

**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, March 25<sup>th</sup>, 2021

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:07 a.m.

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**Attendance of Regular March 25<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 Member) <b>ABSENT</b>              | 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 February 25 <sup>th</sup> , 2021 Meeting | (Approved) |
| 2. Motion to Approve Payables – February/March 2021 - FY21                | (Approved) |
| 3. Motion to Approve Financials – February 2021                           | (Approved) |
| 4. Monthly report from MCDA Executive Director                            |            |

**B. Housing**

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|---|------------|
| 1. Motion to Approve MA Wage Rates Effective April 1 <sup>st</sup> , 2021 | (Approved) |
| 2. Motion to Approve Change Order No. 5 – Fish #170060                    | (Approved) |

**C. Community Development Authority**

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The Board Meeting took place virtually via Microsoft Teams on Thursday, March 25<sup>th</sup>, 2021 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes of the February 25<sup>th</sup>, 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 February/ March 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 David Morticelli motioned to approve the Financials – February 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 overview of the wage rates for Massachusetts maintenance employees.

Board member Paul Sliney motioned to approve the MA Wage Rates Effective April 1<sup>st</sup>, 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.***

Executive Director Vonnie Morris continued with an update on vacancies in February – there were 3 and no new lease-ups. There were 73 work orders created and 69 were completed – there are 26 outstanding. Rent roll was collected at 92.6%. Adjustments totaled \$5,309.00 for unreported income, maintenance charges, pro-rated rents and smoking policy fees. DHCD is still not allowing the charge of late fees.

FISH #170083 – Pleasant St. Community Room project – Nault Architects submitted the 100% Construction Docs to DHCD for review. MCDA received a funding award letter for this project.

FISH #170084 – Main St. Bathrooms & Kitchens – 100% Construction Docs were submitted to DHCD and waiting review.

FISH #170060 – Pleasant St. Modernization project – Multiple Change Orders have been submitted throughout the start of the project. Change Order No. 5 needs a motion to approve. Board member Paul Sliney asked if the Change Order proposals will affect other buildings beyond building A. Some are specific to Building A, but some other proponents will affect other buildings.

Board member Paul Sliney motioned to approve Change Order No. 5 – FISH #170060. **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.***

Executive Director Vonnie Morris noted the MCDA has received an award letter for the Community Development Block Grant (CDBG) for \$799,455.00. There are funds allocated towards the Main St. Roof project. DHCD mentioned there will be Formula Funds allocated towards this project as well.

FISH #170088 – Main St. ADA Doors – the Architect is performing an analysis of the walkway. This project should be out to bid very soon.

Director of Finance Chad Carter gave an update on the CDBG finances. Drawdown request #5 has been approved and Drawdown request #6 is being processed. The FY20 CDBG is in the beginning stages and the RFQ for grant administrative services will be put out to bid soon.

Mayor Arthur Vigeant mentioned he would like more information on the Marlborough Housing Tenants Association, and would like to get more representation from both Pleasant St. and Bolton St. Board member Paul Sliney gave an update on how the Association works and how it is run.

The Executive Director contract will be discussed at the next meeting.

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: 9:07 a.m.