



Malden Community Preservation Committee

Remote Committee Meeting

March 16, 2021 6:00 p.m.

Meeting Minutes

Committee Members in Attendance: Lisa Sulda, *Chair*, Inna Babitskaya, Cameron Layne, Rachael Running, Khalil Kaba, Eric Henry, Brendan Brett,

Committee Members Absent: Monique Ching

Daniel Koff, CPA Administrator

1. Meeting Called to Order: Sulda called the hearing to order at 6:01 p.m., and read the provisions to hold a remote meeting pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law.

2. Informational Hearing

Sulda provide an overview presentation about the CPC. The presentation included information about its founding, funding sources, historical expenditures, and the application process for FY23. A recording of [the presentation may be viewed in this link](#).

3. Approval of February Meeting Minutes

Layne made a motion to approve the meeting minutes from February 16, 2022. Brett seconded. 6-0 Approved

4. Deliberation on Spot Pond Brook Greenway Phase II Application

The Coordinator clarified that Phase I was completed under budget by approximately \$16,000. Those funds have been rolled back into the CPC General Reserve. The Phase II project request is for \$25,000. Due to a concern about the different geographic constraints of this part of the Greenway, where a significant portion of the project will be placed on the street and may be ineligible for CPA funding, a

memo was provided by the applicant showing that upwards of 29% of the project will be an eligible off-road expense as part of existing or new open space.

Henry expressed that it would be a smart use of resources to bolster funds that have already been approved for the project.

Running makes a motion to approve Spot Pond Brook Phase II application for \$25,000. Kaba seconds. 6-0 approved.

The Coordinator clarified that the funding will come from the General Reserve.

5. Deliberation on Reallocating Funds Between Library Phase II to Phase I

The Coordinator explained how two projects with the Library have been approved by CPC. Phase II has started before Phase I. Phase I was approved in FY19. Construction costs have since gone up, so they are concerned that the bids may be higher than anticipated. If the bids come in higher than anticipated, the Committee has two choices to have the applicant reapply, or the Committee may approve letting the applicant apply funds from one phase to the other.

Babitskaya expressed that COVID has disrupted normal construction costs. She advocated for the historic preservation aspects of the project that this is an historic building that holds the fragile archives for the City of Malden. She expressed that this is an important project for the City of Malden and researchers beyond.

Brett requested that information be shared.

Babitskaya advocated for making an exception on this project because of the condition of the building and water leakage on the archives which are the heritage and treasures of the City. She expressed that this is a pressing matter with a real risk to the archives.

Sulda advocated for calling a special meeting when the bids come back, and request that the applicant submit a formal request.

Running expressed that it feels like an anomaly. Running expressed a willingness to vote to approve overages for this project since it was approved in FY19.

Henry expressed that these archives are important and would advocate for calling a special meeting.

Sulda expressed that she would like to create a form for applicants to apply for overages on a project.

Brett advocating for seeing a document (not a full application) that explains why a project is over budget so the CPC can develop an informed process. Sulda confirmed that the bids and a letter of request for additional funding be sent to the CPC, and the CPC can call a special meeting if the timing does not permit it to be deliberated at the next meeting.

Kaba agreed with the idea of putting together a form or requesting a letter that the CPC can approve officially.

Kaba made a motion to request the applicant to submit a letter requesting for more funds if they need overages, and for the CPC to hold a special meeting to deliberate on the request. Henry seconded.

Running requested an amendment to say that a special meeting could be called but that it's not required, at the CPC's discretion.

Kaba agreed to amend his motion to request that a letter is sent by the applicant if overages are required, and the CPC will decide at its discretion to vote on the approval for funds. Henry agreed to second. 6-0 approved.

6. Review of Updates to FY23 Budget

Sulda informed the Committee that the budget has been increased slightly after more due diligence from the Coordinator. This budget continues to allocate the required 10% to each category, and 5% to administration. There was an additional State match in FY22 that is being carried over into FY23, increasing the budget for that fiscal year.

Running votes to approve the budget for FY23 including the increase to the state match from FY22. Brett seconded. 6-0 approved.

The Coordinator will submit the updated budget to the Mayor's office.

The Coordinator and Chair clarified that going forward the CPC may continue to align their budgeting practice to other CPC's by allocating any increase to actual revenues that is above and beyond the estimated budget for the present fiscal year, to carry over into the next fiscal year.

7. Review/Approval of Online Pre-Application

Sulda informed the Committee that the Coordinator has conducted research on web-form platforms that the CPC could use in their application process, and to receive project updates, invoices, and conduct surveys. Each platform has its own features and different cost structure. Some features such as uploading attachments are required for this service. Sulda opened the floor to the Committee to ask questions and to discuss whether the Committee could approve a specific amount to spend based on further research.

Running expressed interest in paying for a service to create online fillable forms as she has used similar platforms in her career. She expressed that it would take more time for the Coordinator to conduct exhaustive research, and expressed support for the Committee to move forward and obtain a service for whichever platform the Coordinator and Chair deem to be best suited for CPC purposes.

Brett confirmed with the Chair that these costs would come out of the CPC Administrative Reserve.

Brett made a motion to allow the Coordinator to spend up to \$500 to pay for an annual plan for a service to generate online web-forms for applications and coordinator. Running seconds. 6-0.

8. Review/Approval of Updated CPC Plan

Sulda informed the Committee that the CPC Plan update has been drafted. The version that was included in the meeting packet did not show tracked changes. Thus approval of the CPC Plan was tabled until the next meeting.

9. Other Business

Sulda set the next meeting on April 20th at 6pm as an in-person meeting.

Layne expressed interest in having it become a hybrid meeting so that members of the public may join via Zoom.

Babitskaya expressed that conditions may change and that the Committee should be prepared to go online only if in-person meetings are deemed to be unsafe.

Sulda confirmed that the meeting may be posted on the website as a hybrid event and clarified that the agenda may be amended up to 48 hours in advance if the plan needs to change.

10. Adjournment

It was moved by Brett, seconded by Kaba to adjourn the meeting. Approved 7-0.

Meeting Packet:

- [20220113 FY22 FUNDING CYCLE PRE-APPLICATION FORM](#)
- [CPC FY22 Application Form - Spot Pond Brook Greenway](#)
- [CPC Meeting Agenda 2022-03-26](#)
- [ROW Use Memo 031522](#)
- [Spot Pond Brook Greenway Narrative 2022](#)