

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, March 24th, 2022

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:32 a.m.

Attendance of Regular March 24th, 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) ABSENT |
| 5. Renee Perdicaro (Regular) ABSENT | 6. Joshua Daigle (Regular) |
| 7. Chad Carter, Interim Executive Director | 8. Krishonna Murray, Program Manager |
| 9. Diane Smith, (City Auditor) - Non-Voting Member ABSENT | |
| 10. Patrick Jones, (City Finance Director) – Non-Voting Member ABSENT | |

Summary of Motions

A. General

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| 1. Motion to Approve Minutes for February 24 th , 2022 Meeting | (Approved) |
| 2. Motion to Approve Payables February/March 2022 | (Approved) |
| 3. Motion to Approve Financials January & February 2022 | (Approved) |
| 4. Monthly report from MCDA Interim Executive Director | |

B. Housing

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| 1. Motion to Approve Proposed Annual Plan for FY 2023 | (Approved as Amended) |
| 2. Motion to Approve Mass. Wage Rates | (Approved) |
| 3. Motion to Approve Proposed Section 8 Payment Standards | (Approved) |
| 4. Motion to Approve Change Order No.11 FISH 170060 | (Approved) |

C. Community Development Authority

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| 1. Motion to Approve Amended Single Case Waiver Johnson | (Approved) |
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The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, March 24th, 2022 with the meeting starting at 8:45 a.m.

MCDA Interim Executive Director, Chad Carter, began with a discussion on the Annual Plan.

The Tenants' Association was presented the plan in February of 2022. All members approved and provided the MCDA with a letter of support. Board member Paul Sliney confirmed his absence from the referenced meeting. The Annual Plan covers topics related to the fiscal year, formula funds and the maintenance plan. Mayor Vigeant and Chair asked the public for anyone in favor, questions, and if anyone was speaking in opposition. Interim Executive Director, Chad Carter, made the Board aware of minor changes that needed to be made to the Annual Plan. Board member Joshua Daigle motioned to approve the Annual Plan as Amended. ***The motion was made carried and approved with no abstentions.***

Board member Paul Sliney motioned to approve the minutes for February 24th, 2022 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Joshua Daigle motioned to approve Payables – February/March 22. ***The motion was made carried and approved with no abstentions.***

Board member Paul Sliney motioned to approve Financials | January & February 2022. ***The motion was made carried and approved with no abstentions.***

Board member, Stefanie Ferrecchia, inquired about an invoice from the hospital for a Maintenance employee. Interim Executive Director, Chad Carter, confirmed the nature of the invoice as being for employment pre-screening.

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

There were fourteen (14) in February with seven (7) out of the fourteen (14) being units completed from the Pleasant Street project. Five (5) units were turned over and eight (8) were administrative unit transfers.

Mayor Vigeant and Chair inquired about the process of Administrative Unit Transfer.

Board member, Stefanie Ferrecchia, inquired the process of leasing up a unit and the wait time associated. The housing waitlist was discussed.

There were 77 work orders processed during February and 55 were completed leaving 22 outstanding.

Mayor Vigeant and Chair inquired about outstanding work orders from prior months and suggested a more detail report for future meetings.

Board member Paul Sliney motioned to approve Massachusetts Prevailing Wage. ***The motion was made carried and approved with no abstentions.***

Mayor Vigeant and Chair suggested employee initials or position titles be used in place of employees' complete names. Board member, Paul Sliney inquired about the Maintenance Foreman position with respect to the hiring and promotion process. Mayor Vigeant and Chair confirmed the Maintenance Foreman position does not need to be publicized. Mayor Vigeant and

Chair suggested Interim Executive Director, Chad Carter, follow up with respect to the Maintenance Foreman position.

Board member Joshua Daigle motioned to approve Proposed Section 8 Payment Standards. ***Board member Stefanie Ferrecchia voted by necessity due to lack of members. The motion was made carried and approved.***

MCDA Interim Executive Director, Chad Carter, continued with discussion on the Reasonable Accommodation plan which is being drafted by Attorney Manette Donovan. The Board was made aware of a minor change that needed to be made to the plan.

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

Parking at Pleasant Street has been affected by the Construction Company's machinery and equipment in that it is occupying residents' parking spaces. Mayor Vigeant and Chair suggested Construction Company be allotted fewer parking spots. Pleasant Street's Fire system was updated and brought to State standards. MCDA is compiling a punch list of findings from the Pleasant Street project. Amongst the findings, there was damage to the foundation of D-Building. Board member Stefanie Ferrecchia, inquired about the nature of the damage and whether the Construction Company could have contributed to the damage. Board member Paul Sliney motioned to approve Change Order No.11 | FISH 170060. ***The motion was made carried and approved with no abstentions.***

FISH Project 170084, Electrical Updates to 240 Main Street units was discussed.

FISH Project 170085, 240 Main Street Roof replacement was discussed. Mayor Vigeant and Chair suggested staging for the roof project should not interfere with upcoming holiday parades and events hosted by the City.

FISH Project 170087, Bolton Street Hot Water Tanks discussed. Only six (6) units will be part of the work scope.

FISH Project 170088, 250 Main St. ADA door discussed. The frame was replaced as it was not the original color requested: aluminum clear. A window was broken during installation. Window replacement expected in upcoming weeks.

Updates on CDA were given by MCDA Interim Executive Director and included: Substance Abuse Prevention Program, Harrison Place Reconstruction project and Housing Rehabilitation Program.

Board member Paul Sliney motioned to approve Amended Single Case Waiver | Johnson. ***The motion was made carried and approved with no abstentions.***

223 Mechanic Street is in the process of leasing the property to an eligible family. The lease is expected to begin April 1st, 2022.

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

Meeting Closed: 9:32am

