

# **Motions FY 2015**

**July 1 – June 30**

# MCDa List of Board Motions

Fiscal Year	Name of Motion	Date Approved
2015	Authorizing the Mayor/Chair of the MCDa to Make Final Net-Metering Contractor Selection	3/30/2015
2015	Write off Bad 667 Rental Debts	3/30/2015
2015	Approve HUD FMR as Section 8 Payment Standard	3/30/2015
2015	MCDa'S Capital Improvement Plan	6/30/2015
2015	Notification Procedures for Federal & State Lead Paint Laws	7/8/2015
2015	Select Lowest Responsive Bidder Pleasant St Comm. Room Boiler	7/8/2015
2015	Transfer of Management and Oversight of MCDa Parking Garages/Lots to the City of Marlborough	9/20/2015
2015	Section 8 Housing Choice Voucher Program Utility Allowances	12/10/2015

*Marlborough Community Development Authority*

*Housing Division*

**Motion Authorizing the Mayor/Chair of the MCDA to  
Make Final Net-Metering Contractor Selection**

**This Motion authorizes the Mayor/Chair of the MCDA to select the final contractor to provide solar net-metering services to the MCDA's three (3) 667 State Elderly developments.**

The MCDA issued an RFP on February 4, 2015 for solar net-metering services in compliance with HUD Public Housing Notice 2015-01. The CADMUS Group was hired to review the responses and work with MCDA staff on the final selection. The City of Marlborough joined the MCDA's bid.

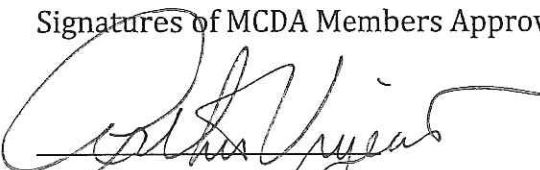
From the original eight (8) bids received, at this time three (3) proposals are being actively reviewed. Working with CADMUS it is expected that a final recommendation will be made by early April 2015. Due to the issue of meeting solar net-metering caps there is a time factor involved. Although it is anticipated the cap will be raised by June 30, 2015 by the General Court of Massachusetts, time is still a factor as the remaining cap for solar net-metering credits is rapidly depleting as other agencies secure solar net-metering.

This motion authorizes the MCDA Chair to select the most responsive bidder for the Solar Net-Metering RFP.

MCDA Members Present: \_\_\_\_\_

MCDA Members Absent: \_\_\_\_\_

Signatures of MCDA Members Approving this Motion:

  
Mayor Arthur G. Vigeant  
Chair of MCDA

  
  
  
3-30-2015  
DATE

*Marlborough Community Development Authority*

*Housing Division*


**Motion to Write off Bad 667 Rental Debts**

It is the policy of the MCDA to write off bad debts uncollectable from former 667 State Elderly tenants after one year of vacating their tenancy. For this time period this amounts to \$9,507.50. This is the first time the MCDA has done this since 2010.


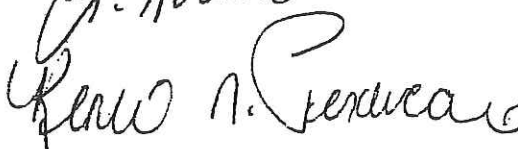

MCDA Members Present: 6

MCDA Members Absent: 0

Signatures of MCDA Members Approving this Motion:

  
Mayor Arthur G. Vigeant  
Chair of MCDA

3/31/15  
DATE

  
 Paul J. Slaney  




## Marlborough CDA - Housing Public Housing Account Aging Report

Filter Criteria Includes: 1) Program: Massachusetts State 667 2) Project: All 3) Transaction Type: All Transaction Types 4) Misc. Charge Type: All Misc Charge Types  
5) Tenant Status: Inactive 6) Tenant Balance: All 7) Financial Period Through: 2/28/2015

