

Minutes FY 2017

July 1 – June 30

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

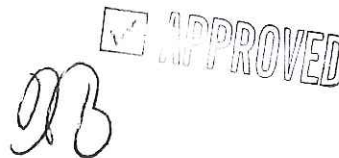
Regular Meeting – Thursday, June 30, 2016

Meeting Opened: 8:45 a.m. - Meeting Closed: 10:18:a.m.

Attendance of Regular June 30th 2016 MCDA Board Meeting

- | | |
|---|--|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Rep., Absent) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Absent) |
| 5. Dennis Cavanaugh | 6. David Morticelli (Fin. Rep.) |
| 7. Douglas M. Bushman, Director | |
| 8. Diane Smith, (City Auditor) – Non Voting Member | |
| 9. Brian Doheny, (City Comptroller/Tres.) – Non Voting Member | |
| 10. John Andrea- Tise Design / Guest | |
| 11. Diane Horton- Tise Design / Guest | |

Summary of Motions



1. Motion to Approve Minutes of May 26th 2016 Meeting (Tabled)

A. Housing

-
- | | |
|---|------------|
| 2. Motion to Approve Housing Payables | (Approved) |
| 3. Motion to Approve Capital Improvement Plan & Funding Award | (Approved) |
| 4. Motion to Approve Capitalization Policy | (Approved) |
| 5. Motion to Approve TISE A/E Firm FF 170060 | (Approved) |

B. CDA

-
- | | |
|---------------------------------------|------------|
| 6. Motion to Approve Payables for CDA | (Approved) |
|---------------------------------------|------------|

MCDA Board Minutes

Minutes of the Marlborough Community Development Authority

Regular Meeting – Thursday September 29, 2016

Meeting Opened: 8:45 a.m. – Meeting Closed: 9:15 a.m.

Attendance of Regular August 25th 2016 MCDA Board Meeting

- | | |
|--|---------------------------------|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Rep) |
| 3. Stefanie Ferrecchia (Real Estate Rep) | 4. Renée Perdicaro |
| 5. David Morticelli (Fin. Rep) | 6. Douglas M. Bushman, Director |

Members Absent

- | | |
|---|----------------------------------|
| 1. Dennis Cavanaugh | 2. Diane Smith (City Auditor) ** |
| 3. Brian Doheny (City Comptroller/Treasurer) ** | |

** Represents non-voting members

A motion was made to approve the Board Meeting Minutes of the August 25, 2016 meeting. *The motion was made carried and approved with no abstentions.*

A motion was made to approve the Housing Payables. *The motion was made, carried and approved with no abstentions.*

A motion was made to approve the FY2016 Year End Budget. There were six (6) situations that impacted the expenditures negatively and the revenues positively for the FY2016 budget. The following were included:

- a. *Vacancies: There was a 29.9% increase over budget in maintenance salaries, supplies and contractor costs.*
- b. *Rental Revenue: Even though there was a 20% vacancy rate, the rental revenue increased and the budget revenue goal was not only met but was exceeded by 0.92% (\$1,073,645.00) (budget was \$1,063,850.00)*
- c. *Compensated Absences: These absences were not originally budgeted. However, the costs have been included in the year-end total of \$29,262.00.*
- d. *Office Move: The MCDA administrative offices moved from the Walker Building to the former Senior Center. The maintenance budget and administrative expenses increased by 32%,*
- e. *Water Usage: There was an increase in water usage in FY15 ad continued in FY16. A repayment agreement with the water/sewer department was put in place. So far, \$42K has been paid in FY16 and the accrued balance of the bill is payable over 72 months.*

- f. *MOD/FISH Projects Positive Revenue Impact: Due to the completion of 17 FISH projects during FY16, MCDA received an additional \$61,590 in additional revenue.*

The net of the six factors left a positive balance of \$35,594.00.

The motion to approve the FY2016 Year End Budget was made, carried and approved with no abstentions.

A motion to Approve the Amendment 11 to Work Plan 5001. ***The motion was made, carried and approved with no abstentions.***

The Amendment to the Work Plan is in the amount of \$643,074.00 and it funds the following and extends the contract dates of service from June 30, 2018 to June 30, 2019:

- a. *FY19 Formula Funding Award (\$421,019.00)*
- b. *HILAPP Award for Pleasant Street (\$200,000.00)*
- c. *Public Housing Compliance Reserve (\$4,055.00)*
- d. *FY17 Water Conservation Sustainability Initiative (\$18,000.00)*

Guyder-Hurley is scheduled to begin the audit process in early October and will be completed in November. The date is to be confirmed.

MCDA's application for DHCD's Modernization Public Housing & Supporting Elders Initiative (ModPHASE) is due by September 30, 2016. In July, DHCD implemented a new program that awards grants to state elderly public housing developments. The sixty unit complex at Bolton Street has met the criteria, qualifying for the grant. The grant aims to increase and expand services that are currently offered through BayPath and the Council on Aging. The application will be finalized on September 28, 2016.

A motion was made to approve the Bolton DHCD ModPHASE Grant. ***The motion was made, carried and approved with no abstentions.***

FISH 170060 DHCD-HLAPP – An information meeting took place on September 8th and a preliminary budget was submitted. A needs assessment will take place in September or early October (it has already been noted that a sprinkler system will need to be done).

A motion was made to Approve the Amendment 11 to Work Plan 5001. ***The motion was made, carried and approved with no abstentions.***

The Amendment to Work Plan 5001 includes an additional \$643,074.00 to fund the following and to extend the contract dates of service from June 30, 2018 to June 20, 2019:

- FY19 Formula Funding Award - \$421,019
- HILAPP Award for Pleasant Street \$200,000
- Public Housing Compliance Reserve (asbestos removal) \$4,055
- FY17 Water Conservation Sustainability Initiative \$18,000

The MCDA Tenants Association drafted bylaws which were voted on and approved. The bylaws were needed to be able to receive their annual check for tenant activities from DHCD. Ann Ryan of 240 Main Street is the new President.

A motion to approve the CDA Payables Registry was made. *The motion was made, carried and approved with no abstentions.*

Marlborough-Hudson CDBG Application Update – Interviews of consultants have been taking place and the plan is to hopefully make a selection by October. DHCD has outlined some significant changes in the administration of the CDBG program. (1) Applicants can only choose between one of three program categories which include Infrastructure, Housing Rehab and Public Service. In addition, the Community Needs Score is being revised. The final changes will be released by October. DHCD plans on retaining the bonus points for regional applications (Marlborough is teaming up with the Town of Hudson which gains us 2 extra points). **The street project category should be the first initiative and a lead removal project should be second.

