

**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, October 22<sup>nd</sup>, 2020

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:18 a.m.

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**Attendance of Regular October 22<sup>nd</sup>, 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) ( <b>ABSENT</b> ) | 6. Joshua Daigle (Regular Member)      |
| 7. Vonnie Morris, Executive Director                  | 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 September 24 <sup>th</sup> , 2020 Meeting | (Approved) |
| 2. Motion to Approve Payables All Programs - September 2020 – FY21         | (Approved) |
| 3. Motion to Approve August 2020 Financials                                | (Approved) |
| 4. Monthly report from MCDA Executive Director                             |            |

**B. Housing**

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|---|------------|
| 1. Motion to Approve Contract for Professional Accounting Services for FY21 | (Approved) |
| 2. Motion to Approve Change Order No. 1 – FISH #170060                      | (Approved) |
| 3. Motion to Approve Change Order No. 2 – FISH #170060                      | (Approved) |

**C. Community Development Authority**

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The Board Meeting took place virtually via Microsoft Teams on Thursday, October 22<sup>nd</sup>, 2020 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes of the September 24<sup>th</sup>, 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 **Absent**
- Chair Mayor Vigeant Yes

***The motion was made carried and approved.***

Executive Director Vonnie Morris began with an update to the Payables for the month. An additional \$87K was added. Mayor Vigeant asked about the electric bill. Director of Finance Chad Carter noted that there was a credit balance in each of the three accounts, so no payment was necessary.

Board member Josh Daigle motioned to approve the payables for the month of September 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 **Absent**
- Chair Mayor Vigeant Yes

***The motion was made carried and approved.***

Executive Director Vonnie Morris continued with a description of the financials. Reserve balances are healthy. MCDA applied for additional CARES Act funding for Section 8. Expect to hear from HUD soon. Board member Paul Sliney motioned to approve the August 2020 Financials. Mayor Vigeant asked if the MCDA has received any invoices from Denis for his work at Pleasant Street.  
***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 **Absent**
- Chair Mayor Vigeant Yes

***The motion was made carried and approved.***

Executive Director Vonnie Morris noted that the MCDA would like to renew the Federal & State contracts for professional accounting services for Fenton, Ewald & Associates. Board member

Josh Daigle motioned to approve the contract for Professional Accounting Services for FY21. **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 **Absent**
- Chair Mayor Vigeant Yes

***The motion was made carried and approved.***

Executive Director Vonnie Morris continued with updates on vacancies, lease-ups and work orders. Board member Paul Sliney asked what the volume of outstanding work orders is. There is a decent amount. MCDA hired Advanced Restoration Services to help sanitize and clean common areas. Their work will be added to the COVID Reimbursement spreadsheet. \$74K was already deposited into the Revolving account. The deadline is December 31<sup>st</sup>, 2020. The COVID related funding was discussed in detail.

The MCDA had rent adjustments of \$1,195.00 for bounced checks, lockouts, maintenance and tenant damages.

FISH #170084 & 86 are starting back up again. DHCD has lifted restrictions for interior construction work.

There was a recent meeting for FISH #170060 where electrical meters matters were discussed. It was decided that the original plans were approved, and change order was denied. There were deficiencies discovered during demolition. Redesign of building components will be discussed, and if granted, additional design costs will be approved. Change order No. 1 was discussed. Board member Josh Daigle motioned to approve Change Order No. 1 – 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 **Absent**
- Chair Mayor Vigeant Yes

***The motion was made carried and approved.***

Change order No. 2 was discussed. The flooring at Pleasant St. will be replaced with new plywood underlayment. Board member Josh Daigle motioned to approve Change Order No. 2 – FISH #170060. Mayor Vigeant asked about the decision to replace hardwood with carpet. Board member Paul Sliney noted that the floor was not hardwood, it was parquet tiles. It needs to be torn up and replaced.

***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 **Absent**
- Chair Mayor Vigeant Yes

***The motion was made carried and approved.***

The scope of services for FISH #170088 were discussed. They were submitted to DHCD. This project includes ADA compliant doors for front entrance at 250 Main Street.

The Performance Management Review (PMR) is scheduled for Thursday, November 12<sup>th</sup> – it will be remote.

The Section 8 and AUP audits still need to be scheduled. Mayor Vigeant wants them to be scheduled as soon as possible. The rules need to be enforced.

Director of Finance Chad Carter explained Amendment #17 to the CFA to the board. The Change Order of \$5.5M was the fully funded HILLAP Award. The budget for entire Pleasant St. Modernization project was discussed in detail, including a breakdown of the sources and costs.

There were two Housing Rehabilitation Loans paid off in September 2020.

Board member Paul Sliney motioned 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 **Absent**
- Chair Mayor Vigeant Yes

***The motion was made carried and approved.***

Meeting Closed: 9:18am