

MCDA Board Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Thursday, February 22nd, 2018
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:42 a.m.

Attendance of Regular February 22nd, 2018 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, Executive Director | |
| 8. Diane Smith, (City Auditor) – Non Voting Member | |
| 9. Brian Doheny, (City Comptroller/Treas.) – Non Voting Member | |
| 10. Chad Carter, MCDA Employee | |
| 11. Sue Honeycutt, CPA | |

Summary of Motions

General

- | | |
|--|------------|
| 1. Motion to Approve Minutes for January 30 th , 2018 Meeting | (Approved) |
| 2. Motion to Approve Payables for All Programs | (Approved) |
| 3. Motion to Approve FY 2018 Budgets All Programs | (Approved) |
| 4. Motion to Approve Financials July – January FY2018 | (Approved) |

A. Housing

- | | |
|--|------------|
| 1. Motion to Approve Revised Violence Against Women Act | (Approved) |
| 2. Section 8 Transfer Policy | (Approved) |
| 3. Motion to Approve Updated Tenant/ Maintenance Charges | (Approved) |

B. CDA

1. Tabled – Litigation Harakles

The Board Meeting took place on the third floor in Memorial Hall at City Hall on Thursday, February 22nd, 2018 with the meeting starting at 8:45a.m. Board member Paul Sliney motioned to approve the meeting minutes January 30th, 2017. ***The motion was made carried and approved with no abstentions.***

Board member Dennis Cavanaugh had a question on the Bluewave Capital and why are we receiving less credits. Executive Director Douglas Bushman explained it was because there are less credits in the colder months. Board member Paul Sliney motioned to approve the payables for all programs. ***The motion was made carried and approved. (Board member David Morticelli abstained)***

Executive Director Douglas Bushman introduced Sue Honeycutt, CPA to discuss the FY2018 budget. Sue Honeycutt noted that DHCD increased the ANUEL by 10%, the tenant association line item was doubled and there was also a \$10,000.00 subsidy for technology and website development. She noted that Doug Bushman included in the FY2018 budget two new part-time positions (Maintenance & Admin.). It was also discussed the pay raises for the staff absent the Program Manager and Finance Director all staff would see a 2% pay increase, except Vonnie Morris, Director of Operations/Vouchers. Mr. Bushman stated that while she had a significant increase in 2016 that it was justified that she receives a 4% based upon her performance and training. It was noted that pay increases do not include maintenance which is set by the MA Department of Labor. Please see attachment B for the budget at 7/1/17, and attachment C for the up-to-date financials. Mayor Arthur Vigeant asked, “where are we with the water”? Executive Director Douglas Bushman noted that the low-flow toilets will see a large decrease in water consumption, and the MCDA is current on their repayment agreement with DPW. Mayor Arthur Vigeant also commented on how the audit fee doubled. Sue Honeycutt stated that this includes both the AUP and Section 8 audits. Sue Honeycutt continued with the executive salary schedule. The new schedule is based on units, and if Executive Director Douglas Bushman gets an increase now, then he will not see another until the next schedule. Sue left it the same as last year. Mayor Arthur Vigeant plans on coming into the next meeting with a recommendation. Brian Doheny had a question about the Admin Other line item. Sue Honeycutt gave a brief explanation as to what the Admin Other line item includes. Brian Doheny noted that it increased from 50K to 91K, and maybe it should be broken down into smaller line items. DHCD formats the budget like this, not her. Mayor Arthur Vigeant asked about the income line item for the CDA, and Sue responded that this was from the sale of Winter St. In summarizing the budget Mr. Bushman outlined the excellent performance of the staff which was evidenced by the AUP, PMR, SEMAP, CITY, and Section 8 annual audits. Board member Paul Sliney motioned to approve FY2018 Budgets All Programs. ***The motion was made carried and approved.***

Executive Director Douglas Bushman noted that it is possible for DHCD to not approve the budget, and they may have to revisit the budget during next month’s meeting.