Family	Unit #	Tenant Rent	Balance	0-30 Days	30-60 Days	60-90 Days	90+ Days
<b>240 Main Street</b>							
Anagnos, George	Inactive		\$751.00	\$0.00	\$0.00	\$0.00	\$751.00
Asbury, Doris	Inactive		(\$350.00)	(\$350.00)	\$0.00	\$0.00	\$0.00
Blanchette, George	Inactive		(\$712.00)	\$0.00	\$0.00	(\$356.00)	(\$356.00)
Brooks, Lester	Inactive		\$108.00	\$0.00	\$0.00	\$0.00	\$108.00
Edmunds, Herbert	Inactive		\$135.00	\$0.00	\$0.00	\$0.00	\$135.00
English, Ralph	Inactive		\$429.00	\$429.00	\$0.00	\$0.00	\$0.00
Holmes, Theodora	Inactive		\$162.00	\$0.00	\$0.00	\$0.00	\$162.00
Maldonado, Jose	Inactive		\$266.00	\$0.00	\$0.00	\$0.00	\$266.00
Muir, David	Inactive		\$21.00	\$0.00	\$0.00	\$0.00	\$21.00
Ricciuti, Nancy	Inactive		\$2,375.00	\$0.00	\$0.00	\$0.00	\$2,375.00
Rose, Marjorie	Inactive		\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Short, Charles	Inactive		\$718.00	\$0.00	\$0.00	\$0.00	\$718.00
Urato, Delores	Inactive		\$343.00	\$0.00	\$0.00	\$0.00	\$343.00
<b>240 Main Street - Total Balances: 13</b>			<b>\$4,346.00</b>	<b>\$79.00</b>	<b>\$0.00</b>	<b>(\$356.00)</b>	<b>\$4,623.00</b>

<b>Bolton Street</b>							
Blanchette, Albert	Inactive		(\$55.00)	\$0.00	\$0.00	\$0.00	(\$55.00)
bradford jr , paul	Inactive		\$856.00	\$428.00	\$428.00	\$0.00	\$0.00
Freeman, William	Inactive		\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
Hernandez, Iris	Inactive		\$422.00	\$0.00	\$0.00	\$0.00	\$422.00
Ludwig, Sr., Richard	Inactive		\$694.00	\$0.00	\$0.00	\$0.00	\$694.00
Oram, Richard	Inactive		\$529.00	\$0.00	\$0.00	\$0.00	\$529.00
Oram, Richard	Inactive		\$399.00	\$0.00	\$0.00	\$0.00	\$399.00
Wallace, Sandra	Inactive		\$74.50	\$0.00	\$0.00	\$0.00	\$74.50
<b>Bolton Street - Total Balances: 8</b>			<b>\$2,920.50</b>	<b>\$428.00</b>	<b>\$428.00</b>	<b>\$0.00</b>	<b>\$2,064.50</b>

<b>Pleasant Street</b>							
Canty, Paul	Inactive		\$350.00	\$100.00	\$100.00	\$0.00	\$150.00
Caranci, Lorraine	Inactive		\$3.00	\$0.00	\$0.00	\$0.00	\$3.00
Durand, Rebecca	Inactive		\$517.00	\$0.00	\$0.00	\$0.00	\$517.00
Toupin, Robert	Inactive		\$254.00	\$0.00	\$0.00	\$0.00	\$254.00
Valianti, Francis	Inactive		(\$125.00)	\$0.00	\$0.00	\$0.00	(\$125.00)
<b>Pleasant Street - Total Balances: 5</b>			<b>\$999.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$799.00</b>

### Account Aging Summary

Project	Tenant Rent	Balance	0-30 Days	30-60 Days	60-90 Days	90+ Days
240 Main Street - Total Balances: 13		\$4,346.00	\$79.00	\$0.00	(\$356.00)	\$4,623.00
Bolton Street - Total Balances: 8		\$2,920.50	\$428.00	\$428.00	\$0.00	\$2,064.50
Pleasant Street - Total Balances: 5		\$999.00	\$100.00	\$100.00	\$0.00	\$799.00
<b>Total for Massachusetts State 667 - Total Balances: 26</b>		<b>\$8,265.50</b>	<b>\$607.00</b>	<b>\$528.00</b>	<b>(\$356.00)</b>	<b>\$7,486.50</b>

