

Minutes FY 2018

July 1 – June 30

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Tuesday, January 30th, 2018

Meeting Opened: 6:31 p.m. | Meeting Closed: 7:21 p.m.

Attendance of Regular January 30th, 2018 MCDA Board Meeting

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| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) (ABSENT) |
| 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. Chad Carter, MCDA Employee | |
| 11. Wayne Darragh, CDBG Consultant | |
| 12. Thomas DiPersio, Jr., City Engineer | |

Summary of Motions

General

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|---|------------|
| 1. Motion to Approve Minutes for December 28 th , 2017 Meeting | (Approved) |
| 2. Motion to Approve Payables for All Programs | (Approved) |
| 3. Motion to Approve Financials July-December FY18 | (Approved) |
| 4. Motion to Approve New OPEB Trust | (Approved) |

A. Housing

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| 1. Motion to Approve Final Completion FISH 170077 | (Approved) |
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B. CDA

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

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, December 28th, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:04 a.m.

Attendance of Regular December 28th, 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) (ABSENT) |
| 7. Douglas M. Bushman, Director | |
| 8. Diane Smith, (City Auditor) – Non Voting Member (ABSENT) | |
| 9. Brian Doheny, (City Comptroller/Treas.) – Non Voting Member (ABSENT) | |
| 10. Chad Carter, MCDA Employee | |

Summary of Motions

General

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|---|------------|
| 1. Motion to Approve Minutes for November 30 th , 2017 Meeting | (Approved) |
| 2. Motion to Approve Payables for All Programs | (Approved) |
| 3. Motion to Approve November 2017 Financials / FY18 | (Approved) |
| 4. Motion to Approve New OPEB Trust | (Tabled) |

A. Housing

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|---|------------|
| 1. Motion to Approve Final Completion FISH 170061 | (Approved) |
|---|------------|

B. CDA

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

Board Meeting Start: 8:45am

Board member Paul Sliney motioned to approve the meeting minutes November 30th, 2017. *The motion was made carried and approved with no abstentions.*

Mayor Vigeant motioned to approve the payables for the month of December 2017. *The motion was made carried and approved.*

Executive Director Douglas Bushman noted that the budget guidelines haven't been sent out yet, but he is hopeful to receive them in January 2018. MCDA expenditures are at a reasonable rate and all programs are looking healthy. He motioned to approve financials for month of November 2017. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman stated that he and MCDA employee Chad Carter met with representatives of Bartholomew Company (Doris E. Huard & Alexander C. Bartholomew) to discuss the MCDA OPEB trust. They recommended that the MCDA adopt a revised MGL law to mingle its monies with the City of Marlborough to take advantage of economies of scale. The fees would be too large to invest on our own. Board member Paul Sliney asked to have the fee structure quantified for next meeting. He motioned to table this matter until next board meeting. *The motion was tabled with no abstentions.*

Executive Director Douglas Bushman explained that as of January 1st there were no vacancies. The MCDA's unit turnaround has been excellent.

A financial plan for the asbestos at Pleasant St. has been submitted to TISE. MCDA is currently in talks with DHCD to use formula funds and NSP monies towards the HILAPP project. This may take some time to come to an agreement. TISE is to move on designs, but they are concerned about the basic services in the RFP. Board member Dennis Cavanaugh mentioned that the RFP was very complete and we are too far into the project at this point. Board member Paul Sliney noted that Executive Director Douglas bushman also sent a lawyerly letter about the issue. Mayor Arthur G. Vigeant stated that if the MCDA can get \$300,000 then it will turn into one million dollars through the HILAPP program which will fill the funding gap. He will speak with the City Council about purchasing Winter St. and/or bundle a couple other pieces and justify that they will benefit the city. The Mayor expressed his frustration with DHCD in his conversation with the Lieutenant Governor. He mentioned that Spencer and Worcester build affordable housing units for around \$320K and \$420K – respectively- and questioned how Marlborough can afford building units for that much money. The MCDA must find a way to do so. He mentioned that it's too bad the MCDA can't just rebuild Pleasant St. from scratch - \$5 million should be plenty to do so. If the money isn't released from HUD by next meeting, then the MCDA will move forward with the City Council. Board member Dennis Cavanaugh asked if the MCDA will still get the \$1 million. Mayor Arthur G. Vigeant answered affirmatively – it doesn't matter where the money comes from. Executive Director Douglas Bushman concurred and noted Amy Stitely mentioned the same. Board member Dennis Cavanaugh asked Executive Director Douglas Bushman to speak before his next call with Amy Stitely. Executive Director Douglas Bushman mentioned that groundbreaking is tentatively set for September/October and completed by end of following summer. Mayor Arthur G. Vigeant brought up his concerns with transportation and noted the MCDA should speak with DHCD.

