

# **Motions FY 2016**

**July 1 – June 30**

## MCDa List of Board Motions

Fiscal Year	Name of Motion	Date Approved
2016	Approve Capitalization Policy	6/30/2016
2016	Approve MCDa OPEB Trust	7/28/2016
2016	Approve Silk Road Bistro Easement	7/28/2016
2016	Approve Pleasant Street Building Committee	7/28/2016
2016	Approve HUD FMR as Section 8 Payment Standard	11/2/2016

## Motion to Approve Capitalization Policy

**WHEREAS**, Marlborough Community Development Authority establishes an equipment capitalization and depreciation policy for the purpose of distinguishing and recording materials and non-expendable equipment purchased or acquired through the Authority. This policy is in compliance with the reporting methods outlined by the Governmental Accounting Standards Board (GASB), as well as Massachusetts Department of Housing and Community Development (DHCD) regulations and guidelines.

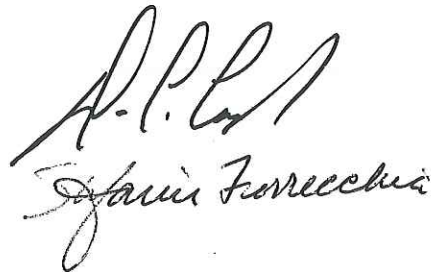

**WHEREAS**, equipment possessing a useful life of greater than one year and an acquisition cost of \$5,000.00 or more per unit, will be capitalized and depreciated over a five (5) year period. The MCDA will utilize the straight-line depreciation method.

**WHEREAS**, MCDA will establish a custodial inventory system for all stove and refrigerator purchases. The MCDA will create a custodial inventory listing, in which all equipment purchases costing over \$250 will be recorded. Items in the custodial inventory system will not be capitalized, but instead expensed. The MCDA has maintained an equipment record system, in which a physical inventory is taken on an annual basis. The physical inventory is reconciled to the general ledger.

**THEREFORE**, this policy shall be effective for all MCDA programs, beginning July 1, 2016, and continuing for all subsequent fiscal years.

MCDA Members Present: 4 MCDA Members Absent: 0

Signatures of MCDA Members Approving this Motion:

  
Stephen F. Konecchia

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

Date 6-30-2016



## Motion to Approve Silk Road Bistro Easement

**WHEREAS**, Marlborough Community Development Authority (MCDA) grants an easement for the parcel of land located between Silk Road Bistro, 150 Main Street, and the Marlborough City Hall, 140 Main Street. *See attached photos and site map.*

**WHEREAS**, the MCDA grants the easement for the installment of an air conditioning system at the Silk Road Bistro Restaurant at 150 Main Street in Marlborough, MA. The air conditioning system will protrude approximately two (2) feet from their property onto the parcel of land owned by the MCDA.

**WHEREAS**, the MCDA is not responsible for the costs incurred related to the installment of the air conditioning system and/or for its continued upkeep and operations. Silk Road Bistro is solely responsible for following any, and all, requirements set forth by the City of Marlborough or other Massachusetts regulatory agencies that may be involved. Silk Road Bistro is solely responsible for acquiring any necessary permits for the system and for paying any legal costs incurred as a result of establishing this easement, including the drafting and recording of the easement.

**THEREFORE**, the MCDA grants an easement for the parcel of land situated between Silk Road Bistro, 150 Main Street, and Marlborough City Hall, 140 Main Street, for the sole purpose of allowing Silk Road Bistro to install a cooling system.

**BE IF FURTHER RESOLVED**, this easement shall extinguish when no longer needed by Silk Road Bistro within One Hundred and Twenty (120) days, unless another date is mutually agreed upon by both parties.

MCDA Members Present: 5 MCDA Members Absent: 1

Signatures of MCDA Members Approving this Motion:

*Paul J. Hurley*  
*Sofia Furicchia*  
*David J. St.*

*A.P.C.*

*Arthur G. Vigean*  
Mayor Arthur G. Vigean, MCDA Chair

7/28/16  
Date



Subdivision of Lot 3 shown on plan 16052<sup>B</sup>

. Filed with Cert. of Title No. 42858 South Registry District of Middlesex County.

LAND IN MARLBOROUGH

Dec. 12, 1938.

