

# City of Worcester, Massachusetts

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**City of Worcester  
Community Development Advisory Committee  
City Hall Room 401  
Tuesday, January 28, 2014  
5:15 PM**

## **MEETING MINUTES**

In attendance:

CDAC: Mark Borenstein, Michael Larkin, Ed Moynihan, James Spillane, Cherlyann Strom, Dana Strong, Matthew Yalouris

City Staff: Greg Baker, Stephen Hill, Tony Miloski, Hung, Nguyen, Miguel Rivera

Meeting called to order by Chairman Ed Moynihan at 5:20 P.M.

CDAC voted to approve minutes from 11/5/13 meeting.

Greg Baker gave over view of the Year 40 RFP's process, and reported on updates that were made to binders and materials since the last CDAC meeting (which had been scheduled for 1/21/13, but was cancelled owing to a snowstorm and a lack of quorum). He and Miguel Rivera (Housing Development Director), also talked about the fact that after this year, the Affordable Housing RFP category may be taken out of the regular CDAC review process and said RFPs would be reviewed through a different process which would place increased emphasis on proper under-writing criteria for proposed projects.

There was considerable discussion among the CDAC members and with the City Staff with regard to the next CDAC meeting (scheduled for 1/30/14) whereby the project applicants would be making three to five minute presentations on their proposals and would then entertain questions on their proposals from the CDAC for up to five minutes. Some of the issues discussed included whether City Staff would provide CDAC members with questions to be asked (as had been done during last year's process) and whether performance information would be provided on behalf of applicants and programs that were recommended in the current program year (Year 39). There was also discussion around the scoring sheets used last year and the results obtained by the city during the community needs public hearing held on 12/16/13.

The general consensus reached among city staff and CDAC members was that review process should be done with “fresh eyes” and not influenced by city staff input or review of current year’s performance. It was recommended that CDAC members should generate their own questions (which would take into account the demonstrated need for proposed projects, the proposed solution offered in the RFP, the ability to provide measurable outcomes for project success and the financial & staffing capacity of applicants). CDAC members should take notes on the presentations which would guide the discussion of follow-up CDAC meetings and during the RFP rating process.

For the next CDAC meeting, city staff did agree to provide the following items:

- 1.) Programs funded in Year 39 (current program year)
- 2.) Meeting notes from the Community Needs Public Hearing and Workshops held on 12/16/13
- 3.) Scoring Sheets
- 4.) A breakdown of which RFP proposals were new this year and not currently funded

Beyond the next CDAC meeting on 1/30/14, follow-up CDAC meetings have been scheduled for 2/11/14 and 3/4/14. It was proposed that the 2/11 meeting be used to review the scoring sheets and to discuss the RFP ranking system to be used.

The meeting was concluded at about 6:46 p.m.