



MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY
250 Main Street • Marlborough, MA 01752

Marlborough Community Development Authority

CERTIFICATE

I, the undersigned, the duly appointed, qualified and acting Secretary of the Marlborough Community Development Authority, do hereby certify:

THAT the attached extract(s) from the Minutes of the Regular Board Meeting of the members of said Authority held on April 23, 2020, is a true and correct copy of the original minutes relating to the matters set forth in said attached extract(s).

THAT the copy of the Resolution appearing in said attached extract and is a true and correct copy of the Resolution adopted and approved at said meeting and on file and of record of the Certification vote is identical with the form of the executed Extract, a copy of which is hereto attached.

THAT on the date of this meeting each member present and voting was a resident of the City of Marlborough.

THAT notice of such meeting was duly filed forty-eight hours prior thereto with the City Clerk of Marlborough in accordance with the requirement of M.G.L.,c39, sec. 23B, as amended.

IN WITNESS WHERE, I have hereunto set my hand and seal of said Authority this 23rd day of April 2020.

Vonevelyn J. Morris

Secretary and Executive Director

Marlborough Community Development Authority



MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY
250 Main Street • Marlborough, MA 01752

MCDA- Housing Division

Regular Board Meeting
April 23, 2020 - 8:45 a.m.

EXTRACT

MEMBERS PRESENT: Mayor/Chair Arthur G. Vigeant
Stefanie Ferrecchia
David Morticelli
Paul Sliney
Renee Perdicaro
Joshua Daigle

MEMBERS ABSENT: Diane Smith – Non-Voting member

Upon a motion duly made by Board member Josh Daigle and by roll-call vote requested by Mayor/Chair Vigeant, it was unanimously

VOTED: To approve and authorize the Chair to act as contract officer and to sign the Amendment #16 to Capital Improvement Work Plan #5001 in the amount of \$588,272.00.

The Chairman then declared said motion carried and said vote in effect, (Voted 6 to 0.)

Vonevelyn J. Morris
Secretary and Executive Director
Marlborough Community Development Authority



March 10, 2020

Marlborough Community Development Authority (MCDA)
250 Main Street,
Marlborough, MA 01752

Attention: Vonevelyn Morris, MCDA Executive Director
CC: Jennifer Sleeper, MCDA Resident Relocation Coordinator
Chad Carter, MCDA
Stephanie Brynen, DHCD
David McClave, DHCD
John Olsen, DHCD
Thomas Mulvey, DHCD

**Re: 170060, Marlborough 667-1 HILAPP Pleasant Street
Recommendation to award to lowest qualified bidder Vareika Construction, Inc.**

Dear Mrs. Morris,

DHCD and TDA reviewed the electronic bids for this project and determined the low bid to be from Vareika Construction, Inc. in the amount of \$5,973,700. DHCD has found the bid to be in order.

Accepting the alternates will result in pricing as follows:

Accepting Alt #1: \$6,084,700
Accepting Alt #2: \$6,195,400
Accepting Alt #3: \$6,376,700
Accepting Alt #4: \$6,513,400

The low bidder would be Vareika in all alternate scenarios

TDA contacted via phone the New Bedford Housing Authority, Norton Housing Authority, Whitman Housing Authority, Marlborough Housing Authority, and Woburn Housing Authority to verify references for Vareika Construction on a variety of projects, within the past 5 years, consisting of similar elements to the bid project at 667-1 Pleasant Street.

Comments from Executive Directors and Directors of Modernization were all positive. Vareika Construction was stated to be good & timely with paperwork, coordination, and communication. The contractor was stated to have demonstrated an ability to overcome unforeseen latent conditions, handle challenging project details, work in fully occupied buildings, stay on schedule, and deliver what was repeatedly described as a "beautiful product". All staff I spoke with stated they were pleased with Vareika Construction and would recommend or be happy to work with them again.

Based on the references from various housing authorities' executive staff, Tise Design Associates recommends awarding the project to Vareika Construction, Inc. as the lowest qualified bidder.

Best regards,

-Matthew Brooks, Associate

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: Marlborough Community Development Authority

Date: Wednesday, April 23, 2020

Time: 8:45 AM

Location: Virtual Meting

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 APR 17 P 2:21

In accordance with the March 12, 2020 Executive Order issued by Governor Baker modifying certain requirements of the Open Meeting Law, the Marlborough Community Development Authority will hold a virtual meeting on Wednesday, April 23, 2020.

NO PUBLIC ATTENDANCE WILL BE PERMITTED.

The public may access the meeting by clicking the link on the meeting calendar page or by dialing 617-433-9462 and using conference ID 747 582 423#.

A. General

1. Motion to Approve Minutes for February 27, 2020 Meeting.
2. Motion to Approve Payables All Programs - March 2020.
3. Motion to Approve Payables All Programs - April 2020.
4. Motion to Approve FY20 Financials July 2019 – March 2020.
5. Monthly report from MCDA Executive Director.

B. Housing

1. Motion to Approve Lowest Bidder FISH #170060 – Pleasant St. Modernization.
2. Motion to Approve Massachusetts Wage Rates
3. Motion to Approve CIP #15
4. Motion to Approve CIP #16

C. Community Development Authority

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Thursday, April 23rd, 2020
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:08 a.m.