S. L. Leftovith, Consulting Surveyor,

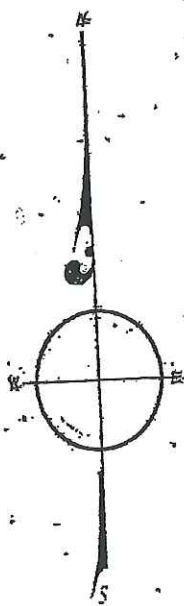
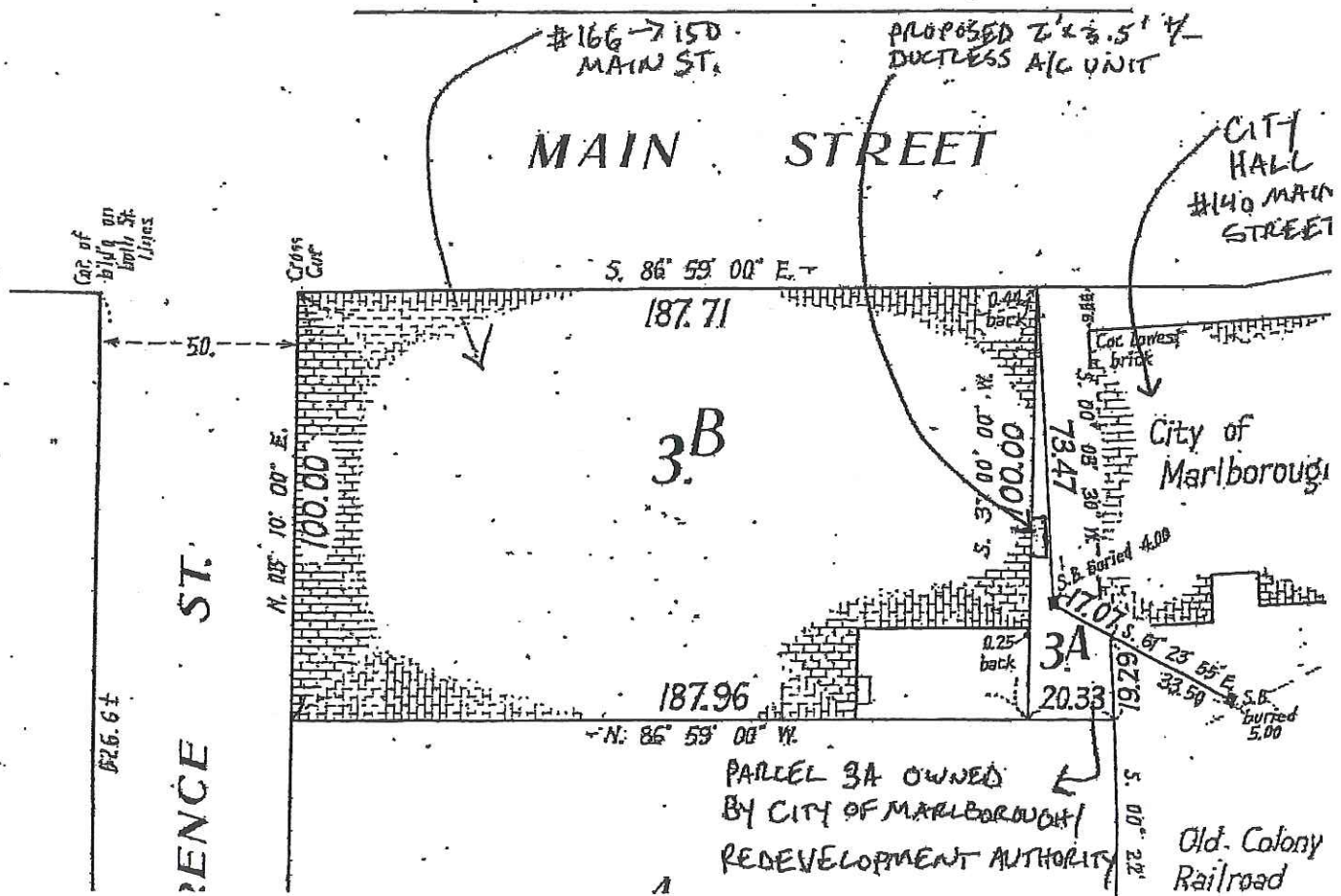


