

Springfield Community Preservation Committee
September 16, 2025 Minutes

*Meetings are held at 6:00 p.m. on the first Tuesday of the month. The minutes and agendas for all meetings are available on the Meeting Portal of the City website.
<https://www.springfield-ma.gov/finance/community-preservation>*

To view the remote meeting:

<https://www.facebook.com/SpringfieldCommunityPreservationCommittee>

Mail public comments to: Community Preservation Committee, Springfield City Hall
36 Court Street, Springfield 01103 or e-mailed to cpc@springfieldcityhall.com. Telephone 413-530-1268.

Present: Robert McCarroll (Springfield Preservation Trust), Stephen Bosworth (Neighborhood Representative) Yolanda Cancel (Neighborhood Representative) Judy Crowell (Historical Commission) Juanita Martinez (Conservation Commission), Rhonda Sherrell - (Neighborhood Representative)

Absent: Willie Thomas (Housing Authority)

Agenda

- Approve Minutes of June 3
- Terminate commitment to 169 Maple Street
- (Parsons House. Developer: Davenport Advisors, LLC)
- Housing Rehab/ Construction Manager /Rehabilitation Specialist- Robbin Jones (previously worked with the Springfield Office of Housing and is now the Building Inspector in Amherst. The amount budgeted is \$5,000.00
- Requests for Contract Changes
- Off-Cycle application request 37 George Street (Paola Martinelli. Fabio Rosales)
- Grantee Request for alternate use of funds for 52 Sumner Avenue (emergency leaky roof)
- Review Historic Homes Program Policies and Set Date for Lottery
- RFQ Responses for Administrator
- Election of Chair and Vice Chair
- Vote authorizing Vice Chair signature when Chair is not available
- Administrator's Updates
- Next Meeting October 7

Approval of June 3 Minutes Motion made by Judith, second by Steve. Motion Passed. Unanimous.

Terminate commitment to 169 Maple Street. This was a Tax foreclosed property and the preferred developer has withdrawn from the project. Motion to terminate by Steve, second by Juanita. Motion Passed. Unanimous.

Housing Rehab/ Construction Manager /Rehabilitation Specialist. Motion to hire Robbins as the housing specialist by Juanita and seconded by Judith. Motion Passed. Unanimous.

Requests for Contract Change. 52 Sumner Ave. Grantee Request for alternate use of funds for a roof that is leaking now. Motion by Juanita, second by Steve to include roof repair to the scope of work. If funds allow, the stained-glass windows can also be repaired. Motion passed. Unanimous.

Off-Cycle application request 37 George Street. Corner of George and Dexter Streets. A fire in May left considerable damage to the historic home. This motion by Juanita, second by Yolanda is to allow the owner to submit a full off-cycle application. Discussion. CPA has returned funds that can be used for this grant. Motion passed. Unanimous.

The owner will submit a full application and present to the CPC on October 7, 2025

The owner of the home was invited to hear the discussion and was in the remote meeting tonight.

Review Historic Homes Program Policies and Set Date for Lottery Motion by Steve second by Juanita to remove the one year ownership restriction from the guidelines, all other policies remain in effect for the upcoming lottery cycle Motion passed. Unanimous.

Lottery Date. December 2, 2025. Applications are open now.

RFQ Responses for Administrator This is a contract hire position and a formal bidding process was executed over the summer. Our current administrator, Karen Lee was the only applicant. Vote by the committee to accept Ms. Lee's proposal by Juanita, second by Juanita. Motion passed. Unanimous.

Election of Chair and Vice Chair The election usually takes place at the November meeting but our Vice Chair resigned and the position needs to be filled. Motion authorizing Bob McCarroll to continue as the Chair by Juanita, second by Yolanda. Motion passed. Unanimous.

Motion to elect Yolanda Cancel as Vice Chair by Juanita, second by Judith. Motion passed. Unanimous.

Vote authorizing Vice Chair signature when Chair is not available

Motion by Judith, second by Rhonda authorizing Yolanda Cancel to sign contracts and authorize payments when the Chair is not available or needs to recuse himself. Motion passed. Unanimous.

Administrator's Updates None

Notes: Ground breaking for the elevator project at the Drama Studio on September 24 at 10 am
Ribbon cutting at Alden Street Park for the installation of a fishing dock and benches. 10:30 am

Motion to Adjourn

Next Meeting TBA