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Gary Christenson, Mayor

Community Preservation Committee



Malden City Hall Room #105

Broadcast live and recorded on Teams

April 29, 2026 | 6:00 p.m.

Meeting Minutes

Committee Members in Attendance: Rachael Running, *Chair*, Sam Watters, *Vice Chair*, Inna Babitskaya, Jamie Kendall, Monique Ching (late)

Committee Members Absent: Ronnie Raj Verma, Brendan Brett

CPC Manager: Daniel Koff

1. Meeting Called to Order

Running called the meeting to order at 6:10p.m and conducted attendance.

2. Approval of CPC Monthly Meeting minutes from March 18, 2026

Kendall made a motion to approve the meeting minutes from March 18, 2026, seconded by Watters. Approved 4-0.

3. 0035_Emanuel Baptist Church

Running tabled the project until Ching arrived, moving on to items 4 and 5.

At 6:20 Running introduced the project.

Koff provided a summary of the remaining funds to be allocated: \$182k including \$150k from the Historic Reserve (due to a rescinded project, the Oak Grove 100% Design Project), plus over \$300k in additional actual funds that are in CPC's account but have not yet been budgeted by City Council.

Kendall raised the issue of the Church's need for a functioning fire alarm system which was bolded as the most urgent item in the Conditions Assessment.

Running expressed that the second item on the list, the roof replacement, is the most urgent item that seemed fundable. She advocated for funding a portion of the overall restoration project as a starting point for a building that needs substantial improvements. She noted that there is no project management component in the budget, and advocated for adding an additional amount beyond the estimates to allow the Church to hire someone outside of the organization to oversee the project.

Babitskaya expressed skepticism as to whether it would be eligible to use CPA funds to pay for project management services. She did not see any matching funds in the application. Koff clarified that grantees may use project funds for staff management, as long as that funding is not supporting the general operations of a private organization nor is supplanting existing funding for staff salaries.

Kendall pointed out that First Parish hadn't raised any additional sources of funding beyond their endowment when CPC voted to award them funding.

Ching inquired as to whether life safety/fire alarm system would be an eligible CPA expense. Koff believed that it would.

Watters and Ching inquired as to CPA's latitude in defining what is the most urgent repair for the applicant. Koff explained that CPC can define the scope within the Grant Agreement.

Babitskaya advocated for the applicant to get multiple quotes on the project.

Kendall expressed that replacing the roof would be a similar scope compared to what has been approved for other historic preservation projects. Running agreed.

Running invited guest Debora Jackson to speak. Jackson thanked the Committee for focusing on the issues that she believes are most urgent. Her focus was on the roof since that part of the project seemed to be in keeping with CPA's mission, and that leaks are visibly impacting the structure. She too sees vulnerability from not having a connected fire alarm system. If CPC funds a roof replacement, they will seek matching funds to connect the fire safety equipment.

Babitskaya offered a list of additional funding sources that the Church could explore.

Kendall inquired as to the typical cost of a project manager/owner's representative. Koff explained that 3-5% of total construction costs is typical.

Running expressed comfort with funding one piece of the restoration project at a time.

Ching asked if the scope could be defined as a universe of issues so the funds could be used for a variety of sources, taking the complexity of projects into account.

Running pointed out that the report shows that the fire alarm system may or may not be ready to be functional, and expressed concern that the project is unpredictable and may lead to additional costs.

Jackson advocated for having a clear scope of work for any funding award so the Church may build a trusting relationship with CPC.

Running suggested that an \$80k award would pay for the \$75k cost estimate, plus additional funds for a project manager. Ching expressed interest in adding contingency.

Ching made a motion to fund repair and replacement of the membrane roof system and insulation for a total of \$100,000.00. Seconded by Watters. Approved 5-0.

4. Start Secure Contract Extension

Running provided an overview that there is \$10k remaining in their award that was originally approved in FY20. The term of the Grant Agreement has expired, so CPC needs to approve a contract extension in order for ABCD to be able to allocate the remaining funding in their award.

Watters made a motion to extend the Start Secure contract by one calendar year. Seconded by Kendall. Approved 4-0.

5. Annual CPA Plan Update

Running tabled a substantive conversation on the CPA Plan Update until next month.

Koff advocated for CPC members to share the CPC flyer and promote the survey online and in person.

Ching arrived late.

6. Launch of FY27 Pre-Application

Running explained that the proposed FY27 application is a replica of the FY26 application and asked members if there is anything they would like to change.

Kendall inquired about the guideline for having cost estimates to support the budget and whether Section 1, #9 still satisfies CPC's intentions. Members decided to keep the clause as-is.

Brett highlighted that the evaluation criteria about the desire to use CPA funds to leverage other sources is not well emphasized in the application instructions. He suggested attaching the evaluation scorecard to the application instructions document so people who download one may see the other.

7. Other Business

On May 20th CPC will host an annual information session. This will be geared towards potential FY27 applicants as well as anyone who is interested in joining CPC.

5. Adjournment of CPC Monthly Meeting

Brett made a motion to adjourn the meeting. Kendall seconded. Unanimously approved.

Meeting Packet:

CPC Meeting Packet

April 29, 2026

1. [CPC FY27 Pre-Application Form](#)
2. [Emmanuel Baptist Church- Assessment Report 12-17-2025](#)
3. [FY26 0035 Emmanuel-Baptist-Restore-App-Attach 3](#)