The MCDA staff has now reviewed all NIP, and HOME files which total 143 files. Fifty-two files have been officially closed out and more will be closed out pending legal review. Over thirty (30) files were originally submitted to Attorney Cipriano for legal review. As of this date, five (5) of those files are waiting for final review and seventeen (17) are being followed by MCDA staff.

There is another closing scheduled for tomorrow of which \$15,000 will be paid back to the CDA.

A motion was made to adjourn the monthly meeting. *The motion was made, carried and approved with no abstentions.* The meeting was adjourned at 9:15 a.m.

MCDA Board Minutes

Minutes of the Marlborough Community Development Authority
Regular Meeting – Thursday September 29, 2016
Meeting Opened: 8:45 a.m. – Meeting Closed: 9:15 a.m.

Attendance of Regular August 25th 2016 MCDA Board Meeting

- | | |
|--|---------------------------------|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Rep) |
| 3. Stefanie Ferrecchia (Real Estate Rep) | 4. Renée Perdicaro |
| 5. David Morticelli (Fin. Rep) | 6. Douglas M. Bushman, Director |

Members Absent

- | | |
|---|----------------------------------|
| 1. Dennis Cavanaugh | 2. Diane Smith (City Auditor) ** |
| 3. Brian Doheny (City Comptroller/Treasurer) ** | |

*** Represents non-voting members*

A motion was made to approve the Board Meeting Minutes of the August 25, 2016 meeting. ***The motion was made carried and approved with no abstentions.***

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Marlborough-Hudson CDBG Application Update – Interviews of consultants have been taking place and the plan is to hopefully make a selection by October. DHCD has outlined some significant changes in the administration of the CDBG program. (1) Applicants can only choose between one of three program categories which include Infrastructure, Housing Rehab and Public Service. In addition, the Community Needs Score is being revised. The final changes will be released by October. DHCD plans on retaining the bonus points for regional applications (Marlborough is teaming up with the Town of Hudson which gains us 2 extra points). **The street project category should be the first initiative and a lead removal project should be second.

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There is another closing scheduled for tomorrow of which \$15,000 will be paid back to the CDA.

A motion was made to adjourn the monthly meeting. ***The motion was made, carried and approved with no abstentions.*** The meeting was adjourned at 9:15 a.m.

MCDA Board Minutes

Minutes of the Marlborough Community Development Authority

Regular Meeting – Thursday January 26, 2017

Meeting Opened: 8:45 a.m. – Meeting Closed: 9:25 a.m.

Attendance of Regular January 26th 2017 MCDA Board Meeting

- | | |
|--|--|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Rep) |
| 3. Stefanie Ferrecchia (Real Estate Rep) | 4. Renée Perdicaro |
| 5. Dennis Cavanaugh | 6. Douglas M. Bushman, Director |
| 7. Diane Smith (City Auditor) | 8. Brian Doheny (City Comptroller/Treasurer) |

Members Absent

1. David Morticelli (Fin. Rep)
-

A motion was made to approve the Board Meeting Minutes of the December 15, 2016 meeting. ***The motion was made carried and approved with no abstentions.***

A motion was made to approve the Housing Payables. ***The motion was made, carried and approved with no abstentions.***

The HUD Section 8 Audit of GY2016 has been completed and submitted. Mike Guyder of Guyder-Hurley joined the board meeting to discuss the Agreed Upon Procedures Audit (AUP). The draft audit found out of eighty-one (81) auditable areas, exceptions were found in only eight (8) categories. Exceptions were found in the following categories:

- Procurement (2)
- Annual Rent Calculations and Compliance (4)
- Rent Collections (2)

1. Rent Collection/Tenant Accounts Receivable/Account Write-Offs

The firm identified that in the rent collection process, the rents are not being deposited on a daily basis per DHCD guidelines. The recommendation which was made was that the authority begin to make rent deposits every day that a tenant's rent is received. The Authority collects rents two to three times a week and does not hold checks for more than three (3) days. The Authority currently collects eighty-six (86) out of 227 tenant's rents through direct debit.

2. Procurement/Public Bidding

The Authority could not provide documentation supporting the advertising of state mod projects that are estimated to value greater than \$100K on the state's Goods and Services Bulletin. The Authority does have a contract register but it does not contain all pertinent information per DHCD Guidelines. The recommendation is that the Authority post all projects valuing more than \$100K

on the State's Goods and Services Bulletin. It is also recommended that the Authority update the contract register to reflect all information required by DHCD.

3. Annual Rent Calculation and Compliance

The firm identified that the HAP expense for the fiscal year was not properly reported on the authority's state financials. *It is recommended that the Authority ensure all HAP expenses be reported on the Authority's state financials. MCDA has informed its outside fee accountant concerning the issue. In one instance the tenant's income was calculated incorrectly. It is recommended that the Authority ensure that the verifies tenant income is correctly carried forward to the rent calculation and that procedures are in place to identify incorrect rent calculations. The Authority has already properly adjusted the tenant's rent. There are procedures in place for reviewing rent calculations and fifteen (15%) of all tenants files are reviewed internally every fiscal year on a monthly basis.*

During the fiscal year the Authority was not retaining copies of the notifications of rent redetermination and the timeliness of the notices could not be tested. *It is recommended that the Authority retain electronic copies of the notifications of rent redetermination. The Authority was not retaining copies of the Notices of Rent Change and the timeliness of the notices could not be tested. It is recommended that the Authority retain electronic copies of the Notices of Rent Change. The Authority is now retaining both electronic and hard copies of recertification and rent change notices. This started in calendar 2016. The MCDA has adopted internally a much lengthier notification process than dictated by DHCD regulations. The MCDA has adopted the HUD standard.*

The MCDAs Application for the DHCD's Modernizing Public Housing & Supporting Elders Initiative (ModPHASE) was not selected. The application was a very good one but the current construction needs at Bolton Street were not great enough. Due to the millions of dollars in investments made to Bolton Street in the last few years the property was simply in too good of condition to justify millions more in construction expenditures.

Blue Wave Capital Update – The credits will show up on the January/February utility bill.

A motion was made to approve the Updated Parking Policy. ***The motion was made, carried and approved with no abstentions.***

A motion to approve the CDA Payables Registry was made. ***The motion was made, carried and approved with no abstentions.***

Marlborough CDBG 2017 Application – In January MCDA contracted with MAPPLAN as its consultant for CDBG. Mr. Andrew Daniels was present to speak about the application and to answer any questions the Board had. MAPPLAN came highly recommended. MCDA and MAPPLAN have been meeting weekly to prepare the application. There will be two public hearings (1/31 and 2/15) and the submission deadline is March 10th.

Status of CDA Files – There are only eight (8) files that remain in legal review from the initial forty-one (41) files. Of the eight files, two are in litigation with several others in process of negotiations for potential settlement. The file review began with 143 total files and now 55 files

have been officially closed out. MCDA staff will continue with the process of day to day administration.

