**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, December 12th, 2019

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:07 a.m.

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**Attendance of Regular November 21st, 2019 MCDA Board Meeting**

1. Mayor/Chair Arthur G. Vigeant 2. Paul Sliney (Tenant Representative) **(ABSENT)**

3. Stefanie Ferrecchia (Real Estate Rep.) 4. Renee Perdicaro (Regular Member)

5. David Morticelli (Fin. Rep)  6. Joshua Daigle (Regular Member)

7. Vonnie Morris, MCDA Employee 8. Chad Carter, MCDA Employee

9. Diane Smith, (City Auditor) – Non-Voting Member

10. Brian Doheny, (City Comptroller/Treas.) – Non-Voting Member

**Summary of Motions**

 **General**

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1. Motion to Approve Minutes for November 21st, 2019 Meeting (Approved)
2. Motion to Approve Payables for All Programs – November 2019 - FY20 (Approved)
3. Monthly report from MCDA Executive Director

 **Housing**

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**Community Development Authority**

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The Board Meeting took place on the fourth floor at City Hall in the Mayor’s Conference room on Thursday, December 12th, 2019 with the meeting starting at 8:45 a.m.

Board member Josh Daigle motioned to approve the minutes of November 21st. ***The motion was made carried and approved with no abstentions.***

City Comptroller Brian Doheny asked if the MCDA receives a discount by paying insurance in full. MCDA employee Chad Carter noted he would look into it and respond via email with an answer.

Executive Director Vonnie Morris noted that the MCDA is still waiting on the audit reports for the PMR, Facilities Conditions Assessment, AUP & Section 8 audits.

Ten (10) applicants have been pulled from the Section 8 waitlist on 11/06/2019. The MCDA will be issuing seven (7) vouchers in December 2019. Of those seven (7) only three (3) responded. Another is needed to reach the goal of 100% leased up. Board member Stefanie Ferrecchia asked what “100% leased up refers to”. Do Section 8 voucher holders receive any coaching when dealing with landlords? Can landlords say no to a voucher holder? Do voucher holders have to ask landlords if they take Section 8? Executive Director Vonnie Morris answered, “yes”, they do receive coaching and are taught not to mention that they are a Section 8 voucher holder. It can sometimes take up to four (4) months to find a unit.

Board member Josh Daigle motioned to approve payables for All Programs – November 2019 - FY20. ***The motion was made carried and approved. Board member David Morticelli abstained.***

There were no vacancies in November, 85 out of 99 work orders were completed, and there was a 101% collection rate for senior rents.

 Executive Director Vonnie Morris continued with a brief overview of the Creative Placemaking Grant. She also asked the board if they have any ideas for an eligible project. Board member Josh Daigle mentioned the possibility of a community garden. Mayor Vigeant asked when the deadline was. Executive Director Vonnie Morris noted that the deadline is January 12th, 2020.

MCDA employee Chad Carter gave an update on the CDBG’s grant extension. It will be extended six (6) months until June 30th, 2020.

The Devens & McEnelly street project was put on hold until the snow melts in the spring.

He continued with an update on the Substance Abuse Prevention Program, CDA pending sales, and the FEMA award that was received on November 21st, 2019.

Board member Josh Daigle motioned to adjourn. ***The motion was made carried and approved with no abstentions.***

Meeting Closed: 9:07am