF 17077

B. CDA

1. Motion to Approve Subordination Policy

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CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Community Development Authority

Date: August 31st 2017

Time: 8:45 AM

Location: 140 Main Street, City Hall 4th Floor Mayor's Conference Room

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2017 AUG 25 P 12:47

A. General

1. Motion to Approve Minutes July 27th 2017, MCDA Regular Meeting
2. Motion to Approve Payables for All Programs
3. Motion to Approve FY 2017 End Financials

B. Housing

1. Motion to Approve Change Order /FISH 170061

C. CDA

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CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Community Development Authority

Date: July 27, 2017

Time: 8:45 AM

Location: 140 Main Street, City Hall 4th Floor Mayor's Conference Room

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2017 JUL 21 P 1:27

Agenda Items to be addressed:

1. Motion to Approve Minutes June 29th 2017, MCDA Meeting

2. Motion to Approve Payables for All Programs

A. Housing

1. Motion to Approve Additional Award FISH 170062

2. Motion to Approve Award FISH 170077

B. CDA

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