A motion was made to adjourn the monthly meeting. *The motion was made, carried and approved with no abstentions.* The meeting was adjourned at 9:25 a.m.

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, June 29th, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:51 a.m.

Attendance of Regular February 23rd, 2017 MCDA Board Meeting

- | | |
|--|--|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Regular Member) (Absent) |
| 5. Dennis Cavanaugh (Regular Member) | |
| 6. David Morticelli (Fin. Rep) | |
| 7. Douglas M. Bushman, Director | |
| 8. Diane Smith, (City Auditor) – Non-Voting Member | |
| 9. Brian Doheny, (City Comptroller/Treas.) – Non-Voting Member | |
| 10. Chad Carter, MCDA Employee | |

Summary of Motions

- | | |
|---|------------|
| 1. Motion to Approve Minutes May 25 th , 2017, Meeting | (Approved) |
|---|------------|

A. Housing

- | | |
|--|------------|
| 2. Motion to Approve Payables for Housing | (Approved) |
| 3. Motion to Approve MCDA FY 2017 Modified Budgets | (Approved) |

B. CDA

- | | |
|--|-------------|
| 4. Motion to Approve Payables for CDA | (Approved) |
| 5. Motion to Approve MCDA Board Lending Subcommittee | (No Action) |

The Board Meeting took place on the fourth floor in the Mayor's conference room at City Hall.

Board Meeting Start: 8:45am

Mayor Vigeant motioned to approve the meeting minutes May 25th, 2017. *The motion was made carried and approved with no abstentions.*

Mayor Vigeant asked the board members that are taking the training to make sure its complete.

Executive Director Douglas Bushman mentioned that the vacancies have stabilized, and the fiscal year is off by \$30,000.00. Board member Dennis Cavanaugh asks MCDA employee Chad Carter why there are multiple checks for the water & sewer expenses. Chad Carter mentioned that after a meeting with Commissioner Ghiloni and Michele Higgins, it was determined that there be multiple checks for each separate account of Bolton St. to end the fiscal year with a \$0.00 balance in the Bolton St. accounts.

Executive Director Douglas Bushman stated the MCDA has filed an application for low-flow toilets, which will help decrease the water expense. Board member Dennis Cavanaugh asked why they need multiple meters for each building. Mayor Vigeant answered it is so we can see specifically where the leaks are coming from. Executive Director Douglas Bushman noted that the MCDA is exploring multiple meters in other buildings as well. He motioned to approve the housing payables for the month of June. *The motion was made carried and approved.*

Executive Director Douglas Bushman stated that the MCDA has included the NSP program in their budget for FY17 which will adjust some line items. The MCDA will finish the fiscal year with the reimbursement of outstanding FISH project invoices and will apply forced accounting to two others for maintenance labor supplied by our maintenance men for the two boiler projects. Board member Dennis Cavanaugh asked if there will be a summary sheet for entire fiscal year, and Executive Director Douglas Bushman answered that yes, there will be one supplied at the July Meeting. He motioned to approve Modified FY 2017 Modified Budgets. *The motion was made carried and approved.*

Mayor Vigeant mentioned that he visited the Bluewave Net Metering solar farm, and that it was very interesting.

Executive Director Douglas Bushman stated that Chad Carter is working with Lora Markova to make sure that the website is integrated with the cities. The MCDA will create a sub-domain which will be accessible from the cities website. The MCDA hopes to have the website operational in the Fall when the cities is launched.

Executive Director Douglas Bushman noted that the first OPEB meeting was held this morning which discussed governing issues and explored other matters.

Executive Director Douglas Bushman mentioned that Advocates will be paying the MCDA monthly rent retro to July 1 of last year based off a new contract that was signed in June. This contract will increase their rent to \$2,799.00.

Executive Director Douglas Bushman noted that the MCDA is in the process of reviewing DPW and public facility wage rates for supervisors.

Executive Director Douglas Bushman stated that the MCDA is grateful for the college interns and the work they are doing. Alyana Vera is currently working on the Habitat for Humanity Project, while Christopher Clancy is assisting Chad Carter with the website design.

Mayor Vigeant asked Chad Carter, "Didn't you start as an intern?" Chad Carter stated yes and that he was thankful for the opportunity given to him.

Executive Director Douglas Bushman noted that the CIP was approved. 20 front street projects, windows at Bolton street, sliders in July, and lock replacement are some of the additions to the CIP. At 240 Main Street apartments, several tenants along with Frank Hinckley have been locked inside their apartment. Gordon Yuen, DHCD, is very upset and mentioned to Frank that if there is no contract by next week, then they will find a new contractor. This project is aimed to begin in the Fall. Board member Dennis Cavanaugh asked how this contractor was picked. Executive Director Douglas Bushman answered that they were determined to be the lowest responsible and eligible bidder.

Executive Director Douglas Bushman noted that Mark Southard, DHCD, wants a response on the Randall case. He also noted that Mark Southard has yet to respond to the MCDA's NSP request. Mayor Vigeant asked Executive Director Douglas Bushman what exactly are you looking for from DHCD? Executive Director Douglas Bushman explained that the MCDA requested to use the \$300,000.00 or so of unused NSP Program Income towards the Pleasant Street Modernization Project. Board member Dennis Cavanaugh asked if the MCDA must apply those monies specifically towards the Pleasant St. Modernization project. Executive Director Douglas Bushman answered that the MCDA would want to if they received the okay from DHCD.

Board member Paul Sliney motioned to approve the CDA June Payables Registry. *The motion was made carried and approved.*

Executive Director Douglas Bushman discussed the lending terms of the Habitat for Humanity project, which are 50 year, 0% interest. The MCDA will be giving out about 2 or 3 loans for home repair. He mentioned that he might want to set up a subcommittee which will discuss lending terms and applicants, etc. The 16 Clinton St. monies are not tied to grants and can be used for a variety of different programs. Mayor Vigeant asked if the board should create a separate subcommittee or meet as a committee of the whole. The board agreed to not create a separate subcommittee but to have committee meetings separate from the regular meetings to discuss lending issues. Board member David Morticelli concurred. Board member Dennis Cavanaugh agrees to be on the aforementioned committee. Mayor Vigeant noted that Executive Director Douglas Bushman should set up a time, and if board members can't make it then they will go from there if the minimum amount of board members are present for a quorum. Motion to create separate subcommittee not acted upon.

Executive Director Douglas Bushman will email everyone about the date and time. He mentioned that applicants cannot have prior CDA loans, and the CMDA is looking mainly from the French

Hill area, but will consider outside if applicants are scarce. Board member Dennis Cavanaugh asked what the requirements are. Executive Director Douglas Bushman continues to explain the applications and income verification requirements. He also mentioned that Alyana has been doing a lot of work in this regard.