PLATE F 70  
PARCEL 135  
134  
PART OF 133 C

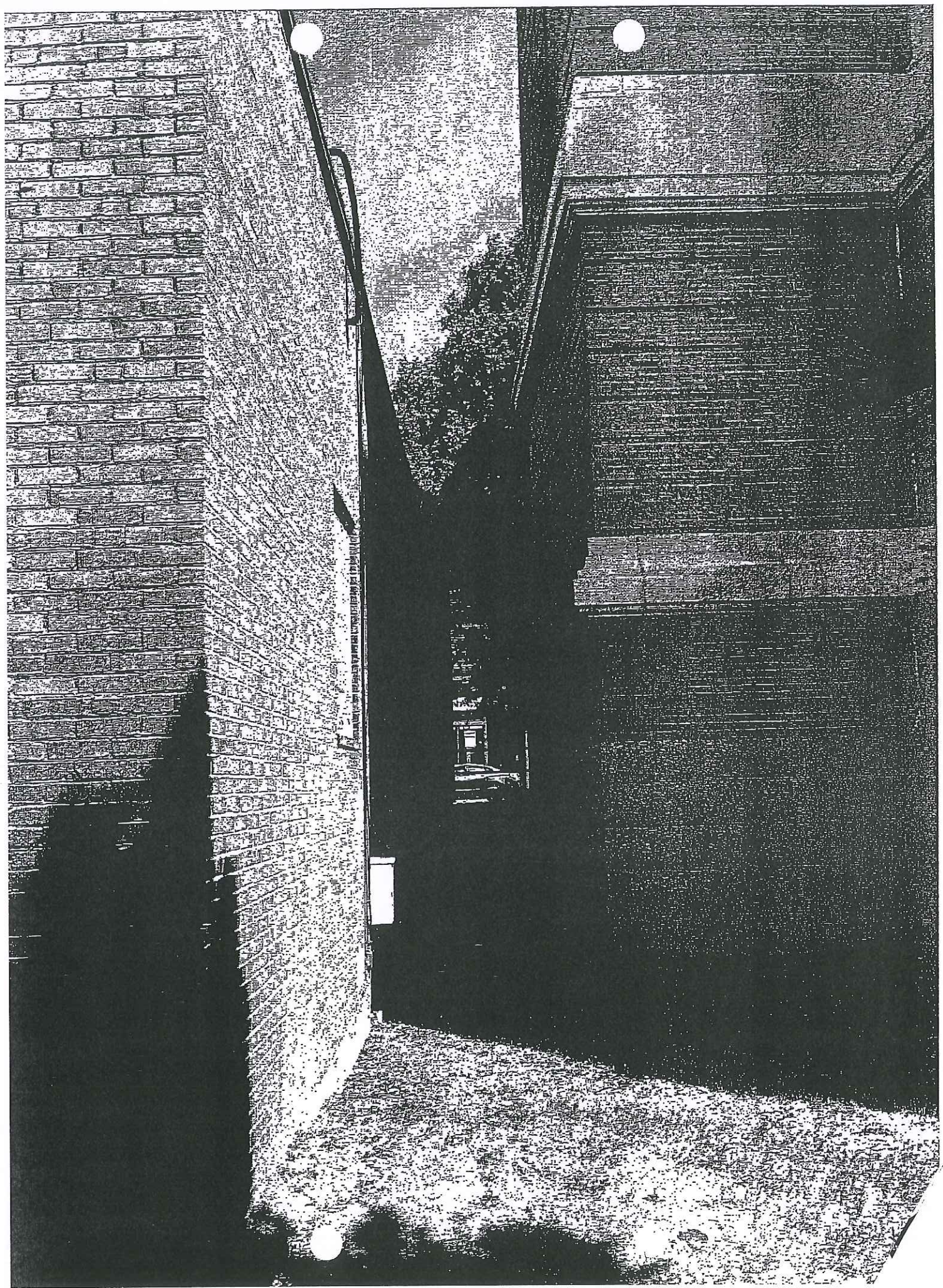
YANG SONG  
SILK RD. BISTRO  
#150 MAIN STREET  
(508) 251-9420  
YANG.SONG.QI@GMAIL.COM













**Marlborough Community Development Authority**  
**Housing Division**  
**250 Main Street**  
**Marlborough, MA 01752**  
**FAX (508) 460-3749 (508) 624-6908 TTY (508) 460-3610**

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

This motion approves the proposed 2017 Payment Standards per HUD Fair Market Rent effective January 1, 2017.

