

## MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, December 15<sup>th</sup>, 2022

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:51 a.m.

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### Attendance of Regular December 15<sup>th</sup>, 2022 MCDA Board Meeting

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|---|---|
| 1. Mayor/Chair Arthur G. Vigeant  | 2. Paul Sliney (Tenant Rep.)                    |
| 3. Stefanie Ferrecchia (Real Estate Rep.)                                   | 4. David Morticelli (Fin. Rep) <b>VIA TEAMS</b> |
| 5. Renee Perdicaro (Regular) <b>VIA TEAMS</b>                               | 6. Joshua Daigle (Regular) <b>VIA TEAMS</b>     |
| 7. Chad Carter, Executive Director  |   |
| 8. Diane Smith, (City Auditor) - Non-Voting Member                          |   |
| 9. Patrick Jones, (City Finance Director) – Non-Voting Member <b>ABSENT</b> |   |

### Summary of Motions

#### **A. General**

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| 1. Motion to Approve Minutes for October 27 <sup>th</sup> , 2022 Meeting | (Approved) |
| 2. Motion to Approve Payables   October/November 2022                    | (Approved) |
| 3. Motion to Approve October Financials   FY22                           | (Approved) |
| 4. Monthly report from MCDA Executive Director                           |            |

#### **B. Housing**

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| 1. Motion to Approve Proposed Section 8 Payment Standards   | (Approved) |
| 2. Motion to Approve Fenton, Ewald & Associates State and Federal Contracts for Accounting Services | (Approved) |
| 3. Motion to Approve ARPA Formula Funding CFA 4001  | (Approved) |
| 4. Motion to Approve ARPA Targeted Award CFA 4050   | (Approved) |
| 5. Motion to Approve Certificate of Final Completion   FISH 170084                                  | (Approved) |

#### **C. 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, December 15<sup>th</sup>, 2022 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for October 27<sup>th</sup>, 2022 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Paul Sliney motioned to approve Payables – October/November 2022. Board member Stefanie Ferrecchia asked about the ARS invoice and whether it was charged to the tenant. It was charged to the tenant. ***The motion was made carried and approved. Board member David Morticelli abstained.***

Board member David Morticelli motioned to approve October Financials | FY22. ***The motion was made carried and approved with no abstentions.***

Executive Director Chad Carter began with an update on the vacancies. There were 3 vacancies in October and 0 turnovers and November had 2 vacancies and 1 turnover – putting the MCDA at a total of 19 current vacancies.

There were 76 Work Orders processed in October and 76 were completed. In November, there were 103 processed and 100 completed leaving a total of 8 outstanding. And of those 8 outstanding, 5 are vacancies and 3 are routine.

There were \$358.75 in total adjustments for Oct & Nov. There was also \$625.00 in late fees for both months.

The Performance Management Review (PMR) audit report was discussed in detail. There was operational guidance under the TAR report. There was corrective action for paper application time stamps. Paper application entry had operational guidance. Vacancies reported on time the MCDA received operational guidance. Vacancies filled using CHAMP received operational guidance.

The proposed Section 8 Payment Standards were discussed. Board member Paul Tonthat inquired about going up to the 110% limit of the AMI. The pros and cons of the payment standards being too high and too low were discussed at length. The payment standards are the maximum amount of rent and utilities that the Section 8 program will allow – this doesn't mean rent increases will be approved up to the max as they rarely are. Board member Paul Sliney motioned to approve the Proposed Section 8 Payment Standards. ***The motion was made carried and approved. Board member Stefanie Ferrecchia Abstained.***

Board member Josh Daigle motioned to approve Fenton, Ewald & Associates State and Federal Contracts for Accounting Services. ***The motion was made carried and approved with no abstentions.***

The MCDA's ARPA Formula Funding CFA 4001 award to discussed. These will be allocated towards the 240 Main Street Bathroom Renovation Project. Board member Josh Daigle motioned to approve ARPA Formula Funding CFA 4001. ***The motion was made carried and approved with no abstentions.***

The MCDA's ARPA Targeted Award CFA 4050 award was discussed. These will be allocated towards site-specific fire alarm upgrades from zone to addressable at the 20 Front Street property which houses the 689 Special Needs Program. Board member Josh Daigle motioned to approve ARPA Targeted Award CFA 4050. ***The motion was made carried and approved with no abstentions.***

FISH Project 170060 Pleasant St. Modernization: There are a few outstanding items to take care of before the board can approve the Certificate of Final Completion – which will be brought to the board for approval in January.

FISH Project 170085 240 Main Street Roof Replacement: The lower roof was completed on Wednesday, November 23<sup>rd</sup>, 2022. The interior punchlist review for the units on the 5<sup>th</sup> floor is still ongoing. Gibson Roofs ordered new bathroom parts for units on the 5<sup>th</sup> floor and they will be delivered on the 22<sup>nd</sup>.

The auditorium work has been scheduled for this upcoming Monday, December 19<sup>th</sup>. The MCDA rescheduled from the 12<sup>th</sup>. The abatement of the asbestos will start on the 19<sup>th</sup> and then the ceiling repair and floor tiling replacement will take place after.

FISH 170084 Main Street GFI: This project is ready for the Certificate of Final Completion which has been drafted by the architect from Norian/Siani Engineering after he signed off on everything else. Board member Josh Daigle motioned to approve Certificate of Final Completion | FISH 170084. ***The motion was made carried and approved with no abstentions.***

Executive Director Chad Carter continued with an update on the CDA.

There is a waiver request to go above the unit-cap of \$35K for a Housing Rehabilitation case at 245 Elm Street. The property has some serious structural issues, and the housing rehab specialist's estimate is around \$126K which could go up to around \$140K after the lead inspection report comes back. The housing rehab specialist thinks it'll come back with the property needing a full lead abatement which is required under CDBG regulations. There is enough equity in the property to cover the loan. The total Housing Rehab budget is \$215K, and the MCDA has another unit estimated to cost around \$55K, so these two together could potentially bring the costs up to around \$195K, which would leave the MCDA \$20K left. The program goal was initially 6 units, which the MCDA would not meet if the board approved the waiver request, but it would help the MCDA reach their spending threshold which they have to meet before applying for another CDBG. If the waiver request is approved, the MCDA would only be able to do a few units with the current grant, but it would help when applying for the next grant where they could continue the program and do more units in 2023.

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

Meeting Closed: 9:51am