Executive Director Douglas Bushman noted that the MCDA is still waiting on a response to its FY18 CDBG application, and that they should be hearing back any day now.

The MCDA has received both the Peltak and DeBairos checks, and that the discharges will be properly recorded.

Executive Director Douglas Bushman stated that the financial standing for the CDA is great going into FY 2018, and there are sufficient monies for investments.

The MCDA is looking to close the 16 Clinton Street property as soon as possible, and these monies are not attached to any grants, so they can be used a variety of projects and more programs if the board desires. There are stipulations on what the land can be used for. The Bid documents stated that a single-family house is all that is applicable.

Executive Director Douglas Bushman briefly explained the few cases still in litigation along with a new case, Harakles. MCDA employee Chad Carter mentioned that an attorney reached out to him via email about signing an indemnification agreement on the foreclosure of one of the MCDA's properties. Chad Carter immediately notified Attorney Aldo Cipriano and brought the file over for his review. Mayor Vigeant asked if the mortgage was secured. MCDA employee Chad Carter answered, yes. Mayor Vigeant asserted that Chad Carter work to get our interests back to which he concurred. Board member Stefanie Ferrecchia asked about a fifth file on the litigations list and discovered it was a typo.

Board member Paul Sliney motions to adjourn. *The motion was made carried and approved with no abstentions.*

Meeting Closed: 9:51am

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, February 23, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:31 a.m.

Attendance of Regular February 23rd, 2017 MCDA Board Meeting

- | | |
|--|---|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Absent) |
| 5. Dennis Cavanaugh (Tenant Representative) | 6. David Morticelli (Fin. Rep) (Absent) |
| 7. Douglas M. Bushman, Director | |
| 8. Diane Smith, (City Auditor) – Non Voting Member | |
| 9. Brian Doheny, (City Comptroller/Treas.) – Non Voting Member | |
| 10. Tom Dipersio, DPW | |
| 11. Andrew Daniels, MAPPLAN Partners | |

Summary of Motions

- | | |
|---|------------|
| 1. Motion to Approve Minutes 1/26/2017, Meeting | (Approved) |
|---|------------|

A. Housing

- | | |
|---|------------|
| 2. Motion to Approve Payables for Housing | (Approved) |
| 3. Motion to Approve New MCDA Fee Accountant | (Approved) |
| 4. Motion to Approve Close Out FISH 170059 – Bolton St. Balconies | (Approved) |

B. CDA

- | | |
|---|------------|
| 5. Motion to Approve Payables for CDA | (Approved) |
| 6. Motion to Approve Mayor/Chair for Final CDBG Authorization | (Approved) |

8. FEMA/MEMA Application for Funds

The MCDA has received word that a final decision is expected soon to close out this issue.

9. DHCD Mandated Board Training 2017-05

Douglas Bushman- Paul Sliney has completed the necessary training. Douglas mentions that the NAHRO has been excellent and that they are becoming more and more computerized. Paul - Paul explains his schedule of training including dates and specific classes. Mayor - The mayor asks if ethics training is the same as the other trainings. Paul - "Yes." Douglas - "If you ever have computer issues you can come to the offices."

10. DHCD Construction/ Capital Spending Benchmarks

Douglas Bushman- The MCDA is at 140%, and has always had a great record of receiving and spending money in a quick amount of time. Douglas congratulates the board for their part in that.

11. Fiscal Year 2017 – List of Closed, On-going and Planned Capital Projects

A motion is made to close out FF 170059 East Coast Developments \$67,895 – Bolton St. Balcony Repair. *The motion is made carried and approved with no abstentions.*

Douglas Bushman- Referencing FISH 170060 DHCD – HLAPP Project: "The budget has increased from 1.8 million to 5.5 million mostly because of the asbestos and lead issues that were later discovered. We have three (3) options:

1. Fully funded with a positive balance of \$313,734.47,
2. Updated budget with original financing, or,
3. Updated budget with revised financing by extending credits from 10 to 20 years, decreasing the inflation from 4% to 3.5%.

There is currently a big budget gap, and DHCD is reviewing requests. The MCDA is also exploring alternative proposals.

Mayor Vigeant- The mayor would prefer to do half of the project correctly, rather than stretching the funding to the entire property and only managing to get the outside painted.

Douglas Bushman- The MCDA has the money to do all sliders – DHCD said okay. Hopefully the projects will be done by the end of summer.

1. Motion to Approve CDA Payables Registry

A motion is made to approve the CDA payables registry. *The motion is made carried and approved with no abstentions.*

2. Neighborhood Stabilization Program Close Out Transfer of Funds

Douglas Bushman - Douglas references how much money is NSP account – over 300,000. The MCDA is exploring options with the NSP funds it currently has. One of which is to role the

walkability. Pocket parks are considered open space, and will be designed to avoid skateboarders. "I attended the second public hearing which I thought was filled with great information and discussions. The surveys that were handed out need to be looked at because the information included will be useful in the application. The grant requires that there be a competitive process for the opiate program in which a bid process needs to take place. The public service component is either a yes or a no. The rehabilitation is a very competitive category." He goes on to explain the scoring process. Overview of the rehab specialist duties. Andrew mentions the importance of telling a story in the application and not treating it like a shopping list. Sumner St. is building off of previous CDBG funded streets. Sumner street is needed for kids to get to nearby park. Andrew then goes into an explanation of what the NSP monies can be used for. He finishes off by stating that he has read last year's application and that he believes there is no doubt in his mind that the application will be much stronger this year.

4. Motion to Authorize Mayor/Chair Authority to Finalize CDBG Application

A motion is made to authorize the mayor/chair authority to finalize the CDBG application. *The motion is made carried and approved with no abstentions.*

Meeting is adjourned at 9:31 am.

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, March 30, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 10:01 a.m.

Attendance of Regular March 30th, 2017 MCDA Board Meeting

- | | |
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| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Regular Member) |
| 5. Dennis Cavanaugh (Regular Member) | 6. David Morticelli (Fin. Rep) |
| 7. Douglas M. Bushman, Director | |
| 8. Diane Smith, (City Auditor) – Non Voting Member | |
| 9. Brian Doheny, (City Comptroller/Treas.) – Non Voting Member | |
| 10. Attorney Aldo Cipriano | |
| 11. MCDA Employee Chad Carter | |

Summary of Motions

1. Motion to Approve Minutes February 23rd 2017, Meeting (Approved)

A. Housing

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| 2. Motion to Approve Payables for Housing | (Approved) |
| 3. Motion to Approve MCDA FY 2017 Financials JULY-FEB 2017 | (Approved) |
| 4. Motion to Approve MA DOL Wage Rates Effective April 1, 2017 | (Approved) |
| 5. Motion to Approve Mayor/Chair to Approve Contractor FISH 170061-Locks | (Approved) |
| 6. Motion to Approve Mayor/Chair to Approve Contractor FISH 170062-Sliders | (Approved) |

B. CDA

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|---|------------|
| 7. Motion to Approve Payables for CDA | (Approved) |
| 8. Motion to Approve Listing of 16 Clinton St-Request for Quotes | (Approved) |
| 9. Motion for Executive Session: Communications with MCDA legal counsel for discussing litigation strategies and potential future litigation regarding the following eight (8) properties with CDA financed loans: Daniels 7 Harriman Road, Hudson, Kerwin 26 River Street, Hudson, Romain 34 Carter Street, Hudson, Coloumbe/Nutter 17 Cherry St, Hudson, DeBairos, 43 Witherbee Street, Falcetta 38 Murphy Road, Hudson, Randall 112-116 Main Street and Munday 20 Bicknell Street. Public discussion could have detrimental effect on the litigation position of the MCDA. | (Approved) |

The Board Meeting took place on the fourth floor in the Mayor's conference room at City Hall.

