

AGENDA FOR THE CITY COUNCIL  
MARCH 18, 2025

PUBLIC HEARING

1. HGE Pole Petition Corser St(1)

PUBLIC COMMENT

REGULAR AND PENDING EXECUTIVE SESSION MINUTES

2. From City Clerk Brenna Murphy Leary an Admin Assistant Jeffery Anderson-Burgos, meeting minutes from the Special Meeting on February 24, 2025 and the March 4, 2025 meeting.
3. -- November 1, 2022, December 5, 2023, and February 6, 2024 Executive Session Minutes - Reviewed and partially released as of September 4, 2024
4. -- January 22, 2024 and June 11, 2024 Executive Session Minutes - Reviewed and withheld in entirety as of September 4, 2024
5. -- November 19, 2024 Executive Session and December 9, 2024 Finance Committee Executive Session Minutes - Yet to be reviewed

LAIID ON THE TABLE

6. From City Clerk Brenna Murphy Leary and Admin. Assistant Jeffery Anderson-Burgos, minutes of February 18, 2025 meeting.
7. The Committee on Charter and Rules to whom was referred an order With community support, order that the following section of our Codes of Ordinances and charter be updated to reflect use of email as sufficient for special meeting notice:  
Sec. 12. – Special meetings of city council.  
The Mayor or City Council President may at any time call a special meeting of the city council by public posting through the city website along with written notifications thereof, together with a statement of the subjects to be considered thereat, to be deposited in the post office, postpaid and addressed to the persons to be notified, at least forty-eight hours before the time appointed for such meeting, or to be left at the usual place of residence of each member of the council, by email at least forty-eight hours before the time appointed for such meeting. (Acts 1965, c. 187; Acts 1992, c. 189)  
Awaiting disposition

COMMUNICATIONS

8. From Mayor Joshua Garcia, letter reappointing Ms. Patricia Normand of 36 Pleasant St to serve as a member of the Conservation Commission. Ms. Normand will serve a three year term expiring February 1, 2028.
9. From Mayor Joshua Garcia, letter reappointing various individuals to serve as members of the Parking Advisory Board

10. From Mayor Joshua Garcia, letter appointing Ms. Dalila Hyry-Dermith of 37 Longfellow Rd. to serve as a Commissioner of the Board of Health. Ms. Dalila Hyry-Dermith will serve a three-year term expiring
11. From City Solicitor Lisa Ball, City of Holyoke Law Department Business Report 24-25
12. From Assistant City Solicitor Kathleen Degnan-Open Meeting Law Complaint for Councilor Linda Vacon
13. From Sean Sheedy, Maintenance Administrator, MSBA SOI Communication
14. From Alicia Zoeller, Office of Community Development, American Rescue Plan Act Grant Update
15. From President Murphy-Romboletti- letter regarding municipal finance reform update
16. From City Councilor Kevin Jourdain-School Budget Advisory Report 1 from School Budget Advisory Group
17. Westfield City Councilor Dan Allie, Lithum Fire Poses Risk to CT Valley
18. From Holyoke Redevelopment Authority, meeting minutes for the HRA January 22, 2025
19. From Historical Commission, meeting minutes from January 13, 2025.
20. From Board of Fire Commission, meeting minutes from February 12, 2025
21. From HEDIC, minutes from January 23, 2025 meeting

#### PETITIONS

22. Petition from Marisol Figueroa , application for a renewal of a Home Occupation for a nail salon at 222 West Franklin St.
23. Petition from William F. Sullivan for a renewal of a Junk Dealer License at 107 Appleton St.
24. Petition from William F. Sullivan for a renewal of a Junk Dealer License at 1-3 Jed Days Landing

#### PRESIDENT'S REPORT

#### REPORTS OF COMMITTEES

25. The Committee on Ordinance to whom was referred a Zone change application - Tiago Martins & Jeffrey Dias at 736 Dwight St from BL to DR to develop properties with duplex/triplex apartments.  
Recommended that the zone change be granted.
26. The Committee on Ordinance to whom was referred a Zone change application - Tiago Martins at 712-718 Dwight St from BL to DR to develop properties with duplex/triplex

apartments.

Recommended that the zone change be granted.

27. -- The Committee on Ordinance to whom was referred an order that if someone is putting in an RFP through the city for a property that is up for sale and the applicant has outstanding issues with the Board of Health, Building Department, or any other city department having to do with other properties they own, that they are not eligible to win the bid for the RFP.

Recommended that the order be adopted.

28. -- The Committee on Ordinance to whom was referred an order that Sec 38-73 (6) of our ordinances be amended for the hours to read 10pm instead of 11pm and 8am instead of 7am.

Recommended that the order be adopted.

