

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Thursday, June 24th, 2021
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:16 a.m.

Attendance of Regular June 24th, 2021 MCDA Board Meeting

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 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

1. Motion to Approve Minutes for May 27th, 2021 Meeting (Approved)
2. Motion to Approve Payables – May/June 2021 - FY21 (Approved)
3. Motion to Approve Financials – May 2021 (Approved)
4. Monthly report from MCDA Executive Director

B. Housing

1. Motion to Approve Updated 2021 Domestic Violence Policy (Approved)
2. Motion to Approve Lowest Bidder - FISH #170084 (Approved)
3. Motion to Approve Lowest Bidder – FISH #170088 (Approved)
4. Motion to Approve Amendment #18 to CFA 5001 (Approved)

C. Community Development Authority

1. Motion to Confirm – Equity Requirement for Housing Rehabilitation Program Cannot be Waived (Approved)

The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, June 24th, 2021 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for May 27th, 2021 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Josh Daigle motioned to approve Payables – May/June 2021 - FY21. ***The motion was made carried and approved. Board member David Morticelli abstained.***

Board member Paul Sliney motioned to approve the Financials – May 2021. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris began with an update on the vacancies for May 2021 of which there was one (1) and three (3) turnovers. There were forty (40) work orders processed in May, thirty-eight (38) were completed and two (2) are outstanding. May saw a collection rate of 95.9% for tenant rents and adjustments in the amount of \$327.00 due to a rent calculation error and unit vacating.

DHCD published PHN 2020-39 which describes HA obligations related to domestic violence, rape, sexual assault and stalking under Mass law. Board member Josh Daigle motioned to approve the Updated 2021 Domestic Violence Policy. ***The motion was made carried and approved with no abstentions.***

DHCD is amending the Contract for Financial Assistance (CFA) in the amount of \$362,043.00. Board member Renee Perdicaro motioned to approve the Amendment #18 to CFA 5001. ***The motion was made carried and approved with no abstentions.***

On June 8th, DHCD rejected all bids for FISH #170083 for being over-budget. Hopefully rebidding later in the year will allow prices to decrease. Mayor Vigeant asked who put the bid package together. Executive Director Vonnie Morris noted that it was Nault Architects.

FISH #170084, RCAT presented the MCDA with the responsible and responsive lowest bidder – M-V Electrical Contractors. Board member Josh Daigle motioned to approve the Lowest Bidder - FISH #170084. ***The motion was made carried and approved with no abstentions.***

FISH #170060, Bob Balaschi presented a timeline for the project to be completed at a June 4th meeting – December 31st is now the projected completion date. Residents of “A” building were given a notice to relocate to their units on July 15/16. They were allowed to walkthrough unit A-2 which is 95% complete and they were all very excited to see the progress. Board member Paul Sliney asked if he could walkthrough the unit and Mayor Vigeant mentioned that yes he could and any other board member who wanted to was welcomed to join him. National Grid is finishing off the electrical connection, and once completed, Vareika Construction will have “A” building tied in within two (2) days. Incorrect pocket doors were delivered. The correction has been made by the contractor and while they wait for the correct ones to be delivered, they are continuing to finish other areas of the project.

FISH #170088, it is the recommendation of both RCAT and the architect that the MCDA vote to approve E5 LLC as the lowest responsible and responsive bidder. Board member Josh Daigle motioned to approve the Lowest Bidder - FISH #170088. ***The motion was made carried and approved with no abstentions.***

Director of Finance Chad Carter began with an update to the FY18 Community Development Block Grant (CDBG) grant. It has been extended to 12/31/2021. A contract amendment between the City and Community Opportunities Group (COG) is awaiting approval.

There have been six (6) Housing Rehabilitation projects completed so far. There is one (1) project currently under construction, one (1) project has been determined to be eligible and work specs are in process, and another that came in over the per-unit cap. It was determined, after a lengthy review, that this project did not meet the equity requirement in the Marlborough Housing Rehabilitation Program (MHRP) guidelines which states that there must be sufficient equity in the property to cover the City's lien. Board member Josh Daigle Motioned to Confirm - Equity Requirement for Housing Rehabilitation Program Cannot be Waived. ***The motion was made carried and approved with no abstentions.***

Outreach is being conducted to receive additional applications. Four (4) additional applications have already been received. Housing Rehabilitation projects continue to face delays in obtaining construction materials and increasing costs related to the prior Covid-19 restrictions.

Director of Finance Chad Carter continued with an update on the FY20 CDBG grant. DHCD has cleared all special conditions of the grant and issued an Environmental Release. Activities under the grant are now cleared to begin. A contract between the City and Community Opportunities Group, Inc. (COG) has been approved by DHCD and has been sent to City Hall for review and approval. an income survey is required for the Harrison Place project. Because it is such a small street, they want to be sure that the beneficiaries of this project will be low- and moderate-income residents. COG has reached out to City for a Street Listing so they can begin mailing out the income survey and will be prepared to follow-up.

A Memorandum of Agreement (MOA) with the Boys & Girls Club is being prepared to continue the very successful Substance Abuse Prevention Program that the MCDA funded through the 2018 grant.

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

Meeting Closed: 9:16am