

# City of Worcester, Massachusetts

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## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

10/19/2016

City Hall, Room 401

455 Main Street

Worcester, MA

5:30pm

### MEETING MINUTES

CDAC Present: Edward Moynihan, Dana Strong, Paula Stuart, Daniel Whalen, Doug Arbetter, Matthew Yalouris

CDAC Absent: Nicola D'Andrea

City Staff: Greg Baker, Steve Hill, Zach Gustafson

#### 1) Call to Order

The meeting was called to order by Ed Moynihan at 6:05 p.m.

#### 2) Introductions and Welcome to New Members

CDAC members introduced themselves, identified which district they represent, and their length of committee membership. The CDAC welcomed new member Doug Arbetter, representing District 5.

#### 3) Review and Approval of 06/01/16 CDAC Meeting Minutes

There were no changes suggested to the 06/01/16 CDAC Meeting Minutes. Paula Stuart made a motion to accept the minutes, which was seconded by Daniel Whalen. The CDAC voted 6-0 for their approval.

#### 4) Overview of CDAC Roles and Responsibilities

General roles and responsibilities of committee members were reviewed. It was explained to the CDAC that this year is the first time the roles of Chair, Vice Chair, and Recorder will be codified. Roles and responsibilities of Chair, Vice Chair, and Recorder were reviewed. CDAC members were reminded that a

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quorum is only reached with six (6) members being present. There were no questions.

#### **5) Election of Chair, Vice Chair, and Recorder**

Paula Stuart nominated Ed Moynihan for Chair, seconded by Daniel Whalen. Ed Moynihan accepted the nomination.

Daniel Whalen nominated Paula Strong for Vice Chair, seconded by Dana Strong.

Doug Arbetter volunteered for Recorder.

All motions approved by acclamation.

#### **6) Discussion of Current Member Status and Committee Vacancies**

Former CDAC committee member Tracey Pakstis has left the area, and Ariel Lim submitted a letter of resignation after taking a position with the City of Worcester's Executive Office of Economic Development, citing the potential for perceived conflict of interest if she were to remain on the committee.

New CDAC committee member Doug Arbetter was appointed October 04, 2016, representing District 5. It was noted that two (2) vacancies remain, one each for District 2 and District 5.

Ed Moynihan encouraged CDAC committee members to reach out to their personal and professional networks to help try and fill the two CDAC vacancies. Doug Arbetter inquired about the eligibility of Worcester Public Schools employees for committee membership, and Greg Baker confirmed they would be eligible to serve.

#### **7) Review Year 43 Community Development Block Grant (CDBG) Request For Proposals (RFP) Process and Schedule**

Members reviewed the Year 43 timeline and the scheduled meeting dates and milestones. Members acknowledged the early RFP process start date will increase the amount of time in the schedule for CDAC to review and score applications. It was discussed, and agreed, that January 10 will be removed from the schedule as a snow date for the mandatory applicant presentation session, and instead January 12 would be retained as the snow date. There were no issues or concerns with the draft schedule. Greg Baker stated he will change the schedule status from a draft to final.

#### **8) Review Draft Year 43 CDBG RFP Document**

Greg Baker provided CDAC committee members an overview of the Year 43 RFP document and the guide for applicants document. He continued by leading a discussion regarding application evaluation process and criteria, and reviewed the application scoring sheet to be used by each CDAC member while reviewing applications.

Paula Stuart requested CDAC committee members receive CDBG applications via e-mail. Greg Baker agreed to provide applications to members by e-mail, if needed.

Paula Stuart asked if word limits would be imposed on responses. Greg Baker confirmed there would be word limits on CDBG application responses, with the instructions for this printed in bold. Committee members expressed concern about agencies that submit multiple applications for block grant funding and populate many of the response fields with repetitive answers.

Dana Strong requested CDAC committee members receive a copy of the City's Five (5) Year Consolidated Plan to aid in reviewing applications. Greg Baker agreed to provide the sections of the consolidated plan that would be relevant to question(s) in the RFP. Ed Moynihan asked if applicants would receive a copy of the City's consolidated plan. Greg Baker responded they would not, but instructions to find the plan online would be included in the RFP.

Doug Arbetter requested a list of allocations for all Year 42 CDBG Subrecipients. Greg Baker agreed to provide this list at the next CDAC meeting. Ed Moynihan asked City staff for a status update on Year 42 Subrecipients. Greg Baker provided a general status update for Year 42 public services and public facility projects. Paula Stuart asked if the public service programs taking place in summer were complete and goals were met. Greg Baker responded affirmatively.

## **9) City of Worcester Boards and Commissions Group Picture**

CDAC committee members were informed that a group picture was requested as part of a larger City of Worcester initiative to document the "optical diversity" of all the City's Boards and Commissions. Ed Moynihan proposed, and it was agreed, to postpone the group picture until the December CDAC meeting, when committee vacancies might be filled.

Greg Baker informed committee members that the two (2) CDAC vacancies would be advertised by re-running a prior public service announcement on the City's cable station, as well as through a marketing flyer.

Steve Hill reminded committee members that all are required to adhere to and produce conflict of interest disclosures. Greg Baker advised members that he would bring a conflict of interest disclosure to the next CDAC meeting.

## **10)Adjournment**

A motion to adjourn the meeting was made at 6:47 p.m., which Ed Moynihan accepted.