



COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3/13/2023

Virtual Meeting*

Worcester, MA

6:00pm

*This meeting was conducted virtually/remotely, using the WebEx on-line computer meeting platform to allow participation by computer or by phone [in accordance with the stated preferences of CDAC members].

DRAFT - MEETING MINUTES

CDAC present: Jack Newton (chair), Bryan Milward (vice chair), Emmanuel Larbi (recorder), Suzanne Graham Anderson, Michael Murphy, Taylor Neil (logged in 6:13 pm), Joel Wallen

CDAC absent*: Lizbeth Perez Rodriguez, [*Pamela Stolz is no longer a member of CDAC]

City Staff: Greg Baker, Jared Sas, Anthony Miloski

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

<https://play.champds.com/worcesterma/event/1693>

1) Call to Order

The meeting was called to order at 6:04 pm. The following items had been e-mailed to each CDAC member prior to the start of the meeting:

- Agenda
- Minutes from 2/13/2023
- Minutes from 2/27/2023

2) Roll Call

A roll call of CDAC members in attendance was conducted by city staff.

3) Review and Approval of 2/13/2023 meeting minutes (vote needed)

The vote of approval of the 2/13/2023 minutes was deferred to the next meeting.



4) Review and Approval of 2/27/2023 meeting minutes (vote needed)

A motion was seconded and passed to vote approval of the 2/27/2023 minutes. CDAC voted by rollcall 6-0 for their approval.

5) Discussion of scoring rubric and instruction sheet

There was a review and discussion of the scoring rubric and instruction sheet. During the discussion of the scoring rubric, the City of Worcester CDBG Program FY 24 / Yr. 49 Application Scoring Sheet and City of Worcester CDBG Program Interdepartmental FY 24 / Yr. 49 Application Scoring Sheet were displayed on the video screen. During the discussion of the instruction sheet, the Yr. 49 / FY 24 CDAC CDBG Proposal Ranking System was displayed on the video screen.

6) Next Steps / Discuss Viability of Applicant Presentations

There was discussion between CDAC members and city staff regarding the viability of holding in-person application presentations. City staff noted that there were logistical difficulties to holding in-place presentations given the extremely limited availability of suitable meeting spaces at city hall and other city venues coupled with the difficulty in having enough CDAC members being able to attend in-person on different weeknights (as required to achieve a quorum to hold an official meeting). The originally proposed applicant presentation sessions scheduled for 3/2/2023 at the senior center had to be canceled owing technical limitations.

Consensus was reached among CDAC members to forego in-person applicant presentations and instead to have the city staff email their RFP related questions and concerns directly to applicants. This repeats the process followed during the last few years owing to public meeting protocols instituted during the COVID pandemic.

The following next steps were agreed upon. CDAC questions regarding applications would be emailed by city staff to the applicants by Wednesday, 3/15/2023. Answers to these questions would be due back to the city by Wednesday, 3/22/2023. City staff would forward answers to questions received from applicants to CDAC members by Friday 3/24/2023. Final CDAC scores of all the applications would be due to the city by Wednesday, 3/29/2023. The next CDAC meeting (virtual) is scheduled for Monday, 4/3/2023 at 6 pm to review applicant scores and discuss content of proposed draft letter on behalf of CDAC to the City Manager.

7) Adjournment

As there were no more items, a motion was seconded and passed to vote to adjourn the meeting. CDAC voted by roll call 7-0 to adjourn the meeting at 6:37 pm.