### Inactive Account Aging Summary

Project	Tenant Rent	Balance	0-30 Days	30-60 Days	60-90 Days	90+ Days
240 Main Street - Inactive Balances: 13		\$4,346.00	\$79.00	\$0.00	(\$356.00)	\$4,623.00
Bolton Street - Inactive Balances: 8		\$2,920.50	\$428.00	\$428.00	\$0.00	\$2,064.50
Pleasant Street - Inactive Balances: 5		\$999.00	\$100.00	\$100.00	\$0.00	\$799.00
Total for Massachusetts State 667 - Inactive Balances: 26		\$8,265.50	\$607.00	\$528.00	(\$356.00)	\$7,486.50

### Active/Inactive and Debit/Credit Summary

Project	Active (DR)	Active (CR)	Inactive (DR)	Inactive (CR)	Total
240 Main Street	\$0.00	\$0.00	\$5,408.00	(\$1,062.00)	\$4,346.00
Bolton Street	\$0.00	\$0.00	\$2,975.50	(\$55.00)	\$2,920.50
Pleasant Street	\$0.00	\$0.00	\$1,124.00	(\$125.00)	\$999.00
Total for Massachusetts State 667	\$0.00	\$0.00	\$9,507.50	(\$1,242.00)	\$8,265.50

# Account Aging Totals

	Count	Total Amount
Debit Balances		0.00
Active Tenant Accounts	0	0.00
One Month of Rent or Less	0	
Over One Month Rent		<u>0.00</u>
Sub Total	0	9507.50
Inactive Tenant Accounts	22	<u>9507.50</u>
Total	22	
Credit Balances	0	.00
Active Tenant Accounts	4	(1242.00)
Inactive Tenant Accounts		<u>(1242.00)</u>
Total	4	
Zero Balances	0	<u>8265.50</u>
Grand Total	26	
Percentage Analysis - Accounts Receivable of Active Tenants		0.00%
Percent of Accounts Delinquent		0.00%
Percent of Amount Delinquent to Total Current Charges		222
Total Occupied Units		87320.00
Total Current Charges		



*Marlborough Community Development Authority*

*Housing Division*

**Motion to Approve HUD FMR as Section 8 Payment Standard**

This motion approves the proposed 2015 Payment Standards per HUD Fair Market Rent effective May 1, 2015.

MCDA is proposing to accept and adopt the HUD Fair Market Rent (FMR) to be used as the Payment Standard for all Section 8 unit sizes except 3 & 4 bedrooms, (98% of HUD Fair Market Rent) effective May 1, 2015.

Annually HUD establishes FMR's for that year. The FMR's are used to calculate the PMS for that same year. Housing Authorities are allowed to adopt up to 110% of FMR's as PMS without approval from HUD. The Payment Standard (PMS) along with the utility allowance is used to determine if the contract rent being charged is reasonable and consistent with the private rental market. PMS is also used to calculate the total tenant payment.

Payment Standards Effective July 1, 2014

Bedroom Size	0	1	2	3	4
Fair Market Rent	1042	1164	1454	1811	1969
Payment Standard	1042	1164	1454	1739	1890

At a regular meeting held on May 29, 2014, the Marlborough CDA Board of Directors voted to adopt 100% of HUD Fair Market Rent to be used as the Payment Standard for all unit sizes except 3 & 4 bedrooms, (96% of HUD Fair Market Rent), effective July 1, 2014.

**PROPOSED Payment Standards 2015**

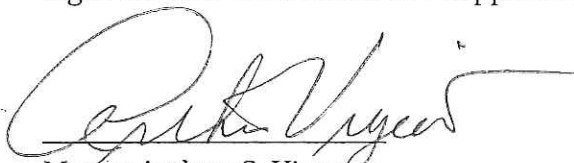
Bedroom Size	0	1	2	3	4
Fair Market	1071	1196	1494	1861	2023
Payment Standard	1071	1196	1494	1823	1982

Proposed Payment Standards presented at regular board meeting held on March 26, 2015. This motion is to adopt 100% of HUD Fair Market Rent to be used as the Payment Standard for all unit sizes except 3 & 4 bedrooms, (98% of HUD Fair Market Rent) effective May 1, 2015.

