

# City of Worcester, Massachusetts

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Neighborhood Development Division

**Community Development Advisory Committee**  
**City Hall, Room 401**  
**455 Main Street**  
**Worcester, MA**  
**Tuesday, February 10, 2015**  
**6:30 PM**

## **MEETING MINUTES**

CDAC present: Edward Moynihan (Chair), Mark Borenstein (Vice Chair), Martha Assefa, Etel Capacchione, Tracey Pakstis-Claiborne, Dana Strong, Paula Stuart, Daniel Whalen, Matthew Yalouris

CDAC absent: Michael Larkin

City Staff: Greg Baker, Steve Hill, Tony Miloski, Jeanette Roach

### 1) Call to Order

The meeting was called to order by Chairman Ed Moynihan at 6:34 P.M.

### 2) Review and Approval of 1/20/15 and 1/29/15 Minutes

There were no changes suggested to the 1/20/15 and 1/29/15 CDAC meeting minutes, and a motion was seconded and passed to vote for their approval.

### 3) De-brief on New Housing Project Application Process by Housing Development Division (HDD) Director Delivered to CDAC on 1/20/15

- Discussion of preferred method of CDAC interaction/oversight

Ed Moynihan recapped the new housing project application process wherein an annual CDBG allocation will be made to the HDD, who must apply for funding as other organizations and city departments do. CDAC recommendations will be made regarding the annual allocations to HDD, but actual housing projects proposed by subrecipients will be selected by HDD staff and the administration through an open, annual process. There was considerable discussion among CDAC members with regard to the intentions for and methods of CDAC

interaction and oversight of this new process. It was generally agreed that the goal is for CDAC to be informed and to provide continued community input for housing projects.

CDAC members discussed the advantages and shortcomings of the following methods of interaction with the new housing project application process:

- The provision of semi-annual, quarterly, or project-by-project reports about housing activities to CDAC by City staff. One CDAC member voiced concern that written reports do not allow for CDAC to ask questions and may unduly burden HDD staff. CDAC members generally agreed against the provision of reports on a project-by-project basis.
- The formation of a CDAC subcommittee that could be involved in the year-round process, perhaps through briefings by HDD staff. The subcommittee would report back to CDAC as a whole. CDAC members and City staff raised concerns about the format of the subcommittee and applicable requirements of the Massachusetts Open Meeting Laws.
- Two briefings per fiscal year by HDD staff for CDAC as whole, the first in late spring/early summer and the second in October. Several CDAC members expressed support for this suggestion.
- Participation by CDAC members in on-site monitoring visits to housing projects. Concerns were raised with regard to applicable requirements of the Massachusetts Open Meeting Laws.

One CDAC member also suggested developing a short list of items that CDAC would like HDD to report on. The CDAC agreed to have Ed Moynihan develop a written document summarizing proposed methods for CDAC interaction with the housing project application process based on the above discussion and input. He agreed to submit a draft to CDAC members and HDD by the 2/17/15 CDAC meeting. This draft will be an agenda item for the 2/24/15 CDAC meeting. City staff will research and report out on rules and regulations applicable to the formation of a subcommittee and site visits by CDAC members.

#### 4) Discussion and Evaluation of Public Service Applications

CDAC reviewed the following ten Public Service applications:

- Latin American Health Alliance –Una Vida Nueva (A New Life)
  - CDAC member Mark Borenstein recused himself from the discussion of this proposal.
- Literacy Volunteers of America – English for Work
- SMOC/MLK - Job Training & Placement (Human Service Workers)
- Rachel's Table – Children's Milk Fund
- Rebuilding Together Worcester – Home Repair of Elderly & Disabled Homeowners
  - This application will be revisited during the 2/17/15 meeting for further discussion based on clarifying information that is being sought from the applicant organization.

- Southeast Asian Coalition of Central MA – Case Management
- South Worcester Neighborhood Center – Emergency Food Pantry
- South Worcester Neighborhood Center – Youth Recreation
- Straight Ahead Ministries – Youth Re-Entry Project
- Worcester Housing Authority – A Better Life Program
  - CDAC member Etel Capacchione recused herself from the discussion of this proposal.

CDAC members were reminded to submit their CDBG RFP score sheets to Paula Stuart by 2/18/15. Ms. Stuart will submit the cumulative, tabulated RFP scores to Neighborhood Development Division staff by 2/23/15.

#### 5) Adjournment

As there were no more items for discussion, the meeting adjourned at 9:02 PM.