

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, May 27th, 2021

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:12 a.m.

Attendance of Regular May 27th, 2021 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. David Morticelli (Fin. Rep) |
| 5. Renee Perdicaro (Regular Member) ABSENT | 6. Joshua Daigle (Regular Member) |
| 7. Vonnie Morris, Executive Director | 8. Chad Carter, Director of Finance |
| 9. Diane Smith, (City Auditor) - Non-Voting Member | |
| 10. Patrick Jones, (City Finance Director) – Non-Voting Member | |

Summary of Motions

A. General

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| 1. Motion to Approve Minutes for April 22 nd , 2021 Meeting | (Approved) |
| 2. Motion to Approve Payables – April/May 2021 - FY21 | (Approved) |
| 3. Motion to Approve Financials – April 2021 | (Approved) |
| 4. Monthly report from MCDA Executive Director | |

B. Housing

- | | |
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| 1. Motion to Approve Change Order No. 6 | (Approved) |
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C. Community Development Authority

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| 1. Motion to Award the Contract for Services – FY20 CDBG Grant Administrative Services | (Approved) |
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The Board Meeting took place virtually via Microsoft Teams on Thursday, May 27th, 2021 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes of the April 22nd, 2021 Meeting. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

Board member Josh Daigle motioned to approve the payables for the month of April/May 2021. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

Board member Paul Sliney motioned to approve the Financials – April 2021. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved with no abstentions.

Executive Director Vonnie Morris began with an update on the vacancies for which there was only one for April 2021. There were 47 work orders processed, 41 completed leaving 6 outstanding. Adjustments for April totaled \$75.00 for damage to unit, maintenance charges and an after-hours lock out.

FISH #170084 – Main St. Bathroom Light/GFI & Kitchen GFI project had its ad placed in the Central Register. May 12th, the construction docs will be available on projectdog.com. Bids are due electronically by May 27th at 10am. Lowest bidder should be selected by June’s Meeting.

FISH #170060 – Pleasant St. Modernization project, a weekly meeting was held on May 21st. 4 units have kitchen cabinets installed and flooring throughout. Stoves for Building A were delivered, and fridges are expected by June 7th. Maintenance have ordered the remaining 26 sets of fridges and stoves.

Executive Director Vonnie Morris mentioned that \$223,328.00 out of \$284,595.00 was for the fire-safing and similar changes for remaining buildings would result in future change orders. The amounts would differ depending on the size of each building. Board member Josh Daigle noted that the architect should have known that work was needed for fire-safing and should have been put in the original scope of work. Board member Josh Daigle motioned to approve FISH #170060 – Change Order No. 6. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

FISH #170088 – Main St. ADA Auto Doors, work is estimated to cost \$49,600.00. An ad was placed in the central register on May 6th. Pre-bid walk through will be held on May 19th, and bids are due electronically by May 27th at 11am.

On April 26th, an ad was placed in the central register requesting proposals for services related to CDBG Grant Administration Services. Community Opportunities Group, Inc. submitted the lowest, responsive and responsible bid.

1. Board member Paul Sliney motioned to Award the Contract for Services – FY20 CDBG Grant Administrative Services to Community Opportunities Group, Inc. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

MCDA Director of Finance Chad Carter gave an update on FY18 CDBG grant. The grant has been extended to 12/31/2021 and will do more outreach for the Housing Rehab Program. There needs to be an income survey completed for the Harrison Place street reconstruction project. The Release of Funds has been approved by DHCD but they need to wait the required 14 days for anyone to file objections before they can issue it to us, which should be around June 8 and also once the special conditions have been cleared.

Right now, the MCDA is planning on beginning grant activities, conservatively, on July 1st. Mayor Arthur Vigeant asked if hiring Community Opportunities Group was necessary. Yes, they perform a wide variety of services from outreach, income qualifying, meeting with applicants, performing housing rehabilitation services which include inspecting homes, drawing up a scope of work, planning, implementing programs and projects, etc. Mayor Vigeant also asked why the date of FISH #170060 was pushed back and when we were notified of delay. Executive Director Vonnie Morris stated she received the latest date during our weekly builder meeting on May 21st. “A” building is expected to be completed on or around June 30th and not mid-month as previously stated. The 4th of July Holiday and scheduling around the holiday could add to the delay. The building will need to be inspected by building department and a certificate of occupancy issued before residents can be relocated into “A” building. Residents are expected to move around July 12th and 13th.

Board member Paul Sliney motioned to adjourn. *Mayor Vigeant asked for a roll-call vote:*

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

The motion was made carried and approved.

Meeting Closed: 9:12 a.m.