MCDA Members Present: 6

MCDA Members Absent: 0

Signatures of MCDA Members Approving this Motion:



Mayor Arthur G. Vigeant  
Chair of MCDA

  
3-30-2015

DATE



## Motion to Approve MCDA'S Capital Improvement Plan

**WHEREAS**, Marlborough Community Development Authority establishes a five (5) year Capital Improvement Plan (CIP), of which all major projects, renovations and improvements planned between 2016 and 2021 are outlined. This capital improvement plan is funded by and in compliance with the guidelines established by the Massachusetts Department of Housing and Community Development (DHCD) and its Formula Funds program.

**WHEREAS**, the CIP for 2016-2021 shows complete distribution of funds that have been awarded to the MCDA by DHCD. The plan distributes the formula funding funds equally and appropriately based on which properties are expected to be renovated, and which are expected to be repaired.

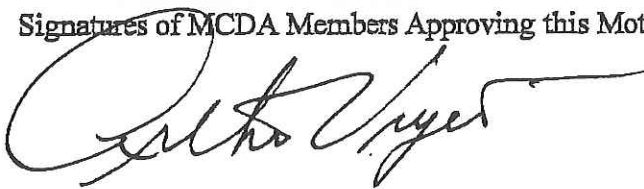
**WHEREAS**, The CIP outlines, specifically, the projects that will be occurring within the next five (5) years at each of the MCDA's state elderly properties; 29 Pleasant Street, 397 Bolton Street, and 240 Main Street, as well as our housing for people with mental disabilities on 20 Front Street which is the MCDA's DHCD 689 program.

**WHEREAS**, The CIP for 2016-20121 has been presented to the MCDA's tenant association for review and approval.

**THEREFORE**, this capital improvement plan shall be effective for all projects at MCDA's three (3) 667 properties and one (1) 689 property, beginning July 1, 2016 until 2021.

MCDA Members Present: 4 MCDA Members Absent: 2

Signatures of MCDA Members Approving this Motion:



Douglas M. Bushman, Executive Director  
Marlborough Comm. Development Authority

Date 6-30-15

**Certification of Compliance with Notification Procedures for  
Federal and State Lead Paint Laws**

Regular Meeting  
(regular/special)  
Marlborough Housing Authority

Date: 7-8-15 Time: 8:30 AM Fiscal Year: '15

Members Present: Mayor Liscout, Renee Peridacro, Dennis Cavanaugh

Members Absent: 0 & Paul Slincy

Others Present: Douglas M. Bushman

We, the undersigned members of the Marlborough CDA Housing  
Authority, do hereby certify that the Marlborough CDA Housing

Authority is in compliance with the following:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F  
"Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon  
Sale or Lease of Residential Property,"
2. Massachusetts Department of Public Health Lead Poisoning Prevention and  
Control regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E "Residential Property Renovation,"  
and
4. Massachusetts Division of Occupational Safety Deleading and Lead-Safe  
Renovation Regulations at 454 CMR 22.00.

and that the Marlborough CDA Housing Authority is maintaining proper  
record-keeping related to such requirements.

Douglas M. Bushman  
Secretary, Ex Officio

Arthur Vigor  
Chairperson

Renee Peridacro  
Dennis Cavanaugh  
Paul Slincy

Signed this 8 day of July 2015



*Marlborough Community Development Authority*

*Housing Division*

**Motion to Authorize Chair to Select Lowest Responsive Bidder Pleasant St Comm. Room Boiler**

**Whereas,** Massachusetts Department of Housing & Community Development (DHCD) has approved FISH 170046 Work Plan 5001 for the replacement of the gas-fired Boiler in the Pleasant Street Apartments Community Room.

