

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Thursday, September 24th, 2020
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:25 a.m.

Attendance of Regular September 24th, 2020 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 Member) | 6. Joshua Daigle (Regular Member) |
| 7. Vonnie Morris, Executive Director (ABSENT) | 8. Chad Carter, MCDA Employee |
| 9. Diane Smith, (City Auditor) – Non-Voting Member | |

Summary of Motions

A. General

- | | |
|---|------------|
| 1. Motion to Approve Minutes for August 27 th , 2020 Meeting | (Approved) |
| 2. Motion to Approve Payables All Programs - August 2020 – FY21 | (Approved) |
| 3. Motion to Approve July 2020 Financials | (Approved) |
| 4. Monthly report from MCDA Executive Director | |

B. Housing

- | | |
|--|------------|
| 1. Motion to Approve Updated Language Access Plan | (Approved) |
| 2. Motion to Approve Grant of Easement to Mass. Electric Company for FISH #170060 | (Approved) |
| 3. Discussion Regarding Meeting with Tenants Association Board Members on 9/9/2020 | |
| 4. Discussion Regarding Executive Director Salary | |

C. Community Development Authority

- | | |
|---|------------|
| 1. Motion to Approve Release of Restrictions on Lot 22B, Main Street, Marlborough, Ma | (Approved) |
|---|------------|

The Board Meeting took place virtually via Microsoft Teams on Thursday, September 24th, 2020 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes of the August 27th, 2020 meeting. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

Board member Josh Daigle motioned to approve the amended payables for the months of August 2020. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

Board member Renee Perdicaro motioned to approve the July 2020 Financials. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

Director of Finance Chad Carter began with an overview of the work orders, vacancies, leased units. The MCDA is compiling protocols to complete routine work orders. They are designed to decrease exposure to Staff and Tenants.

Mayor Arthur Vigeant gave a summary of the Meeting with the Tenants Association Board Members on September 9th, 2020 where he and Executive Director Vonnie Morris discussed tenant concerns.

Director of Finance Chad Carter continued with the rent adjustments from September 2020. Most of them were due to late paperwork, pro-rated lease dates and lockout & Maintenance fees.

The updates to the MCDA's Language Access Plans were emailed out to the board. Board Member Paul Sliney reviewed the draft and final version and found no issues with it.

Board member Paul Sliney motioned to approve the Updated Language Access Plan. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

Director of Finance Chad Carter asked if there were any questions on the COVID spreadsheet that was recently sent to the Board. Mayor Vigeant asked if this funding is a separate pot of money. The MCDA recently spoke with Ben Stone, Associate Director of DHCD, about the funding and they are still working out how the funding will be disbursed. Mayor Arthur Vigeant asked about the wording on the letter and if MCDA employees are paying for these expenses out-of-pocket or not. MCDA employees are not paying for these expenses out-of-pocket. The board will wait to hear back from DHCD on these funds.

Director of Finance Chad Carter continued with an update on the Pleasant St. Modernization project. Vareika Construction has received permits and started on the interior demo on A building. A subcontractor, Mass Electric, is looking for an Easement to install an underground electric distribution system. Board member Paul Sliney motioned to Approve a Grant of Easement to Mass. Electric Company for FISH #170060. He discussed the layout of the easement and where it will be installed. Board member Josh Daigle asked if the system will be all underground or if there will be equipment above ground. Board member Paul Sliney noted that he believes there will be a transformer above ground. Mayor Arthur Vigeant agreed. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

Director of Finance Chad Carter noted that DHCD has responded to the Schematic Design submission for FISH #170085 – Main Street Roofing project and determined that there is need for additional testing for hazardous materials on the 5th floor. Subcontractor ATC performed the testing yesterday and we're waiting on results. This will not impact budget, asbestos removal is covered under separate pot of money.

The MCDA's Quarterly Consolidated Capital Improvement Cost Report updated as of June 30th. There were no questions.

Mayor Arthur Vigeant asked about the \$5M increase in Formula Funding. Director of Finance Chad Carter has a meeting next with Jackie Monteres from DHCD about this. It is not believed that there was a \$5M increase to the FISH #170060 project.

The MCDA will need board approval on the Release of Restrictions on Lot 22B, Main Street, Marlborough, Ma. After legal review, it was determined the restriction expired. This release will help clean up the legal documentation of the property.

Board member Josh Daigle motioned to approve the Release of Restrictions on Lot 22B, Main Street, Marlborough, Ma. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

The MCDA is expecting to receive a Housing Rehabilitation Program mortgage payoff in the amount of \$16,600.00 by the end of next week.

Mayor Arthur Vigeant continued with the summary of the Meeting with the Tenants Association Board Members. There were multiple concerns from the MCDA tenants that were discussed.

Mayor Arthur Vigeant discussed the Executive Director's contract & salary. He recommends a cost of living increase of 2% to the board. Board member Paul Sliney motioned to approve a cost of living increase of 2% for the Executive Directors Salary retroactive to the contract date. Board Member Josh Daigle noted that discussions with the tenants is encouraged and making processes easier for tenants in general is also something that goes along way.

Mayor Arthur Vigeant noted that he had a discussion with Director of Finance Chad Carter about sending him to an MMA Municipal Finance & Leadership course. It was encouraged that he sign up, he did and got accepted into the course. His salary was discussed with the board members.

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

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

The motion was made carried and approved.

Meeting Closed: 9:25am