

**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, April 28<sup>th</sup>, 2022

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:11 a.m.

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**Attendance of Regular April 28<sup>th</sup>, 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)         |
| 5. Renee Perdicaro (Regular)   | 6. Joshua Daigle (Regular)             |
| 7. Chad Carter, Interim Executive Director                                   | 8. Krishonna Murray, Program Manager   |
| 9. Diane Smith, (City Auditor) - Non-Voting Member                           |  |
| 10. Patrick Jones, (City Finance Director) – Non-Voting Member <b>ABSENT</b> |  |

**Summary of Motions**

**A. General**

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

**B. Housing**

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| 1. Motion to Approve Change Order No. 12   FISH 170060                                   | (Approved) |
| 2. Motion to Approve Change Order No. 2   FISH 170084                                    | (Approved) |
| 3. Motion to Approve Change Order No. 1   FISH 170085                                    | (Approved) |
| 4. Motion to Approve Byors and Sons Mechanical LLC as the<br>Lowest Bidder   FISH 170087 | (Approved) |
| 5. Motion to Approve Substantial/Final Completion   FISH 170088                          | (Approved) |

**C. Community Development Authority**

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| 1. Motion to Approve the Expansion & Preservation of Affordable<br>Housing Stock in the City of Marlborough | (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, April 28<sup>th</sup>, 2022 with the meeting starting at 8:45 a.m.

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

Board member Paul Sliney motioned to approve Payables – March/April 22. ***The motion was made carried and approved. Board member David Morticelli abstained.***

Board member Josh Daigle motioned to approve Financials | March 2022. ***The motion was made carried and approved with no abstentions.***

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

There were two (2) in March. Two (2) units were turned over and one (1) administrative unit transfer. Vacancy rate at 12.3%

There were 74 work orders processed during March and 72 were completed leaving 2 outstanding.

March had \$1,175.00 in total adjustments: \$225.00 were due to late fees.

Giombetti Fire Alarm Reports were addressed. The few concerns for strobe lights were fixed. Board member Josh Daigle asked about page 5 of the Main St. report.

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

FISH Project 170060 Pleasant Street: Vareika performed the scope of work for the foundation crack in Building D. They discovered that they need to replace 14 feet of sewer pipe. State law only allows a plumber to work on sewer lines up to 10 feet from the foundation, so a certified pipe layer was hired to perform the rest. Both the pipe and foundation crack were repaired.

The exterior step at the rear of Building D was addressed. A step was added, and a new handrail will be placed as well.

Board member Paul Sliney motioned to approve Change Order No.12 | FISH 170060. ***The motion was made carried and approved with no abstentions.***

FISH Project 170084 Electrical Updates: Board member Renee Perdicaro motioned to approve Change Order No. 2 | FISH 170084. ***The motion was made carried and approved with no abstentions.***

FISH Project 170085 240 Main Street Roof Replacement: A pre-construction meeting was held on April 6<sup>th</sup>. Topics of discussions were: staging of the crane in certain spots throughout the project, where they plan on putting the materials, and the schedule of the project.

The roofing materials arrived earlier than expected. MCDA received access to the parking spots that the contractor needed for their materials, the crane, the port-a-potty's and the gear for everything. Gibson roofs, Inc. vacuumed all the rocks off last week and now they're finishing up removing the old roof, and then they will install the new one. Tenants are not allowed to walk underneath the staging area. The Project is expected to take 4-6 weeks. Board member Josh Daigle motioned to approve Change Order No.1 | FISH 170085. ***The motion was made carried and approved with no abstentions.***

FISH Project 170087 Bolton Street Hot Water Tanks: Byors and Sons Mechanical was selected as the lowest bidder. Board member Renee Perdicaro motioned to approve Byors and Sons Mechanical LLC as the Lowest Bidder | FISH 170087. ***The motion was made carried and approved with no abstentions.***

FISH Project 170088 250 Main St. ADA Door: E5 Builders came by on April 1<sup>st</sup> and installed the new window frame, filled in holes, sealed frame, and matched the paint with interior. The Punchlist walkthrough was held on April 20<sup>th</sup> and there were no issues of concern. Both Certificates of Substantial and Final Completion were attached for the boards review. Board member Josh Daigle motioned to approve Substantial/Final Completion | FISH 170088. ***The motion was made carried and approved with no abstentions.***

The MCDA's FY18 CDBG Monitoring Clearance Letter was addressed.

The next topic of discussion was the Motion to Approve the Expansion & Preservation of Affordable Housing Stock in the City of Marlborough. The MCDA is looking into different avenues to maintain at least 10% affordable units in the City of Marlborough. Board member David Morticelli motioned to approve the Expansion & Preservation of Affordable Housing Stock in the City of Marlborough. ***The motion was made carried and approved with no abstentions.***

223 Mechanic St. had a tenant drop out a day before the lease was signed. A new tenant has been screened and is ready to move in for June 1<sup>st</sup>.

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

Meeting Closed: 9:11am