**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, January 30th, 2020

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

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**Attendance of Regular January 30th, 2020 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, Executive Director 8. Chad Carter, MCDA Employee

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

10. Wayne Darragh, Community Opportunities Group, Consultant

**Summary of Motions**

 **General**

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1. Motion to Approve Minutes for December 12th, 2020 Meeting (Approved)
2. Motion to Approve Payables for December 2019 and January 2020 (Approved)
3. Motion to Approve FY20 Financials July – November 2019 (Approved)
4. Motion to Approve FY20 Financials July – December 2019 (Approved)
5. Monthly report from MCDA Executive Director

 **Housing**

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**Community Development Authority**

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1. Wayne Darragh, Community Opportunities Group, to discuss CDBG Grant Application

The Board Meeting took place on the fourth floor at City Hall in the Mayor’s Conference room on Thursday, January 30th, 2020 with the meeting starting at 8:45 a.m.

Board member Josh Daigle motioned to approve the minutes of December 12th, 2020. ***The motion was made carried and approved with no abstentions.***

CDBG consultant Wayne Darragh began the meeting with an overview of the CDBG grant application due in March 2020. There was a public meeting held that was well attended. The application includes additional funds for the housing rehab program, funds to repair a section of the roof at 240 Main street and funds to extend the Substance Abuse Prevention program. All of these activities received board support from the attendees. There is also discussion of including an infrastructure project at Kirby Street. Wayne needs to determine whether this will benefit a majority of low to moderate income individuals to determine it is eligible. Mayor Vigeant asked if John Ghiloni was included in these conversations. Executive Director Vonnie Morris noted that John Ghiloni talked about needing somewhere around 400K from the grant and that it was essentially all the way designed. Wayne Darragh noted that funding for the housing rehabilitation program can be reduced and reallocated towards Kirby Street if necessary and all of it could be done for under 800K. Mayor Vigeant asked about the funding for the roof at Main street. DHCD is looking to use Formula Funds, and we are most likely a year and half away from that project starting.

Mayor Vigeant would like and estimated budget and list of projects for next meeting.

Executive Director Vonnie Morris passed out the November and December financials. November’s were not completed before the December 12th meeting. Board member Josh Daigle motioned to approve the November Financials. ***The motion was made carried and approved with no abstentions.*** Board member David Morticelli motioned to approve the December Financials. ***The motion was made carried and approved with no abstentions.***

The Agreed Upon Procedures letter was received which included no findings.

The MCDA is looking to fill three (3) vacancies with two (2) of them going to Marlboro Veterans.

 There were 83 work orders processed of which 75 were completed in the month of December.

December had a 97.4% collection rate of rent. There are a few repayment agreements that are still being paid off.

There are two (2) new FISH projects funded by a health & safety initiative for $225/unit. MCDA is looking to put that money towards updating the light fixtures and installing new GFI outlets at 240 Main street. This money has already been awarded and needs to be spent by June 30th, 2020. Mayor Vigeant asked if one company will be doing both projects and Executive Director Vonnie Morris answered, “yes”.

Mayor Vigeant then asked about the bathrooms at 20 Front Street. Executive Director Vonnie Morris noted that the MCDA is working on fixing it.

DHCD came out to Pleasant St. where construction protocol, project scope and schedule were among the items that were discussed. The notice to Proceed was issued, and once the permit is received then work can begin.

The Community room at Pleasant is 100% funded by accessibility funds, and because of this, the MCDA is looking to increase the scope. MCDA employee Chad Carter drew a preliminary sketch that the designers used to update the design - which now includes an accessible kitchen.

Board member Stefanie Ferrecchia asked if it’s possible to be notified before events. Executive Director Vonnie Morris noted that yes, in the future all board members will be notified in advance of such meetings.

MCDA employee Chad Carter briefed the board on the multiple mortgage payoffs that were received in the month of December. They include Izbicki, McCracken, McGowan, Hart and Trudeau. Discharges were signed to be recorded at the Registry of Deeds.

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

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

Meeting Closed: 9:07am