

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Monday, December 14th, 2020

Meeting Opened: 11:00 a.m. | Meeting Closed: 11:29 a.m.

Attendance of Regular December 14th, 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. David Morticelli (Fin. Rep) |
| 5. Renee Perdicaro (Regular Member) | 6. Joshua Daigle (Regular Member) |
| 7. Vonnie Morris, Executive Director (ABSENT) | 8. Chad Carter, MCDA Employee |
| 9. Diane Smith, (City Auditor) – Non-Voting Member | |

Summary of Motions

A. General

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| 1. Motion to Approve Minutes for October 22 nd , 2020 Meeting | (Approved) |
| 2. Motion to Approve Payables - October/November 2020 – FY21 | (Approved) |
| 3. Motion to Approve September 2020 Financials | (Approved) |
| 4. Motion to Approve October 2020 Financials | (Approved) |
| 5. Monthly report from MCDA Executive Director | |

B. Housing

- | | |
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| 1. Motion to Approve Change Order No. 3 - FISH #170060 | (Approved) |
| 2. Motion to Approve 2021 Payment Standards | (Approved) |
| 3. Motion to Approve Inactive Tenants Uncollectable Debts | (Approved) |

C. Community Development Authority

The Board Meeting took place virtually via Microsoft Teams on Monday, December 14th, 2020 with the meeting starting at 11:00 a.m.

Director of Finance Chad Carter began the meeting with an update on the payables.

There were no questions on the September and October financials 2020.

October had no vacancies, November had 1. Vacancies are at around 3%.

There 68 new work order processed, only 54 were completed. The maintenance men cleaned up outstanding work orders.

Rent adjustments for October were 995, November 711.

There were no questions on the uncollectable rents report.

The PMR was held on November 12th, 2020. There were no issues or concerns.

The AUP and Section 8 audits were held on November 16th, 2020 and 17th, 2020. The final reports will be included at next month's meeting.

MCDA's Director of Leased Housing recommends adopting 100% of HUD's FMR as the payment standard which will become effective January 1st, 2020.

MCDA received an additional award for the Section 8 program provided through the CARES Act. This will increase the budget by \$54,627.00 and to be used for HAP payments only.

MCDA's relocation coordinator, Jennifer Sleeper, will n longer be able to work from the office. Any relocation work will be handled by Vonnie Morris and Krishonna Murray.

FISH #170084 – Bathroom Light & GFI outlets and Kitchen GFI outlets at Main St. This is being funded through the Health & Safety Initiative Grant.

FISH #170060 – Pleasant St project. – Change Order #3 was discussed. There were no questions on it.

FISH #170085 – Main St. Roofing Project – Denis Ingham is reviewing the 100% CD's and will forward any questions or concerns to DHCD.

There were no questions on the COVID spreadsheet.

MCDA Director of Finance continued with an update on the CDBG Housing Rehab Project.

Board member Josh Daigle motioned to approve the minutes of the October 22nd, 2020 meeting.

Mayor Vigeant asked for a roll-call vote:

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

The motion was made carried and approved.

Board member Paul Sliney motioned to approve the payables for the month of October/November 2020. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

Board member Josh Daigle motioned to approve the September 2020 and October 2020 financials. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

Board member Josh Daigle motioned to approve Change Order No. 3 – FISH #170060. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

Board member Josh Daigle motioned to approve the 2021 Section 8 payment standards. **Mayor Vigeant asked for a roll-call vote:**

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

The motion was made carried and approved.

Director of Finance Chad Carter asked for a motion to approve the Inactive Tenants Uncollectable Debts. There was a discussion on the one-year grace period, active/inactive tenants and the process for collecting debts. Board member Josh Daigle motioned to approve the Inactive Tenants Uncollectable Debts. ***Mayor Vigeant asked for a roll-call vote:***

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

The motion was made carried and approved.

Board member Stefanie Ferrecchia asked about 43 Tavitian Dr and if there is currently a lien on the property. There is a lien, but it is all but paid off through a repayment agreement. The board wants to keep the lien active.

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

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

The motion was made carried and approved.

Meeting Closed: 11:29 am