Board member Paul Sliney motioned to approve Final Completion for FISH 170061 - Liberty Hill Lock Replacement. *The motion was made carried and approved with no abstentions.*

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Board Meeting Start: 8:45am

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Board member Paul Sliney motioned to approve Final Completion for FISH 170061 - Liberty Hill Lock Replacement. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman stated that the MCDA is working on a draft Community Development Strategy (CDS) for the 2018 Community Development Block Grant (CDBG) application to be presented at the January board meeting. The MCDA is to hold a second community hearing on January 10t, 2018. There was good attendance at the first hearing in December. The MCDA is waiting on input from Department heads.

Executive Director Douglas Bushman noted that Attorney Also Cipriano wants to close the Harakles file because the cost is only increasing. The MCDA is waiting on a letter from his office on the matter. Mayor Arthur G. Vigeant motioned to table this matter until next board meeting. *The motion was tabled with no abstentions.*

Executive Director Douglas Bushman continued with an update on the Randall's case - Attorney Cipriano is preparing motions. An update on this case will take place in the January meeting. Mayor Arthur G. Vigeant asked if the two (2) rehabilitation projects are completed. Executive Director Douglas Bushman answered affirmatively and noted that the mortgages will soon be recorded at the Registry of Deeds.

Mayor Arthur G. Vigeant motioned to adjourn. *The motion was made carried and approved with no abstentions.*

Meeting Closed: 9:04am

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, November 30th, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:40 a.m.

Attendance of Regular November 30th, 2017 MCDA Board Meeting

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|--|--|
| 1. Mayor/Chair Arthur G. Vigeant (Absent) | 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. Chad Carter, MCDA Employee | |
| 11. Wayne Darragh, Vice President, Community Opportunities Group, Inc. | |

Summary of Motions

General

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

A. Housing

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|---|------------|
| 1. Motion to Approve FY 2018 HUD S/8 Audit | (Approved) |
| 2. Motion to Approve DHCD AUP Audit | (Approved) |
| 3. Motion to Approve Substantial Completion FISH #170061 | (Approved) |
| 4. Motion to Approve Certificate of Final Completion FISH #170062 | (Approved) |

B. CDA

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|--|------------|
| 1. Motion to Approve CDBG 2018 Consultant – COG /Wayne Darragh | (Approved) |
| 2. Motion to Approve Subordination Policy | (Approved) |

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

Board Meeting Start: 8:45am

Board member Paul Sliney motioned to approve the meeting minutes November 2nd, 2017. He added that Dennis Cavanaugh's "Tenant Representative" designation should be switched to "Regular Member" and "297 Bolton Street" should be switched to "397 Bolton Street". Board member Renee Perdicaro's last name was corrected as well. ***The motion was made carried and approved.***

Executive Director Douglas Bushman noted that the board meeting minutes will be forwarded out for review within 48 hours going forward.

Executive Director Douglas Bushman skipped forward to B.1- Motion to Approve CDBG 2018 Consultant – Wayne Darragh whom he introduced to the board. The MCDA has previously worked with Wayne to clean up the CDA files back in 2015. Community Opportunities Group (COG) is the premier grant consultant company for applying for CDBG – they have a great relationship with DHCD – and the MCDA is excited to work with them again. The MCDA has already met with Wayne, in what was described as a very substantive meeting. Executive Director Douglas Bushman referenced Attachment K – Census Areas showing Percentage of Low-Moderate Income Families. Areas that are UNDER 51% are NOT Eligible for Infrastructure Projects. He noted that the Sumner St. Project is in an area that is under the 51% threshold – and therefore isn't eligible. The MCDA needs to update their Community Development Strategy (CDS) at least 30 days prior to submitting in March, and hold two (2) public meetings – December and January.

Mr. Wayne Darragh gave a brief introduction about Community Opportunities Group (COG). His staff has seven (7) plus years' experience. Last year, of the six (6) applications submitted, five (5) of them got funded – and maintain their 90% funded rate. COG has recently been integrating traditional planning work – which makes their company unique and highly sought after.

Board member Dennis Cavanaugh asked if COG gets involved with Housing Rehabilitation. Wayne answered affirmatively and mentioned that almost every application they submit has some housing rehabilitation program included. COG also has their own Housing Rehabilitation Specialist. Board member Dennis Cavanaugh asked if the lines in the map can be moved to include Sumner Street in an area fitting the 51% threshold. Wayne Darragh noted that those lines are Census Blocks set by the Census Bureau, and the data is not the most accurate, but it is widely accepted by DHCD. Board Member Dennis Cavanaugh motioned to approve CDBG 2018 Consultant Wayne Darragh. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman stated that the first public meeting will be held on December 13th, 2017.

