



WAR MEMORIAL BUILDING  
310 APPLETON STREET  
HOLYOKE, MA 01040

# War Memorial Building

Commissioners Monthly Meeting  
April 11th, 2023 @ 6PM

# Agenda Items

## Formalities

- ▶ *Welcome and Roll Call*
- ▶ *Opening Motions – Approve Minutes from former meeting*
- ▶ *Chairmans Report*
- ▶ *Old Business*
- ▶ *New Business*

## Topics

- *Final Decision on WM Commissioners Candidate*
- *Event Rental Updates*
- *Room designation & Clean up*
- *Security System updates*
- *Friends of War memorial Not-for profit update*
- *Holyoke 150th Anniversary Events*
- *Open Forum*

▶ *Chairman's Report*

▶ *Old Business*

▶ *New Business*

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War Commissioner Office has started to be cleaned out !  
Filing and Deep cleaning in process.

Forms are being edits:

Applications for Rental

Contracts

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**Old Business:**



Follow up on Auxiliary Space - Mayor Garcia

CHD/ BHN Meet & Greet - Mayor Garcia

Legal update - Chairman (Ken was able share past contracts, I am still reviewing them)Work in progress

Designate space to offer to CW solutions for Kitchen, Storage & Office page.

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**New Business:**



Open space is needed for our Archival program run by the Wistariahurst Museum- space must be temp controlled.  
Custodian Steve has provided blue prints and space availability.

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## Final Decision on WM Commissioners Candidate

- ▶ Proposal to move forward with the following candidate to appoint:
  - ▶ Andrew McMahan
  - ▶ Donald Andrejczyk
- ▶ Proposal to move forward with the following candidates to appoint as alternates:
  - ▶ Jesus Pereira
  - ▶ Colleen Chesomore

If we are able to add more Chairs and or Alternates we propose to forward to Phil Levy

## 2 Pending Candidates for interview

- ▶ Herb Colon Pending (Non-Holyoke Resident)
- ▶ Nelson Rivera Pending (Non-Holyoke Resident)
- ▶ 2 Candidates have been interviewed at this time.
  - ▶ Kevin Thomas
  - ▶ Andrew McMahan
  - ▶ Collen Chesomor
  - ▶ Donald Andrejczyk

# Event Rental updates

## Future events

- ▶ June 22 , 9am (Booked)
  - ▶ Opportunity High School Graduation- Would like to use the Main Hall from 9am to 3pm. After event would like to host a luncheon. Open to brief intermission or to set-up in back of Hall.
  - ▶ If possible we can use basement to host the meal. Clean up and set up set up by Event Coordinator.

June 23, Loculus (Pending)

Seeking to rent the Main Hall for a dance event.

## Expectations

- ▶ All application will be reviewed and accepted or denied by the WM Commissioners. Discussion to be held as needed when applications are submitted within 7-10 business days.
- ▶ If unable to discuss a specific date will be shared with applicant on when review will take place.
- ▶ Deposit to be processed to hold date \$150 (refundable if cancelled up to 7 days before event, if postponed funds will be held for future date.
- ▶ Final payment due 72 hours prior to date of event with all documentation in place.

# Room designation & Clean-up



War Commissioner Office has started to be cleaned out !  
Filing and Deep cleaning in process.



Expectations Standard room expectations to be set up and designed to provide to all current tenants.

Set up meeting with applicants to review current space in use, cleanliness and requirements.



Standard room expectations to be set up and designed to provide to all current tenants.

Set up meeting with applicants to review current space in use, cleanliness and requirements.

# Security Systems Updated

Former Commissioner has been removed as the emergency contact.

Chairman has been delegated as 1st contact.

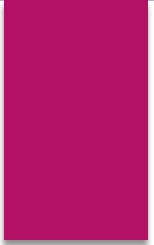
DPW on-call is now listed as the 2nd listing as the emergency contact.

P.O.C Mr. Steve Polakowski

## June 2023

\*Cops Monitoring.Com is going to changing companies.

In the event the alarm goes off, primary contact will be reached, then secondary. DPW will be sure to respond and provide WM Commission with feedback and indecent report.



The WMB has a fund open known as the Friends of the WM at this time I am working with Peoples Bank to ensure all funds and access to accounts are being delegated to the appropriate participants. Contact has been made with the current account holder to ensure the transfer of funds is processed correctly. Account will be transferred to City Treasure and if allow to Chairman and or delegated to another Commissioner.

3 Checks have been found and action to deposit and or track is in place.



Friends of War Memorial Not-for profit



# Holyoke 150th Anniversary!

How can the War Memorial participate in this year's 150th Anniversary?

The community has hosted several events in Honor of our 150th anniversary. Any thoughts and ideas on what we can do this year to make a difference or impact to our community!

Memorial Day Event is now being organized by Jesus Periera, have we thought about making this event for this year along with our Veterans Day more attention to attract more visibility and display of event.



Open Forum!