



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*  
Yahya Noor  
*At-Large*

COMMUNITY PRESERVATION COMMITTEE  
REGULAR MEETING  
THURSDAY, 20 OCTOBER 2022  
6:00 PM

**Minutes:**

Sophie Richards  
Coordinator

- I. Call to Order  
Meeting was called to order at 6:05 in Room 102, City Hall, with a quorum present.  
Committee members present: Juan Vega, Mimi Rancatore, Alex Balcarcel, Judith Dyer, Bea Cravatta, Caroline Ellenbird, Jonathan Gomez-Pereira, Jose Iraheta,  
Committee members absent: Yahya Noor  
Others in attendance: Sophie Richards, Lourdes Alvarez
- II. General Public Comment (3 minutes per person)  
No public comment.
- III. Approval of Minutes  
Without objection, reading of the minutes was waived. Judy moved and Bea seconded a motion to approve the September minutes. Remaining present members unanimously voted to approve.
- IV. Finance Report and Updates  
No finance report was obtained for this month's meeting.
- V. Old Business
  - a. Update to Community Preservation Plan for FY23  
Work on the update to the plan will begin in the winter.
- VI. New Business
  - a. CP-2  
Sophie confirmed that the Auditing Department is working to complete the CP-2 form. Sophie will reach out to them on Wednesday October 26<sup>th</sup> to confirm their expected completion before the October 31<sup>st</sup> deadline.
  - b. Community Engagement Plan  
Sophie introduced the updates to the community engagement and gave the Committee time to ask initial questions.

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**Sophie Richards**  
*Coordinator*

The Committee discussed the partnerships Sophie and Lourdes worked to foster with community organizations in preparation for the spring funding round. Sophie will follow up with each community organization in early November to begin individual informational sessions.

Members addressed the possibility of holding two public meetings instead of one. The Members agreed to hold at least one public meeting in mid-February at the Clarke School. The public meeting will emphasize public feedback, including the circulation of a survey.

The largest update to the plan was the social media advertisement details. There were no objections to the quote. The Committee must decide if they want to implement a short-term or long-term strategy.

**c. Community Outreach Updates**

Sophie introduced the draft signage messaging that Sophie and Lourdes designed. Members asked to reach out to Sophie with feedback and suggestions. Sophie to bring an updated design to next meeting.

**d. Website Analytics**

Sophie presented the Committee with graphs and data obtained from the IT Department regarding CPC website activity. The main takeaway was that the website could better engage residents by illustrating projects, as well as increasing accessibility and engagement. Sophie will work with Lourdes to increasing imagery and improve messaging on the new website. In addition, members suggested the inclusion of a calendar on the website that integrates important application deadlines and informational events. Members were encouraged to reach out to Sophie with suggestions for how to improve the site.

**e. Term Lengths**

Members were presented with their term length. There was a lack of clarity on reappointment possibility for members with terms expiring in 2023. Sophie to check with City Manager. Members asked for an attendance check to be added to the November meeting agenda.

**f. FY23 Application Round Updates**

Five eligible parties were invited to complete applications for the Fall Funding Round. The following meeting will include reviewing applications as they are due November 1<sup>st</sup>, 2022.

**VII. Other updates and next steps**

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Sophie to include a CPC calendar on the back of future agendas.

VIII. Adjournment

Bea moved to adjourn. Seconded by Jose. The meeting was adjourned at 7:37pm.

Sophie Richards  
Coordinator

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