Board member Dennis Cavanaugh motioned to approve the Payables for All Programs October 2017. Board member David Morticelli abstained. ***The motion was made carried and approved.***

Executive Director Douglas Bushman mentioned that the MCDA is still waiting on the Budget Guidelines from DHCD and is currently operating on a FY 2017 budget. Board member Dennis Cavanaugh motioned to approve the September 2017 Financials. ***The motion was made carried and approved with no abstentions.***

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

Board Meeting Start: 8:45am

Board member Paul Sliney motioned to approve the meeting minutes November 2nd, 2017. He added that Dennis Cavanaugh's "Tenant Representative" designation should be switched to "Regular Member" and "297 Bolton Street" should be switched to "397 Bolton Street". Board member Renee Perdicaro's last name was corrected as well. *The motion was made carried and approved.*

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Executive Director Douglas Bushman continued - the MCDA is expecting 20 to 30 vacancies in FY 2018 – similar to FY2017. The MCDA's turnover rate was reviewed by the State and found to meet all of their expectations. Board member Paul Sliney concurred with their outstanding performance from FY2017 to FY2018. Board member Dennis Cavanaugh had a question on the State Elderly Waitlist, "are all of those 74 people qualified? Executive Director Douglas Bushman stated that no, they are only accepted applications. He further stated that when they come up next on the list for housing then the qualification process starts.

MCDA employee Chad Carter passed out an email from the Website Program Manager giving information about upcoming training dates in December. He will be attending along with other MCDA staff. Executive Director Douglas Bushman added that the MCDA will be starting the adding of content to the website process very soon.

Executive Director Douglas Bushman noted that Guyder/Hurley Section 8 auditors issued no audit findings. In addition, the program's net financial position improved from the previous fiscal year. Board member Dennis Cavanaugh motioned to approve the FY17 Section 8 Audit. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman stated that the Agreed Upon Procedures (AUP) Audit had minor issues which include: the Executive Director's Contract has not been signed by DHCD and some contract issues with procurement. DHCD wants a blanket contract for a single vendor in which many projects total more than \$10,000.00. He noted that the MCDA also completed the Performance Management Review Audit (PMR) meeting its expectations. Board member Dennis Cavanaugh motioned to approve the AUP Audit. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman continued with a brief update of the BlueWave Capital Net Metering Project. The MCDA has saved over \$70,000.00 so far, with credits rolling in two (2) of their three (3) properties. The kiosks will be available in January – the MCDA is waiting on a decision on the locations. Board member Dennis Cavanaugh asked what the MCDA plans on doing with the savings. Executive Director Douglas Bushman noted that the savings on net metering credits will go towards the increased water costs. The MCDA has also increased the laundry costs to offset this expense.

Executive Director Douglas Bushman moved on to heading number 6 - National Grid Residential Multifamily Program. The MCDA has received grant funding from National Grid after an extensive study was done on their light needs at 240 Main and 397 Bolton Street. These monies will see additional lighting improvements and pay for ten (10) energy efficient refrigerators and will result in lower work orders calls for light bulb changes.

The MCDA held a Pleasant Street HLAPP meeting in October 2017 about the asbestos findings. The projected timeline of the project includes: Design completed by February 2018, Bidding by March/April 2017, and ground-breaking by August/September 2018. The MCDA is also working on converting a little less than \$300,000.00 from NSP funds into CDBG funds to put towards the Pleasant St. Modernization project. Board member Dennis Cavanaugh had a question on 20 Front St improvements. Executive Director Douglas Bushman noted that the MCDA plans on repairing – not replacing – the vinyl siding of the property. He then asked for questions on Pleasant St. - no questions.

Executive Director Douglas Bushman gave a brief synopsis of the Liberty Hill Lock Replacement project. Board member Dennis Cavanaugh motioned to approve substantial completion of FISH #170061 – Liberty Hill Lock Replacement. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas busman mentioned that the windows at Bolton Street are a high priority. Board member Paul Sliney added that the sliders turned out great, and he's heard nothing but positive reviews so far from other tenants. He agreed with Douglas Bushman that the windows are an issue. They aren't sealed properly, and they leak air. Board member Dennis Cavanaugh questioned of there are asbestos issues. Executive Director Douglas Bushman noted that there might be, and that the MCDA plans on gutting out a unit for a study to determine if there is or not.

Executive Director Douglas Bushman moved on to FISH #170080 – Bolton Street Alarms. Board member Paul Sliney noted that the effort of Giombetti Electric and the MCDA's staff was excellent and there have been no false alarms since the repairs have been completed. Douglas Bushman noted that a changer order was issued which doubled the cost of the project from under 10,000.00 to over \$20,000.00. He informed the board that this change order was made on consultation with the MCDA's DHCD construction advisor Tom Mulvey.

Executive Director Douglas Bushman noted that FISH #170062 – Bolton Street Sliders project has turned out well, and that tenants are happy with the result. The MCDA is also considering walk-in showers to be funded by the MODPHASE grant. More on this to come. Board member Dennis Cavanaugh motioned to approve Certificate of Final Completion for FISH #170062 – Bolton Street Sliders. ***The motion was made carried and approved with no abstentions.***

MCDA employee Chad Carter has submitted an RFP for a grant that DHCD created specifically for the use of CDBG Program Income. These monies will fund the Critical Home Repair Program in which work on two (2) properties has been completed. The MCDA is waiting on a response from DHCD to move forward with payables on these projects. Board member Dennis Cavanaugh noted that the MCDA should consider the Rehab Specialist that Wayne Darragh mentioned previously – and he wasn't sure that partnering with Habitat for Humanity was the best approach. Executive Director Douglas Bushman added that the MCDA has learned a significant amount about Housing Rehabilitation income requirements, procedures, environmental reviews, among other things. This is also the first time in many years that the MCDA has seen CDBG monies improve the community.

