

MCDA Board Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Friday, November 16th, 2018
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:40 a.m.

Attendance of Regular November 16th, 2018 MCDA Board Meeting

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| 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. Douglas M. Bushman, Executive Director |
| 7. Diane Smith, (City Auditor) – Non Voting Member | |
| 8. Brian Doheny, (City Comptroller/Treas.) – Non Voting Member ABSENT | |
| 9. Chad Carter, MCDA Employee | |
| 10. Sue Honeycutt, CPA | 11. Attorney Aldo A. Cipriano |

Summary of Motions

General

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| 1. Review Executive Director’s Report, Attachments and Supplemental Reports | |
| 2. Motion to Approve Minutes for September 27 th , 2018 Meeting | (Approved) |
| 3. Motion to Approve Payables November 2018, FY 2019 | (Approved) |
| 4. Motion to Approve FY 2019 Budgets | (Tabled) |

A. Housing

- | | |
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| 1. Motion to Approve Updated THRIVE Agreement | (Approved) |
| 2. Motion to Approve FEMA Partial-Settlement Award | (Approved) |
| 3. Motion to Approve Certificate of Substantial Completion | (Approved) |
| 4. Motion to Approve Certificate of Final Completion | (Approved) |
| 5. Motion to Approve CIP #14 | (Approved) |

B. CDA

1. **It is moved, in conformance with MGL c. 30A, § 21(a)(3), that the MCDA conduct an executive session for the purpose of discussing strategy and seeking advice from legal counsel in pending litigation concerning MCDA vs. Charles M. Randall and Lisa M. Randall, Superior Court Docket 1681CV03590, as an open meeting may have a detrimental effect on the litigating position of the MCDA, and the chair hereby declares that an open meeting may have that effect. 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 Friday, November 16th, 2018 with the meeting starting at 8:45a.m.

Board member Paul Sliney motioned to approve Minutes for September 27th, 2018 Meeting. ***The motion was made carried and approved with no abstentions.***

Executive Session begins 8:48am

Ongoing legal litigation strategy was discussed.

Executive Session ends 9:16am

Board member Paul Sliney motioned to approve Sep-Oct Payables for All Programs. ***The motion was made carried and approved. Board member David Morticelli abstained.***

Executive Director Douglas Bushman gave a brief overview of the FY18 actual budget and continued into the proposed FY19 budget. This includes both part-time maintenance and full-time admin positions. The relocation budget for the Pleasant St. Modernization project will affect how many vacancies there are for the year – which means less rental revenue. Mayor Vigeant had a question on the part-time maintenance position in the FY18 budget. Mayor Vigeant motioned to table FY19 budgets till next meeting. ***The motion was made carried and tabled with no abstentions.***

There were no corrective actions from the Performance Management Review Audit. The occupancy rate is at 100% and construction was great. The FY18 budget was submitted late and the PMR system counted the fourth quarter as all 0's which threw everything off. This corrective action was fixed and did not impact the MCDA's finances. DHCD is not concerned with this issue. There were no issues with the other audits – the MCDA is just waiting to receive the final reports.

Executive Director Douglas Bushman gave an overview of the THRIVE negotiations. THRIVE has agreed to an agreement that satisfies the MCDA's positions. Board member Paul Sliney noted that it was well-written. These negotiations have taken some time, but the MCDA is pleased with the results. Board member Paul Sliney motioned to approve updated THRIVE agreement. ***The motion was made carried and approved.***

The MCDA applied for FEMA funds in the amount of \$35K but got approved for \$3,778.22. The staff time that was put into complying with the FEMA guidelines was substantial. Board member David Morticelli motioned to approve FEMA partial-Settlement Award. ***The motion was made carried and approved with no abstentions.***

HUD notified the MCDA to freeze all implementations of the 2019 payment standards and continue to use the 2018 standards.

Discussions to renew a Memorandum of Understanding with Baypath have begun. The current MOU expires January 2019.

The MCDA is moving on several evictions due to violations of lease agreements under guest policies. Tenants are aware that elderly housing is not public housing. A notice has been prepared to all tenants to remind them of their lease obligations.

DHCD has informed the MCDA that \$100,000.00 in Bonds have been released and will be deposited into the MCDA's 667 account. Executive Director Douglas Bushman thanked the entire State-Legislative Delegation for providing these funds.

The construction documents for FISH #170060 – Pleasant St. Modernization are at 50%, and the project is moving along. Interior design is still being discussed along with ADA and 2nd floor mobility units. Groundbreaking on the project is expected by Labor Day of 2019. The relocation budget is still being flushed out. The MCDA proposed a rental subsidy that DHCD did not approve of but plans to rework this proposal and re-submit for approval using different language. There is a budget of \$425K for relocation that the rental subsidy will draw from, not a separate pot of money. MCDA employee Chad carter will submit a request for reimbursement for vacancies retro to July 1, 2018. It is the MCDA's belief that option I is the only feasible plan for relocation. The official plan does not need to be submitted until January/February 2019.

FISH #170075 – Bolton St. Windows is nearing completion. Board member Paul Sliney noted that Vareika Construction was one of the best contractors to do work at Bolton St. Mayor Vigeant mentioned that the tenants of Bolton St. take very good care of the property and have a lot of pride in where they live. Executive Director Douglas Bushman stated that DHCD finds it hard to believe that Bolton St. is elderly housing. MCDA is very proud of the amount of money they have been able to allocate towards this property over the last several years. Mayor Vigeant motioned to approve the certificates of substantial and Final completion. ***The motion was made carried and approved with no abstentions.***

DHCD has agreed to fund a community building modernization project for Pleasant St. which was not included in the original scope of the Modernization project. Plans are to have it renovated by the summer of 2019.

There has been issues with the 20 Front St. Bathroom Repair project. Precision Home Remodeling Group failed to pull permits. The contract clearly states that they are liable for this step of the project. The MCDA has contacted the Advocates and made them aware of the actions of their tenant. Advocates has agreed to compensate the MCDA as required under their lease agreement. The MCDA has also insisted that the tenant who caused this damage be removed from the property.

DHCD has awarded the MCDA an additional \$207,000.00 for two (2) construction projects. Board member Paul Sliney motioned to approve CIP #14 revision. ***The motion was made carried and approved with no abstentions.***

Community Opportunities Group has been tentatively announced as the successful bidder for the MCDA's CDBG 2018 Grant Management Consultant. The MCDA is waiting for a state sanctioned contract, which will be presented within the next two weeks.

The NSP conversion has been approved by Hud and DHCD, and a signed contract has been executed. Grant amendments to both the NSP and CDBG programs have been signed and will be uploaded to the CGMS grant software.

The MCDA's rights at 74 Main & 2 South Bolton St. have been extinguished as an operation of the law. Mayor Vigeant asked if there are any questions. No questions.

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

Meeting Closed: 9:40am