

Malden Community Preservation Committee
18-3 Meeting Minutes
February 13, 2018

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

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Meeting called to order 7:00 PM

CITY CLERK'S OFFICE
MALDEN, MASS.

1. Meeting Minutes
 - a. Motion to approve the 1/23 meeting minutes by Member Molis. 2nd by Member Sulda. All approved.
2. Documentation
 - a. Pre-Application: Move the guiding questions from Project Status to Project Description. Motion by Member DiMarco to finalize and release the document (with tonight's edits) on March 1. Second by Members Antonucci and Sulda.
 - b. Application Instructions and Application: Discussed final questions and edits. Motion to keep "CPC prioritizes projects with no maintenance" (5 in favor, 2 opposed). Continued discussion around whether CPA legislation allows for CPC funding to be used for maintenance. Motion by Member Molis to finalize and release the document (with tonight's edits) on March 1. Second by Member Antonucci.
3. Old Business
 - a. Hiring an Admin: Discussed the admin position draft job description, number of hours (average of 10 hours per week), and hourly rate (\$15-\$20/hour up to an annual max of X?). **Review this again at next meeting.**
 - b. Update to City Council: Member Orsino has signed CPC up to provide a status update in March to the City Council.
 - c. Informational Workshop: Member Orsino talked to Councillor Sica about hosting an informational workshop in Ward 8 soon after we launch the pre-application and application forms. Use the meeting as an opportunity to go through our pre-application form, by question. Member Babitskaya is going to reach out to Councilor Matheson about hosting another informational workshop at the Beebe School at the end of March/the beginning of April. Member Sulda is going to reach out to Councilor Crowe about hosting another informational workshop.
 - d. Budget: Discussed Member Holdridge's revisions to the FY19 budget. Motion to approve the FY19 budget and for Member Orsino to send to the Mayor by Member Antonucci. Second by Member DiMarco.
4. New Business
 - a. Upcoming Tuesday Meetings: 2/27, 3/13, 3/27, 4/10, 4/24
 - b. Next Meeting: Finalize CPC Plan
 - c. Next Meeting: Finalize the Rules and Regulations
 - d. Next Meeting: Discuss the launch of pre-application and application.
 - e. Member Molis suggested we put up an ad in the local papers about upcoming informational workshops.
 - f. Member Sulda designed a draft logo for CPC. We could use this in the short-term and eventually have Malden high school students design a logo for the long-term. **Continue discussion of logo at next meeting.**

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5. 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. 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.
- c. 12/19: Review the process for denying applications. Ask Solicitor Fallon.
- d. 12/19: Ask Member Molis to write an annual report for the mayor.
- e. 1/9: Where do we want to include Standard Application Process #4 CPC Review of Applications and Public Comment?
- f. 1/9: Discuss hiring a consultant/assistant and/or hiring someone to build a website.
- g. 1/23: CPA Grant Agreement General Conditions - what do we include? How do we get this information out?
- h. 1/23: For projects with multiple partners, they should submit a MOU that outlines how they will work together. (For Grant Agreement)
- i. 2/13: Review the CPC logos that Member Sulda presented.

Meeting adjourned 8:44 PM