

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
City Hall, Room 401
455 Main Street
Worcester, MA
Tuesday, November 10, 2015
5:15 PM

MEETING MINUTES

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

CDAC absent: Dana Strong, Paula Stuart

City Staff: Greg Baker, Steve Hill, Anthony Miloski, Miguel Rivera

In Audience: Todd Williams

1) Call to Order

Once a quorum was established, the meeting was called to order by Chairman Ed Moynihan at 5:24 P.M.

2) Review and Approval of 06/09/15 CDAC Meeting Minutes

There were no changes suggested to the 06/09/15 CDAC meeting minutes, and a motion was seconded and passed to vote for their approval.

3) Briefing on the status of CDBG-funded Housing Development Division programs

Housing Development Division Director, Miguel Rivera, distributed "Update of Housing Development Division – CDBG", a double-sided informational sheet that summarized current and planned CDBG-funded housing projects, including Down Payment Assistance, Public Facilities, Union Hill Initiative, Rental Rehabilitation, Owner Rehabilitation, Demolition, Lead Abatement, and Code Enforcement. Mr. Rivera walked CDAC members through the handout, which prompted specific questions about different project updates amongst CDAC members.

4) Discussion of schedule for Year 42 CDBG process to include CDAC meetings

There was discussion among CDAC members and City staff regarding a “Draft CDAC Schedule Fiscal 2017 / Yr. 42” handout to meeting members by City staff. It was agreed that Wednesday nights would be the preferable meeting night for most members during 2016. (The next CDAC meeting would, however, remain scheduled to take place on Tuesday, November 24, 2015). It was also agreed to move the proposed RFP Applicant Presentations / CDAC Meeting from Thursday, January 21 to Wednesday, January 27 to give CDAC members more time to review RFP’s prior to the presentations. CDAC members were open to having the RFP presentations be made over two nights if a large number of RFPs were received and/or to allow more time per applicant for questions and answers.

There was discussion among CDAC members and City staff relative to updating the RFP scoring rubric from the one that had been used during last year’s process to include a guide which included more information relative to how CDAC evaluates the RFPs, the overall process of application reviews, etc. Additional suggested improvements included exploring the possibility of establishing funding caps on newly proposed CDBG activities and overall funding caps per agency, as well as providing a better tie to the RFP goals and objectives from the City’s new Five (5) Year Consolidated Plan (2015-2020) - which had been approved by HUD in October, 2015, as well suggested improvements/augments to the Public Facilities portion of the RFP content.

Considerable discussion was also had around one CDAC member’s proposal to eliminate 5 points in the RFP currently tied to evaluating the quality of the RFP narrative and instead free those points up for each CDAC member’s individual discretion or interpretation of the quality or merit of the RFP as it may relate to a need in the individual City Council district he/she represents. After extensive discussion, CDAC members voted down a motion by six (6) votes against, and two (2) votes for, a proposed modification to the RFP scoring rubric to allow CDAC members to use up to five (5) points for scoring RFPs “as they see fit” in place of using the 5 points as they were originally intended for grading the quality of the RFP narrative.

5) CDAC elections

Nominations were made for Edward Moynihan as Chairman and Mark Borenstein for Vice-Chairman. Members agreed to hold the elections at the next CDAC meeting Tuesday, November 24, 2015.

6) Adjournment

As there were no more items for discussion, the meeting adjourned at 7:28 PM.