

City of Worcester, Massachusetts

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COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

10/30/2018

City Hall Levi Lincoln Chamber
455 Main Street
Worcester, MA
6:00pm

MEETING MINUTES

CDAC present: Paula Stuart (Chair), Doug Arbetter (Vice Chair), Nicola D'Andrea, Edward Moynihan, Arline Rosario, Dana Strong

CDAC absent: Suzanne Graham, Danaah McCallum, Michael Murphy

City Staff: Greg Baker, Sandy Amoakohene, Tony Miloski

1) Call to Order

The meeting was called to order by Chairperson Paula Stuart at 6:03 pm. The following items were distributed to each CDAC member at the start of the meeting:

- Agenda
- Minutes from 6/28/18
- City of Worcester Community Development Advisory Committee information sheet (single-sided) pertaining to committee classification, functions, special requirements, and 2017-2018 membership listing
- Community Development Block Grant Application Summary Fiscal Year 2018 (Program Year 43): Worcester Housing Authority – Improving WHA's Elderly Services (single-sided sheet)
- Proposed Activity Amendments to City of Worcester's HUD approved second year (2016-2017) Action Plan: Boys and Girls Club Energy Efficiency Upgrades (double-sided sheet)
- Community Development Block Grant Application Summary Fiscal Year 2018 (Program Year 43): Boys and Girls Club of Worcester – Harrington Clubhouse HVAC Upgrade (single-sided sheet)

2) Review and Approval of 6/28/18 Minutes

A motion was seconded and passed to vote approval of the 6/28/2018 minutes. The CDAC voted 6-0 for their approval.

3) Briefing on Public Services Programs

a. Worcester Housing Authority – Transporting Elderly to the Senior Center

Erin Wilson, Assistant Director for Rental Services, Worcester Housing Authority provided an informational overview on the Worcester Housing Authority's (WHA) Transporting Elderly to the Senior Center program. The program which operates five days a week (Mondays through Fridays, mornings and afternoons) provides transportation services for more than 45 elders from six housing authority apartment complexes that have the largest numbers of elderly and disabled persons to the Worcester Senior Center where they can partake of recreational, educational and cultural activities. Erin answered questions from CDAC members including those related to making adjustments to the transportation services to more efficiently meet client demands, provide geographic coverage across different citywide locations, expand services to accommodate six WHA sites (up from the original four), increase regular client participation, improve program flexibility through use of a second van driver three times a week, and the effective servicing of English-limited sub-populations (e.g., Latinos, Albanians).

4) Briefing on Public Facilities Programs

a. Boys & Girls Club of Worcester – Lighting Replacement Project

b. Boys & Girls Club of Worcester – HVAC Upgrades Project

Ian Witt, Facilities Director and Aquatics Director for the Boys and Girls Club of Worcester provided an informational overview with regard to the Lighting Replacement and HVAC Upgrades Projects. Janet Lukas, Account Manager, Business Development & Customer Service, Prism Energy Resources, provided additional technical details and spoke on behalf of Prism Energy Resources' management of these projects. She also reviewed the following informational handouts that were distributed at the meeting: The City of Worcester Community Development Advisory Committee 30 October 2018 Prism Energy Services Efficiency Presentation (6 double-sided, color pages), Prism Energy Services Avoided Maintenance Savings Analysis for Worc Boys and Girls Club (single-sided sheet), 8 Advantages of LED Lighting / Current by GE 10/30/2018 (1 double-sided & 1 single sheet), information sheet on Electro-Fin E-coat factory applied corrosion-resistant coil coating for light fixtures (single-sided, color).

Answers were provided to CDAC questions including the reasons for the progressive failure of more and more of the originally installed light fixtures after only 10 years which resulted from the use of ballasts that were incompatible with the installed fixtures and the use of inferior quality, sealant coil coatings. Other questions answered related to the upgrade of all facility lighting to more energy efficient LED fixtures, the utilization of \$50,000 in National Grid Energy Incentives, the need to satisfy National Grid Energy Audit requirements for all phases of project development, review of energy cost savings realized, noticeable improvements in quality of lighting, better air circulation, more timely operation of fixtures, and the

securing of long-term guarantees for ongoing project dependability and durability in light of recent experience.

5) Discussion of Organizational Items Related to Yr. 45 Action Plan Process

Considerable discussion was generated toward reaching a consensus with regard to choosing a day of the week and start time for CDAC meetings to be held as part of the Year 45 Action Plan Request for Proposal (RFP) review and scoring process. The choice was more difficult this year given that the City's Cable TV Services division (which films each meeting in the interest of transparency with regard to open meeting requirements), has requested that committees refrain from scheduling Thursday night meetings, given that they are severely staff-limited and have difficulty in providing coverage for an already large number of regularly scheduled, standing meetings on Thursday nights. Also, it was reported that one CDAC member who commutes to work in Boston would have difficulty in being able to make meetings that start at 6 p.m.

In the end, CDAC members preferred to remain with Thursday night meetings which best suited most members' schedules and thus would be conducive to achieving meeting quorums. They asked the administration to contact the City Cable TV Services relative to CDAC's preference to maintain meetings on Thursday nights.

A motion was seconded and passed to vote approval of a 6 p.m. start time for the regular RFP review meetings. CDAC voted 5-0-(1 abstention) for approval. This vote does not affect the applicant RFP presentation meeting(s) which has an earlier start time in order to be able to accommodate the large number of RFP presenters expected to participate.

CDAC members and City Staff agreed to utilize the same Request for Proposal (RFP) review and scoring process that was used last year, including the same RFP rating point system and new applicant set aside provisions that had been finalized last year. In an effort to reduce the overall number of meetings, members agreed that the procedural discussions of tonight's meeting would negate the need to schedule a further meeting to review procedures. Also, a separate meeting would not be needed for CDAC to be presented with RFP Binders and a summary of RFPs received from City Staff, rather CDAC members would pick-up their own RFP binders, and the City would ensure that members had a sufficient time in which to review the applications received prior to the applicant presentations meeting.

It was agreed that the Year 45 RFP review and scoring process should be delayed about a month compared to the Year 44 timetable, given that last year the CDAC completed its review and scoring several months prior to the transmittal of funding recommendations from the City administration to the City Council for their review and vote of approval. It is planned that this year's RFP documents would be ready by mid-December and due about five weeks later. CDAC review meetings would commence at the end of January. City staff agreed to notify CDAC members of the times and dates of this year's Community Development Needs public hearing and the RFP Technical Assistance Workshop (both likely to be held around December 2018/January 2019).

6) Election of Officers for Yr. 45 Action Planning

A motion was seconded and passed to vote Paula Stuart as the CDAC's Chairperson (re-nominated for a second year). The CDAC voted 6-0 for her re-election as Chairperson.

A motion was seconded and passed to vote Doug Arbetter as the CDAC's Vice-Chairperson (re-nominated for a second year). The CDAC voted 6-0 for his re-election as Vice-Chairperson.

A motion was seconded and passed to vote Nicola D'Andrea as the CDAC's new Recorder to succeed Arline Rosario who completed her term as Recorder. The CDAC voted 6-0 for his election as Recorder.

7) Adjournment

As there were no more items for discussion, the meeting was adjourned at 7:12 pm.