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 0 bedrooms, (105% of HUD Fair Market Rent) effective January 1, 2017.

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 January 1, 2016**

Bedroom Size	0	1	2	3	4
Fair Market Rent	1044	1247	1549	1922	2123
Payment Standard	1044	1372	1626	2018	2335

At a regular meeting held on November 3, 2016, the Marlborough CDA Board of Directors voted to adopt 105% of HUD Fair Market Rent to be used as the Payment Standard for all unit sizes except 0 bedrooms, (100% of HUD Fair Market Rent), effective January 1, 2017.

**PROPOSED Payment Standards 2017**

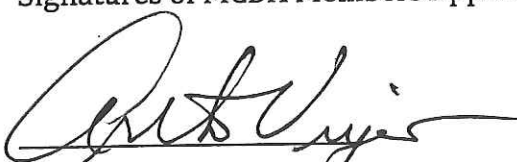
Bedroom Size	0	1	2	3	4
Fair Market	1194	1372	1691	2116	2331
Payment Standard	1194	1440	1776	2222	2448

Proposed Payment Standards presented at regular board meeting held on November 3, 2016. This motion is to adopt 105% of HUD Fair Market Rent to be used as the Payment Standard for all unit sizes except 0 bedrooms, (100% of HUD Fair Market Rent) effective January 1, 2017.

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



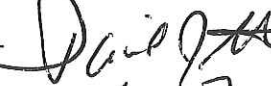

MCDA Members Present:

Signatures of MCDA Members Approving this Motion:

  
Mayor Arthur G. Vigeant  
Chair of MCDA

DATE

11/2/16



**Marlborough Community Development Authority  
Housing Division  
250 Main Street, Marlborough, Massachusetts 01752  
Fax (508) 460-3749 Phone (508) 624-6908**

**SEC 8 HOUSING CHOICE VOUCHER PROGRAM  
Effective January 2017**

**PROPOSED**

<b>Bedroom Size</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Fair Market Rent</b>	<b>1194</b>	<b>1372</b>	<b>1691</b>	<b>2116</b>	<b>2331</b>
<b>Payment Standard</b>	<b>1194</b> (100%)	<b>1440</b> (105%)	<b>1776</b> (105%)	<b>2222</b> (105%)	<b>2448</b> (105%)

Proposed Payment Standards presented at regular board meeting held on November 3, 2016. To adopt 105% of HUD Fair Market Rent except 0 bedroom-(100%) to be used as the Payment Standard for different bedroom size(s) and current market conditions effective January 1, 2017.





# FY 2017 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The Final FY 2017 FMRs for All Bedroom Sizes

### Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One- Bedroom</u>	<u>Two- Bedroom</u>	<u>Three- Bedroom</u>	<u>Four- Bedroom</u>
Final FY 2017 FMR	\$1,194	\$1,372	\$1,691	\$2,116	\$2,331
Final FY 2016 FMR	\$1,056	\$1,261	\$1,567	\$1,945	\$2,148
Percentage Change	13.1%	8.8%	7.9%	8.8%	8.5%