Executive Director Douglas Bushman reiterated that the MCDA is working with DHCD to convert the NSP monies into CDBG funds for the Pleasant Street Modernization project.

Executive Director Douglas Bushman mentioned that he had met with Attorney Aldo Cipriano, and he agrees the new subordination policy addresses the MCDA's concerns. Board member Dennis Cavanaugh motioned to approve New Subordination Policy. ***The motion was made carried and approved with no abstentions.***

Executive Director continued with an update on the CDA files under legal review. Attorney Cipriano believes that the Harakles met notification requirements. The new mortgage documents for the MCDA include a clause that requires them to notify the MCDA offices in writing. The MCDA is waiting on an updated letter for Attorney Cipriano on the Randall case. He will be sending affidavits to MCDA employees to sign. The MCDA will also update the interest

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calculation and send it over to Comptroller Brian Doheny and Auditor Diane Smith. Comptroller Brian Doheny added that the MCDA's argument of the Randall's being unjustly enriched holds water. Executive Director Douglas bushman noted that the Randall's are CPA's and should have known that interest accrues with non-payment.

Board member Dennis Cavanaugh stated that he would like to get Winter Street on next month's agenda. There is no reason for the MCDA to continue to hold onto it – it should be sold. Mr. Bushman suggested a conversation with the Chair of the MCDA should commence on this idea.

Executive Director Douglas Bushman mentioned that his contract will be expiring January 28th, 2018 and that DHCD has new compliance forms and requirements for new executive director contracts.

Executive Director asked the board if next month's board meeting date of December 28th works. There are no objections. Board member Dennis Cavanaugh motions to adjourn. *The motion was made carried and approved with no abstentions.*

Meeting Closed: 9:40am

MCDA Board Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Thursday, November 2, 2017
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:45 a.m.

Attendance of Regular November 2, 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 (Absent) |
| 5. Dennis Cavanaugh (Tenant Representative) | 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. Vonnie Morris, MCDA Employee | |

Summary of Motions

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| 1. Motion to Approve Minutes 9/26/2017, Meeting | (Approved) |
| 2. Motion to Approve Payables for All Programs | (Approved) |
| 3. Motion to Approve September 2017 Financials/FY18 | (Approved) |

A. Housing

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|---|------------|
| 4. Motion to Approve 2018 HUD S/8 Payment Standards | (Approved) |
| 5. Motion to Approve #12 to DHCD Work Plan 5001 | (Approved) |
| 6. Motion to Approve Bid Asbestos 170060 | (Approved) |

B. CDA

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| 7. Motion to Approve Subordination Policy as Amended | (Tabled) |
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Motion to approve minutes from the September 26th, 2017 meeting approved with no nays. Motion to approve payables and financials for October 2017 made and approved with no nays. Executive Director Douglas Bushman briefly discussed the vacancy rate for our State Elderly Housing Program which is very good.

Executive Director Douglas Bushman then spoke of the MCDA dedicated website stating the process is on a temporary hold pending the release of the DHCD FY 2018 budget guidelines which is to include \$10,000.00 in funds allocated for web development.

Executive Director discussed the results of DHCD Performance Management Review (PMR). Several aspects of the review were mentioned and that over-all we did an excellent job. The MCDA formula funding spending ratio is 136% with the standard being 80%. The maintenance staff impressed the auditors. There were no audit findings but several recommendations were made. Mayor Arthur Vigeant stated he wants a plan in place to make corrections needed. The AUP (Agreed Upon Procedures) Audit as well as the Section 8 Audit were discussed. We should have the results in about two (2) weeks. Doug also spoke of the MCDA being designated as a High Performer on HUD SEMAP with a score of 135, highest available score. Mayor Arthur Vigeant and Paul Sliney congratulated us on the performance.

Executive Director Douglas Bushman briefly mentioned the light audit conducted by Trust Energy Solutions for our properties at 240 Main Street and 397 Bolton Street. One of the biggest issues we are having are with the man hours being used to change light bulbs and to complete work orders.

MCDA employee Vonnie Morris briefly explained the process for approving new payment standards. The MCDA calculated the proposed Payment standards at 105% of HUD Fair Market Rents (FMR) except for zero/studio bedroom size which is 100% of FMR. Mayor Arthur Vigeant asked why we didn't just make it 105% across the board. Vonnie answered we don't have any voucher holders of that size, no SRO's and no inquires. The motion to approve Payment standards was made carried and approved with Stefanie Ferrechia (real estate rep.) abstaining.

