

Malden Community Preservation Committee
18-1 Meeting Minutes
January 9, 2018

Attendees: Ken Antonucci, Inna Babitskaya, Brian Holdridge, Frank Molis, Julianne Orsino, Becky Solo, Lisa Sulda

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2018 FEB -8 P 2:07

Meeting called to order 7:00 PM

CITY CLERK'S OFFICE
MALDEN, MASS.

- 1) Meeting Minutes
 - a) Motion to approve the 12/19 (17-24) meeting minutes by Member Molis. 2nd by Member Holdridge. All approved.
- 2) Old Business
 - a) Malden is Moving event on Monday January 8th went very well. Members of many community organizations from Malden in attendance. MATV was also in attendance and recorded the event.
 - b) Parking Lot
 - i) 11/21: How often will we accept applications and pre-applications? Once per year.
 - ii) 11/21: How does pre-application connect to application? Include the approved pre-application as the cover sheet to the application.
 - iii) 11/21: Include reference to municipal parties and/or nonprofit organizations and/or other groups that are interested in the project/support the project. Yes.
 - iv) 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).
 - v) 11/21: As part of application instructions, create a list of questions that should be incorporated into the narrative. Project objective, etc. Done.
 - vi) 11/21: Sample budget to include with application instructions. (Ask Stuart)
 - vii) 11/21: Member Molis to look into the title of MRA for FY18 Funding Cycle Budget Summary.
 - viii) 11/21: Should we limit the administrative costs for our applicants? (Ask Stuart)
 - ix) 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)
 - x) 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.
 - xi) 12/19: Create an evaluation checklist for applications. Done.
 - xii) 12/19: Review the process for denying applications. Ask Solicitor Fallon.
 - xiii) 12/19: Ask Member Molis to write an annual report for the mayor.
 - xiv) 12/19: Will we invite applicants to participate in the City Council presentation? Member Orsino to ask Councilor DeMaria.
 - xv) 1/9: Where do we want to include Standard Application Process #4 CPC Review of Applications and Public Comment?
 - xvi) 1/9: Discuss hiring a consultant/assistant and/or hiring someone to build a website.
- 3) CPC Application Instructions
 - a) Continued to review CPC Application Instructions.
 - b) Next Steps: Member Holdridge to look into the CPA Funds Disbursement Guidelines.
 - c) Next Steps: Member Sulda to draft guidelines for how to review and score applications.
- 4) New Business
 - a) Member Holdridge presented the draft FY19 Budget.

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- i) Discussion of how we might want to spend some of the administrative expenses. Do we want to hire and bring in a consultant in the next 6 months? Do we want to hire someone to build a website?
- ii) Next Steps: Member Molis will look into whether we need to bid out for a consultant.
- b) Member Antonucci will present the updated timeline at the next meeting.
- c) Member Sulda: CPC has posted information on Facebook about grants available to Malden community groups, but the grants require an Open Space Plan. Malden recently approved its Open Space Plan.

Meeting adjourned 8:56 PM.