

CPC Meeting
18-10 Meeting Minutes
July 10, 2018

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Attendees: Ken Antonucci, Inna Babitskaya, Becky Loring, Frank Molis, Julie Orsino, Anna Tse, Lisa Sulda
Late: Ted Louis-Jacques
Absent: Roberto DiMarco

CITY CLERK'S OFFICE
MALDEN, MASS.

Meeting called to order 7:00 PM

1. Public Comment

- a. Questions related Fellsmere Park project. Applicant Name: need to apply on behalf of an organization. Can't apply as an individual. City of Malden "owns" Fellsmere Park. DCR has "care and control" meaning they're responsible for park maintenance. May be helpful to send this project description and specific questions to Stuart. Member Orsino will follow-up with Stuart with this.

2. Meeting Minutes

- a. 5/22/2018, 18-8 Meeting Minutes: Members Loring and Sulda abstain. Motion by Member Molis to approve, 2nd by Member Tse.
- b. 6/12/2018, 18-9 Meeting Minutes: Members Antonucci, Louis-Jacques, and Sulda abstain. Motion by Member Molis to approve, 2nd by Member Tse.
- c. Discussion around previous conversations with Stuart Saginor and whether there is a need to have him speak to the group again in the near future. No need at this time, until we have specific questions.

3. P/T CPC Administrator Update

- a. Marlies Henderson has accepted the position and is currently going through the hiring process with the City of Malden. Start date TBD.

4. Next Steps for Application Process

- a. Reminder: City Councilors cannot submit applications. Member Tse will follow-up with Councilor O'Malley to learn who the contacts will be for the pre-applications he submitted. Member Orsino has already spoken with Councilor Sica. Member Louis-Jacques can speak with Councilor Anderson. Member Loring will reach out to Councilor Matheson. Member DiMarco to talk to Councilor Murphy. Councilors need to appoint the organization of the project and application to an individual.
- b. Once the projects have been passed to individuals, Member Orsino will reach out to all of the application contacts about next steps.
- c. Mayor Christenson asked whether park lights would be eligible for CPA funding. The addition of lights at parks would qualify for CPA funding as a capital improvement. No pre-applications were submitted, but would we still allow for an application to be submitted? Member Orsino asked for a list of the parks that need lights to see if any of those parks were the subject of a pre-application. If it's an existing effort to rehabilitate a park and a time-sensitive capital project, then CPC will review a pre-application. Member Antonucci will reach out to Joe Levine at the Recreation Department and ask that he submit a pre-application for park lights related to current projects.
- d. Next Steps: Member Orsino will send reminders to the applicants and invite them to bring their questions to a CPC open meeting. Only one CPC Meeting before application deadline

(August 14). Publicize the meeting as open to applicants to bring all of their questions. Member Loring will put on social media. Member Orsino will call Barbara and ask her to do a story. Member Sulda will draft a press release.

5. Officer Elections
 - a. Unanimous nominations for Member Orsino to remain Chair. All in favor.
 - b. Unanimous nominations for Member Molis to remain Vice Chair. All in favor.
 - c. Nomination by Member Antonucci for Member Molis to remain Treasurer, second by Member Louis-Jacques.
 - d. Unanimous nominations for Member Loring to remain Clerk. All in favor.
6. Old Business
 - a. Member Loring updated the Plan on the CPC website and made sure the CPC Minutes link from our page. Member Loring will link the CPC Facebook page to the CPC website as a Related Link. Member Sulda will send Member Loring PDFs of Press Releases and have Marlies link them to the Malden CPC website when she starts.
 - b. Malden CPC has a City of Malden email address: MaldenCPC@CityofMalden.org. Member Orsino will forward all the emails currently in the GMail folder to the new email address. Eventually, Marlies will be able to respond to questions that this email receives. Whole committee will have access to the email folder.
 - c. Member Orsino talked to the City Clerk and we should not provide a list of projects. Any requests for this information should go through the Clerk.
 - d. Member Antonucci asked if Member Loring was reimbursed for marketing expenses. She was.
7. New Business
 - a. None.
8. Parking Lot
 - a. 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. Member Orsino to follow-up on this.
 - b. 12/19: Review the process for denying applications. How much detail do we need to provide to the applicants? Ask Solicitor Fallon. Member Orsino to follow-up on this.
 - c. 1/9: Where do we want to include Standard Application Process #4 CPC Review of Applications and Public Comment? Member Loring to follow-up on this.
 - d. 1/23: CPA Grant Agreement General Conditions - what do we include? How do we get this information out?
 - e. 4/10: Discuss Committee Votes section of Rules and Regulations. Member DiMarco to follow up on this.
 - f. 4/10: Review additional tabled items in Rules and Regulations.

Adjourned at 8:06 PM