Executive Director Douglas Bushman next spoke of FISH 170061-Liberty Hill Lock Replacement was completed and there have been only a couple minor issues and that we would be closing out the project next month. Doug also mentions FISH 170075- Window Replacement project at 297 Bolton Street, should be going out to bid in January 2018. FISH 170077-Low-flow toilets/240 Main street were also discussed. DHCD allowed original low bidder to back out of the project. References for the next lowest bidder, Byors & Sons Mechanical have all been checked. They received good recommendations. We hope to start this project in January 2018. FISH 17080 Bolton Street Alarm Repair – Emergency repairs were needed to the upgraded system installed 2010. Giombetti completed updates last night, Paul Sliney said. DHCD is looking into warranty.

Ex. Dir. Bushman discussed Motion to Approve Amendment 12 to Work Plan 5001 by DHCD to authorize additional construction formula funds. Motion approved with no nays. Motion to approve the lowest responsive bid for the Asbestos project at Pleasant Street approved. Motion made by Mayor Vigeant and approved with no nays.

Motion to approve minutes from the September 26th, 2017 meeting approved with no nays. Motion to approve payables and financials for October 2017 made and approved with no nays. Executive Director Douglas Bushman briefly discussed the vacancy rate for our State Elderly Housing Program which is very good.

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Executive Director Douglas Bushman discussed the progress of our partnership with Habitat for Humanity. MCDA is funding \$5,000.00 for each project with that money being secured by a mortgage and note. Habitat is paying for any money over the \$5,000.00. DHCD has authorized the release of the money for this project. Brief discussion on the upcoming CDBG applications which will be due March 2nd, of 2018.

Further discussion of the new Subordination Policy but no vote taken held over for the November 2017 Board meeting.

Meeting is adjourned at 9:31 am.

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, September 28th, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:19 a.m.

Attendance of Regular September 28th, 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) (Absent) | |
| 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 August 31 st , 2017, Meeting | (Approved) |
| 2. Motion to Approve Payables for All Programs | (Approved) |
| 3. Motion to Approve Financials for All Programs 7/2017 | (Approved) |
| 4. Motion to Approve Financials for All Programs 8/2017 | (Approved) |

A. Housing

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- | | |
|--|------------|
| 1. Motion to Approve Substantial Completion – Sliders FF 170062 | (Approved) |
| 2. Motion to Approve Lowest Responsive Bidder – Low Flow Toilets FF 170077 | (Approved) |

B. CDA

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| 1. Motion to Approve Subordination Policy | (Tabled) |
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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 August 31st, 2017. *The motion was made carried and approved with no abstentions.*

Mayor Vigeant also motioned to approve Payables for the month. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman started by noting that the MCDA is waiting for FY2018 budget guidelines, but will have a budget prepared to be presented in November. He motioned to approve the financials for both July and August 2017. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman mentioned that the vacancies have slowed, and expects to have fewer in FY18. Bluewave Capital plans to install 2 kiosks. Board member Paul Sliney asked where they plan to be installed, and Douglas answered that he is in talks with Nicholas Milano to find suitable locations.

Executive Director Douglas Bushman stated that there will be three (3) audits taking place in October. The performance management review (PMR), Section 8, and AUP. The PMR is mostly maintenance related and the staff has done a great job preparing for it. He asked if the board will permit him to move the next board meeting into November to account for the time the audits will take up. All board members agree.

Executive Director Douglas Bushman continued about asbestos testing in a single offline unit to account for total cost per unit and any electrical issues that may arise.

Executive Director Douglas Bushman moved on to the substantial completion of the sliders project. Substantial completion is 95% of cost. The MCDA will not release these funds until DHCD wires in payment first. Installation of the bevels is the last step. He motioned to approve substantial completion of FISH 170062 – Sliders. Mayor Arthur Vigeant asked what the outstanding 5% is, "retainage", Douglas answered. *The motion was made carried and approved.*

Executive Director Douglas Bushman gives brief synopsis of lowest responsive bidder for the low flow toilets project. He motioned to authorize the Mayor/Chair Arthur Vigeant to approve Gilonna Plumbing & Heating Services as the lowest responsive bidder identified by DHCD. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman transitioned into the Habitat for Humanity project. One (1) person dropped out, and another took their place. The MCDA is meeting with the finalists to explain the scope of work to be completed on their properties. DHCD will be opening a new grant to account for the CDBG program income to be used throughout the project. Priscilla Ryder is helping out with the environmental review to be submitted soon. The MCDA is gaining experience in the process of housing rehabilitation. Work will commence in November 2017.

Executive Director Douglas Bushman noted that he spoke with Mark Southard, DHCD about the NSP monies to be used for Pleasant St. Modernization project. He stated the best solution would be to close out the NSP program and create a new CDBG grant – essentially transferring the monies to new program with is less stringent on its uses compared to the NSP. Board member Diane

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Smith mentioned that she would like all the correspondence on this subject forwarded to her for her review. MCDA employee Chad Carter concurred.

