

MCDA Board Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, September 27th, 2018

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:10 a.m.

Attendance of Regular September 27th, 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 | |

Summary of Motions

General

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| 1. Motion to Approve Minutes for August 30 th , 2018 Meeting | (Approved) |
| 2. Motion to Approve August Payables for All Programs | (Approved) |
| 3. Motion to Approve Fiscal Year End 2018 Financials | (Tabled) |

A. Housing

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| 1. Motion to Approve – Inquiry of Governing Board /HCVP 2018 Audit | (Approved) |
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B. CDA

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| 1. Motion to Approve Mayor/Chair Authorization to Approve CDBG Bidder | (Approved) |
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The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, September 27th, 2018 with the meeting starting at 8:45a.m.

Board member Paul Sliney motioned to approve Minutes for August 30th, 2018 Meeting. ***The motion was made carried and approved with no abstentions.***

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

Executive Director Douglas Bushman noted that the budgets for the Section and 667 Programs are available. The rest of the programs budgets will be available at next month's board meeting.

It took DHCD eight (8) months to release the budget guidelines last year, and the MCDA is still waiting on them for this fiscal year. Until then, the MCDA will operate on last year's budget.

The Section 8 audit is scheduled for October 22nd, the Agreed Upon Procedures (AUP) audit is scheduled for the 23rd and the City's audit is scheduled for November 1st and 2nd.

THRIVE is now current with their monthly payments. The MCDA has determined that their rent increase from \$200 to \$750 a month. Negotiations are still ongoing.

As part of the Section 8 audit Executive Director Douglas Bushman asked the board the following questions: (1) Are you, the board, aware of actual or suspected fraud affecting the Authority? No. (2) Are you, the board, aware of any allegations of fraud? No. (3) Are there any specific areas, either financial reporting or compliance, that you would like us to focus our attention on during the course of our audit? Yes, review voucher files.

TISE is working with tenants on questions for design process. There is a tour of Pleasant St. scheduled for the State Senator and State Reps. The MCDA proposed a rental subsidy for relocation, but the state rejected. A plan for relocation was discussed that could potentially save the MCDA tens of thousands of dollars. Mayor Arthur G. Vigeant noted that he reached out to Broad St. to see what units they have available. DHCD will be taking a second look into the MCDA proposed relocation. Board member Paul Sliney asked if TISE gave consideration to the limited parking especially while the construction phase is ongoing. Executive Director Douglas Bushman stated that TISE had given this consideration. Board member Paul Sliney mentioned that the parking was a concern at Bolton St. during the parking lot construction project, and there is even less at Pleasant St. Executive Director Douglas Bushman noted that he will mention something to TISE about this.

Executive Director Douglas Bushman asked board member Paul Sliney his view on the Bolton St. Window Replacement Project. Board member Paul Sliney noted that there were a couple days of reduced effort because of the rain, but they are nearing completion. The windows in the hallways are currently being installed. They look great, the fit is good, and the finishing is exemplary – overall great construction group. Executive Director Douglas Bushman agreed, but added the only issue was the miscount of the number of windows needed.

A Request for Proposals for Grant Management for the Community Development Block Grant 2018 Award was issued. All CDBG monies must be expended by December 31st, 2019. A motion is needed to authorize the Mayor/Chair to select the bidder that meets the requirements and pricing as set forth in the RFP. Board member Paul Sliney motioned to approve Mayor/Chair authorization to approve CDBG Bidder. ***The motion was made carried and approved with no abstentions.***

The Neighborhood Stabilization Program (NSP) Program Income Management Plan is contingent on receiving the September Bank Statements to reconcile a final figure to be transferred into CDBG monies. HUD is expected to sign off on this transfer within the next two (2) months.

A pending litigation matter was briefly discussed. The land transfer request of 74 Main St. & 2 South Bolton Street has been concluded.

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

Meeting Closed: 9:10am