

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, December 16th, 2021

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:13 a.m.

Attendance of Regular December 16th, 2021 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) VIA TEAMS |
| 5. Renee Perdicaro (Regular) ABSENT | 6. Joshua Daigle (Regular) |
| 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 ABSENT | |

Summary of Motions

A. General

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| 1. Motion to Approve Minutes for October 28 th , 2021 Meeting | (Approved) |
| 2. Motion to Approve Payables – November/December 2021 | (Approved) |
| 3. Motion to Approve October 2021 Financials | (Approved) |
| 4. Monthly report from MCDA Executive Director | |

B. Housing

- | | |
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| 1. Motion to Approve New Maintenance Charges | (Tabled) |
| 2. Motion to Approve FISH #170088 – Change Order #1 | (Approved) |

C. Community Development Authority

The Board Meeting took place on the fourth floor at City Hall in the Mayor's Conference room on Thursday, December 16th, 2021 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for October 28th, 2021 Meeting. *The motion was made carried and approved with no abstentions.*

Board member Josh Daigle motioned to approve Payables – November/ December 2021. *The motion was made carried and approved. Board member David Morticelli abstained.*

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

Executive Director Vonnie Morris began with an update on vacancies. There were 4 vacancies, and 4 units were leased.

There were 64 that were processed, 53 were completed. There are 11 outstanding work orders that are routine or due to inspections. A handicapped accessible unit has been offline. This work order will remain open until turned over.

Among the new maintenance charges is a fee for not being prepared for pest control treatments. There was discussion on increasing the fee up from \$25.00 to \$75.00 to cover the cost of the treatment. A remote replacement fee was discussed for \$60.00. Board member Paul Sliney asked what the remote cost for Bolton was. Motion to Approve New Maintenance Charges was tabled until next meeting.

Rent Collections for October and November were 95% and 94.1%, respectively. DHCD lifted the eviction for non-payment of rent moratorium. MCDA will start repayment agreements and the eviction process if necessary, again.

The emergency elevator repairs have been issued a FISH number and award. It will be reimbursed to our budget and come out of emergency reserve funds.

FISH #170087 – Bolton Tankless Hot Water heaters and Electrical Upgrades – asbestos was discovered, but will come out of a separate fund.

FISH #170084 – Main Bathroom Lights & GFI – MV Electrical started December 6th. They are completing 4-5 units per day, they started on the 5th floor and are down to the 3rd currently.

FISH #170060 – Pleasant St Modernization – Meetings will begin again after the holidays. End of January is targeted for moving residents out of D into B & C buildings.

FISH #170085 – Main Roof – NTP was signed. The supplies have been ordered; no delivery date set as of now.

FISH #170088 – Main ADA Doors – Door has been installed. The handicapped accessible opener was ordered in the wrong color – it has been reordered. When ripping up the sidewalk, the contractors discovered there was no drainage. A change order has been submitted to account for the new drainage system. Board member Josh Daigle motioned to approve FISH 170088 - Change Order #1. *The motion was made carried and approved with no abstentions.*

The draft AUP and Section 8 Audit was included – there were no findings. The final report will be in by the next board meeting.

223 Mechanic St. was inspected in August and failed. Program Manager Krishonna Murray created separate work orders for emergency and routine work orders. The property was reinspected, and it was passed.

MCDA Director of Finance Chad Carter gave an update on the CDBG grants. The 2018 grant still has the housing rehab program active. There are enough projects right now to expend the 2018 grant funds. The grant has been requested to be extended. The 2020 grant includes the substance Abuse Prevention Program, and the Boys & Girls Club submitted their first invoice. The DHCD Monitoring Report will be submitted to the Mayor's Office.

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

Meeting Closed: 9:13am