



JOSEPH A. CURTATONE
MAYOR

CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE



Community Preservation Committee Position Description

The CPC is devoted to enhancing community preservation in Somerville. It has two primary responsibilities: 1) evaluating the needs of Somerville with regard to affordable housing, historic preservation, and open space/outdoor recreation; and 2) making recommendations to the Board of Aldermen regarding expenditures of Community Preservation Act funding for historic resources and open space/recreation land projects (the Somerville Affordable Housing Trust Fund serves as the housing arm of the CPC and reviews the affordable housing projects).

The CPC consists of nine volunteers, including four members from the general public and a member from each of the following bodies: the Planning Board, the Conservation Commission, the Historical Preservation Commission, the Parks and Open Space Department, and the Housing Authority. To ensure the selection of the most qualified applicants, Mayor Curtatone has formed a review committee composed of experts from the City and the community to review applications, conduct interviews, and nominate candidates for appointment. The Mayor will then make final candidate selections with approval from the Board of Aldermen.

The CPC typically meets once a month, on the fourth Wednesday of the month at 6:30pm. When the CPC is considering applications for funding, it is possible additional meetings will be held.

Being an effective committee member will require that you:

- Familiarize yourself with Somerville's affordable housing, historic preservation, and open space/outdoor recreation policies and needs
- Familiarize yourself with the law ([Community Preservation Act, MGL Chapter 44B](#)) that governs the Committee
- Attend meetings regularly
- Support CPA outreach and awareness raising efforts
- Foster good relations with other city departments, boards, and commissions
- Listen to and be responsive to community feedback
- Use fairness and objectivity when making decisions



CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE

Application to be a Committee Member
Submission deadline: August 3, 2017

Please complete Parts I and II of the application. Submit all materials by email or mail or in person to: employment_opportunities@somervillema.gov

Questions can be directed to:

Kristen Stelljes, Community Preservation Act Manager
kstelljes@somervillema.gov
617-625-6600 x2107
City Hall- 93 Highland Ave. Somerville

Part I: Applicant Information

Name: Jane Carbone

Address: 118 Highland Rd. #2

Primary Phone: 617-799-5592 Email: janocarbone@gmail.com

How long have you lived in Somerville? all my life 58 years

Are you interested in a full first term of three years on the Committee?

- ☒ Yes
☐ No

Are you interested in serving a second three year term on the Committee?

- ☐ Yes
☒ No

The following demographic questions are *optional*:

Gender:

- ☒ Female
☐ Male

Race/Ethnicity (you may select more than one):

- ☒ White
☐ Black
☐ Hispanic
☐ Asian/Pacific Islander
☐ Other

Age:

- ☐ 18-24
☐ 25-34
☐ 35-44
☐ 45-54

- ☒ 55-64
☐ 65-74
☐ 75 or older

Part II: Materials

Please include the following materials in your application:

1. A cover letter answering all of the following questions:
 - a. Why are you a good candidate for the Community Preservation Committee (CPC)?
 - b. How have you demonstrated a commitment to at least one of the three programmatic areas of the Community Preservation Act (affordable housing, historic preservation, and open space/outdoor recreation)?
 - c. What other skills or assets would you bring to the CPC?
2. A resume
3. Three references
4. A brief summary (150 words or less) describing why you are a qualified candidate for the CPC. This information will be posted on the city website for public review between August 7-25.

Please submit all materials by **August 3, 2017** by email to:
employment_opportunities@somervillema.gov