29. The Committee on Ordinance to whom was referred an order Sec 86-6 be updated from \$200 to \$1000 for consistency with state law.

Recommended that the order be adopted.

30. The Committee on Ordinance to whom was referred an order Ordinance be created that requires the police to report all damage to city property greater than \$1,000 from a motor vehicle accident to the City Council, Mayor and Law Dept. Further, that the DPW, Mayor and Law Dept have an affirmative duty to pursue collection action against the insurance carrier and/or operator or other responsible party to make the City whole for damage to city property resulting from motor vehicle accidents. City needs to have an ordinance establishing a policy in this matter to help ensure uniformity of enforcement.

Recommended that the order be adopted.

31. The Committee on Finance to whom was referred an order that the Police Department be allowed to hire a Crime Analyst past the Grade 10 mid-range (which is \$70,407) to \$78,000.

Recommended that the order be adopted.

32. The Committee on Finance to whom was referred an order hat there be and is hereby appropriated by transfer in the fiscal year 2025, FIVE THOUSAND Dollars AND 00/100 Dollars (\$5,000) as follows:

|                                | FROM  | TO     |
|--------------------------------|-------|--------|
| 12101 5119 POLICE RESERVE      | 5,000 |        |
| 0010 57200 OUT OF STATE TRAVEL |       | 5,000  |
|                                | 5,000 | 5,0000 |

Recommended that the order be adopted.

33. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, FIVE THOUSAND Dollars AND 00/100 Dollars (\$5,000) as follows:

|                                        | FROM  | TO    |
|----------------------------------------|-------|-------|
| 1421 51102 DPW HOISTING EQUIP OPERATOR | 5,000 |       |
| 01010 57200 OUT OF STATE TRAVEL        |       | 5,000 |

5,000                      5,000

Recommended that the order be referred to the full Council without recommendation.

34. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, FIVE THOUSAND Dollars AND 00/100 Dollars (\$5,000) as follows:

|                                | FROM  | TO    |
|--------------------------------|-------|-------|
| 12101 5119 FIRE FIGHTER LINE   | 5,000 |       |
| 0010 57200 OUT OF STATE TRAVEL |       |       |
|                                | 5,000 |       |
|                                | 5,000 | 5,000 |

Recommended that the order be adopted.

35. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, ELEVEN THOUSAND TWO HUNDRED THIRTY FIVE AND 00/100 Dollars (\$11,235) as follows:

FROM

|                                 |          |
|---------------------------------|----------|
| 11521-51102 PERSONNEL ASSISTANT | \$11,235 |
| TOTAL                           | \$11,235 |

TO:

|                                   |          |
|-----------------------------------|----------|
| 11522-53009 PROFESSIONAL SERVICES | \$11,235 |
| TOTAL                             | \$11,235 |
| PERSONNEL DEPT                    |          |

Recommended that the order be adopted.

36. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY FIVE THOUSAND AND 00/100 Dollars (\$25,000) as follows:

FROM

|                           |          |
|---------------------------|----------|
| 11381-51102 ASSISTANT CPO | \$25,000 |
| TOTAL                     | \$25,000 |

TO:

|                                   |          |
|-----------------------------------|----------|
| 11382-53010 PROFESSIONAL SERVICES | \$25,000 |
| TOTAL                             | \$25,000 |
| PURCHASING DEPT                   |          |

Recommended that the order be adopted.

37. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY THOUSAND AND 00/100 Dollars (\$20,000) as follows:

FROM

|                                      |          |
|--------------------------------------|----------|
| 11451-51125 ADMINISTRATIVE ASSISTANT | \$11,000 |
| 11451-51132 PAYROLL SPECIALIST       | 9,000    |

|  |       |          |
|--|-------|----------|
|  | TOTAL | \$20,000 |
|--|-------|----------|

TO:

|                                   |       |          |
|-----------------------------------|-------|----------|
| 11452-53010 PROFESSIONAL SERVICES |       | \$20,000 |
|                                   | TOTAL | \$20,000 |
| CITY TREASURER'S OFFICE           |       |          |

Recommended that the order be adopted.

38. The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "BYRNE STATE CRISIS INTERVENTION PROGRAM, \$84,458.79, NO MATCH " grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

Recommended that the order be adopted.

39. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY FIVE THOUSAND AND 00/100 Dollars (\$25,000) as follows:

FROM

|                                  |                |
|----------------------------------|----------------|
| 8811-10400 CAPITAL STABILIZATION | \$25,000       |
|                                  | TOTAL \$25,000 |

TO:

|                                                   |                |
|---------------------------------------------------|----------------|
| 12103-58003 HPD CAP OUTLAY- BUILDING IMPROVEMENTS | \$25,000       |
|                                                   | TOTAL \$25,000 |

Recommended that the order be adopted.

