

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, July 23rd, 2020

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:08 a.m.

Attendance of Regular July 23rd, 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.) | 4. Renee Perdicaro (Regular Member) (ABSENT) |
| 5. David Morticelli (Fin. Rep) | 6. Joshua Daigle (Regular Member) (ABSENT) |
| 7. Vonnie Morris, Executive Director | 8. Chad Carter, MCDA Employee |
| 9. Diane Smith, (City Auditor) – Non-Voting Member (ABSENT) | |

Summary of Motions

A. General

- | | |
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| 1. Motion to Approve Minutes for June 25 th , 2020 Meeting | (Approved) |
| 2. Motion to Approve Payables All Programs - June 2020 (FY20) & July 2020 (FY21) | (Approved) |
| 3. Monthly report from MCDA Executive Director | |

B. Housing

- | | |
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| 1. Motion to Approve Amendment #17 to CIP Budget | (Approved) |
| 2. Motion to Approve Change Order #1 – FISH #170081 | (Approved) |
| 3. Motion to Approve Certificate of Substantial Completion – FISH #170081 | (Approved) |

C. Community Development Authority

The Board Meeting took place virtually via Microsoft Teams on Thursday, July 23rd, 2020 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes of the June 25th, 2020 meeting. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

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

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

The motion was tabled to later in the meeting.

Executive Director Vonnie Morris began with an update on the Financials through June 2020. Paul Pavia, CPA, is currently working on them and they will be available for next months meeting.

There were eighteen vacancies in FY20, the same as FY19. There are four vacancies that are currently being filled. DHCD lifted the restrictions on leasing up. Work orders year to date not completed were only eighteen of a total of nine hundred fifty nine processed. These are all routine work orders. DHCD guidelines state that only emergency and urgent work orders are to be completed during COVID-19. Maintenance men are cleaning common areas twice a day/ 6 times a week.

Mayor Vigeant and Executive Director Vonnie Morris discussed the A/C unit situation at Bolton Street. They need to be serviced by Murfield Mechanical. MCDA is setting a date for them to come out and service them. All tenants with non-operational A/C units have been given window A/C units for the time being.

Rent receivables missed the target for the year. This was due to vacants at Pleasant Street. Once the project is completed and vacants are leased up, rent receivables will go back up. Adjustments in June were due to late annual recertifications and maintenance charges to tenants for storing items on balcony.

Executive Director Vonnie Morris reviewed 667 leases, management plan and rules and regulations. Mayor Vigeant asked the board to send any updates to Executive Director Vonnie Morris and then discuss any changes and take vote at next month's board meetings.

The increase in the HILAPP budget brings the budget up to \$11M. Executive Director Vonnie Morris will determine what the increase will be allocated to. MCDA did receive a price proposal for first level balconies at Pleasant St. DHCD will cover this cost and it will not come out of MCDA reserves. This will be added to FISH #170081.

Board member Paul Sliney motioned to approve Amendment #17 to the CIP. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

There was a change order for FISH #170081 that includes the exterior concrete, masonry and roof replacement changes at Pleasant Street. This totals \$27,380.45.

Board member Paul Sliney motioned to approve Change Order #1 - FISH #170081. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

Board member Paul Sliney motioned to approve Certificate of Substantial Completion - FISH #170081. Mayor Vigeant asked if the balconies will be an add-on or a separate project. Executive Director Vonnie Morris noted that it will be an add-on and there will be another change order to be included at the next meeting.

Mayor Vigeant asked for a roll-call vote:

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

The motion was made carried and approved.

MCDA relocation coordinator, Jennifer Sleeper, delivered notices to residents on Pleasant Street Building A that included a date for relocation. She spent time with residents answering question and concerns.

Mark Silverman, owner of Mark Movers, will be at Pleasant St. on July 29th to give a presentation to residents of Building A on the relocation process. This presentation will be repeated to future buildings when it is their time to relocate.

On August 14th and 15th, Executive Director Vonnie Morris and Relocation Coordinator Jen Sleeper will provide assistance to residents that begin their relocation.

Pleasant Street project will have a ground-breaking on August 26th, 2020 at 10am. All board members were invited.

MCDA employee Chad Carter gave a brief update on Fiscal Year-End, CDBG and Net Metering project.

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

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

The motion was made carried and approved.

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

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

The motion was made carried and approved.

Meeting Closed: 9:08am