

Malden Community Preservation Committee
18-2 Meeting Minutes
January 23, 2018

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Attendees: Roberto DiMarco, Brian Holdridge, Frank Molis, Julianne Orsino, Becky Solo, Lisa Sulda

2018 FEB 27 A 9:22

Meeting called to order 7:00 PM

CITY CLERK'S OFFICE
MALDEN, MASS.

1. Meeting Minutes
 - a. Motion to approve the 1/9 meeting minutes by Member Holdridge. 2nd by Member Sulda. All approved, except Member DiMarco abstained.
2. Documentation
 - a. Evaluation Form
 - i. Member Sulda presented the draft evaluation form. Discussed the point system and how to rank the different pieces of the evaluation form.
 - ii. Next Steps: Member Sulda will make revisions for next week.
 - b. CPC Document Review
 - i. Member Orsino believes that we are close to publishing the pre-application and application forms and instructions.
 - ii. Rules and Regulations
 - iii. Plan - Only need to incorporate Stuart's feedback.
 - iv. Pre-Application
 - v. Application
 - vi. Application Instructions
 1. Reviewed the application instructions.
 2. Next Steps: Motion by Members DiMarco and Molis to empower Members Solo and Sulda to do final review and formatting of pre-app, app, and app instructions.
 - c. CPA Grant Agreement General Conditions
 - i. Additional document for Committee to prepare. Document drafted based on other CPC materials. Not something we would publish ahead of time.
 - ii. Member Holdridge looked at the Coalition's website and grant agreements seem to be used for projects on private land. Grant agreement should include reporting guidelines. Disbursement guidelines might be connected, but not necessarily. Is this a project we could give to a hired person to help us with? Or could a sub-CPC committee work on sorting this out?
 - iii. What would we want this document to cover? Reporting cycle (how often the funded project would need to report back to CPC on progress); recognition (signage/recognition that the project was funded by CPC in signage or other materials).
3. Revised Timeline
 - a. Accept pre-application 3/1 to 5/1
 - b. Information on pre-app at 4/1
 - c. Information on application during the summer
 - d. Accept application 9/4 to 11/30
 - e. Start to review applications 1/1
 - f. Close application review and meet with City Council 4/1
 - g. Once pre-application has been approved, even if application doesn't get approved, project does not necessarily need to submit a new pre-application in the next round.

4. Parking Lot

- a. 11/21: How far in advance (best practice) for public notice of project presentations? Meeting agendas should list, but those only require 48 hours. These are the upcoming applications that will be considered, with dates. This may be 2 weeks. (Ask Stuart).
- b. 11/21: Sample budget to include with application instructions. (Ask Stuart)
- c. 11/21: Member Molis to look into the title of MRA for FY18 Funding Cycle Budget Summary. Emailed to the group. COMPLETE.
- d. 11/21: Should we limit the administrative costs for our applicants? (Ask Stuart)
- e. 12/5: The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. Such expenses may account for up to 10% of the total budget. (Ask Stuart)
- f. 12/5: Include general disclaimer in the Plan: "CPC has the authority to waive any of these requirements on good cause shown." Ask Solicitor Fallon.
- g. 12/19: Review the process for denying applications. Ask Solicitor Fallon.
- h. 12/19: Ask Member Molis to write an annual report for the mayor.
- i. 12/19: Will we invite applicants to participate in the City Council presentation? Member Orsino to ask Councilor DeMaria. No. COMPLETE.
- j. 1/9: Where do we want to include Standard Application Process #4 CPC Review of Applications and Public Comment?
- k. 1/9: Discuss hiring a consultant/assistant and/or hiring someone to build a website.
- l. 1/23: CPA Grant Agreement General Conditions - what do we include? How do we get this information out?
- m. 1/23: For projects with multiple partners, they should submit a MOU that outlines how they will work together. (For Grant Agreement)

5. Old Business

- a. Member Molis to look into MATV and having CPC do a segment.
- b. Member Holdridge reviewed the budget and discussed how to approach the administrative expense line. Continue to assume that we will use the full 5% administrative expense.
 - i. How do we hire a website designer to create our CPC website? Member Orsino to ask Kristen from Somerville if she knows anyone that would be able to help us. Also need a logo.
 - ii. Can we pre-order CPC signage?

6. New Business

- a. Mayor is presenting a plan for the hospital site. Should a member of the CPC attend the presentation? It may be possible to watch via MATV at a later time.
- b. Member Holdridge is stepping down from the CPC at the end of February.
- c. Member Orsino suggested that we only meet once a month instead of twice. Plan to meet Tuesday 2/13 and, if all application materials are in a good place, meet the second Tuesday in March.

Meeting adjourned 8:46PM.