

**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, June 30<sup>th</sup>, 2022

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:25 a.m.

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**Attendance of Regular June 30<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) <b>ABSENT</b>                    | 6. Joshua Daigle (Regular)             |
| 7. Chad Carter, Interim Executive Director                    |  |
| 8. Diane Smith, (City Auditor) - Non-Voting Member            |  |
| 9. Patrick Jones, (City Finance Director) – Non-Voting Member |  |

**Summary of Motions**

**A. General**

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| 1. Motion to Approve Minutes for May 26 <sup>th</sup> , 2022 Meeting | (Approved) |
| 2. Motion to Approve Payables   May/June 2022                        | (Approved) |
| 3. Motion to Approve Financials   May 2022                           | (Approved) |
| 4. Monthly report from MCDA Executive Director                       |            |

**B. Housing**

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| 1. Motion to Approve Amendment #21 to the Contract for Financial Assistance 5001 | (Approved) |
| 2. Motion to Approve Reasonable Accommodation Plan                               | (Approved) |
| 3. Motion to Approve Fair Housing Marketing Plan                                 | (Approved) |

**C. Community Development Authority**

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The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, June 30<sup>th</sup>, 2022 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for May 26<sup>th</sup>, 2022 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Josh Daigle motioned to approve Payables – May/June 22. ***The motion was made carried and approved. Board member David Morticelli abstained.***

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

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

There were three (3) in May. Two (2) units were turned over and one (1) administrative unit transfer.

The vacancies were discussed at length. The MCDA created a spreadsheet to track the vacancies and keep an accounting of the HAFIS and CHAMP data.

There were 152 work orders processed during March and 150 were completed leaving 5 outstanding.

May had a credit for \$246.00 in total adjustments: \$150.00 were due to late fees.

PHN Notices 2022-09 & 2022-10 highlighted changes for the 2022 Performance Management Review (PMR).

ARPA Application was approved by DHCD, and the funds have been awarded. MCDA attempted to allocate funds towards an existing project, but DHCD said they cannot be allocated towards ongoing construction projects. MCDA allocated funds towards new project: 240 Main Street Bathroom Upgrades. This project will be done in six (6) phases with the ARPA monies funding both Phase 1 and Phase 2.

Board member Paul Sliney motioned to approve Amendment #21 to the Contract for Financial Assistance 5001. ***The motion was made carried and approved with no abstentions.***

Board member Josh Daigle motioned to approve Reasonable Accommodation Plan. ***The motion was made carried and approved with no abstentions.***

Board member Josh Daigle motioned to approve Fair Housing Marketing Plan. ***The motion was made carried and approved with no abstentions.***

The MCDA Organizational Chart – First Draft was discussed. An update was given on the current vacant positions.

Board member Paul Sliney asked the handicap units at B Building at Pleasant St. are ready to be viewed by Cheryl Soucy. The units will be double-checked to be cleared of all debris and storage before anything is scheduled with her.

FISH Project 170060 Pleasant St. Modernization: The MCDA held their bi-weekly meeting for Pleasant St on June 9<sup>th</sup>. The cabinets are all in, walls are up, and the countertops are being installed. D Building will be ready for inspection by the end of the month. The paving of the lower lot is

scheduled for Saturday, July 2<sup>nd</sup>. Afterwards, the punch-list items will be reviewed and addressed. The grass is scheduled to be installed in September.

FISH Project 170084 Electrical Updates: No new tripping concerns have been raised by the tenants. Project will be moving into warranty/close-out.

FISH Project 170085 240 Main Street Roof Replacement: Attachment I is the HILAPP Award Letter. DHCD approved the MCDA's application and is giving them the necessary funds to add the extra part of the roof over their offices that wasn't included in the original scope. The materials for this are expected to be delivered in October. Gibson Roofs is still installing the roof brackets through the units on the fifth floor. They must get in through the showers, and the showers are being temporarily patched so they remain operational. Materials to patch the showers are expected in late July. The auditorium is being assessed for a potential change order proposal. The rough estimate in costs is around \$45- \$55K depending on delivery of materials and labor cost fluctuations.

FISH Project 170087 Bolton Street Hot Water Tanks: The Pre-Construction Meeting is scheduled for next WED at 11am at the Bolton St. Comm. Room.

Interim Executive Director Chad Carter gave an update on the CDBG Grants 2018 & 2020.

2018: The MCDA is processing the final payments and the grant will finally be closed out at the end of the month.

2020: DHCD is deciding to extend basically all of the 2020 grants for two (2) years.

The Gibson Roofs invoice listed on this month's payables will be paid for using the CDBG funds.

The Boys and Girls Club program is coming to an end. Unfortunately, there's only enough funding to provide support for around 9 months of activity. Boys and Girls Club remains a strong partner and is interested in any future funding we can provide.

The Harrison Place Street Project went out to bid in March and received one bid well above expected. DPW has committed more funding to the project to cover the gap. Contracts are being signed and construction should be starting soon and should take around 4 weeks.

The Housing Rehabilitation Program expected to do nine (9) units starting next FY. Expected to take around 12-15 months.

223 Mechanic Street Update: After some discussion with Jaime, MCDA Section 8 Director, the MCDA decided it was best to request from Worcester that the applicant's voucher be ported over to the MCDA. Worcester agreed and ported the voucher over on the 13<sup>th</sup>. The MCDA had the tenants in the office to sign the lease on the 14<sup>th</sup>, and the MCDA gave them keys the next day on the 15<sup>th</sup>. They can't afford to pay the entire security deposit up front, so the MCDA had them sign a repayment agreement for six (6) months. They're going to apply for RAFT funds but were told if RAFT doesn't come through in six (6) months then the security deposit is due in full.

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

Meeting Closed: 9:25am