

**City of Somerville, Massachusetts
Board, Commissions and Authorities Member Description**

Member Title:	General Public Member
Board/Commission/Authority:	Community Preservation Committee (CPC)
Appointment/Approval:	Mayor/Board of Aldermen
Jurisdiction/Advises/Reports to:	Board of Aldermen
City Staff Liaison:	Kristen Stelljes
Date:	August 20, 2018

Statement of Duties

Responsibilities include:

- 1) Evaluating the needs of Somerville with regard to affordable housing, historic preservation, and open space/outdoor recreation
- 2) Making recommendations to the Board of Aldermen regarding expenditures of Community Preservation Act funding for historic resources and open space/recreational land projects (the Somerville Affordable Housing Trust Fund serves as the housing arm of the CPC and reviews the affordable housing project applications)

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed by the General Public Member. The omission of specific statements of duties does not exclude them from the appointment if the work is similar, related, or a logical assignment to the appointment.

- Become familiar with Somerville’s affordable housing, historic preservation, and open space/outdoor recreation policies and needs
- Become familiar with the Community Preservation Act law, which governs the Committee
- Attend meetings regularly
- Adhere to Open Meeting Law requirements
- Support CPA outreach and awareness raising efforts
- Foster good relations with City departments, boards, and commissions
- Listen to and be responsive to community feedback

Schedule

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

Recommended Minimum Qualifications

Members of the Community Preservation Committee should be supportive of all three programmatic areas of the Community Preservation Act: affordable housing, historic preservation, and open space/outdoor recreation. Members should also have demonstrated commitment to at least one of these areas. This could be through education or professional and/or volunteer experience.

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Special Requirements

At this time, the Community Preservation Committee has a preference for candidates with professional experience in historic preservation and/or American history.

Knowledge, Abilities and Skill

The goal is to create a balanced CPC that includes members who have the following:

Knowledge: Substantive knowledge of at least one of the following areas: affordable housing, historic preservation, or open space/outdoor recreation

Abilities: Ability to use fairness and objectivity when making decisions. Ability to collaborate with other Committee members in decision making. Ability to engage and productively interact with members of the public.

Skill: Have financial expertise and project management experience

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by the board member to successfully perform the essential functions of this appointment. Reasonable accommodations may be made to enable individuals with disabilities to perform the appointment's essential functions.

Physical Skills

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, and operating a telephone and personal computer.

Visual Skills

Visual demands require constantly reading documents for general understanding and analytical purposes.