

Draft Holyoke Community Preservation Act Committee

Minutes June 11, 2025

The meeting was held remotely in keeping with Chapter 2 of the Acts of 2023 for Remote/Hybrid meeting signed into law March 2023.

Members Present:
Michael Falcetti, Vice-Chair/ Housing Representative
Mary Moriarty, Secretary/ Conservation Commission
Chris Gauthier, Historic Commission Representative
Megan Magrath-Smith, City Council Representative
Sarah LaRose, Community Representative
Lauren Niles, City Planning Representative,
Members absent: Helene Busby, Parks and Recreation Commission Representative, Maribel Ortiz, Community Representative
Also Present: CPA Administrator Naomi Klayman, Holyoke Media

Chair Jay Ferreira called the meeting to order at 6:05 and took roll call.

1. Review and Approve minutes from 5/14/25. Correction to the minutes from 5/14/25 the Fiscal year under discussion was FY 25. The money comes from the year 2024 but it is available in FY 2025. ***A motion to approve the minutes from May 14, 2025 with a change was made by Falcetti and seconded by Gauthier. The motion passed unanimously in a roll call vote.***

2. Election of officers.

- **Chair:** Jay Ferreira was nominated for Chair by McGrath-Smith and seconded by Falcetti. Elected unanimously.
- **Vice Chair:** Sarah LaRose was nominated for Vice-Chair by Ferreira and seconded by Falcetti. Elected unanimously
- **Secretary:** Mary Moriarty was nominated for Secretary by Ferreira and seconded by Falcetti. Elected unanimously.

3. Application Schedule for FY 26: *The application process is underway. Target dates are as follows: June 2025- advertising and outreach. August 2025 Application workshops offered. August 15, 2025 Eligibility applications are due. Ferreira and Klayman will screen for eligibility. October 3, 2025 full applications are due. October /November 2025 Historic Architect reviews if needed and Historic committee approval of historic projects to go forward. January 2026 public presentations will be held with dates TBD. February 11, 2026 CPA votes on projects. February 17, 2026 CPA recommendations go to City Council.*

Gauthier asked for streamlining of the Historic Application Process. Falcetti asked if the full committee can receive copies of all eligibility applications for the sake of information about city interests. Ferreira agreed. Magrath-Smith recommended checking with decision-making stake holders such as the law department and the CPA coalition regarding the dates to review eligibility. She also reminded about the City Council meeting dates to coordinate with.

A motion to approve the Application Schedule for 2026 as stated above was made by Falcetti and seconded by Magrath-Smith. The schedule was approved in a unanimous vote.

4. Request to appropriate \$15,000 from the remaining FY 25 budget to fund the small project program (under \$3000.) Ferreira explained that we have a small project program that has never been used. He said there has been interest recently. Falcetti supported moving ahead with it. Moriarty asked if we approve everything in the small projects plan and if we do, and pitching to the public is not required, how will the public be informed? Magrath-Smith said the public is unaware of the program. We need to get the information about the program out to the public through news items, social media and tabling. She said we need a timeline, improved wording and simplified directions in the application. Klayman offered to work on wording. Falcetti agreed about getting the word out and suggested CPA members volunteer to assist with tabling at the various city-wide social events scheduled for this summer. Ferreira pointed out that though there will no "pitching to the public" required of the applicants, the citizens will be informed through our public meeting discussions about the projects. Ferreira explained that City Council must approve the appropriation of the money for the project. ***A motion to appropriate \$15,000 to fund the Small Projects Program for one year with the approval of the City Council was made by Falcetti and seconded by LaRose. The motion passed unanimously.***

Moriarty reminded that the CPA Committee minutes from last meeting indicated that we are committed to giving the applicant for a small grant an answer at this meeting regarding whether their application can proceed. Ferreira said he would reach out to them and explain our position.

5. Contract updates: Klayman reported that the One Holyoke Tiny House Contract is the most complex. The Community Development Department and the Legal Department are working on the details with One Holyoke. The YMCA, City Hall Stained Glass and the Gloutak Playground contracts have all been completed. Applicants can start spending money. The Lawrence school roof project contract is being worked out with the Legal Department. One Holyoke Community Center contract is being worked on.

6. Old Business: Klayman reported that Tyler, the Historic Consultant said he is interested in offering his services again this year. He said he will not be billing for any reports from the most recent application cycle. So that money will remain in our coffers.

Klayman will be taking a training from Kelly Curran and Rory Casey regarding MUNIS.

Ferreira reported that the funding for next year is potentially better than previously thought. We may be approaching a \$1,000,000 budget for next year. An official budget should be available at our next meeting.

Meeting adjourned at 7:17