Executive Director Douglas Bushman stated that one of the clients of the NSP program has deceased. The MCDA has been to the property and has planned to get pest control in there along with identified a scope of work. DHCD said the MCDA has never filed an affordability deed rider. The MCDA with DHCD on that. Mayor Arthur Vigeant wanted to know how much the MCDA believes it can get for the property. He noted that he wants it cleaned up as soon as possible to be rented out before winter comes. The MCDA immediately got a contractor in the property to clean and completed a review. Mayor Arthur Vigeant stated that if the MCDA has own the property then fix it up, and sell it after the affordability restriction is over. But for now, the MCDA needs to get someone in there. Executive Director Douglas Bushman stated the deed restriction is over in 2025.

Executive Director Douglas Bushman moved on to the subordination policy. This is a new policy that the Sub-Lending Committee has come up with. Attorney Aldo Cipriano included language stating there will be no subordination for revolving mortgages. Mayor Arthur Vigeant asked, "thoughts"? He then stated that there is no reason why we must do this today. Does the board want to table this for next month? After some discussion over income qualifications, Mayor Arthur Vigeant motioned to table until next meeting. *The motion was made to table which was approved.*

Executive Director Douglas Bushman transitioned to the Nutter case. They have settled for a little under \$10,000.00 – the MCDA has not received the check yet. The Harakles case is still at legal. There was an issue on the foreclosure proceedings. Attorney Aldo Cipriano is to file a summary judgement on the Randall's case. Twenty-six (26) files have fallen to the three (3) previously mentioned. Mayor Arthur Vigeant mentioned that the files have been cleaned up – are there any questions? Paul Sliney noted that the Nutter case cost the MCDA, but it's off the books now. Executive Director Douglas Bushman agreed. The Randall's have not settled and will be going to court. The MCDA believes they should pursue the Harakles – but they are in the preliminary stages of that case. Board member Stefanie Ferrecchia agrees that legal costs are worth it in the long run.

MCDA employee Chad Carter briefly explained the CDA finances. The CDA is healthy after many closings in FY2107. Board member Brian Doheny asked if this was cash? MCDA employee Chad Carter answered affirmatively.

Board member Brian Doheny mentioned an upcoming auction for Spring/State St. Mayor Arthur Vigeant noted that it will be interesting to see where it comes in.

Mayor Vigeant motions to adjourn. *The motion was made carried and approved with no abstentions*

Meeting Closed: 9:19am

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, August 31st, 2017

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:28 a.m.

Attendance of Regular August 31st, 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) | |
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| 8. Diane Smith, (City Auditor) – Non Voting Member | |
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Summary of Motions

- | | |
|--|------------|
| 1. Motion to Approve Minutes July 27 th , 2017, Meeting | (Approved) |
| 2. Motion to Approve Payables for All Programs | (Approved) |
| 3. Motion to Approve FY 2017 End Financials | (Approved) |

A. Housing

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| 4. Motion to Approve Change Order FISH #170061 | (Approved) |
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B. CDA

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 July 27th, 2017. *The motion was made carried and approved with no abstentions.*

Mayor Vigeant also motioned to approve Payables for the month. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman started by introducing Sue Honeycutt, CPA, who would give a brief synopsis of the 2017 fiscal year end reports. The state elderly program ended with income of \$47,184.00, which was largely in part by Doug and Chad's diligence in receiving FISH reimbursements. The solar credit money has been decreasing the MCDA's energy bill significantly. Money retained \approx \$60,000.00 and reserves are at 13%. DHCD wants us at 20%. Going forward we need to keep expenses down. Hud sets proration for Section 8 admin fees. Last year it was at 83%, now 74%, expect 73% until December. The MCDA added \approx \$32,000.00 in reserves. MRVP made \approx \$3,000.00. The grants, such as NSP and LIP, have no reserves. Mayor Vigeant asks if there are any questions. There are one. He motions to approve the 2017 Fiscal Year End Financial Reports. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman noted that the MCDA ended the year with 0 vacancies which hasn't been the case in some time. If someone does not want to take an available unit at the time it is open, then they get taken off the list and can't reapply for 2 years.

Bluewave Capital has finally sent payment for MCDA's first invoice for contract terms. \$20,000.00 to be paid total in year 1 for co-Development Activities, and \$10,000.00 in year 1 for Asset Management Activities. Payment was for quarters 1, 2 and 3 paid in advance.

Executive Director Douglas Bushman commended the maintenance interns for their hard work over the summer.

The PMR (Performance Management Review) has been scheduled for October 11th, 2017. They will review units, inventory, inspections, etc. Inventory has been updated in advance of this audit. The list of units to be inspected will be sent out 24 in advance of the audit.

