

**DATE:** Monday, October 24, 2016  
**LOCATION:** Malden Community Senior Center, Auditorium  
**SUBJECT:** Minutes of Meeting of Master Plan Steering Committee



The meeting started at 6:10 pm.

Committee members in attendance:

Burke, Deborah, Executive Director of Malden Redevelopment Authority  
Hayes, Patrick, Planning Board member  
Ioven, Chuck, Planning Board Chair  
Kinnon, Neil, City Councilor, Ward 6  
Luise, Maria, Special Assistant to Mayor Gary Christenson  
Matheson, John, City Councilor, Ward 3  
Romero, Michelle, City Planner  
Schmidt, Heidi, Citizen member  
Weldai, Adam, Citizen member

*Committee Member Absent: Francis, Karen, Citizen member.*

Ioven chaired the meeting.

The Committee continued its review of the top three priorities of Recommendations and Actions in all five components of the *Master Plan* (Residential Development, Economic Development, Transportation, Community Facilities & Public Services, and Natural & Cultural Resources), in the order as they were ranked by the Committee. The review included the work done to date for each (as described in spreadsheet dated 10/24/16, as updated by the Committee at the meeting 9/26/16).

Committee members provided additional information re: the following recommendations:

1. Determine economic impacts of incrementally increasing housing stock to our basic services (new): Burke, Luise and Romero are scheduled to meet on October 31, 2016 with Community Opportunities Group, the consultant selected to conduct the moratorium study being managed by the City Council. Burke provided information obtained from the Malden Public School Department and Mystic Valley Charter School re: number of school-aged children who reside in various large apartment buildings.
2. Conduct a housing needs analysis (R3.1): Burke reported on her discussion with the Metropolitan Area Planning Council (MAPC) re: a housing needs analysis, which is an inventory of all housing stock in the City, and precedes a housing production plan, which may or may not recommend "production" of more housing types; the City will write a letter of support to the state Legislature re: additional District Local Technical Assistance funding, and if funding offered, City will apply again.
3. Establish new "residential-business" tax category (new): Romero presented information from her meeting with the City Assessor.
4. Prepare an Economic Development Plan (E2.2): Burke reported that the Economic Development Advisory Committee will not reconvene unless there are specific tasks for the Committee. Burke advised that the Economic Development & Business Strategy group meets weekly; this group is comprised of Burke; Kevin Duffy, Mayor's Strategy & Business Development Officer; Chris Webb, Director of Permits Inspections & Planning Services; Joe O'Callaghan, Building Inspector; and is occasionally attended by the Malden Chamber of Commerce Government Affairs representatives.
5. Adopt a Façade Improvement Program (E1.8): Burke reported that the Sign Design Review Committee is preparing amendments of the Sign Control Ordinance to submit to the City Council, including a variance process.
6. Improvements along Route 60 and in Malden Square (T1.4): Romero provided estimate from BETA Group Inc. to update citywide *Traffic Infrastructure Assessment* (2006), to include current traffic counts.

7. Reduce accident rate in top crash locations (T1.2): Romero reported no response received to date for request for assistance from Police Department crime analyst to interpret state crash data.
8. Prepare an infrastructure management plan (P1.8): Ioven reported no response received to date from City Engineer re: updating *Utility Infrastructure Assessment* (2006).
9. Evaluate effective of City organization and management (P2.4): Romero distributed the *Financial Management Review* report prepared by the Department of Revenue (2011).
10. Update and Implement Open Space and Recreation Plan (new/N1.1): Burke reported that the Malden Redevelopment Authority, on behalf of the City, has begun working on the update with the Metropolitan Area Planning Council (MAPC).

The following recommendations were assigned to Committee members to research further:

1. Conduct a housing needs analysis (R3.1): Burke to request additional information from Malden Public School Department and Mystic Valley Charter School for additional apartment buildings (Romero to provide addresses), the number of units, age of the buildings and number of students receiving special education services; and this information for Northeast Regional Vocational School.
2. Revitalize all commercial squares (E2.4) and Adopt a Façade Improvement Program (E1.8): Burke will provide a map of Small Square Initiatives projects.
3. Improvements along Route 60 and in Malden Square (T1.4): Ioven to follow up on requested update with City Engineer; Matheson to provide information on “light recognition technology” in signals.
4. Reduce accident rate in top crash locations (T1.2): Romero reported not having received a response to request for assistance from Police Department crime analyst to interpret state crash data; Matheson to follow up on requested assistance.
5. Prepare an infrastructure management plan (P1.8): Ioven to follow up on requested update from City Engineer on lead-pipe replacement program and *Utility Infrastructure Assessment* (2006). Luise to provide map and list of lead-pipe and replacement program.
6. Develop a Capital Improvement Plan (P4.2) and Prepare a Facility Capital Plan (P4.3): Luise to request plans from Eric Rubin, Director of Public Facilities.
7. Develop, Maintain & Enhance Passive Parks, Malls, Squares, Plazas & Deltas (N1.5): Luise to provide update on beautification program and list of deltas being serviced.

Next scheduled meeting of Committee: November 28, 2016.

The meeting adjourned at 7:55 pm.