Board Meeting Start: 8:45am

Executive Director Douglas Bushman Motioned to go into executive session to discuss outstanding mortgages in legal review. *The motion was made carried and approved with no abstentions.*

Executive Session Start: 8:46am

Ongoing legal matters were discussed.

Executive Session End: 9:39am

Executive Director Douglas Bushman motioned to approve the housing payables. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman mentioned the MCDA has received new financials from the new CPA firm, Fenton, Ewald & Associates which shows a positive cash flow of about \$36,000.00. He stated that the MCDA is replacing the flappers of the toilets which should decrease the water bills and working towards getting low-flow toilets at the Liberty Hill apartments. The MCDA has increased the amount of money for laundry services which was explained to the tenants at the previous tenant meeting. Executive Director Douglas Bushman will sit down with the water department to speak about leaks and other issues that may have caused an increase in the water bills. Board member Paul Sliney mentioned that the increased water usage at Bolton street may be due to the use of a water saw during construction of a recent project. Executive Director Douglas Bushman motioned to approve the updated financials. *The motion was made carried and approved.*

Executive Director Douglas Bushman noted that the credits are in, and that the MCDA should be receiving a check for \$20,000.00 soon, and that the credits can be spread out. Board member Dennis Cavanaugh asked if there is a separate account for the money that's not being used. Executive Director Douglas Bushman answered that the monies are in the 667-rental account and they are being utilized. He mentioned that he will sit down with BlueWave Capital, Inc. to answer further questions.

Executive Director Douglas Bushman noted that DHCD has set the new labor rates and they go into effect on April 1st, 2017. Board member Paul Sliney mentioned that the rates for Frank Hinckley should be increased by \$1.50. He stated that Frank has added responsibility for managing the two other maintenance men. Comptroller Brian Doheny noted that this will affect retirement funds. Mayor Arthur Vigeant mentioned that the MCDA has comparable rates for the Maintenance men in regards to the rest of the state. Executive Director Douglas Bushman motioned to approve the rates as presented. *The motion was made carried and approved.*

Executive Director Douglas Bushman noted that for any board member that wants more information on the MCDA dedicated website that he will have more information to give next month.

He noted that he spoke with Amy Stitely about the Pleasant Street Modernization Project and mentioned the prospect of receiving more money for interior improvements. He stated that the MCDA obviously wants all the money necessary to complete this project, but the balconies are a priority along with the community room being ADA compliant. Right now, there is a \$3 million funding gap and the

architect is on hold until further input from the MCDA. Mayor Arthur Vigeant noted that he called DHCD, and they told him that it will cost \$350,000 per unit to rebuild. He stated that he will be calling the head of DHCD to bring up his concerns with this project. He then mentioned that it's not logical to rehab when you can rebuild given the age of the apartment buildings, but if the MCDA cannot receive any more money, then they should move forward with the rehab project. He then noted that he's still going back and forth with DHCD. Executive Director Douglas Bushman stated that the bureaucrats are working on this and then asked Mayor Arthur Vigeant, "What should I convey to DHCD?" Mayor Arthur Vigeant opened the floor for any thoughts on the subject. Board member Dennis Cavanaugh mentioned the leaks, roofs are a priority and that the MCDA should pursue more money. Board member Paul Sliney stated that the apartments need to be rehabbed for them to be habitable for the near future. Executive Director Douglas Bushman then added that there is plenty of time between now and what the architects must do. Executive Director Douglas Bushman noted the lead & asbestos, interior units, doors, common room and balconies should be considered first before moving onto anything else. Mayor Arthur Vigeant declares to move forward with the project for now.

Executive Director Douglas Bushman motioned to approve Contractor for FISH 170061-Liberty Hill Lock replacement. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman motioned to approve Contractor for FISH 170062-Bolton Street Sliders. *The motion was made carried and approved with no abstentions.*

Executive Director motioned to approve CDA Payables Registry. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman noted that he will send a letter to the DHCD in regards to transferring the current NSP monies into CDBG funds to use them for a wider variety of things.

Executive Director Douglas Bushman then gave a quick review of the NSP reconciliation and noted that the MCDA is waiting to hear back from DHCD.

Executive Director stated that the MCDA will discover if the 2017 CDBG Grant application was awarded or not in June or July. If it is not awarded, the MCDA believes itself capable of applying in 2018.

Executive Director Douglas Bushman motioned to list for sale Real Property located at 16 Clinton Street, Marlborough, Ma. Board member Paul Sliney noted that he looked at the lot, and it's a lot smaller than he believed. Executive Director Douglas Bushman gave a quick overview of the bid from 2013 that didn't go through. Board member Paul Sliney mentioned that the lot does have variance, so it can be built on. Comptroller Brian Doherty added that the MCDA procurement might be different from the City's. He and Executive Director Douglas Bushman stated that they will discuss whether they want to put it out to bid or auction it. *The motion was made carried and approved.*

Board Meeting Closed: 10:01am.

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, April 27, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 10:02 a.m.

Attendance of Regular April 27th, 2017 MCDA Board Meeting

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|--|--------------------------------------|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Renee Perdicaro (Regular Member) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Dennis Cavanaugh (Regular Member) |
| 5. Douglas M. Bushman, Director | 6. MCDA Employee Vonnie Morris |
| 7. Brian Doheny, (City Comptroller/Treas.) – Non Voting Member | |
| 8. Bonnie Boicchi (Habitat for Humanity) | |

Summary of Motions

1. Motion to Approve Minutes March 30th 2017, Meeting (Approved)

A. Housing

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|--|------------|
| 2. Motion to Approve Payables for Housing | (Approved) |
| 3. Motion to Approve FY 2017 JULY -FEB Financials | (Approved) |
| 4. Motion to Approve Debts Former Tenant Owning | (Approved) |
| 5. Motion to Approve Use of NSP Funds for Pleasant St. | (Approved) |

B. CDA

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| 6. Motion to Approve Payables for CDA | (Approved) |
| 7. Motion to Approve MOA – Habitat for Humanity | (Approved) |

The Board Meeting took place on the fourth floor in the Mayor's conference room at City Hall.

