

Malden Community Preservation Committee  
18-4 Meeting Minutes  
February 27, 2018

Attendees: Ken Antonucci, Roberto DiMarco, Frank Molis, Becky Solo, Lisa Sulda

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Meeting called to order 7:00 PM

2018 APR 10 A 10:26

1. Meeting Minutes
  - a. Motion to approve the 2/13 meeting minutes by Member DiMarco. 2<sup>nd</sup> by Member Antonucci. All approved.
2. Documentation
  - a. Final review of documentation. Discussed final edits to the application, pre-application, and instructions. Member Solo will add back in the sentence "CPC prioritizes projects with no maintenance required... Please identify the source of maintenance funding, if required." in the Maintenance Budget box.
  - b. Member DiMarco motion to issue the documents as final, 2<sup>nd</sup> by Member Sulda.
  - c. Posting: Member Solo will post on Facebook/Twitter, Member Solo will email Ron Cochran and ask that he post to CPC website and if he can add something to the main page of Malden's website. Member Sulda will share with the local newspapers. Member Molis will ask if MATV can post an announcement. Member Sulda will draft a Press Release, which can then be posted the Press Release on Nextdoor website, etc. Print 50 copies of the pre-application and put out at the Mayor's Office, in the Senior Center, City Clerk desk, Library, etc. Member Sulda will draft a cover letter (based on the press release) introducing the community to the CPC.
  - d. Member DiMarco motion to table the Rules and Regulations to future meeting. 2<sup>nd</sup> by Member Sulda. All approved.
  - e. Member Solo motion to table the CPC Plan to future meeting. 2<sup>nd</sup> by Member Molis. All approved.
  - f. Discussed whether we need these documents to be vetted by the City Council or Mayor.
3. Old Business
  - a. Informational Workshops: Member Sulda will ask Councilor Crowe about hosting an informational workshop.
  - b. Member DiMarco motion to approve the new logo, with Member Sulda making a few edits to the new logo. All approved.
  - c. Member Sulda will add copyright symbol to logo. Member Solo will then begin to integrate the logo into the pre-application/ application/ instructions/ social media.
4. New Business
  - a. Motion to go into executive session. All approved. Motion to exit executive session. All approved.
  - b. Next meeting: 3/13
  - c. Happy one year anniversary CPC Malden!
  - d. Member DiMarco motion to table discussion of incorporating Informational Workshop into our regular agenda items. 2<sup>nd</sup> by Member Molis.
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.

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- 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)

Meeting adjourned 8:13 PM