

**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, September 30<sup>th</sup>, 2021

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

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**Attendance of Regular September 30<sup>th</sup>, 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)   | 6. Joshua Daigle (Regular)             |
| 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 <b>ABSENT</b> |  |

**Summary of Motions**

**A. General**

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| 1. Motion to Approve Minutes for August 26 <sup>th</sup> , 2021 Meeting | (Approved) |
| 2. Motion to Approve Payables – August/September 2021 – FY22            | (Approved) |
| 3. Motion to Approve July & August 2021 Financials                      | (Approved) |
| 4. Monthly report from MCDA Executive Director                          |            |

**B. Housing**

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| 1. Motion to Approve Amendment #20 to Contract for Financial Assistance | (Approved) |
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**C. Community Development Authority**

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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 30<sup>th</sup>, 2021 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for August 26<sup>th</sup>, 2021 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Paul Sliney motioned to approve Payables – August/September 2021 – FY22. ***The motion was made carried and approved. Board member David Morticelli abstained.***

Board member Josh Daigle motioned to approve July & August 2021 Financials. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris began with an update on vacancies. There were two units vacant, one has been leased up. The Pleasant St. vacancies have been added back to the vacancy report and is down to 18 after new lease up.

There were 77 work orders processed in August with 68 being completed. There are 10 outstanding.

Mayor Arthur Vigeant asked when MCDA Maintenance Foreman Frank Hinckley is returning. Executive Director Vonnie Morris noted that he will return tomorrow. The MCDA is looking to hire a fourth maintenance employee. The board was agreeable.

Most of the maintenance charges are from after-hour lockouts. Total rent adjustments for the month were \$450.00. \$250.00 were from late fees. Board member Renee Perdicaro asked how much late fees are? \$25.00.

The Elevators at 240 main St. were discussed. One of the two elevators has been offline since a weekend service call weeks ago. A new valve was ordered & replaced, it broke down again within two weeks. Elevator maintenance ordered new part under warranty, the oil was tested, oil found to be in critical condition. It was recommended to pump out the oil. Elevator Maintenance & Service will be putting together a quote of the cost of repairs. MCDA to request a DCAMM waiver from DHCD as an emergency repair, request three quotes. It should take anywhere from 5-7 days to complete from the start of repair work.

DHCD has amended the Contract for Financial Assistance in the amount of \$1,161,680. Board member Renee Perdicaro motioned to approve Amendment #20 to Contract for Financial Assistance. ***The motion was made carried and approved with no abstentions.***

DHCD released Budget Guidelines for FY22. Paul Pavia, CPA, is putting the budget together and should have it ready for December's meeting.

DHCD has scheduled the Performance Management Review (PMR) for October 21<sup>st</sup>, 2021. This will be held over a Zoom conference call.

FISH 170084 – Main St. Bathroom Light/GFI & Kitchen GFI project – the materials for this project have been ordered. The expected delivery date is October 29<sup>th</sup>, 2021 and project is set to commence thereafter.

FISH 170060 – Pleasant St. Modernization project – Bi-weekly meetings are still taking place. There have been discussion on paving the parking lot and how seniors will be allowed to park during paving. Executive Director Vonnie Morris noted that a shuttle service from the Senior

Center, shuffled parking within the parking lot itself and the temporary use of St. Mary's parking lot were all possibilities. The board agreed the Shuttle Service was a very good idea. Board member Stefanie Ferrecchia asked if construction on the Library has started. Mayor Arthur Vigeant noted that it's set to be completed sometime in the middle of October. Perhaps this lot is another possibility. Mayor Arthur Vigeant noted that he wants the flower barrels removed from Pleasant St.

FISH 170085 – Main St. Roofing project – The low-bidder came in. There was a bid protest by the fourth-place bidder. Bidders one, two and three didn't submit the Section 3 plan form. Community Opportunities Group, Inc. researched the issue and determined that this form wasn't necessary or needed. A draft response to bid protester was reviewed by legal counsel and is valid to mail. Board member Paul Sliney recommended sending it via certified mail.

FISH 170088 – Main St. ADA Doors – The doors have been ordered and the MCDA is waiting for them and the rest of the materials to arrive before beginning construction - estimated completion by the beginning of November.

Mayor Arthur Vigeant asked where the MCDA stands with the installation of the cameras at 240 Main. St. Executive Director Vonnie Morris noted that they have already been installed on the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors. MCDA is waiting on some switches to install the remaining cameras.

Mayor Arthur Vigeant asked where the MCDA stands with hiring a lawyer. Executive Director Vonnie Morris added the firm recommend has yet to answer any correspondence - will reach out to DHCD for other applicable firms.

Director of Finance Chad Carter gave an update on the 2018 and 2020 CDBG grants. In terms of the 2018 grant, DHCD will be by next Thursday to do their monitoring visit. MCDA has been preparing over the last few weeks. A report from DCHD is expected for the boards review for next month's meeting. Last month, the board approved a single-case waiver for 53 Wellington St. It was recently approved by DHCD and the project is now under construction. The project consists of: new vinyl siding, windows, blow-in insulation, replace rotten wood trim, gutters, ADA metal railings. MCDA is planning on extending the grant until March 30<sup>th</sup>, 2022 to expend the remaining funds. MCDA plans on doing another round of advertising.

In terms of the 2020 grant, the Harrison Place Income Survey was approved by DHCD, and the street project is now cleared to move forward.

City Auditor Diane Smith added that the City Auditors will be by sometime within the first two weeks of November 2021.

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

Meeting Closed: 9:12am