**Whereas,** C.A. Crowley, Engineering, Inc., is the firm assigned to the Pleasant Street Boiler project by DHCD and is conducting the bidding and selection process in which the bids were due July 1, 2015 with the following companies responding and submitting bids

Company	Bid Price (whole dollar) ▼
Dewolf Contracting Inc, 859 West Boylston St, Worcester, MA	\$37,465.00
Performance Plumbing & Heating Inc, 9 Bramble Rd, Medway, MA	\$40,824.00
C Moran Plumbing & Htg Inc, 54 Allen St, Clinton, MA	\$46,700.00
Araujo Bros. Plumbing Inc., P.O. Box 50225, New Bedford, MA	\$56,000.00

**Whereas,** C.A. Crowley, Engineering, Inc., and DHCD are conducting reference checks and reviews of the lowest bidder to determine if such bid and company are responsive to the bid requirements and to the needs of the overall project.

**Whereas,** in the interests of time, this motion authorizes the Mayor and Chair of the MCDA to approve the lowest responsive bidder as determined by C.A. Crowley, Engineering, Inc., DHCD, and MCDA Staff

MCDA Members Present: 4 MCDA Members Absent: 0

Signatures of MCDA Members Approving this Motion:



Mayor Arthur G. Vigeant

Chair of MCDA



7-8-2015

DATE

*Marlborough Community Development Authority*



**Motion to Approve Transfer of Management and Oversight of  
MCDA Parking Garages/Lots to the City of Marlborough**

**Whereas,** The Marlborough Community Development Authority's (MCDA) is the owner of record for the Newton Street, Court Street Parking Garages, as well as the South Bolton Street Municipal Parking Lot adjunct to Main and South Bolton Streets (herein collectively known as the Parking Garages/Lots);

**Whereas,** while the MCDA owns the Parking Garages/Lots they have been managed and maintained by the City of Marlborough and these duties have included day-to-day maintenance, snow removal and other long-term modernization oversight functions;

**Whereas,** In order to ensure proper continuity of the maintenance and long-term operation of the Parking Garages/Lots the MCDA will formally transfer such duties and all other ancillary actions to the City of Marlborough; and

**Whereas,** the MCDA's public housing tenants who reside at the Liberty Hill Apartments 240 Main Street shall have reserved no less than fifty (50) parking spaces at the Newton Street garage at no charge or cost.

**Whereas,** any proposed changes to the Parking Garages/Lots either in design and/or usage shall be presented to the MCDA Board of Directors for approval. The MCDA reserves the right to rescind this Motion at any time.

MCDA Members Present: 5 MCDA Members Absent: 1

Signatures of MCDA Members Approving this Motion:

A handwritten signature in dark ink, appearing to read "Arthur G. Vigeant", is written over a horizontal line.

Mayor Arthur G. Vigeant

Chair of MCDA

9-24-2015  
DATE

Two handwritten signatures are present. The first, "Paul Diney", is written in a cursive style. Below it, the signature "Stefan Konecny" is written, with a small number "1" written above the final part of the name.



**MOTION**

**Marlborough Community Development Authority**

**Approval of Section 8 Housing Choice Voucher Program Utility Allowances**

**(SEE ATTACHMENT A)**

**WHEREAS**, the Marlborough Community Development Authority (MCDA) manages HUD Section 8 Housing Choice Vouchers;

**WHEREAS**, as part of the administration of the Section 8 program utility allowances must be adopted on an annual calendar year basis;

**WHEREAS**, utility allowances should reflect said increase;

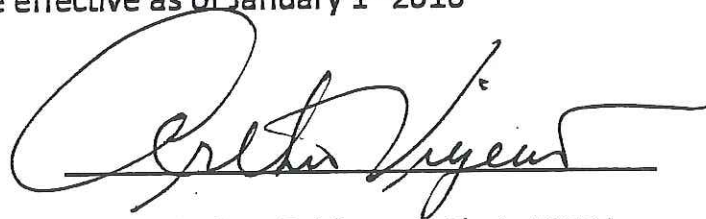
**WHEREAS**, the proposed utility allowances have been formulated using the Utility Consumption Study prepared by outside contractor;

**WHEREAS**, the attached proposed utility allowances have been selected to ensure the highest landlord participation rate in Marlborough;

**THEREFORE**, be it resolved that the attached new Section 8 Housing Voucher utility allowances have been approved and are effective as of January 1<sup>st</sup> 2016

