



CITY OF CHELSEA, MA  
Department of Housing and Community Development  
Community Preservation Committee

City Hall, 500 Broadway, Room 101 · Chelsea, MA 02150  
Phone: 617.466.4190 · Fax: 617.466.4195 · Email: [communitypreservation@chelseama.gov](mailto:communitypreservation@chelseama.gov)

Juan Vega, Chair  
Chelsea Housing Authority  
Jonathan Gomez-Pereira, Vice Chair  
At-Large  
Alex Balcarcel, Clerk  
Historical Commission  
Mimi Rancatore, Treasurer  
Planning Board  
Bea Cravatta  
Recreation & Cultural Affairs  
Judith Dyer  
Conservation Commission  
Caroline Ellenbird  
At-Large  
José Iraheta  
At-Large  
Vacant  
At-Large

COMMUNITY PRESERVATION COMMITTEE  
REGULAR MEETING  
THURSDAY, 17 NOVEMBER 2022  
6:00 PM

**Minutes:**

- I. Call to Order**  
Meeting was called to order at 6:11 in Room 102, City Hall, with a quorum present.  
Committee members present: Juan Vega, Alex Balcarcel, Judith Dyer, Bea Cravatta, Caroline Ellenbird, Jonathan Gomez-Pereira.  
Committee members absent: Jose Iraheta, Mimi Rancatore.  
Others in attendance: Sophie Richards

Sophie Richards  
Coordinator

- II. General Public Comment (3 minutes per person)**  
No public comment.

- III. Approval of Minutes**  
Without objection, reading of the minutes was waived. Caroline moved and Judy seconded a motion to approve the October minutes. Remaining present members unanimously voted to approve.

- IV. Finance Report and Updates**  
No finance report was obtained for this month's meeting. Sophie to ask early in December for report for next meeting.

- V. Old Business**  
a. Update to Community Preservation Plan for FY23  
Work on the update to the plan will begin in January.

- VI. New Business**  
a. CP-2  
Sophie confirmed that the Auditing Department completed the CP-2 form on October 31<sup>st</sup>. Sophie to add copy to dropbox.

- b. Community Outreach Updates  
Sophie and Lourdes to hold four informational sessions throughout January and February for the spring funding round. Two meetings will be in Spanish and two in English. Bea suggests holding the informational sessions at the Williams or the Clarke. Sophie and Lourdes to further coordinate.
- c. Social Media Vote  
Members entertained a motion to broaden the scope of the FY'23 admin account funding allocation to include all forms of outreach including social media. Caroline motioned in favor and Jonny seconded. Remaining members voted unanimously in favor.

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*At-Large*

d. Attendance

Sophie informs members that Yahya Noor is no longer a member of the Community Preservation Committee due to three or more consecutive absences in 2022. Sophie will begin outreach to fill the vacant at large position. Sophie to email the term lengths to each member and determine interest in reappointment.

e. FY23 Application Round Updates

Before reviewing applications, Caroline recused herself from the meeting. The committee lost quorum and was no longer able to make funding decisions. All present members verbally consented to remaining unbiased during the review of all applications.

Sophie Richards  
 Coordinator

Five eligible parties were invited to complete applications for the Fall Funding Round and four were submitted to Sophie as of November 1<sup>st</sup>, 2022.

**Chelsea Restoration Corporation.** The committee was impressed by this application. Members agreed their application directly aligns with the CPC’s priorities. However, they held concern for the ask of two years of funding. The application will be further reviewed at the next meeting and will be considered for a one year funding commitment and asked to reapply the following year for the remaining half of their funding request. Sophie was not asked to forward any questions towards this applicant.

**Comunidades Enraizadas/ Community Land Trust.** Members asked Sophie to provide further background context into the applicant’s mission. Members decided they need more time to review the application background and funding request before further decisions. Sophie was tasked with seeing if the applicant had requested funds from the Affordable Housing Trust Fund Board yet.

**Housing Families.** The committee demonstrated concern over two facets of their application. The application did not include any letters of support and there was a lack of matching funds in their funding request. Sophie to ask the applicant for letters of support and to revise their funding model to include matching funds.

**Temple Emmanuel.** Members were impressed by the effort put into this application’s background. The application only included one cost estimate, which concerned members. There was shared confusion over the application requesting funding within the open space/recreation and historic preservation categories. Sophie shares that the applicant worked with the City to collect community input into this application. To better understand the applicant’s intentions, Sophie will ask applicant for the results of the community survey. Sophie will also ask the applicant to provide at least one more cost estimate.

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*At-Large*

**Vacant**

*At-Large*

Members will continue to review application until the next meeting. During the next meeting, members will make funding decisions regarding the fall funding round applications.

**VII.** Other updates and next steps

**VIII.** Adjournment

Alex moved to adjourn. Seconded by Judy. The meeting was adjourned at 7:46pm.

**Sophie Richards**  
*Coordinator*

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