Executive Director Douglas Bushman mentioned that applicants from 2009 are still waiting on vouchers for the Section 8 program. Board member Dennis Cavanaugh asked if this was solely income related? No, sometimes their CORI doesn’t check out – among other things. Vacancies are trending well which is giving the maintenance staff time to work on other things. The 667 State Elderly program list has been purged, and the MCDA eliminated 83 who didn’t respond or have moved without notice.

Board member Paul Sliney motioned to approve financials July-December - FY18. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman continued with an update on the website. It is up and running, and the MCDA is working with the IT department and Virtual Towns to make minor adjustments and add content.

Executive Director Douglas Bushman noted that the staff had participated in VAWA training which was very substantive. An updated VAWA policy and transfer plan are submitted for the board's review and approval. Board member Dennis Cavanaugh asked if the protections are included for people other than women. Executive Director Douglas Bushman stated that yes, it includes both men and women. Board member Paul Sliney motioned to approve Violence Against Women Act. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman mentioned that the section 8 auditors say that the Section 8 Administrative Plan must be updated by fiscal year end, and he plans on getting it to the board before then. He will work closely with Attorney Manette Donovan and staff.

Executive Director Douglas Bushman gave a brief synopsis of why the maintenance charges are to be increased. Board member Paul Sliney agrees that it has been some time since they were increased and doesn't see any issues. He motioned to approve Updated Tenant/ Maintenance Charges. ***The motion was made carried and approved with no abstentions.***

Executive Director Douglas Bushman continued moved on to the OPEB Trust and Advisory Committee. The Mayor has appointed City or Marlborough Treasurer Brian Doheny as the Treasurer, Custodian and Trustee of the MCDA's OPEB Trust Fund. Brian Doheny noted that the City met yesterday and voted to accept the City's funds. The only remaining question is can the City accept as is or does it need a separate tax ID #? Either way this won't be a problem.

Executive Director Douglas Bushman stated that a conference was held to discuss the status of the HILAP. Gordon Yuen, DHCD, is allowing the MCDA to proceed with the smaller projects at Pleasant St. using Formula Funding. DHCD is waiting for a commitment letter from the City & other funding. A renegotiation with TISE in terms of their fees is still pending. The sources and uses then needs to be finalized. Tom Mulvey, DHCD Construction Advisor, is concerned with the bricks and water build-up. Construction on these items, among others, can be started this calendar year. Board Member Dennis Cavanaugh asked if the project will be started in 2019? Executive Director Douglas Bushman stated it looks that way right now. Mayor Arthur Vigeant mentioned that the selling of parcels will be presented to the board during next meeting. There are many parcels in mind including: Weed Street, stairway at Devens Street, Winter Street parcel, among others. Everyone is on board with getting these funds, and it is important to collect these monies while also cleaning up some parcels of land in the process. Board member Dennis Cavanaugh asked how the CDA can own some of these parcels. Mayor Arthur Vigeant answered that they were deeded over from the old Redevelopment Authority, and the CDA may own them but the City maintains them since the CDA cannot afford the maintenance themselves. John Ghiloni has a couple slivers of land and Winter Street. A deal will be advantageous to both sides, and the CDA will get the necessary funding for the HILAP project.

The MCDA is waiting on approval from DHCD on a work order for FISH #170075 – Window Replacement at Bolton Street. At 20 Front Street, two (2) FISH projects will be combined to include work on the interior unit & siding, and the assigned architect will be Ray Guertin.

The MCDA has completed work on two (2) properties so far with funding from the CDBG PI Fund. The third applicant has been chosen after a meeting with Habitat for Humanity who will confirm their numbers in two (2) weeks. The chosen applicant is a Marlborough veteran whose property needs a lot of work. Weather permitting, work can commence in 60 days.

The CDBG 2018 application is going smoothly and will be finalized in days after the budget is received from the DPW. The plan is to submit two (2) days prior, and deadlines are examined every two (2) days.

DHCD has finally responded to the request to convert NSP funds into CDBG funds. This will decrease pressure on using mortgage payoffs to pay for salaries.

Summary Judgement has been filed for the Randall's case. They have not been responsive and refuse to be willing to resolve this issue even after Executive Director Douglas Bushman and Chad Carter, Finance have responded to their discovery. This case could be in court for some time unless settled.

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

Meeting Closed: 9:42 a.m.