40. The Committee on Finance to whom was referred an order that City Council review CPA Committee recommendations and approve funding for FY25 CPA projects.  
Recommended that the order be adopted.

41. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWO THOUSAND THREE HUNDRED THIRTY SEVEN AND 50/100 Dollars (\$2,337.50) as follows:

FROM

|                              |            |
|------------------------------|------------|
| 15101-51203 SUBSTITUTE NURSE | \$1,500.00 |
|------------------------------|------------|

|                            |            |
|----------------------------|------------|
| 15101-51850 AUTO ALLOWANCE | 837.50     |
| TOTAL                      | \$2,337.50 |

TO:

|                                             |            |
|---------------------------------------------|------------|
| 15101-51201 BOARD MEMBERS – BOARD OF HEALTH | \$2,337.50 |
| TOTAL                                       | \$2,337.50 |

Recommended that the order be adopted.

42. The Committee on Development and Governmental Relations to whom was referred an order In the interest of transparency, order that the Collins Center for Public Management present its findings, working with Holyoke's Government Restructure Advisory Council, on Payments In Lieu of Taxes, PILOTs. Some cities and towns (Boston, Brookline) developed formal PILOT policies where the municipality asks the nonprofit to pay a portion of the taxes their tax-exempt property would have paid if it wasn't tax-exempt. Springfield and Concord are exploring the need for PILOT policies. Holyoke has hundreds of tax-exempt properties including group homes, charities, drug recovery agencies, hospitals, health centers, churches, schools, colleges, and more that were included in the study.  
Recommended that the order has been complied with.
43. The Committee on Development and Governmental Relations to whom was referred a communication Holyoke Draft PILOT Report  
Recommended that the order has been complied with.
44. The Committee on Development and Governmental Relations to whom was referred an order The Parks Commission forward the proposed lease between the City and the Blue Sox to city council for its review and approval asap (ie preferably prior to the start of the 2025 baseball season).  
Recommended that the order has been complied with.
45. The Committee on Development and Governmental Relations to whom was referred an order The DGR committee invite the Valley (Holyoke) Blue Sox owner/president (Matt Drury) and its new manager (Endy Morales) to a future meeting to preview the Summer 2025 season. Matt's in his 3d season as owner and this will be Endy's first season as the Blue Sox' head coach. Endy wore #40 when playing for the Blue Sox and that number is retired.  
Recommended that the order has been complied with.
46. The Committee on Development and Governmental Relations to whom was referred a communication From Parks and Rec-02.28.25-Elms College Contract 2025  
Recommended that the contract be adopted.
47. The Committee on Development and Governmental Relations to whom was referred a communication From Parks and Rec Commission-02.28.25 Blue Sox Contract 2025 season  
Recommended that the contract be adopted.

## MOTIONS, ORDERS AND RESOLUTIONS

48. I. Rivera - Order that the chief give us an update or a plan as to how what the approach is to begin tackling issues outlined in MRI audit.
49. I. Rivera - Order that the honorable city council develop a vision statement that outlines the council's goals and aspirations for the community.
50. I. Rivera - Order that the honorable city council develop a list of core values that is developed and supported by all individual councilors.
51. I. Rivera - Order that the honorable city council develop a mission statement focused on key priorities such as:  
Community focus: Prioritizing the needs and quality of life for all residents.  
Inclusive decision-making: Ensuring representation and consideration of diverse perspectives.  
Fiscal responsibility: Managing public funds wisely.  
Transparency and accountability: Open communication with the public.  
Sustainable development: Planning for the future with environmental considerations
52. Bartley- City of Holyoke staff our municipal garages over Parade weekend. Years ago, I presented and we approved a parade weekend parking fee of \$10/car for daily parking. DPW should staff the entrances Saturday and Sunday mornings. Refer to Matt Sokop, copy HPD.
53. Bartley- City Council Rule 4 is hereby amended as follows: Add the following paragraph to the end of Rule 4.B. – For the sake of public transparency, Late Filed orders (as defined herein) may be added to the already published Regular Agenda and presented (a) to the members at the Regular Meeting by offering printed copies and by remittance to the members by way of electronic mail and the same shall be sent no later than 1 PM on the day the Regular meeting is scheduled and (b) to the Public via the City website and the same shall be posted no later than 1 PM of the day of a Regular City Council meeting. In any event, late -filed orders may not be appended the Regular Agenda unless for good cause and so long as written approval from both the Clerk and the President is presented to the members before the Regular meeting. Said writing shall be presented to the members at the Regular meeting and shall include reasons explaining the 'good cause' and signatures of both the Clerk and the President.
54. Bartley- City Council Rule 4 is hereby amended as follows: Add the following sentence to the end of the first paragraph of Rule 4.B. – So long as it is in a writing to the Clerk, any member may opt out of having his/her agenda sent via U.S. mail and instead may have the agenda sent via electronic mail, personal delivery by the Administrative Assistant or not at all. Said decision shall remain in force until the Clerk is otherwise notified, in writing, by the member.
55. Bartley - ORDER That the Law Dept immediately update City Council on its legal action to take the Begley-Lawler seven acre property for tax title. The matter is pending in Land Court (see Docket No. 2023TL00052, City of Holyoke v. David Begley of the Begley Family Realty Trust, et al). This concerns a wooded parcel located in Ward

