**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, November 21st, 2019

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:02 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)

3. Stefanie Ferrecchia (Real Estate Rep.) **(ABSENT)** 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 **(ABSENT)**

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

**Summary of Motions**

 **General**

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1. Motion to Approve Minutes for October 24th, 2019 Meeting (Approved)
2. Motion to Approve Payables for All Programs – October 2019 - FY20 (Approved)
3. Motion to Approve Financials for 9/30/19 & 10/31/19 (Approved)
4. Monthly report from MCDA Executive Director

 **Housing**

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1. Motion to Approve DDC Construction as the awarded contractor for FISH 170081 (Approved)
2. Motion to Approve HUD FMR’s as Section 8 Payment Standards (Approved)

**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, November 21st, 2019 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes of October 24th. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris asked for a motion to approve DDC Construction as the awarded contractor for FISH 170081. Board member Paul Sliney has no issues with it. Board member Josh Daigle noted that he had heard of them as a company and understands that they do good work. Board member Paul Sliney motioned to approve DDC Construction as the awarded contractor for FISH 170081. Board member Josh Daigle seconded. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris asked for a motion to approve HUD FMR’s as Section 8 Payment Standards. MCDA wants to adopt 100% to keep up with the market. Board member Paul Sliney motioned to approve HUD FMR’s as Section 8 Payment Standards. Board member Josh Daigle seconded. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris gave an overview of the budget. Each account has good reserves.

DHCD uploads a score online for the Facilities Management Audit. The MCDA is hoping that the Liberty Hill Apartments at 240 Main Street will receive a score that allows them to apply for funding. This application will most likely cover roof repair expenses. The Performance Management Review (PMR) came back with operational guidance. TAR submissions were late and this was due to the turnover in management and staff. The corrective action was due to excessive income for FY19.

Mayor Arthur G. Vigeant asked how far behind the water bill for Main street is. Director of Finance Chad Carter noted that there is a check in the payables this month to cover a lot of it. Mayor Arthur G. Vigeant added that if we have the money just pay it and put it behind us.

Executive Director Vonnie Morris expects to receive the Section 8 and Agreed Upon Procedures (AUP) audits in December 2019.

Section 8 program was given the green light to lease up to the max of 135 vouchers. Marlborough has a local and veteran preference. About 3 or 4 of the new leases were Marlboro residents.

Executive Director Vonnie Morris continued with an update on vacancies. Mayor Arthur G. Vigeant asked if these included Pleasant St. Yes, they do. Mayor Arthur G. Vigeant added that if that’s the case, it’s not as bad as he thought.

There was a 98% collection rate for October 2019 for the 667 Elderly Housing Program.

DHCD’s timeline for the Pleasant St. Modernization project includes putting it out to bid in Jan 2020 and construction in April 2020.

The budget certification pages have been updated to include the Executive Director’s salary. Board member Paul Sliney motioned to approve the budget certification pages. Board member Josh Daigle seconded. ***The motion was made carried and approved with no abstentions.***

Board member David Morticelli asked about the emails from Russel Knapp. Executive Director Vonnie Morris noted that these emails were in regard to the Section 8 and AUP audits.

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

Director of Finance Chad Carter gave an update on the following: Housing Rehabilitation Program, Devens & McEnelly Infrastructure Project and Substance Abuse Prevention Program (SAPP).

Mayor Arthur G. Vigeant added that he interested in finding out if there is a program that helps build affordable units in communities.

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

Meeting Closed: 9:02am