

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Thursday, August 27th, 2020
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:03 a.m.

Attendance of Regular August 27th, 2020 MCDA Board Meeting

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| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) (ABSENT) | 4. David Morticelli (Fin. Rep) |
| 5. Renee Perdicaro (Regular Member) (ABSENT) | 6. Joshua Daigle (Regular Member) |
| 7. Vonnie Morris, Executive Director | 8. Chad Carter, MCDA Employee |
| 9. Diane Smith, (City Auditor) – Non-Voting Member | |

Summary of Motions

A. General

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| 1. Motion to Approve Minutes for July 23 rd , 2020 Meeting | (Approved) |
| 2. Motion to Approve Payables All Programs - July 2020 – FY20 | (Approved) |
| 3. Motion to Approve FYE 6/30/2020 Financials | (Approved) |
| 4. Monthly report from MCDA Executive Director | |

B. Housing

- | | |
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| 1. Motion to Approve Edited Terms & Conditions of Occupancy & Management Plan | (Approved) |
| 2. Motion to Approve Change Order #2 – FISH #170081 | (Approved) |
| 3. Motion to Approve Certificate of Final Completion – FISH #170081 | (Approved) |

C. Community Development Authority

The Board Meeting took place virtually via Microsoft Teams on Thursday, August 27th, 2020 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes of the July 23rd, 2020 meeting. **Mayor Vigeant asked for a roll-call vote:**

- Board member David Morticelli Yes
- Board member Paul Sliney Yes
- Board member Josh Daigle Yes
- Board member Renee Perdicaro **Absent**
- Board member Stefanie Ferrecchia **Absent**
- Chair Mayor Vigeant Yes

Board member Paul Sliney motioned to approve the amended payables for the months of July 2020. **Mayor Vigeant asked for a roll-call vote:**

- Board member David Morticelli Abstained
- Board member Paul Sliney Yes
- Board member Josh Daigle Yes
- Board member Renee Perdicaro **Absent**
- Board member Stefanie Ferrecchia **Absent**
- Chair Mayor Vigeant Yes

The motion was not approved.

Board member Paul Sliney motioned to allow Mayor Vigeant to Approve the Payables – July 2020. **Mayor Vigeant asked for a roll-call vote:**

- Board member David Morticelli Yes
- Board member Paul Sliney Yes
- Board member Josh Daigle Yes
- Board member Renee Perdicaro **Absent**
- Board member Stefanie Ferrecchia **Absent**
- Chair Mayor Vigeant Yes

The motion was made carried and approved.

Board member Paul Sliney motioned to approve the FYE 6/30/2020 Financials. **Mayor Vigeant asked for a roll-call vote:**

- Board member David Morticelli Yes
- Board member Paul Sliney Yes
- Board member Josh Daigle Yes
- Board member Renee Perdicaro **Absent**
- Board member Stefanie Ferrecchia **Absent**
- Chair Mayor Vigeant Yes

The motion was made carried and approved.

Executive Director Vonnie Morris started with an overview of the edits made to the Terms & Conditions of Occupancy & Management Plan. All tenants will sign these new terms & conditions by next years annuals.

The MCDA is working on closing out FISH #170081 – Pleasant St. Roof.

On July 24th, Governor Baker gave Housing Authorities extra funds to combat COVID-19. Each Housing Authority is receiving \$325/unit. This is an approximate \$73K for COVID supplies and materials needed to keep the tenants, staff and any visitors to the MCDA offices as safe as possible from this virus.

Board Member Paul Sliney asked if the MCDA has been keeping track of these expenses and if this applies to any expenses from the past. Executive Director Vonnie Morris noted that these funds are applicable to any items purchased from when the Governor declared it an Emergency back in March 2020 through December 31st. MCDA Director of Finance Chad Carter has created a spreadsheet to help track these supplies. Mayor Arthur Vigeant wants a weekly update to board members with this spreadsheet.

Executive Director continued with an update of FISH #170081 and the Change Order that was submitted for approval. Board member Paul Sliney motioned to approve Change Order #2 - FISH #170081.

Mayor Vigeant asked for a roll-call vote:

- Board member David Morticelli Yes
- Board member Paul Sliney Yes
- Board member Josh Daigle Yes
- Board member Renee Perdicaro **Absent**
- Board member Stefanie Ferrecchia **Absent**
- Chair Mayor Vigeant Yes

The motion was made carried and approved.

Board member Josh Daigle motioned to approve Certificate of Final Completion - FISH #170081. Mayor Vigeant asked if Denis Ingham was at the walkthrough. He was not there but needs to be at all walkthroughs going forward.

Mayor Vigeant asked for a roll-call vote:

- Board member David Morticelli Yes
- Board member Paul Sliney Yes
- Board member Josh Daigle Yes
- Board member Renee Perdicaro **Absent**
- Board member Stefanie Ferrecchia **Absent**
- Chair Mayor Vigeant Yes

The motion was made carried and approved.

MCDA Director of Finance Chad Carter gave an overview of the Net Metering Credits generated throughout the fiscal year. The facility yielded an overall performance above forecast. This performance was primarily driven by irradiance above forecast. The facility incurred multiple intermittent inverter outages. Snow events were recorded during the months of (Dec19-Apr20).

Both occurrences impacted energy generation. There were no safety, security, or environmental issues recorded. The MCDA still had a performance above forecast despite these outages.

Administratively, the MCDA resolved several billing issues. The primary issue occurred over the period of March 2019 – June 2019. During this time, the MCDA found credits were not reflecting on statements and adjustments were showing on statements without explanation. Both issues required a detail reconciliation and transfer of history documentation. While the situation has improved, the MCDA continues to see this issue on an intermittent basis and will continue to monitor and address as they occur.

MCDA Director of Finance continued with a detailed explanation of the accounting for the project which included a savings for FY20 in the amount of \$163,357.19.

Board member Paul Sliney motioned to adjourn. *Mayor Vigeant asked for a roll-call vote:*

- Board member David Morticelli Yes
- Board member Paul Sliney Yes
- Board member Josh Daigle Yes
- Board member Renee Perdicaro **Absent**
- Board member Stefanie Ferrecchia **Absent**
- Chair Mayor Vigeant Yes

The motion was made carried and approved.

Meeting Closed: 9:08am