12-17-15

DATE



Mayor Arthur G. Vigeant, Chair MCDA

*Green. P. P. P.*

*A. P. C.*

*James F. F.*

*Paul D. D.*

*David T. T.*

# ATTACHMENT A

## 2016 Utility Allowances

### SPACE HEAT-REGULAR

	<u>0BR</u>			<u>1BR</u>			<u>2BR</u>			<u>3BR</u>			<u>4BR</u>			<u>5BR</u>		
	I	E	D	I	E	D	I	E	D	I	E	D	I	E	D	I	E	D
ELECTRIC-MECO	33	48	78	39	56	93	53	74	109	68	92	125	82	109	141	96	127	157
HEATING OIL	57	100	111	67	118	131	82	145	161	97	171	190	112	198	220	125	224	249
GAS-NSTAR	20	37	34	22	46	39	24	46	44	26	49	48	29	53	53	32	58	59
LIQUID PROPANE	87	178	162	117	209	191	119	232	221	136	256	250	153	279	280	170	303	309

### COOKING FUEL

	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
ELECTRIC-MECO	12	14	17	20	24	28
GAS - NSTAR	18	19	20	21	22	23
Liquid Propane	13	15	19	23	26	30

Section 8-Tenant Furnished Utilities  
And Other Services

M.C.D.A.-HOUSING DIVISION  
250 MAIN STREET  
MARLBOROUGH, MA 01752

EFFECTIVE: February 2016

<u>ELECTRIC</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Electric	47	55	78	101	124	146
Detached	66	77	101	125	150	175

LEGEND  
I = INNER MID. = MIDDLE  
E = END D = DETACHED

<u>WATER HEATING</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Electric-	27	32	47	60	70	76
Heating Oil	23	27	39	48	56	62
Gas-Nstar	10	11	16	20	23	24
Liquid Propane	36	43	60	75	87	96

\* REFUSE COLLECTION

Marlborough = \$10.00/month

<u>Appliance Allowance</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Refrigerators	3	3	3	3	3	3

<u>Water Allowance</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Marlborough	27	29	44	59	74	88

<u>Sewer Allowance</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Marlborough	27	30	46	61	76	91

2015

SPACE HEAT-REGULAR

	<u>0BR</u>			<u>1BR</u>			<u>2BR</u>			<u>3BR</u>			<u>4BR</u>			<u>5BR</u>		
	I	E	D	I	E	D	I	E	D	I	E	D	I	E	D	I	E	D
ELECTRIC-MECO	36	53	87	43	62	103	59	82	120	75	101	138	90	121	156	106	140	174
HEATING OIL	73	128	142	85	151	167	105	184	205	124	218	243	143	252	280	162	286	318
GAS-NSTAR	30	60	55	34	70	64	40	77	73	45	85	83	51	93	92	56	100	102
LIQUID PROPANE	72	138	151	87	162	178	102	188	198	116	213	218	130	238	238	144	263	257

COOKING FUEL

	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
ELECTRIC-MECO	13	15	19	23	27	31
GAS - NSTAR	12	13	14	16	17	19
Liquid Propane	11	13	16	19	22	26

Section 8-Tenant Furnished Utilities  
And Other Services

M.C.D.A.-HOUSING DIVISION  
255 MAIN STREET, SUITE 212  
MARLBOROUGH, MA 01752

EFFECTIVE: February 2015

<u>ELECTRIC</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Electric-MECO	51	60	79	98	118	137

LEGEND  
I = INNER MID. = MIDDLE  
E = END D = DETACHED

<u>WATER HEATING</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Electric-MECO	30	36	52	66	77	84
Heating Oil	30	35	49	62	71	79
Gas-Nstar	14	16	22	26	30	33
Liquid Propane	31	36	51	64	74	81

\* REFUSE COLLECTION

Marlborough = \$10.00/month

<u>Appliance Allowance</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Refrigerators	3	3	3	3	3	3

<u>Water Allowance</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Marlborough	22	24	36	48	60	72

<u>Sewer Allowance</u>	<u>0BR</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>5BR</u>
Marlborough	22	25	37	49	62	74