

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Thursday, July 29th, 2021
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:14 a.m.

Attendance of Regular July 29th, 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 Member) | 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 June 24 th , 2021 Meeting | (Approved) |
| 2. Motion to Approve Payables – June FY21/ July FY22 | (Approved) |
| 3. Monthly report from MCDA Executive Director | |

B. Housing

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| 1. Motion to Approve Contract for Services with Fenton, Ewald & Associates | (Approved) |
| 2. Motion to Approve Amendment #19 to CFA 5001 | (Approved) |
| 3. Motion to Approve Change Order No. 7 – FISH #170060 | (Approved) |

C. Community Development Authority

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| 1. Motion to Approve Single Case Waiver – Housing Rehabilitation Program | (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, July 29th, 2021 with the meeting starting at 8:45 a.m.

Board member Josh Daigle motioned to approve the minutes for June 24th, 2021 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Paul Sliney motioned to approve Payables – June FY21/ July FY22. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris began with an update on the vacancy rate at 7% for FY21. Rent receipts totaled over one (1) million dollars. Maintenance has completed preventative maintenance work orders – there are ten (10) outstanding. Mayor Vigeant asked what types of work orders weren't completed. They are all routine work orders. The vacancy rate was discussed further.

Rent adjustments for June totaled \$357.00 which included late fees. There was an eviction, but it wasn't for non-payment of rent.

Fenton Ewald & Associates have been selected to continue their professional accounting services. Board member Paul Sliney motioned to approve the Contract for Services with Fenton, Ewald & Associates ***The motion was made, carried and approved with no abstentions.***

DHCD issued a new housing notice that changes the frequency of the PMR audit. The audit will now be biennial (every other year). Poor performing LHA's could result in the appointment of a Chief Administrative & Financial Officer.

FISH #170083 - DHCD issued another contract for financial assistance. The increase is for accessibility upgrades. The community room is being 100% funded by Accessibility Funds. Board member Renee Perdicaro motioned to approve Amendment #19 to CFA 5001. ***The motion was made, carried and approved with no abstentions.***

FISH #170084 – MCDA signed a contract with M-V Electrical Contractors, Inc.

FISH #170060 – MCDA passed the plumbing and electrical inspections. The residents were relocated, and they were very happy with Mark's Movers. Executive Director Vonnie Morris introduced the Motion to Approve Change Order No. 7 – FISH #170060. This includes two proposals: the first is an electrical cost increase due to the project delay and the second is for additional stairways doors, sidelight removal and replacement totaling \$122,766.00. Board member Josh Daigle motioned to approve Change Order No. 7 – FISH #170060 and Mayor Vigeant seconded. ***The motion was made, carried and approved with no abstentions.***

Mayor Vigeant noted that MCDA needs to follow up on enforcing the rules and regulations of the lease agreements with tenants of the elderly housing properties.

FISH #170085 – MCDA is receiving an extra \$139,226 from the compliance reserve fund to cover the cost of asbestos removal. The timeline for getting this project back out to bid is tentatively within two weeks.

FISH #170088 – RCAT issued a verbal Notice to Proceed. A contract with E5 Builders LLC has been signed.

The MCDA is requesting a single-case waiver to go above the \$35K spending cap per unit. This waiver needs approval by the City before it goes to DHCD for final approval. Board member Josh Daigle motioned to approve the Single Case Waiver – Housing Rehabilitation Program. ***The motion was made, carried and approved with no abstentions.***

MCDA Director of Finance continued with an update on the two CDBG Grants. DHCD has scheduled a monitoring visit to review the 2018 CDBG Grant and it's set for October 7th. To date, MCDA has completed 6 units, 1 is under construction, 1 is out to bid and 3 applications are under eligibility review.

Regarding the 2020 CDBG grant, the MCDA has received all the necessary clearances to begin work and start spending money and has hired Community Opportunities Group to provide Grant Administrative Services.

The Boys & Girls Club and the City have both signed an MOU to continue the very successful Substance Abuse Prevention Program, so MCDA will be in contact with them about the next steps to get the program up and running.

The Income Survey for the Harrison Place Street Project has been sent out and the MCDA is awaiting responses. They have two weeks to respond, and if the response isn't sufficient enough then the MCDA's grant consultants will go door to door to try to get the necessary responses. The MCDA needs these surveys to prove that 51% of the residents on that street are low-moderate income, and if not, the project may not be able to go through.

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

Meeting Closed: 9:14am