

CPC Meeting
18-12 Meeting Minutes
September 11, 2018

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

CITY OF MALDEN
MALDEN, MASS.

Meeting called to order 7:06 PM

1. Meeting Minutes
 - a. 8/14/2018, 18-11 Meeting Minutes: Motion by Member DiMarco to approve the minutes, 2nd by Member Sulda.
2. Old Business
 - a. Treasurer/Finance Update:
 - i. Motion by Member Antonucci to form a Finance Subcommittee to include CPC Treasurer and other representatives of the CPC. Member Loring and Member Molis offered to join the subcommittee. Member Sulda offered to serve as a back-up participant. Marlies volunteered to look up whether a subcommittee can have 4 members. 2nd by Member Loring to create a subcommittee. All in favor for the subcommittee. Marlies will also attend these meetings as administrator and record-keeper.
 - ii. Update on recent meeting with City Controller Chuck Ranaghan, Member Orsino, Member Molis, and Marlies. Motion by Member Antonucci to serve as a liaison between the Committee and City Controller.
 - iii. Marlies will reach out to Stuart at CPC about a resource to track project finances.
 - b. Committee Roles:
 - i. Marlies to serve as program coordinator/administrator for the CPC.
 - ii. Member Orsino will make sure the Rules and Regulations are formatted correctly and Marlies will share them with the City Councilor who has requested a copy.
3. CPC Applications
 - a. Next Steps: Review the submitted applications. Invite applicants to discuss their project with the Committee at a future meeting.
 - b. Reviewed the Submitted Applications
 - i. Restoration/Preservation of Wall at Wallace Memorial Park - prepared for discussion based on materiality
 - ii. Adult Fitness Jungle Gym at Coytemore Lea - prepared for discussion based on materiality
 - iii. High Rock Site Signage - incomplete
 - iv. Malden Library Archive Project - prepared for discussion based on materiality
 - v. Waitts Mountain - incomplete
 - vi. ArtLine - prepared for discussion based on materiality
 - vii. WWI Monument Restoration - prepared for discussion based on materiality
 - viii. Trafton Park Feasibility Study - prepared for discussion based on materiality
 - ix. Roosevelt Park - prepared for discussion based on materiality
 - x. Malden River - incomplete
 - xi. Linden Rink Restoration - incomplete
 - xii. Community Garden - prepared for discussion based on materiality

- xiii. Oak Grove Community Building - incomplete
 - xiv. Fellsmere Pond - incomplete
 - xv. Housing and Services for Trauma Victims Feasibility Study - incomplete
 - c. Discussion of Process for Late Applications: In the event of an application submitted late, it is the Committee's sole discretion to review the application. A written explanation describing the exigent circumstances must be submitted with the late application when submitted to the City. At the time of submission, the applicant will be provided with a hearing date to discuss the project and late submission with the Committee.
 - d. Discussion of Process for Incomplete Applications: The Committee has the discretion to determine if submitted applications are prepared for discussion based on materiality. The Committee will share the incomplete submissions back to the applicants for further review and the criteria that is required for re-submission.
 - e. Next Steps: Member Orsino and Marlies will share the applications and the checklist with the Committee. The Committee will review the applications prior to the next meeting. The Committee will review the incomplete applications and determine what information is missing and what questions still need to be answered. Member DiMarco will draft a template letter to share with the applicants.
 - f. Motion by Member DiMarco for Marlies to open and pay for a Dropbox account, 2nd by Member Antonucci. All approved.
4. New Business
- a. Committee should make sure to check the Malden CPC Facebook page and "like" the posts.
 - b. Member Loring will share the Twitter login information with Marlies.
 - c. Member Orsino will represent the Committee at the 9/25 City Council meeting for an annual update.
 - d. Motion by Member Molis for Marlies to get business cards, 2nd by Member DiMarco.
 - e. Marlies to look into continuing education opportunities related to CPA for the Committee.
 - f. Discussion for how, when, and in what order projects are submitted to the City Council and/or Mayor. Member Orsino will confirm the process with Stuart.

Meeting Adjourned at 9:19 p.m.