

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager

Peter Dunn
Chief Development Officer
Executive Office of Economic Development



Gregory J. Baker
Director
Neighborhood Development Division

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

02/15/2022
Virtual Meeting*
Worcester, MA
6:00pm

*Due to on-going state and local policies, protocols, and pre-cautionary measures related to the COVID-19, this meeting was conducted virtually/remotely, using the Webex on-line computer meeting platform to allow participation by computer or by phone.

DRAFT - MEETING MINUTES

CDAC present: Doug Arbetter (Chair), Michael Murphy (Vice Chair), Suzanne Graham, Bryan Milward, Lizbeth Perez Rodriguez, Pamela Stolz,

CDAC absent: Taylor Neil

City Staff: Greg Baker, Anthony Miloski, Jared Sas

Meeting was video recorded and is available at the following link:

<https://play.champds.com/worcesterma/event/1163>

1) Call to Order

Chairperson Doug Arbetter called the meeting to order at 6:08 pm. The following items had been e-mailed to each CDAC member prior to the start of the meeting:

- Agenda
- Minutes from 6/21/2021
- City of Worcester Program Year 48 / CFY 23 RFP Application Summaries (31 pages)
- CDBG Yr. 48 Public Service Application Totals Exhibit (single sheet, multi-color pie chart)

2) Introductions and Meeting Overview

Greg Baker took a roll call of CDAC members. At bequest of the CDAC chair, each CDAC member and city staff introduced themselves.

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3) Review and Approval of 6/7/2021 meeting minutes (vote needed)

A motion was seconded and passed to vote approval of the 6/7/2021 minutes. CDAC voted by rollcall 6-0 for their approval.

4) Update on Current Status of CDAC Membership

Greg Baker gave an update on current CDAC membership explaining that there are three vacancies and that another three members will be time-limited out at the end of June 2022.

5) Election of Chairperson and Vice Chairperson (vote needed) and Selection of Recorder

A motion was seconded and passed to vote Lizbeth Perez Rodriguez as the CDAC's Chairperson. The CDAC voted by rollcall 6-0 for her election as Chairperson to succeed Doug Arbetter as CDAC Chairperson at the conclusion of this meeting.

A motion was seconded and passed to vote Pamela Stolz as the CDAC's Vice-Chairperson. The CDAC voted by rollcall 6-0 for her election as Vice-Chairperson to succeed Michael Murphy as CDAC Vice-Chairperson.

A motion was seconded and passed to select Bryan Millward as the CDAC's new Recorder. The CDAC voted by rollcall 6-0 for his selection as Recorder.

6) Brief overview of the RFP applications submitted for CDBG Yr. 48

Greg Baker gave a brief overview of the RFP applications submitted for CDBG Year 48, which included 21 public services, 3 public facilities and 4 interdepartmental applications. Binders of copies of each of the applications had been provided to each CDAC member. He also reviewed the CDBG Yr. 48 Public Service Application Totals Exhibit (pie chart), which had been provided to members.

7) Discussion of remaining process schedule and steps for CDAC

Greg Baker stated that proposed application presentation session (scheduled to take place on February 22, 2022) was cancelled because of COVID protocols that currently severely restrict public access to City Hall. He said that if CDAC members had questions with regard to individual proposals, city staff would transmit them to the applicants via e-mail on behalf of CDAC, and relay to them any responses.

The next step involves review and scoring of applications by CDAC members. It was agreed that the process could be completed during the next three CDAC meetings, which were all scheduled for Tuesday nights at 6 PM on March 1, March 8, and March 15, 2022. The meeting on March 1st would be used to review all public service applications. The meeting on March 8th would involve review of the public facilities and interdepartmental proposals. The meeting on March 15th would be used to review CDAC scores and provide content for the letter to be drafted by the CDAC

Chairperson to the City Manager relative to the Year 48 process, findings and concerns.

Staff agreed to send the CDBG scoring rubrics and guidelines to be used to rate this year's applications to each CDAC member. The rubrics would be the same as had been used last year. CDAC members would submit their RFP application scores to the Recorder, who would in turn transmit them to the city staff.

8) Adjournment

As there were no more items, a motion was seconded and passed to vote to adjourn the meeting. CDAC voted by rollcall 6-0 to adjourn the meeting at 6:49 pm.