

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, August 26th, 2021

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:09 a.m.

Attendance of Regular August 26th, 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) ABSENT |
| 5. Renee Perdicaro (Regular) | 6. Joshua Daigle (Regular) ABSENT |
| 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 July 29 th , 2021 Meeting | (Approved) |
| 2. Motion to Approve Payables – July/ August 2021 – FY22 | (Approved) |
| 3. Motion to Approve FYE 06/30/21 Financials | (Approved) |
| 4. Monthly report from MCDA Executive Director | |

B. Housing

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| 1. Motion to Approve Change Order No. 8 – FISH 170060 | (Approved) |
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C. Community Development Authority

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| 1. Motion to Approve Single Case Waiver – Housing Rehabilitation Program | (Denied) |
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The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, August 26th, 2021 with the meeting starting at 8:45 a.m.

Board member Renee Perdicaro motioned to approve the minutes for July 29th, 2021 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Paul Sliney motioned to approve Payables – July/ August 2021 – FY22. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris gave an overview of the FYE Financials. The 400-1 program had a net surplus of \$39,770.00 and a reserve of \$400,276 which is 60% and well above the DHCD requirement of 35%. The 689 program had a net surplus of \$6,739 and a reserve balance of \$53,508. The MRVP program had a surplus of \$14,613 and a reserve balance of \$32,462. Board member Renee Perdicaro motioned to approve the FYE 06/30/21 Financials. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris continued with an update on the vacancy rate at .9% for July 2021. There were two (2) vacancies, 0 turnovers and 13 transfers – which are the pleasant St. residents moving to their newly renovated units. There were 72 work orders processed, 68 completed and only 4 outstanding – none of which are from FY21.

Rent adjustments for July 2021 totaled -\$208.00 which was a credit due to floor repairs in the unit. There were \$300.00 in late fees charged.

DHCD issued PHN 2021-16 which notes that the ED must report board member attendance. The MCDA is currently up to date.

DHCD issued PHN 2021-17 which provides LHA's with a reasonable accommodation template.

FISH #170084 – Bathroom Light & GFI & Kitchen GFI project – the Notice to Proceed was signed on July 9th, 2021.

FISH #170060 – Pleasant St. HILLAP project - Change Order No. 8 was submitted to CAPHUB on August 11th and was approved by the architects, Tise Design. On August 18th, it was accepted by Vareika Construction. It consists of fourteen (14) different change proposals. Board member Paul Sliney motioned to approve Change Order No. 8 – FISH 170060. ***The motion was made carried and approved with no abstentions.***

FISH #170085 – Main St. Roofing Project - August 5th Nault place project in Central Register. August 11th, MCDA placed ad in two (2) local papers. Plans are available on BidDocs online. August 25th @ 10 am pre-bid walk through. Bids are due online on September 2nd at 10 am.

FISH #170088 – Main St. ADA Auto Doors – The Notice to Proceed was signed on August 9th, 2021.

Executive Director Vonnie Morris explained the CDA's Housing Rehabilitation Program Waiver Request for 31 Azalea Lane in the amount of \$50,000.00. The board discussed the waiver request at length with consideration given to the affordability of the unit, the homeowners current situation and discussed all possibilities. Board member Renee Perdicaro motioned Deny the Single Case Waiver – Housing Rehabilitation Program. ***The motion was denied with no abstentions.***

MCDA Director of Finance Chad Carter gave an update on both the 2018 and 2020 CDBG grants. The 2018 grant - The Baj housing rehabilitation project is waiting on the homeowner's decision to accept the bid that was received. The 2020 grant – The MCDA only received 3 income surveys back for the Harrison Place Street Project. City of Marlborough Councilor Irish and CDBG grant coordinator Paula Stuart will go door-to-door to get more responses. The Boys & Girls Club has started training their staff for the Substance Abuse Prevention Program and they will begin recruiting for the program as soon as school starts.

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

Meeting Closed: 9:09am