

**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, May 26<sup>th</sup>, 2022

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:20 a.m.

---

**Attendance of Regular May 26<sup>th</sup>, 2022 MCDA Board Meeting**

- |   |  |
|---|--|
| 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) <b>ABSENT</b>                    | 6. Joshua Daigle (Regular)             |
| 7. Chad Carter, Interim Executive Director                    |  |
| 8. Diane Smith, (City Auditor) - Non-Voting Member            |  |
| 9. Patrick Jones, (City Finance Director) – Non-Voting Member |  |

**Summary of Motions**

**A. General**

---

- |  |            |
|--|------------|
| 1. Motion to Approve Minutes for April 28 <sup>th</sup> , 2022 Meeting | (Approved) |
| 2. Motion to Approve Payables   April/May 2022                         | (Approved) |
| 3. Motion to Approve Financials   April 2022                           | (Approved) |
| 4. Monthly report from MCDA Interim Executive Director                 |            |

**B. Housing**

---

- |   |            |
|---|------------|
| 1. Motion to Approve Change Order No. 13   FISH 170060            | (Approved) |
| 2. Motion to Approve Tise Design Contract Amendment   FISH 170060 | (Approved) |

**C. Community Development Authority**

---

The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, May 26<sup>th</sup>, 2022 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for April 28<sup>th</sup>, 2022 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Paul Sliney motioned to approve Payables – April/May 22. ***The motion was made carried and approved. Board member David Morticelli abstained.***

Board member Josh Daigle motioned to approve Financials | April 2022. ***The motion was made carried and approved with no abstentions.***

MCDA Interim Executive Director Chad Carter began with an update on the vacancies.

There were two (2) in April. Seven (7) units were turned over and one (1) administrative unit transfer.

There were 81 work orders processed during March and 76 were completed leaving 5 outstanding.

April had \$1,626.00 in total adjustments: \$150.00 were due to late fees.

DHCD approved the MCDA's 2023 Capital Improvement Plan and created FISH numbers for the Main St. ADA unit upgrades and 20 Front St. Boiler Replacement. Design work will begin at Front St. soon.

DHCD awarded the MCDA \$336,043.00 in American Rescue Plan Act (ARPA) funds. They are to be used in conjunction with Formula Funds to address the capital needs of the 667 and 689 properties before the deadline of December 31<sup>st</sup> 2024.

MCDA Interim Executive Director, Chad Carter, discussed updates related to FISH Projects.

FISH Project 170060 Pleasant Street: The bi-weekly meeting was held on the 11<sup>th</sup>, as of then, 6 units had been drywalled, then they'll install the cabinets, finishing touches, painting, then finish paving the lower lot. The MCDA is shooting for a July 1<sup>st</sup> completion date.

Board member Paul Sliney motioned to approve Change Order No.13 | FISH 170060. ***The motion was made carried and approved with no abstentions.***

Tise Design Associates put in a contract amendment proposal to increase their construction administration line item by \$27,555.00. They've worked 5 months beyond their original contract at a monthly rate of \$5,511.00. Board member Josh Daigle motioned to approve Tise Design Contract Amendment. ***The motion was made carried and approved with no abstentions.***

FISH Project 170084 Electrical Updates: Change Order #2 was approved, the 7 new receptacles were installed and hoping to close out that project by next week.

FISH Project 170085 240 Main Street Roof Replacement: The demo of the old roof is 100% complete, laid the new roof membrane, trimmed it up and finished all of the flashing around the edges. They started the interior work last week. Need to access the roof from inside the units on the 5<sup>th</sup> floor to tie down the brackets to the new roof. So far so good, no tenants have complained. The application for the HILAPP program was sent to DHCD on May 5<sup>th</sup>. Still waiting to hear back. Wage rate interviews were held by Paula Stuart from COG to determine whether employees are being paid prevailing wage rates. This is a federal requirement and needs to be done because

we are partially funding this project with federal funds. We're also looking to add an interior component to the scope – the auditorium and the kitchen were damaged from the roof leaks.

FISH Project 170087 Bolton Street Hot Water Tanks: The MCDA approved the contract with Byors and Sons Mechanical, just waiting on DHCD to fully execute it and then they can schedule the pre-construction meeting.

Interim Executive Director Chad Carter gave an update on the CDBG Grants 2018 & 2020.

The MCDA is still processing an application for 223 Mechanic St. The applicant applied to increase their voucher from a 1 bedroom to a 2 bedroom to have their son be a live-in-aid. Worcester is still going to administer the voucher so they need to schedule a time to inspect the property before lease can be signed. Shooting for June 15<sup>th</sup> for a move in date.

Board Chairman Mayor Vigeant motioned to go into Executive Session. *The motion was made carried and approved with no abstentions.*

**Executive Session Begin: 9:07am**

**Executive Session End: 9:19am**

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

Meeting Closed: 9:20am