



WAR MEMORIAL BUILDING
310 APPLETON STREET
HOLYOKE, MA 01040

War Memorial Building

Commissioners Monthly Meeting
June 20th, 6PM
First Floor Medal of Honor Room

Agenda Items

Formalities

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

Topics

Events

- Auxiliary Unit Meeting*
- Elevator Repair Plan*
- Open Forum*

▶ *Chairman's Report*

▶ *Old Business*

▶ *New Business*

War Commissioner Office clean out is a work in progress has started to be cleaned out ! Filing and Deep cleaning in process.

Complete: Applications for Rental

Complete: Contracts



Old Business:

Follow up on Auxiliary Space - Done Laddy w/DPW

Designate space to offer up for:

New Business:



Open space is needed for our Archival program run by the Wistariahurst Museum- space must be temp controlled.

Storage & Office space (VA Dept-Jesus)

Phil Levy (VFW)



Welcome to our Newest Commissioners to your First Meeting!

We are ready and excited to have you join us tonight!

- ▶ Andrew McMahon
- ▶ Donald Andrejczyk

When we are able to add more Chairs and or Alternates we propose to move forward with formal applicants/ those who have shown interest!.

Current Roles:

Mayor & Treasure - Exofficianto

Chairman- Laddy Rua

IT/ Web updates - Ken Harstine

Secretary/ Minutes Keeper -
Vacant

Sub Committee Organizer - Vacant

Event Rental updates

Future events

June 22 , 9am (Booked)

- ▶ Opportunity High School Graduation-
After event will host a luncheon.

July 22 Pastora Maria- From Local
Pentecostal church seeking to rent parking lot
for community event (Pending)

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 at meeting will be shaver via email.
- ▶ Deposit to be processed to hold date \$150 Main Hall Event
 - ▶ (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, or sooner.

Room Designation & Clean-up?

Looking for
community
help/
volunteers



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.

Police Auxiliary Unit

Current Auxiliary Unit occupies the entire Lower level. The space is use Tues & Friday 9-1 and for meetings/training/events.

54 Members

1-2 on-site when assigned

10 office spaces

- ❖ Training rooms
- ❖ Office Room
- ❖ Meeting Room / Conference rooms

2 Male/Female restrooms

Main Galley

Lower level Banquet room

Storage spaces

Discussed plan for Reorganization to allow for our Kitchen Update and remodeling to allow to sustainability

On-boarding new residents

Access to space
Key Control

Room Designation

Emergency Egress

Storage

Fixing leaks in Main office

Repair of Gallery walls

Schedule Maintenance

Service Room is located in basement (IT to relocate to support rest of building)

Next Steps

To do's

Access to the space (ladder well) will remain open to be able to enter and exit as necessary.

Keys will only be distributed via Chairman/DPW. No duplicate keys will be allowed.

Chief Dittrick is going to work on his needs/Wants list to help us understand the best flow for the use of space as well as provide suggestions.

Next group

A meeting will also be set up with the remainder of the occupants to also discuss space usage, current and future state of WM.

Elevator

Issue

Elevator has been out of order since 5/29/2023. It is in basement in need of repair, cabling and doors

Access to lower lever has been via Side alley and or internal ladder well.

Repairs on electrical have started Lyle Electric as of 6/15/23 has completed CAT-6 wiring

Funding/ Cost

Funding and cost of repair has been approved as of last week during the City Budget meeting.

Estimated cost of repair \$100K

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!



Open Forum!