**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, May 30th, 2019

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:27 a.m.

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**Attendance of Regular May 30th, 2019 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. 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

**Summary of Motions**

 **General**

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1. Motion to Approve Minutes for April 25th, 2019 Meeting (Approved)
2. Motion to Approve Payables for All Programs (Approved)
3. Monthly report from MCDA Executive Director

 **Housing**

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1. Motion to Adopt the New Amendment to Administrative Plan for Centralized Housing Choice Voucher Wait List (Approved)
2. Fiscal Year 2019 Budget Certification Pages

**Community Development Authority**

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**It is moved, in conformance with MGL. c. 30A, § 21(a)(3), that the MCDA conduct an executive session for the purpose of discussing the Executive Directors Contract. It is further moved and stated that the MCDA will re-convene in open session after the executive session.**

The Board Meeting took place on the fourth floor at City Hall in the Mayor’s Conference room on Thursday, May 30th, 2019 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the May 30th, 2019 minutes. ***The motion was made carried and approved with no abstentions.***

Board member Paul Sliney motioned to approve the payables for May 2019. ***The motion was made carried and approved with no abstentions. Board member David Morticelli abstained.***

Executive Director Vonnie Morris began with an overview of the new amendment to the administrative plan for the centralized housing choice voucher wait list. Mass NAHRO changed software providers which changed the sublicense agreement. The changes do not affect the annual fee, preferences or priorities. Board member David Morticelli motioned to adopt the new amendment to administrative plan for centralized housing choice voucher wait list. ***The motion was made carried and approved with no abstentions.***

The certification pages for the Budget needed to be signed before they can be submitted. The Budget was approved in December 2018. The MCDA’s CPA, Fenton, Ewald & Associates, prepared the year-to-date financials. There are reserves in all programs through April 2019. The MCDA was also able to bring in another $100K legislative earmark for the Pleasant St. Modernization Project. Mayor Arthur G. Vigeant asked if this was on top of the original $100K earmark - “that is correct” - noted Executive Director Vonnie Morris.

Vacancies are maintaining at 7%. Mayor Arthur G. Vigeant asked if anything was being done for the vacant units at Pleasant St. The Board agreed that minimal repairs should be done while moving people around, because the units will be gutted once construction commences.

The maintenance men have fallen slightly behind on work orders, which is expected, due to Frank Hinckley’s recent injury and subsequent FMLA time off. The maintenance staff has been calling the DPW for help when needed - emergency and urgent take precedent.

Denis Ingham has been brought in as the Project Manager for the Pleasant St. Modernization Project. 100% construction documents have been submitted to DHCD. The MCDA will make any changes/additions to upon receiving DHCD’s review. Also, the community building at Pleasant St. is currently in the design stage.

Mayor Arthur G. Vigeant still believes there is an argument to be made for a reimbursement for vacancies at Pleasant St. arising from the relocation plan. He also wants to know if the CDBG can help pay for Denis Ingham’s project manager salary. These will continue to be pursued by the MCDA staff.

MCDA contractor Jen Sleeper sent out a “General Information Notice” to all residents of Pleasant St. notifying them of the relocation plan according to DHCD guidelines. Board member Paul Sliney read it and noted that it was well written – board member Josh Daigle agreed.

Board member Stefanie Ferrecchia asked if there are priorities for people going into elderly housing anymore, and have people really been on there for three (3) years? Executive Director Vonnie Morris stated that yes, under the new system, the MCDA no longer has the control to determine who’s next and where they’re coming from. Mayor Arthur G. Vigeant mentioned that there should be a link to the CHAMP website from the City’s and MCDA’s homepage.

MCDA employee Chad Carter gave a brief update on the community development side of the MCDA. Net Metering credits haven’t been allocated to National Grid bills in the months of Oct, Dec, Feb and continue to be missed. James Bullock, the MCDA’s representative, noted that there was $84,000.00 in credits outstanding. MCDA employee Chad Carter stated that he would analyze these figures and complete a reconciliation of his own to confirm this figure. He continued with an overview of the CDBG and its programs including, housing rehabilitation, substance-abuse prevention program and infrastructure project at Devens & McEnelly St.

Mayor Arthur Vigeant asked the board if they would be willing to hold an RFP for legal services to see if the MCDA can receive a preferential rate. City Comptroller Brian Doheny noted that there have been changes to procurement thresholds and he would take a dapper look into this. MCDA employee Chad Carter to do an analysis of legal costs over the last three (3) years. If it’s a question of soliciting three quotes, then ask Attorney Mitrakas among a couple other attorneys for rate sheet.

Mayor Arthur G. Vigeant also noted that the MCDA should argue for a three (3) year sales restriction on the housing rehabilitation loan documents.

Board member Paul Sliney motioned to go into Executive Session. Mayor and Chair, Arthur G. Vigeant noted that the Executive Directors contract will be discussed and asked for a roll-call vote. Board members Paul Sliney, David Morticelli, Stefanie Ferrecchia and Josh Daigle all voted aye.

**Executive Session Start: 9:20 am**

Executive Directors contract was discussed.

**Executive Session End: 9:27 am**

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

Meeting Closed: 9:27 am