

**MCDA Board Meeting Minutes**

Minutes of Marlborough Community Development Authority

Regular Meeting – Thursday, October 28<sup>th</sup>, 2021

Meeting Opened: 8:45 a.m. | Meeting Closed: 9:14 a.m.

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**Attendance of Regular October 28<sup>th</sup>, 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)         |
| 5. Renee Perdicaro (Regular)                                   | 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 |  |

**Summary of Motions**

**A. General**

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| 1. Motion to Approve Minutes for September 30 <sup>th</sup> , 2021 Meeting | (Approved) |
| 2. Motion to Approve Payables – September/October 2021                     | (Approved) |
| 3. Motion to Approve September 2021 Financials                             | (Approved) |
| 4. Monthly report from MCDA Executive Director                             |            |

**B. Housing**

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| 1. Motion to Approve Gibson Roof, Inc as lowest bidder FISH 170085-667-3<br>Liberty Hill Roof Project | (Approved) |
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**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, October 28<sup>th</sup>, 2021 with the meeting starting at 8:45 a.m.

Board member Paul Sliney motioned to approve the minutes for September 30<sup>th</sup>, 2021 Meeting. ***The motion was made carried and approved with no abstentions.***

Board member Josh Daigle motioned to approve Payables – September/October 2021 – FY22. ***The motion was made carried and approved. Board member David Morticelli abstained.***

Board member Renee Perdicaro motioned to approve September 2021 Financials. ***The motion was made carried and approved with no abstentions.***

Executive Director Vonnie Morris began with an update on vacancies. No new vacancies in September, but four (4) units were turned over.

There were 44 processed work orders and there are five (5) outstanding. These are routine work orders.

There was a repayment agreement for unreported income for \$3,742.00, a credit for a late recertification and \$225 for late fees.

The MCDA received a DCAMM waiver for the Elevator repair. Both elevators were adjusted and are up and running.

There was a zoom meeting held on October 21<sup>st</sup> on CHAMP. Updates to application guidelines were discussed.

The Pleasant St. Community Room project had the bids rejected. Discussions are ongoing for increasing the scope of work. Once the scope is nailed down, it will be rebid.

Main St. GFI & Electrical project, the MCDA is waiting on the lights to be delivered. Both electrical and lighting will be installed together.

Pleasant St Modernization Project, parking shuttles are all set to shuttle tenants back and forth. Meetings are still bi-weekly. Timeline is looking like end of December before B building is emptied. Mayor Vigeant noted that there should be a timeline that is updated, and the MCDA should be receiving it weekly.

Main St. Roofing Project, DHCD prepared contracts with lowest bidder – Gibson Roof, Inc. Board member David Morticelli motioned to approve Gibson Roof, Inc as lowest bidder FISH 170085-667-3- Liberty Hill Roof Project. ***The motion was made carried and approved with no abstentions.***

Main St. ADA Doors, contractors will be doing some exploratory digging. They will be looking to see what type of system they will be putting in and then the architect will draw the plans. The new door will not be in until November 15<sup>th</sup> and installed on the 17<sup>th</sup>.

Director of Finance Chad Carter gave an update on the 2018 and 2020 CDBG grants. DHCD completed their monitoring visit. They had a concern on a project that used a 50% bond, when a 100% bond was necessary. The Housing Rehabilitation program has seen more applications since the application was added to the City's website. The Boys & Girls Club submitted their first invoice for the Substance Abuse Prevention Program.

Patrick Jones, City Finance Director asked about the payroll increase from the previous month. Director of Finance Chad Carter noted that there could be an extra week or two included in that particular payroll reimbursement.

MCDA Executive Director gave an update on the new maintenance employee interview process.

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

Meeting Closed: 9:14am