Attendance of Regular April 23rd, 2020 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) |
| 5. David Morticelli (Fin. Rep) | 6. Joshua Daigle (Regular Member) |
| 7. Vonnie Morris, Executive Director | 8. Chad Carter, MCDA Employee |
| 9. Diane Smith, (City Auditor) – Non-Voting Member (ABSENT) | |

Summary of Motions

General

- | | |
|---|------------|
| 1. Motion to Approve Minutes for February 27 th , 2020 Meeting | (Approved) |
| 2. Motion to Approve Payables All Programs - March 2020 | (Approved) |
| 3. Motion to Approve Payables All Programs - April 2020 | (Approved) |
| 4. Motion to Approve FY20 Financials July 2019 – March 2020 | (Approved) |
| 5. Monthly report from MCDA Executive Director | |

Housing

- | | |
|--|------------|
| 1. Motion to Approve Lowest Bidder FISH #170060 – Pleasant St. Modernization | (Approved) |
| 2. Motion to Approve Massachusetts Wage Rates | (Approved) |
| 3. Motion to Approve CIP #15 | (Approved) |
| 4. Motion to Approve CIP #16 | (Approved) |

Community Development Authority

The Board Meeting took place virtually via Microsoft Teams on Thursday, April 23rd, 2020 with the meeting starting at 8:45 a.m.

Board member Mayor Vigeant motioned to approve the minutes of the February 27th, 2020 meeting. *The motion was made carried and approved.*

Executive Director Vonnie Morris began with a update on the singing of the checks from March 2020. Two board members came into the MCDA offices to sign the checks. Board member Mayor Vigeant motioned to approve the payables for the months of March 2020 & April 2020. *Mayor Vigeant asked for a roll-call vote:*

- Board member David Morticelli Abstained
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle N/A
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Executive Director Vonnie Morris continued with an update on the Financials through March 2020. There is a decent reserve balance in all programs. Senior rent income has not been affected by COVID-19 so far. Februarys financials were also included in this month's board report because there was no meeting held in March 2020. Board member Renee Perdicaro motioned to approve FY20 Financials July 2019 – March 2020. *Mayor Vigeant asked for a roll-call vote:*

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle N/A
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Executive Director Vonnie Morris noted that February 2020 was a good month for turnovers. There were two vacancies, and both were turned over rather quickly. March 2020 saw three turnovers of which only one was turned over by month end. The MCDA is currently not leasing up right now due to social distancing guidelines sent out by the state. February had 57 work orders processed and 52 completed, and March had 55 processed and only 31 completed. Only work orders that are deemed an "emergency" can be completed per State and Federal COVID-19 guidelines. Other categories of work orders will be completed in the order processed once the State and Federal guidelines allow it.

A Draft Work Order Scope of Services for FISH #170085 was received from the Department of Housing and Community Development (DHCD). They have allocated \$350,000.00 towards this

project. It is currently still in the design stage and the MCDA is working closely with Stefanie Brynen, Senior Project Manager at DHCD.

FISH #170081 – Pleasant St. Envelope Project is moving along. The City of Marlborough has issued a building permit for DDC Construction. They have been working on site whenever weather permits. Roof abatement is ≈ 85% complete, re-roofing ≈ 80%, masonry repairs ≈ 60% and chimney repairs = 100% complete.

The FY20 Health & Safety Initiative Grant has been awarded in the amount of \$44,650.00. These monies will be allocated to two construction projects: FISH #170084 - & 170086. These have been put on hold because they are interior work related. Originally, these monies needed to be spent by June 30th, 2020, but DHCD is working on extending the guidelines due to the COVID-19 outbreak.

FISH #170060 – Pleasant St. Modernization project had additional funds added in the amount of \$588,272.00. These are Public Housing Compliance Reserve funds awarded for asbestos removal. Vareika Construction Inc. was determined to be the lowest bidder at \$5,973,700.00. Board member Paul Sliney motioned to approve Vareika Construction Inc. as the lowest bidder for FISH #170060 – Pleasant St. Modernization. *Mayor Vigeant asked for a roll-call vote:*

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle N/A
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Department of Labor Standards came out with the new Wage Rates that are to be effective April 1st, 2020. Board member Renee Perdicaro motioned to approve the new Massachusetts Wage Rates. *Mayor Vigeant asked for a roll-call vote:*

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Amendment #15 to the Contract for Financial Assistance includes an increase of \$786,900.00 which includes: FY2022 Formula Funding award, FY2023 Formula Funding Award and FY2020 Health & Safety Initiative. Board member Josh Daigle motioned to approve Amendment to CIP #15. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Amendment #16 to the Contract for Financial Assistance includes an increase of \$588,272.00 which includes the Public Housing Compliance Reserve award for the removal of asbestos. Board member Josh Daigle motioned to approve Amendment to CIP #16. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

MCDA employee Chad carter gave a brief update on the Community Development Block Grant (CDBG). The Housing Rehabilitation program is finishing up exterior construction on a property. Work is being completed within the social distancing guidelines set forth by DHCD. No other initial inspections or lead-paint inspections are to be done until Massachusetts lifts the guidelines on interior work.

The Devens & McEnelly Street Infrastructure Project is looking be activated within the next few weeks. This is outside work which can be conducted under the social distancing protocol.

The Substance Abuse Prevention Program was active during the months of January and February, but the Boys & Girls Club organization has since closed its facilities due to the social distancing requirements. To date, 49 Marlborough youths have participated in these programs.

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

Meeting Closed: 9:08am