Board Meeting Start: 8:45am

Executive Director Douglas Bushman motioned to approve the housing payables. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman motioned to approve FY 2017 JULY -FEB Financials. *The motion was made carried and approved with no abstentions. Discussion concerning pro-ratio budget format. Brian Doheny to discuss with MCDA Fee Accountant.*

Executive Director Douglas Bushman motioned to approve Debts Former Tenant Owning. *The motion was made carried and approved with no abstentions. Doug Bushman said that is done on annual basis.*

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, June 29th, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:51 a.m.

Attendance of Regular February 23rd, 2017 MCDA Board Meeting

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|--|--|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Regular Member) (Absent) |
| 5. Dennis Cavanaugh (Regular Member) | |
| 6. David Morticelli (Fin. Rep) | |
| 7. Douglas M. Bushman, Director | |
| 8. Diane Smith, (City Auditor) – Non-Voting Member | |
| 9. Brian Doheny, (City Comptroller/Treas.) – Non-Voting Member | |
| 10. Chad Carter, MCDA Employee | |

Summary of Motions

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|---|------------|
| 1. Motion to Approve Minutes May 25 th , 2017, Meeting | (Approved) |
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A. Housing

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|--|------------|
| 2. Motion to Approve Payables for Housing | (Approved) |
| 3. Motion to Approve MCDA FY 2017 Modified Budgets | (Approved) |

B. CDA

- | | |
|--|-------------|
| 4. Motion to Approve Payables for CDA | (Approved) |
| 5. Motion to Approve MCDA Board Lending Subcommittee | (No Action) |

The Board Meeting took place on the fourth floor in the Mayor's conference room at City Hall.

Board Meeting Start: 8:45am

Mayor Vigeant motioned to approve the meeting minutes May 25th, 2017. *The motion was made carried and approved with no abstentions.*

Mayor Vigeant asked the board members that are taking the training to make sure its complete.

Executive Director Douglas Bushman mentioned that the vacancies have stabilized, and the fiscal year is off by \$30,000.00. Board member Dennis Cavanaugh asks MCDA employee Chad Carter why there are multiple checks for the water & sewer expenses. Chad Carter mentioned that after a meeting with Commissioner Ghiloni and Michele Higgins, it was determined that there be multiple checks for each separate account of Bolton St. to end the fiscal year with a \$0.00 balance in the Bolton St. accounts.

Executive Director Douglas Bushman stated the MCDA has filed an application for low-flow toilets, which will help decrease the water expense. Board member Dennis Cavanaugh asked why they need multiple meters for each building. Mayor Vigeant answered it is so we can see specifically where the leaks are coming from. Executive Director Douglas Bushman noted that the MCDA is exploring multiple meters in other buildings as well. He motioned to approve the housing payables for the month of June. *The motion was made carried and approved.*

Executive Director Douglas Bushman stated that the MCDA has included the NSP program in their budget for FY17 which will adjust some line items. The MCDA will finish the fiscal year with the reimbursement of outstanding FISH project invoices and will apply forced accounting to two others for maintenance labor supplied by our maintenance men for the two boiler projects. Board member Dennis Cavanaugh asked if there will be a summary sheet for entire fiscal year, and Executive Director Douglas Bushman answered that yes, there will be one supplied at the July Meeting. He motioned to approve Modified FY 2017 Modified Budgets. *The motion was made carried and approved.*

Mayor Vigeant mentioned that he visited the Bluewave Net Metering solar farm, and that it was very interesting.

Executive Director Douglas Bushman stated that Chad Carter is working with Lora Markova to make sure that the website is integrated with the cities. The MCDA will create a sub-domain which will be accessible from the cities website. The MCDA hopes to have the website operational in the Fall when the cities is launched.

Executive Director Douglas Bushman noted that the first OPEB meeting was held this morning which discussed governing issues and explored other matters.

Executive Director Douglas Bushman mentioned that Advocates will be paying the MCDA monthly rent retro to July 1 of last year based off a new contract that was signed in June. This contract will increase their rent to \$2,799.00.

Executive Director Douglas Bushman noted that the MCDA is in the process of reviewing DPW and public facility wage rates for supervisors.

Executive Director Douglas Bushman stated that the MCDA is grateful for the college interns and the work they are doing. Alyana Vera is currently working on the Habitat for Humanity Project, while Christopher Clancy is assisting Chad Carter with the website design.

Mayor Vigeant asked Chad Carter, "Didn't you start as an intern?" Chad Carter stated yes and that he was thankful for the opportunity given to him.

Executive Director Douglas Bushman noted that the CIP was approved. 20 front street projects, windows at Bolton street, sliders in July, and lock replacement are some of the additions to the CIP. At 240 Main Street apartments, several tenants along with Frank Hinckley have been locked inside their apartment. Gordon Yuen, DHCD, is very upset and mentioned to Frank that if there is no contract by next week, then they will find a new contractor. This project is aimed to begin in the Fall. Board member Dennis Cavanaugh asked how this contractor was picked. Executive Director Douglas Bushman answered that they were determined to be the lowest responsible and eligible bidder.

Executive Director Douglas Bushman noted that Mark Southard, DHCD, wants a response on the Randall case. He also noted that Mark Southard has yet to respond to the MCDA's NSP request. Mayor Vigeant asked Executive Director Douglas Bushman what exactly are you looking for from DHCD? Executive Director Douglas Bushman explained that the MCDA requested to use the \$300,000.00 or so of unused NSP Program Income towards the Pleasant Street Modernization Project. Board member Dennis Cavanaugh asked if the MCDA must apply those monies specifically towards the Pleasant St. Modernization project. Executive Director Douglas Bushman answered that the MCDA would want to if they received the okay from DHCD.

Board member Paul Sliney motioned to approve the CDA June Payables Registry. *The motion was made carried and approved.*

Executive Director Douglas Bushman discussed the lending terms of the Habitat for Humanity project, which are 50 year, 0% interest. The MCDA will be giving out about 2 or 3 loans for home repair. He mentioned that he might want to set up a subcommittee which will discuss lending terms and applicants, etc. The 16 Clinton St. monies are not tied to grants and can be used for a variety of different programs. Mayor Vigeant asked if the board should create a separate subcommittee or meet as a committee of the whole. The board agreed to not create a separate subcommittee but to have committee meetings separate from the regular meetings to discuss lending issues. Board member David Morticelli concurred. Board member Dennis Cavanaugh agrees to be on the aforementioned committee. Mayor Vigeant noted that Executive Director Douglas Bushman should set up a time, and if board members can't make it then they will go from there if the minimum amount of board members are present for a quorum. Motion to create separate subcommittee not acted upon.

