

## MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority  
Regular Meeting – Thursday, October 27<sup>th</sup>, 2022  
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:22 a.m.

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### Attendance of Regular October 27<sup>th</sup>, 2022 MCDA Board Meeting

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| 1. Mayor/Chair Arthur G. Vigeant  | 2. Paul Sliney (Tenant Rep.) VIA TEAMS |
| 3. Stefanie Ferrecchia (Real Estate Rep.)                                   | 4. David Morticelli (Fin. Rep)         |
| 5. Renee Perdicaro (Regular) <b>ABSENT</b>                                  | 6. Joshua Daigle (Regular) VIA TEAMS   |
| 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 September 22 <sup>nd</sup> , 2022 Meeting |            |
| 2. Motion to Approve Payables   September/October 2022                     | (Approved) |
| 3. Motion to Approve September Financials   FY22                           | (Approved) |
| 4. Monthly report from MCDA Executive Director                             |            |

#### **B. Housing**

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| 1. Motion to Approve Change Order 02   FISH #170085 | (Approved) |
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#### **C. Community Development Authority**

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| 1. Motion to Approve CDBG Program Guidelines Amendment<br>No. 01   Forgiveness Schedule to Conform with DHCD Requirement | (Approved) |
| 2. Motion to Approve CDBG Program Guidelines Amendment<br>No. 02   Waive Equity Requirement                              | (Tabled)   |

The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, October 27<sup>th</sup>, 2022 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for September 22<sup>nd</sup>, 2022 Meeting. *The motion was made carried and approved with no abstentions.*

Board member Josh Daigle motioned to approve Payables – September/October 2022. *The motion was made carried and approved. Board member David Morticelli abstained.*

Board member Paul Sliney motioned to approve September Financials | FY22. *The motion was made carried and approved with no abstentions.*

Executive Director Chad Carter began with an update on the vacancies. September had 2 new vacancies, 6 turnovers and 5 transfers.

There were 87 Work Orders processed in September and 75 were completed, leaving 12 outstanding.

There were \$175.00 in total adjustments for September which included a duplicate key, a replacement key, after-hours lockout, insufficient funds, and a violation of parking fee. There was also \$375.00 in late fees.

There will be a 9% increase in the ANUEL (Allowable Non-Utility Expense Levels) for the FY23 Budget. The key budget adjustments were discussed including: 5% increase to maximum unit-based Executive Director Salaries with board approval, 5% max increase to administrative salaries line item, and Air Source Heat Pump budget exemption increase to \$150 from \$75.

FISH Project 170060 Pleasant St. Modernization: Vareika Construction will be by the property to finish punchlist items which include: further hydroseeding at Building D, Bollard straightening at Transformer, clean-up of concrete splatter at Building a, and Removal of sharp fastener remnant from old trash enclosure.

FISH Project 170085 240 Main Street Roof Replacement: The materials have arrived for the last part of the roof. The street permit will be pushed through by DPW so the MCDA can schedule a time for Gibson Roofs to come back to start on the roof. Change Order #2 consists of three change proposals in the amount of \$99,806.44 which are listed on Attachment D. Board member David Morticelli motioned to approve Change Order 02 | FISH #170085. . *The motion was made carried and approved with no abstentions.*

FISH Project 170087 Bolton St. Hot Water Tanks: The architect and MCDA Maintenance employee Gary Patricks went through the units and did the Punchlist review yesterday. Everything looks great and we're moving the project into the closeout phase.

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

DHCD's calculation for 61 Emmitt Street will be reviewed and checked for accuracy. Chairman Mayor Arthur G. Vigeant noted that the taxes and contingency were too high.

There is a new requirement from DHCD in regard to the Housing Rehabilitation Program through the CDBG Grant – all loans must be forgiven by no less than 1/15th per year beginning in year 1. Board member Paul Sliney motioned to approve CDBG Program Guidelines Amendment No. 01 | Forgiveness Schedule to Conform with DHCD Requirement. *The motion was made carried and approved with no abstentions.*

The second motion is another amendment to the Housing Rehab program guidelines, and the goal is to make it easier to obtain applications for the program. New homeowners typically only have around 5% equity and don't meet the requirement to cover the cost of repairs. This is also a problem for Mobile Homes as well because they are required to get an appraisal so the MCDA can evaluate their equity which increases time and realtors are becoming apprehensive to do so because they're not intending to sell. After a discussion, the board decided to table the motion.

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

Meeting Closed: 9:22am