

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager



Michael E. Traynor
Chief Development Officer
Executive Office of Economic Development

Gregory J. Baker, Director
Neighborhood Development Division

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

02/01/2017

Saxe Room

Worcester Public Library

Worcester, MA

6:00 pm

MEETING MINUTES

CDAC Present: Edward Moynihan, Dana Strong, Paula Stuart, Daniel Whalen, Doug Arbetter, Nicola D'Andrea, Martha Assefa

CDAC Absent: Matthew Yalouris

City Staff: Greg Baker, Steve Hill, Zach Gustafson

1) Call to Order

The meeting was called to order by Ed Moynihan at 6:09 p.m.

2) Review and Approval of 01/25/17 CDAC Meeting Minutes

Ed Moynihan proposed to amend the 01/25/17 CDAC meeting minutes as follows:

- Page 2, 12th line of text – replace “to CDAC Reporter” with “to the CDAC Recorder.”
- Page 5, second bullet under “Next Steps” – replace “Reporter” with “Recorder.”

Daniel Whalen motioned to approve the 01/25/17 CDAC meeting minutes as amended, which was seconded by Paula Stuart. The CDAC approved the minutes as amended, 6-0.

Greg Baker presented several follow-up responses obtained from the City of Worcester Elder Affairs Division and the City of Worcester Housing Authority to questions posed during the 01/25/17 CDAC meeting in regard to different current

and past transportation options and constraints for seniors residing in Housing Authority properties that seek transport to the Worcester Senior Center.

Greg Baker presented a revised budget obtained from the Southeast Asian Coalition in response to their incorrectly formatted budget identified during the 01/25/17 CDAC meeting. The percent of the program proposed to be funded by CDBG funds changed from 27.6% to 53.9% in their revision, and the Cost Per Unit decreased from \$543.67 to \$175.71.

3) Review and Discussion of all City FY18 / CDBG YR 43 RFPs for Public Facilities and Interdepartmental projects/programs

Ed Moynihan announced that discussion would begin on public facility projects proposed by external applicants.

<p>Boys & Girls Club of Worcester – Harrington Clubhouse HVAC Upgrades</p> <p>CDAC members expressed concern at the amount of money requested to repair a building that is only 11 years old. Other members spoke favorably of the variety of programs offered, the number of clients serviced daily, and discussed what could be done to ensure the project (if funded) would be done correctly. In response to CDAC questions, City staff provided examples of due diligence on the City’s part, the need to solicit bids from at least three (3) vendors, and the development of strong contracts.</p>
<p>Dismas House – Solar Porch Installation at Father Brooks House</p> <p>One CDAC member expressed concern that the applicant had not leveraged other sources of funding, and stated interest in ascertaining the savings created due to a prior CDBG funded solar porch installation on Dismas House property. The inclusion of a single bid was discussed, and City staff clarified the applicant would be required to obtain additional bids if they were awarded CDBG funding. In response to a CDAC question, City staff clarified that Dismas House would own the new solar panels.</p>
<p>Kennedy Community Health Ctr. – Phase III Tacoma Street Facility Improvements (Lighting upgrade, floor replacement, replace park bench)</p> <p>A CDAC member commented that they had applied for CDBG funding before, and that each proposed phase reflects positively on the applicant’s degree of planning, and wondered if the bus stop bench could be donated instead of using CDBG funds. In response to a question posed by CDAC, City staff provided an update on the status of Phases I and II.</p>
<p>Friendly House – Gym Air Conditioning Installation and Windows upgrade</p> <p>CDAC members discussed the need for the new A/C, to prevent the new gym floor from succumbing to condensation as the previous gym floors had.</p>
<p>Jeremiah’s Inn – Exterior Rehabilitations (Repair & Painting of building exterior)</p> <p>CDAC members discussed the installation of siding as a preferable alternative to repainting the exterior at present. Others commented on perceived shortcomings of the application, including organization and lack of clarity of the source of numbers for the budget. One member felt the application had been rushed or not thought out enough.</p>
<p>Oak Hill CDC – Charles Buffone Park Renovations (99 Penn Avenue)</p> <p>A CDAC member questioned the intent and use of funds to place fencing around the park. A second CDAC member stated the park was originally dedicated in the 1990s, and has</p>

<p>become blighted under Oak Hill CDC's oversight. Members were unclear how the park would be maintained, and City staff pointed out that a budget line item for 'on-going maintenance' is not a program eligible use of CDBG funds.</p>
<p>Veterans Inc. – Elevator Installation project</p> <p>CDAC members agreed the proposal was succinct and well-explained. Members discussed the layout of the facility and commented that it was unclear if the applicant was pursuing other funding sources for the project.</p>
<p>Worcester Common Ground – Community Park Installation project (Newbury Community Parklet)</p> <p>CDAC members spoke positively that the project is grass-roots, neighborhood driven, and already has people ready to take the lead. CDAC members also commented that the inclusion of a community garden would help create investment in maintenance and contribute to a sense of ownership. City staff clarified that the applicant is leasing the land, and if funded, would have to revisit ownership arrangement and allowable uses under zoning code. CDAC members additionally commented on the research done by the applicant, and the degree of engagement evidenced with the local neighborhood.</p>

Ed Moynihan announced that discussion would begin on city interdepartmental public facility applications.

<p>Business & Community Development Division (Economic Development Dept.) - Façade Program, Microloan Program, and Small Business Grant program.</p> <p>Ed Moynihan summarized the three programs requesting CDBG funds.</p>
<p>Neighborhood Development Division (Economic Development Dept.) - Neighborhood Development Fund (road resurfacing, sidewalk re-construction, streetscape improvements).</p> <p>A CDAC member asked for clarification of the limits of the proposed streetscape improvements on Pleasant Street, which City staff provided. CDAC members discussed the successful use of prior CDBG funding for similar improvements in the Union Hill neighborhood.</p>
<p>Housing Development Division (Economic Development Dept.) – Affordable Housing Programs (down payment assistance, owner occupied & rental rehabilitation, lead paint abatement).</p> <p>Ed Moynihan summarized the three programs requesting CDBG funds. A CDAC member inquired about the drawdown rate of housing projects, which City staff addressed.</p>
<p>Inspectional Services Department –Systematic Housing Inspection and Demolition of Spot Slum and Blight programs.</p> <p>Ed Moynihan summarized the two programs requesting CDBG funds. CDAC members posed questions about the difference between these programs and the work Inspectional Services does day-to-day, which City staff clarified. City staff gave further examples of how programs like these worked in conjunction with other City department's efforts in the Union Hill neighborhood revitalization work. In response to CDAC questions, City staff explained how demolition is coordinated with housing department, and gave details about the City's Chapter 139 process.</p>

Ed Moynihan announced the conclusion of the review process, and reminded CDAC members to provide completed scoring sheets to the CDAC Recorder.

4) Adjournment

A motion to adjourn the meeting was made by Dana Strong at 7:14 p.m., seconded by Doug Arbetter, which Ed Moynihan accepted.

A complete video archive of the meeting can be found at the following web link:

<http://ec4.cc/bg683bd9>