Executive Director Douglas Bushman will email everyone about the date and time. He mentioned that applicants cannot have prior CDA loans, and the CMDA is looking mainly from the French

Hill area, but will consider outside if applicants are scarce. Board member Dennis Cavanaugh asked what the requirements are. Executive Director Douglas Bushman continues to explain the applications and income verification requirements. He also mentioned that Alyana has been doing a lot of work in this regard.

Executive Director Douglas Bushman noted that the MCDA is still waiting on a response to its FY18 CDBG application, and that they should be hearing back any day now.

The MCDA has received both the Peltak and DeBairos checks, and that the discharges will be properly recorded.

Executive Director Douglas Bushman stated that the financial standing for the CDA is great going into FY 2018, and there are sufficient monies for investments.

The MCDA is looking to close the 16 Clinton Street property as soon as possible, and these monies are not attached to any grants, so they can be used a variety of projects and more programs if the board desires. There are stipulations on what the land can be used for. The Bid documents stated that a single-family house is all that is applicable.

Executive Director Douglas Bushman briefly explained the few cases still in litigation along with a new case, Harakles. MCDA employee Chad Carter mentioned that an attorney reached out to him via email about signing an indemnification agreement on the foreclosure of one of the MCDA's properties. Chad Carter immediately notified Attorney Aldo Cipriano and brought the file over for his review. Mayor Vigeant asked if the mortgage was secured. MCDA employee Chad Carter answered, yes. Mayor Vigeant asserted that Chad Carter work to get our interests back to which he concurred. Board member Stefanie Ferrecchia asked about a fifth file on the litigations list and discovered it was a typo.

Board member Paul Sliney motions to adjourn. *The motion was made carried and approved with no abstentions.*

Meeting Closed: 9:51am

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, July 27th, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:20 a.m.

Attendance of Regular July 27th, 2017 MCDA Board Meeting

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|--|--|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Regular Member) |
| 5. Dennis Cavanaugh (Regular Member) | |
| 6. David Morticelli (Fin. Rep) | |
| 7. Douglas M. Bushman, Director | |
| 8. Diane Smith, (City Auditor) – Non Voting Member (ABSENT) | |
| 9. Brian Doheny, (City Comptroller/Treas.) – Non Voting Member | |
| 10. Chad Carter, MCDA Employee | |

Summary of Motions

1. Motion to Approve Minutes June 29th, 2017, Meeting (Approved)

2. Motion to Approve Payables for All Programs (Approved)

A. Housing

3. Motion to Approve Additional Award FISH #170062 (Approved)

4. Motion to Approve Award FISH #170077 (Approved)

B. CDA

MCDA employee Jen Sleeper held a meeting, in which around 30 tenants showed up, to explain the relocation process. A survey was provided and additional meetings are scheduled for more input from the tenants. Mayor Vigeant added that he is disappointed DHCD will not work with the MCDA in terms of using the \$300,000.00 in NSP monies towards the Pleasant Street modernization project. He said DHCD quoted a \$350,000.00 price tag to modernize each unit which seems very high. Mayor Vigeant is not happy that DHCD will not work the MCDA to obtain the necessary funding to reconstruct Pleasant the right way. Board member Dennis Cavanaugh noted that if we were to receive the NSP funds then it will happen. Mayor Vigeant mentioned that we are patching an old project instead of building a new property from the ground up. He also mentioned the advantage of another story to the buildings. Executive Director Douglas Bushman stated that there are other issues they are dealing with including parking.

Executive Director Douglas Bushman went on to describe the status of the other FISH projects that are currently underway. Windsor street has been completed and has been submitted for reimbursement. The CIP has been approved with the addition of future projects including windows at Bolton Street. He went on to thank MCDA employee Frank Hinckley and Gary Patricks for their time in installing the two new boilers at Main and Pleasant Street which saved a lot of money.

There was an HILAPP meeting held on July 13th about the asbestos found at Pleasant Street. Board member Paul Sliney added that they should take one unit and turn it into a mock unit to see what we're dealing with in terms of price and time to complete. Board member Dennis Cavanaugh stated that he pushed the architect to get drawings completed and reminded everyone how deep the MCDA is into this project. Executive Director Douglas Bushman noted that DHCD will not achieve what they are trying to by decreasing the size of this project. Mayor Vigeant stated that it should be torn down and built anew; the board concurred. Executive Director Douglas Bushman mentioned that the discovery of the asbestos will increase the scope of work, but DHCD is trying to limit it. Asbestos is a different pot of money and DHCD is not going to build windows after removing asbestos.

Executive Director Douglas Bushman noted that MCDA employee Jen Sleeper had sent a request to DHCD in May 2017 describing the legality of using the NSP funds for this project, but the MCDA has received nothing back. Board member Dennis Cavanaugh noted that the MCDA needs that money. Mayor Vigeant added that the MCDA will be receiving that money. Douglas Bushman then said, "If DHCD denies us, they at least need to tell us why".

Board member Paul Sliney motioned to approve FISH #170062 – Bolton Sliders. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman stated that the final recommendation from DHCD is to replace the roof at 240 Main Street – which will be discussed in more detail next month. Board member Paul Sliney motions to approve FISH #170077 – Low Flow Toilets at 240 Main Street. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman continued the meeting by discussing the Critical Home Repair Program. There are twelve (12) properties that have been approved, which was narrowed down to five (5). If all five (5) accepted the terms of the program, then a site visit will be scheduled

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, June 29th, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:51 a.m.

Attendance of Regular February 23rd, 2017 MCDA Board Meeting

- | | |
|--|--|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Regular Member) (Absent) |
| 5. Dennis Cavanaugh (Regular Member) | |
| 6. David Morticelli (Fin. Rep) | |
| 7. Douglas M. Bushman, Director | |
| 8. Diane Smith, (City Auditor) – Non-Voting Member | |
| 9. Brian Doheny, (City Comptroller/Treas.) – Non-Voting Member | |
| 10. Chad Carter, MCDA Employee | |

Summary of Motions

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|---|------------|
| 1. Motion to Approve Minutes May 25 th , 2017, Meeting | (Approved) |
|---|------------|

A. Housing

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- | | |
|--|------------|
| 2. Motion to Approve Payables for Housing | (Approved) |
| 3. Motion to Approve MCDA FY 2017 Modified Budgets | (Approved) |

B. CDA

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- | | |
|--|-------------|
| 4. Motion to Approve Payables for CDA | (Approved) |
| 5. Motion to Approve MCDA Board Lending Subcommittee | (No Action) |

The Board Meeting took place on the fourth floor in the Mayor's conference room at City Hall.