Three. FYI to the public - the seven acre parcel nearly abuts the 11-acre HEDIC-owned parcel that is now under a purchase & sale contract between HEDIC and USA International Sports Complex Inc.. I say nearly abuts because the Parks Dept. owns the 4.5 acre parcel that splits the HEDIC-owned and BEGLEY-owned parcels. Please provide City Council with as much detail as possible on the lawsuits merits, costs, legal expenses and ultimately its benefit to the City Taxpayers.

56. Givner-Per business owner request, order that a 10am-6pm loading zone, with signage, be created at 414 High St.~DGR copy to Ordinance
57. Magrath-Smith, ordered that the Ordinance Committee make necessary changes in order for us to align city ordinances to the revised notification procedure for regular, sub-committee, and special meetings recently drafted in Charter and Rules.
58. Magrath-Smith, ordered that the role of the Public Service and Human Resources Committee as described in Section 9B.iv and 9L and 9M be reviewed and revised.
59. Magrath-Smith - ordered that Charter and Rules holistically review and reorganize how information on sub-committees is presented in the rules for the sake of clarity in Section 9.
60. Magrath-Smith - ordered that Rule 1C be revised to align with modern practices. 1C reads: "All 'Rules and Orders of the City Council' shall be read by the President of the Council to every newly elected City Council during the first meeting of that newly elected Council or at any time prior to said first meeting if the City Council so agrees."
61. Magrath-Smith - ordered that Rule 4E be revised to create a system that assigns a specific number to each order, allowing for better tracking across multiple committees and over time. Rule 4E is "All city council orders introduced to the City Council shall be numbered consecutively, and a log of all orders be kept by the City Clerk and the Council's Clerk of Committees showing the order number, the date the order was brought before the City Council, the action taken by the City Council on the order, or the Council Committee or city department the order was referred to, the date the order was referred back from the committee or department, and the final action taken by the City Council."
62. Magrath-Smith, ordered that Rule 4F be revised to align with modern practices. Rule 4F is "Co-signers of City Council orders must call the City Clerk to confirm that they do, in fact, want their name on that specific order."
63. Magrath-Smith, ordered that a procedure for tracking updates in Municode be created for Ordinances similar to the grant reporting procedure established by Councilor Bartley.
64. Magrath-Smith, ordered that revisions to Section 7A of our rules be considered. Section 7A reads: 7. AGENDA A. At every regular meeting of the Council, the order of business shall be as follows:
  - i. Calling the roll of the members.
  - ii. Pledge of Allegiance followed by the statement "God Bless America, God Bless the City of Holyoke and All its Citizens, and God Bless the City Council."
  - iii. Presentations and reports by invitation of the City Council

- iv. Public Comment (amended May 15, 2012)
  - v. Reading the journal of the previous meeting, if requested by the City Council.
  - vi. Unfinished business of previous meeting.
  - vii. Communications and reports from city officers
  - viii. President's Report. ix. Presentation of petitions, memorials, and remonstrances.
  - x. Reports of Committees.
  - xi. Motions, orders, and resolutions
  - xii. Late-Filed orders: A listing of all late file orders from the prior City Council Meeting be listed and attached to the subsequent meetings agenda as an addendum.
- The above shall not be departed from but by vote of the majority of the City Council present.

- 65. Murphy-Romboletti- Ordered that, at the recommendation of the Holyoke Police Department, the City Council review and update its towing ordinances related to fees (Sec. 86-133)
- 66. Murphy-Romboletti- Ordered that the City Council update its ordinances in Chapter 86 - Traffic and Vehicles to include language that clarifies rules and restrictions related to the city's street sweeping schedule.

#### LATE FILED ORDERS AND COMMUNICATIONS

##### Addendum:

Per City Council rule 2B, meeting shall end by 10 PM unless an extension is approved by a two-thirds majority of those present. If any items remain, those items will be added to the beginning of the next regular meeting.

The listing of matters are those reasonably anticipated by the chair which may be discussed at the meeting.

Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law

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City Clerk