The MCDA has received more funding for emergency repairs for Bolton St. Fire Alarms. Giombetti Electric will be heading the work on this project. The state also agreed to fund the fire pump repairs at Main St. Windows at Bolton St. are looking at next spring for a start date. The MCDA has decided to pick one unit at Pleasant St. to do asbestos testing, which will hopefully allow the MCDA to project total costs. Board member Dennis Cavanaugh asked if the MCDA needs to put this work out to bid. Executive Director Douglas Bushman answered by stating that since the work is under \$10,000.00, sound business practices apply. Work for the locks at Main St. will start in September. There have been issues with the door handle as well. Mayor Vigeant asks if we can send them back. Executive Director Douglas Bushman answered that the whole door isn't faulty, it's only the door handle. He motions to approve Change Order for FISH #170061. *The motion was made carried and approved with no abstentions.*

The MCDA held a meeting with Tom Boyer and Kaffee Kang at Bolton Street to discuss the sliders that had been installed. They believe they came up with a solution which includes a bevel to

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The MCDA held a meeting with Tom Boyer and Kaffee Kang at Bolton Street to discuss the sliders that had been installed. They believe they came up with a solution which includes a bevel to

mediate the trip hazard. Board member Paul Sliney stated that some people believe that stepping out and down is a trip hazard, even with the bevel. Some might have problems with the repaired slider. DHCD agreed with the MCDA in that they aren't liable to pay substantial completion. Board member Paul Sliney stated that the substantial completion had been postponed. Tom Mulvey will work on getting the door provider to come out and take a look. Besides the trip hazard the doors are very nice, but that issue needs to be addressed. Executive Director Douglas Bushman agreed and said the providers will be out sometime in September. Board member Paul Sliney said he will be there. When the doors were installed, the side of the door frame was bowed. He read the instruction manual and believes they were installed incorrectly. Executive Director will send the exact date to the board in case anyone else would like to join. Tom Mulvey is the project Manager and is not happy with the overall quality of the project. Kang won't get paid until problem is fixed.

The low-flow toilets have been approved by DHCD, who assigned an architect. The goal of the project is to reduce water usage at Main St. Board member Paul Sliney asked if the MCDA will be contracting out to which Douglas Bushman replied yes. Giombetti sent in a revised proposal, and he is confident in their work.

Habitat for Humanity site visits were conducted in July. A scope of work was prepared, and sent to a list of local contractors. Executive Director Douglas Bushman went over the lending terms – a traditional 50-year mortgage with 0% interest which does not allow for transfers. The finalists will be called in in the weeks to come and will be shown completed legal documents with a Q&A session to take place as well. Attorney Aldo Cipriano has completed the legal documents and has started to draft a contract between the MCDA and Habitat for Humanity. Each property will receive up to \$5,000.00 from the MCDA. Habitat for Humanity will cover anything over that. The funds being used are CDBG program income which still have strings attached to them. Executive Director Douglas Bushman believes this is a great way for the staff to get involved in the process and gain experience if the MCDA were to receive CDBG funding in FY18. Board member Dennis Cavanaugh stated that since the finalists were picked, the application should be taken off the website to avoid any confusion as to whether the MCDA was still taking applications. Executive Director Douglas Bushman agreed, but if an applicant drops off, the MCDA will look for another applicant to take their place.

The MCDA had the lowest scored CDBG application for FY17. The MCDA will be granted read only access to a successful grant in which they can compare findings. Board member Renee Perdicaro asked how much they paid the consultants. Executive Director Douglas Bushman answered, "\$7,000.00". Mayor Vigeant mentioned that all other consultants didn't want to touch the MCDA due to how late in the process it was, so MAPPLAN was the only choice. Executive Director noted that the CDBG is a complex, consultant driven application. The MCDA prepared the documents off a long list of attachments that the consultants drew up. The MCDA did what was needed. Going forward, the MCDA would consider partnering with Hudson because they have access to a well-known grant writer. Board member Dennis Cavanaugh asked if they were winners. Executive Director Douglas Bushman stated that Jack Hunter, Hudson, believes they are. He also noted that if that fell through, he and Chad carter have enough experience to submit

something come February. Mayor Vigeant wants to follow up with Hudson before a contingency plan takes place.

Executive Director Douglas Bushman asked board member Brian Doheny if he found anything on 16 Clinton St. The MCDA does not owe the City any monies for the sale of 16 Clinton St. It was bought at an auction for \$200,000.00, and a trivial amount is owed that the City will choose not to collect.

The CDA ended the year with a healthy \$273,000.00 amount split between checking and savings accounts. Legal costs will hopefully diminish as each file in court comes to fruition. The CDA has been added as a program in the PHAWEB software. The MCDA projects at least one (1) more closing in FY18. Board member Diane Smith asked if there was an update for the files in litigation. Executive Director stated that Attorney Aldo Cipriano will attend a mediation with the Coloumbe/Nutter case. Mayor Vigeant noted that he doesn't want to see Attorney Aldo Cipriano until he has solidified answers for each case. Executive Director Douglas Bushman went on to state that an exchange of letters has taken place for the Harakles case.