Board Meeting Start: 8:45am

Mayor Vigeant motioned to approve the meeting minutes May 25th, 2017. *The motion was made carried and approved with no abstentions.*

Mayor Vigeant asked the board members that are taking the training to make sure its complete.

Executive Director Douglas Bushman mentioned that the vacancies have stabilized, and the fiscal year is off by \$30,000.00. Board member Dennis Cavanaugh asks MCDA employee Chad Carter why there are multiple checks for the water & sewer expenses. Chad Carter mentioned that after a meeting with Commissioner Ghiloni and Michele Higgins, it was determined that there be multiple checks for each separate account of Bolton St. to end the fiscal year with a \$0.00 balance in the Bolton St. accounts.

Executive Director Douglas Bushman stated the MCDA has filed an application for low-flow toilets, which will help decrease the water expense. Board member Dennis Cavanaugh asked why they need multiple meters for each building. Mayor Vigeant answered it is so we can see specifically where the leaks are coming from. Executive Director Douglas Bushman noted that the MCDA is exploring multiple meters in other buildings as well. He motioned to approve the housing payables for the month of June. *The motion was made carried and approved.*

Executive Director Douglas Bushman stated that the MCDA has included the NSP program in their budget for FY17 which will adjust some line items. The MCDA will finish the fiscal year with the reimbursement of outstanding FISH project invoices and will apply forced accounting to two others for maintenance labor supplied by our maintenance men for the two boiler projects. Board member Dennis Cavanaugh asked if there will be a summary sheet for entire fiscal year, and Executive Director Douglas Bushman answered that yes, there will be one supplied at the July Meeting. He motioned to approve Modified FY 2017 Modified Budgets. *The motion was made carried and approved.*

Mayor Vigeant mentioned that he visited the Bluewave Net Metering solar farm, and that it was very interesting.

Executive Director Douglas Bushman stated that Chad Carter is working with Lora Markova to make sure that the website is integrated with the cities. The MCDA will create a sub-domain which will be accessible from the cities website. The MCDA hopes to have the website operational in the Fall when the cities is launched.

Executive Director Douglas Bushman noted that the first OPEB meeting was held this morning which discussed governing issues and explored other matters.

Executive Director Douglas Bushman mentioned that Advocates will be paying the MCDA monthly rent retro to July 1 of last year based off a new contract that was signed in June. This contract will increase their rent to \$2,799.00.

Executive Director Douglas Bushman noted that the MCDA is in the process of reviewing DPW and public facility wage rates for supervisors.

Executive Director Douglas Bushman stated that the MCDA is grateful for the college interns and the work they are doing. Alyana Vera is currently working on the Habitat for Humanity Project, while Christopher Clancy is assisting Chad Carter with the website design.

Mayor Vigeant asked Chad Carter, "Didn't you start as an intern?" Chad Carter stated yes and that he was thankful for the opportunity given to him.

Executive Director Douglas Bushman noted that the CIP was approved. 20 front street projects, windows at Bolton street, sliders in July, and lock replacement are some of the additions to the CIP. At 240 Main Street apartments, several tenants along with Frank Hinckley have been locked inside their apartment. Gordon Yuen, DHCD, is very upset and mentioned to Frank that if there is no contract by next week, then they will find a new contractor. This project is aimed to begin in the Fall. Board member Dennis Cavanaugh asked how this contractor was picked. Executive Director Douglas Bushman answered that they were determined to be the lowest responsible and eligible bidder.

Executive Director Douglas Bushman noted that Mark Southard, DHCD, wants a response on the Randall case. He also noted that Mark Southard has yet to respond to the MCDA's NSP request. Mayor Vigeant asked Executive Director Douglas Bushman what exactly are you looking for from DHCD? Executive Director Douglas Bushman explained that the MCDA requested to use the \$300,000.00 or so of unused NSP Program Income towards the Pleasant Street Modernization Project. Board member Dennis Cavanaugh asked if the MCDA must apply those monies specifically towards the Pleasant St. Modernization project. Executive Director Douglas Bushman answered that the MCDA would want to if they received the okay from DHCD.

Board member Paul Sliney motioned to approve the CDA June Payables Registry. *The motion was made carried and approved.*

Executive Director Douglas Bushman discussed the lending terms of the Habitat for Humanity project, which are 50 year, 0% interest. The MCDA will be giving out about 2 or 3 loans for home repair. He mentioned that he might want to set up a subcommittee which will discuss lending terms and applicants, etc. The 16 Clinton St. monies are not tied to grants and can be used for a variety of different programs. Mayor Vigeant asked if the board should create a separate subcommittee or meet as a committee of the whole. The board agreed to not create a separate subcommittee but to have committee meetings separate from the regular meetings to discuss lending issues. Board member David Morticelli concurred. Board member Dennis Cavanaugh agrees to be on the aforementioned committee. Mayor Vigeant noted that Executive Director Douglas Bushman should set up a time, and if board members can't make it then they will go from there if the minimum amount of board members are present for a quorum. Motion to create separate subcommittee not acted upon.

Executive Director Douglas Bushman will email everyone about the date and time. He mentioned that applicants cannot have prior CDA loans, and the CMDA is looking mainly from the French

Hill area, but will consider outside if applicants are scarce. Board member Dennis Cavanaugh asked what the requirements are. Executive Director Douglas Bushman continues to explain the applications and income verification requirements. He also mentioned that Alyana has been doing a lot of work in this regard.

Executive Director Douglas Bushman noted that the MCDA is still waiting on a response to its FY18 CDBG application, and that they should be hearing back any day now.

The MCDA has received both the Peltak and DeBairos checks, and that the discharges will be properly recorded.

Executive Director Douglas Bushman stated that the financial standing for the CDA is great going into FY 2018, and there are sufficient monies for investments.

The MCDA is looking to close the 16 Clinton Street property as soon as possible, and these monies are not attached to any grants, so they can be used a variety of projects and more programs if the board desires. There are stipulations on what the land can be used for. The Bid documents stated that a single-family house is all that is applicable.

Executive Director Douglas Bushman briefly explained the few cases still in litigation along with a new case, Harakles. MCDA employee Chad Carter mentioned that an attorney reached out to him via email about signing an indemnification agreement on the foreclosure of one of the MCDA's properties. Chad Carter immediately notified Attorney Aldo Cipriano and brought the file over for his review. Mayor Vigeant asked if the mortgage was secured. MCDA employee Chad Carter answered, yes. Mayor Vigeant asserted that Chad Carter work to get our interests back to which he concurred. Board member Stefanie Ferrecchia asked about a fifth file on the litigations list and discovered it was a typo.

Board member Paul Sliney motions to adjourn. *The motion was made carried and approved with no abstentions.*

Meeting Closed: 9:51am