

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, January 27th, 2022

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:43 a.m.

Attendance of Regular January 27th, 2022 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) VIA TEAMS |
| 5. Renee Perdicaro (Regular) | 6. Joshua Daigle (Regular) VIA TEAMS |
| 7. Vonnie Morris, Executive Director | 8. Chad Carter, Director of Finance |
| 9. Diane Smith, (City Auditor) - Non-Voting Member ABSENT | |
| 10. Patrick Jones, (City Finance Director) – Non-Voting Member | |
| 11. Paul Pavia, CPA, Fenton & Ewald Associates | |
| 12. Paula Stuart, CDBG Coordinator, COG | |

Summary of Motions

A. General

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| 1. Motion to Approve Minutes for December 16 th , 2021 Meeting | (Approved) |
| 2. Motion to Approve Payables - December 21/January 22 | (Approved) |
| 3. Motion to Approve November & December 2021 Financials | (Approved) |
| 4. Monthly report from MCDA Executive Director | |

B. Housing

- | | |
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| 1. Motion to Approve Operating Budget FY2022 | (Approved) |
| 2. Motion to Approve New Maintenance Charges | (Approved) |
| 3. Motion to Approve Change Order No. 9 – FISH 170060 | (Approved) |

C. Community Development Authority

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| 1. Motion to Approve Refinance of Local Initiative Program Unit | (Approved as Amended) |
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The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, January 27th, 2022 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for December 16th, 2021 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Renee Perdicaro motioned to approve Payables – December 21/January 22. ***The motion was made carried and approved. Board member David Morticelli abstained.***

Board member Paul Sliney motioned to approve November & December 2021 Financials. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris began by introducing Paul Pavia, CPA, Fenton & Ewald Associates who presented the FY2022 Operating Budget. Patrick Jones, City Finance Director has a question about the other income line item dropping around 60%. CARES ACT money was received in FY21 and was not received in FY22 and would account for this decrease. The 4001 reserve is projected for around 40% by the end of the fiscal year. DHCD requires at least 35%. There is a chance the MCDA could receive more COVID funding before the end of the year. CDA reserves at around 900%. The MCDA does not anticipate any issues for the rest of the year. There was a heat pump exemption added for this fiscal year. Total subsidy that can be received this year is \$104K. Administrative Salaries increased around 6%, and extra Maintenance Position is kept in budget although it remains vacant. Retirement bill has decreased from last year due to a decrease in employee benefit costs. Capitalized equipment added but will be funded by COVID funds. Board member Paul Sliney motioned to approve Operating Budget FY2022. ***The motion was made carried and approved with no abstentions.***

Mayor Arthur G. Vigeant discussed the possibility of creating a program run through the MCDA that would allow homeowners to secure a loan to hook-up their property to the City's sewer system. Paula Stuart noted that there is a Septic Improvement Program and that it would be worth looking into. Mayor Arthur G. Vigeant also discussed the possibility of purchasing property in order to convert it to affordable housing.

Paula Stuart, CDBG Coordinator, COG, addressed the Monitoring Report from DHCD on the FY18 CDBG. Mayor's Office will send out response letter on City letterhead.

Executive Director Vonnie Morris began with an update on vacancies. There were 3 vacancies, and 1 unit was leased.

There were 87 work orders processed, 78 were completed. There are 9 outstanding work orders that are routine or due to inspections.

The MCDA's new Maintenance Charges were discussed. The Board increased the non-ready pest treatment charge to \$75.00. Bolton Street remote charge will be \$100.00 and Pleasant Street will be \$60.00. Board member Paul Sliney noted that all tenants should be made aware of these new charges. Board member Renee Perdicaro motioned to approve New Maintenance Charges. ***The motion was made carried and approved with no abstentions.***

FISH 170084 – Main Bathroom Light & GFI – waiting for new dual function breakers to arrive, and M-V Electrical will install once received.

FISH 170060 – Pleasant Modernization – Change Order No. 9 includes fourteen (14) change proposals in the amount of \$47K. Board member Paul Sliney motioned to approve Change Order No. 9 – FISH 170060. ***The motion was made carried and approved with no abstentions.***

January 13th, 2022 meeting discussed building B/C – punchlist is all set. Residents will be moving into buildings B/C from building D on February 2nd and 3rd. Contractors will start abating asbestos and lead on February 7th. Building D will be worked on through April 2022 and will be filled with new tenants.

FISH 170087 – Bolton Hot Water Tanks – MCDA allocated ~ \$87K towards initial project and it was recently priced at ~ \$490K. The project scope needs to be scaled back or split into phases.

MCDA Director of Finance Chad Carter introduced the request to refinance for 7 Karopulios Drive. The board deliberated and agreed to approve the motion as amended: the words “if possible” are to be taken out. The refinance will be approved on the condition that the homeowner must agree to sign a new Affordable Deed Rider. Board member Paul Sliney motioned to approve as amended the Refinance of Local Initiative Program Unit. ***The motion was amended made carried and approved with no abstentions.***

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

Meeting Closed: 9:43am