Marlborough city, Massachusetts is part of the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, which consists of the following towns: Amesbury Town city (Essex County), MA; Beverly city (Essex County), MA; Danvers town (Essex County), MA; Essex town (Essex County), MA; Gloucester city (Essex County), MA; Hamilton town (Essex County), MA; Ipswich town (Essex County), MA; Lynn city (Essex County), MA; Lynnfield town (Essex County), MA; Manchester-by-the-Sea town (Essex County), MA; Marblehead town (Essex County), MA; Middleton town (Essex County), MA; Nahant town (Essex County), MA; Newbury town (Essex County), MA; Newburyport city (Essex County), MA; Peabody city (Essex County), MA; Rockport town (Essex County), MA; Rowley town (Essex County), MA; Salem city (Essex County), MA; Salisbury town (Essex County), MA; Saugus town (Essex County), MA; Swampscott town (Essex County), MA; Topsfield town (Essex County), MA; Wenham town (Essex County), MA; Acton town (Middlesex County), MA; Arlington town (Middlesex County), MA; Ashby town (Middlesex County), MA; Ashland town (Middlesex County), MA; Ayer town (Middlesex County), MA; Bedford town (Middlesex County), MA; Belmont town (Middlesex County), MA; Boxborough town (Middlesex County), MA; Burlington town (Middlesex County), MA; Cambridge city (Middlesex County), MA; Carlisle town (Middlesex County), MA; Concord town (Middlesex County), MA; Everett city (Middlesex County), MA; Framingham town (Middlesex County), MA; Holliston town (Middlesex County), MA; Hopkinton town (Middlesex County), MA; Hudson town (Middlesex County), MA; Lexington town (Middlesex County), MA; Lincoln town (Middlesex County), MA; Littleton town (Middlesex County), MA; Malden city (Middlesex County), MA; Marlborough city (Middlesex County), MA; Maynard town



## Motion to Approve MCDA OPEB Trust

WHEREAS, Marlborough Community Development Authority (MCDA) establishes certain other post-employment benefits ("OPEB"), other than pensions, for eligible former employees of MCDA. Post-employment benefits aside from pensions, can include, but are not limited to, medical, dental, and life insurance.

WHEREAS, MCDA wishes to establish an irrevocable trust (the "Trust") for the purpose of funding OPEB obligations as required to be reported under Government Accounting Standards Board ("GASB") Statements 43 and 45, titled, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*.

WHEREAS, the Trust is established by MCDA with the intent of qualifying as a tax-exempt trust that will perform an essential governmental function in compliance with Section 115 of the Internal Revenue Code of 1986, as well as regulations issued for OPEB trusts under M.G.L. c. 32B, § 20.

WHEREAS, the Mayor of the City of Marlborough/ Chair of the MCDA has the authority to amend the OPEB Trust agreements terms and conditions, as needed and required.

THEREFORE, the MCDA agrees on establishing an OPEB trust offering medical, life and dental insurance for eligible former employees of the Marlborough Community Development Authority.

BE IT FURTHER RESOLVED, that the MCDA shall set aside 1% of its budget, from all programs, to the trust, unless a higher percentage is agreed to by the MCDA Board.

MCDA Members Present: 5 MCDA Members Absent: 1

Signatures of MCDA Members Approving this Motion:

*Paul Fleury*

*Sylvia Farnsworth*

*Jo-Ann*

*Arthur G. Vigant*

Mayor Arthur G. Vigant, MCDA Chair

*A.P.C.*

7/25/16  
Date



## Motion to Approve Pleasant Street Building Committee

**WHEREAS**, Marlborough Community Development Authority (MCDA) establishes a Building Committee for the modernization project, FISH #170060, of 29 Pleasant Street. The Pleasant Street Building Committee (PBC) will be formed to make suggestions and recommendations about project completion and deadlines, as deemed appropriate. This committee will work with the tenants of 29 Pleasant Street to alleviate concerns of relocation.

**WHEREAS**, The PBC will be comprised of five (5) members; two (2) MCDA Board of Commissioners, two (2) Pleasant Street Residents, one (1) resident of the City of Marlborough appointed by the Mayor, and the Department of Public Works Commissioner and the Mayor of the City of Marlborough, acting as ex officio members.

**WHEREAS**, the PBC will meet a minimum of once a month, until the project at 29 Pleasant Street is fully completed. The PBC will be responsible for completing and submitting monthly reports to the MCDA Board of Commissioners, as well as the Mayor of the City of Marlborough.

**THEREFORE**, the MCDA agrees on establishing a Building Committee for the FISH project #170060, at 29 Pleasant Street, with the sole responsibility being to make recommendations and suggestions as the work is being planned and completed. The PBC will ensure that the tenants at 29 Pleasant Street are appropriately informed of any, and all, renovations or changes, when appropriate.

MCDA Members Present: 5 MCDA Members Absent: 1

Signatures of MCDA Members Approving this Motion:

*Paul Henry*  
*Steven Funicella*  
*David J. At*

*A.P. G.*

*Arthur G. Vigeant*  
Mayor Arthur G. Vigeant, MCDA Chair

7/28/16  
Date