Mayor Vigeant motions to adjourn. *The motion was made carried and approved with no abstentions*

Meeting Closed: 9:28am

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Mayor Vigeant motions to adjourn. *The motion was made carried and approved with no abstentions*

Meeting Closed: 9:28am

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

- | | |
|--|--|
| 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

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|--|------------|
| 1. Motion to Approve Minutes June 29 th , 2017, Meeting | (Approved) |
| 2. Motion to Approve Payables for All Programs | (Approved) |

A. Housing

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| 3. Motion to Approve Additional Award FISH #170062 | (Approved) |
| 4. Motion to Approve Award FISH #170077 | (Approved) |

B. CDA

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 June 29th, 2017. *The motion was made carried and approved with no abstentions.*

Executive Director Douglas Bushman started off by mentioning the payables have been modified to include all programs with the additions of NSP and CDA. Mayor Vigeant motioned to approve the payables for all programs. Board member Dennis Cavanaugh asked what work Bob Dolan had done. Douglas Bushman noted that he had completed work with HVAC systems. *The motion was made carried and approved.*

Executive Director Douglas Bushman stated that the MCDA has been very good in turning around units, although there has been an increase in vacancies. Sometimes new tenants arrive and leave for health reasons months later. FY18 is projected to see less vacancies than FY17. Mayor Vigeant added that we will probably see less vacancies after next year due to the relocation. Douglas Bushman noted that we will most likely not see relocation until FY19.

Executive Director Douglas Bushman mentioned he had received an email from DHCD that FY17 needs to be submitted by August 14th. Mayor Vigeant asked if they will be closing their books by then? Douglas Bushman answered, "probably not", but he will be sending a request to push back the deadline for the MCDA. Mayor Vigeant asked if this deadline had been sent to all housing authorities, and Douglas Bushman answered, "some housing authorities have different fiscal year ends". The board agreed not to move the August board meeting to an earlier date.

Executive Director Douglas Bushman then described how the MCDA stand-alone website has been proceeding. It will go live in unison with the cities.

MCDA employee Chad Carter gave a brief update on the Bluewave Capital net metering credits. Two of the three properties have credits rolling, and the payment for the other property has been drastically reduced. The MCDA is still waiting on its payment of \$22,500.00. Mayor Vigeant stated that this should be accruing in FY17, and is the reason why we will not be able to close out the fiscal year by August 14th.

Executive Director Douglas Bushman gave a brief summation on the interns work this summer, and added that they were a lot of help and their addition was much appreciated.

DHCD has sent the MCDA \$47,800.00 in additional fund for rehab & modernization to be applied in FY17.

Board member Renee Perdicaro asked if the MCDA has increased the price of doing laundry. Executive Director said yes, and Automatic Laundry is making the machines more efficient. Board member Dennis Cavanaugh asked how the cards work. Board member Paul Sliney added that they hold up to \$60.00 and explained the process of adding funds and using the cards in the machine. Board member David Morticelli asked, "what if the cards are broken or stolen?" Board member Paul Sliney explained further that a new card could be bought.

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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 HILLAPP 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

at their properties. The MCDA has sent the loan documents to Attorney Aldo Cipriano for them to be updated. There will also be a Lending Sub-Committee that will look at the terms of these documents. These will be the first loans given since 2013. Habitat for Humanity will be putting up some monies for the construction as well. Board member Dennis Cavanaugh asked what terms Habitat for Humanity has. Executive Director Douglas Bushman added that they have unsecured 5 year loans.

Executive Director Douglas Bushman then transitioned into the CDBG application. The MCDA is still waiting to hear back from the grant evaluators – which could be anytime now. Douglas Bushman has prepared a MEMO in the case that they don't receive funding.

16 Clinton Street closed the day before the board meeting – should receive the check soon. Executive Director Douglas Bushman asked how many times the board has tried to sell this vacant land? Mayor Vigeant added, a couple times. These funds are not attached to any special program, so they can be used for a variety of purposes. Board member Brian Doheny asked how the MCDA acquired the land. Executive Director Douglas Bushman answered that the MCDA secured the land with funds from City Council. Board member Brian Doheny added that some money may have to come back to the City. Mayor Vigeant asked Brian Doheny to take a further look into that – Brian Doheny agreed.

Executive Director Douglas Bushman gave a brief synopsis on the files currently in litigation. The MCDA has not heard from the Randall's since the discovery. The Daniels file needs a title search. The Coloumbe/ Nutter file – Attorney Aldo Cipriano is moving on it. The Harakles file is a new addition. It is a foreclosed property with \$499.00 left over for the MCDA. Attorney Aldo Cipriano will do some more digging on the accounting of this foreclosure. Mayor Vigeant added that old board would sign subordinations. Douglas Bushman noted that the MCDA has only signed 2 subordinations in the last 2 years, and continued to detail the MCDA's subordination policy. Mayor Vigeant asked if the board had any further questions. Paul Sliney motioned to adjourn. *The motion was made carried and approved with no abstentions.*

Meeting Closed: 9:20 am

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Meeting Closed: 9:20 am

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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- | | |
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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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- | | |
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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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- | | |
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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

