

# City of Worcester, Massachusetts

Edward M. Augustus, Jr.  
City Manager



Michael E. Traynor  
Interim Chief Development Officer  
Executive Office of Economic Development

Gregory J. Baker  
Director  
Neighborhood Development Division

**City of Worcester  
Community Development Advisory Committee  
City Hall Room 401  
Monday, March 24, 2014  
5:30 PM**

## **MEETING MINUTES**

CDAC present: Edward Moynihan (Chair), Carol Claros, Tracey Pakstis-Claiborne, James Spillane, Cherylann Strom, Dana Strong

CDAC Absent: Mathew Yaloris, Mark Borenstein, Michael Larkin

City Staff: Greg Baker, Tony Miloski, Miguel Rivera

### 1) Call to Order

The meeting was called to order by Chairman Ed Moynihan at 5:35 P.M

### 2) Meeting Minutes of March 4, 10 and 17, 2014

Upon his successive motions, three sets of minutes from meetings on 3/4/14, 3/10/14 and 3/17/14 were each approved by 6-0 votes by the CDAC.

### 3) Review of Proposals

There was some discussion among CDAC members as to the difficulty of their task of scoring housing category RFP's given their limited ability to assess project soundness and reasonableness when judging housing proposals. During the course of the meeting, Miguel Rivera, Director of the City's Housing Development Division (HDD), stated that all housing proposals that were reviewed and scored by CDAC, would be subject to further review and fiscal analysis by HDD staff in order to ascertain each project's eligibility and readiness for funding through CDBG. Some CDAC members were comforted by this added layer of review such that their scoring of housing category RFPs could be done

secure in the knowledge that each proposed project would be subject to further screening, thus ensuring that CDBG dollars would be “wisely spent”.

Miguel also reported that HDD was looking to transition the housing RFP process from its current static, once a year application process, to a continuous cycle whereby applicants would be allowed to submit applications throughout the year for proposals that were complete and ready to begin quickly. He also advocated for a more permanently sustainable level of CDBG funding for HDD administered programs as opposed to the current year to year allocation process.

The proposal categories and applications discussed included the following:

#### Affordable Housing

- Dismas House – Solar Panel Purchase and Installation
- South Middlesex Opportunity Council – 54 Queen St. SRO Rehab
- Oak Hill CDC – Union Hill Rental Portfolio Finance
- Worcester Community Housing Resources – Scattered Site SRO Rehab
- Worcester Community Housing Resources – Community Lending for Homeowner Rehab
- Stone Soup – 4 King St. Residential Rehab
- Eastern Affordable Housing – 117 Eastern Rental Rehab
- Main South CDC – Affordable Housing Production and Preservation
- Greater Worcester Habitat for Humanity – Union Hill Rehab for Homeownership

#### Interdepartmental (housing focus)

- Housing Development Division – First Time Homebuyer Down Payment Assistance
- Housing Development Division – Healthy Homes
- Housing Development Division – Worcester Lead Abatement Program
- Neighborhood Stabilization Opportunity Fund,
- Housing & Health Inspection Division – Systematic Housing Inspection

As the meeting concluded, CDAC members were asked to have the scores and scoring sheets turned into Cherylann Strom as soon as possible (due 3/26/14). It was also mentioned that, as done in past years, the CDAC Chairperson would draft a letter on behalf of the CDAC to the Worcester City Manager which reviewed their findings and scoring recommendations under this year’s process. The next CDAC meeting was scheduled for 3/31/14 and would also be used to focus on the committee’s “next steps”.

#### 4) Adjournment:

As there were no more items for discussion, the meeting adjourned at 7:45 P.M.