



**Meeting Minutes**

**Thursday January 15th, 2026**

Committee Members:	<input checked="" type="checkbox"/> <b>Scott Cavanaugh</b> *	<input checked="" type="checkbox"/> <b>Kira Henninger (r)</b>	<input checked="" type="checkbox"/> <b>Greg Rolland</b>
	<input checked="" type="checkbox"/> <b>Dan Rist</b> <input type="checkbox"/>	- Mary Church	<input checked="" type="checkbox"/> <b>Jay Ryan</b>
	<input checked="" type="checkbox"/> <b>John Bruner (L)</b>	<input checked="" type="checkbox"/> <b>Tom Peake</b>	L Ken Iavecchia

\* Committee Chair |  Vice-Chair    (x) present | (-) absent | (L) late | (r) remote

City officials: n/a

Other attendees: none

Administrative

- Minutes: 12-18-2025  
 Rist Motioned to approve the minutes, Ryan seconded the motion.

**Henninger (AYE) Peake (AYE) Rolland (AYE) Rist (AYE) Cavanaugh (AYE) Ryan (AYE)**

- Open projects updates & Account Balances

Gerstle reported that the permanent pickleball plaque is on its way. The Committee reviewed the Quarterly Status report from the 2025 Valley CDC grant which shows that the money for housing subsidies was spent faster than anticipated, but the administrative and counseling components are on track. The prediction for housing subsidies was three over two years, but market changes made it viable to spend all three \$50,000 subsidies early.

John Bruner arrived late.

The Committee reviewed the account balances.

- **New business**
- Third Quarter Applications:
  - 2026 Valley CDC Mortgage Subsidies (\$150,000) Presentation  
 Peake noted that this application involves no additional admin dollars, only the money for the subsidies themselves. The administrative side has been paid for, and all the money of this subsidy would go directly towards low-income homebuyers.  
 Rolland raised concerns about the Valley CDC mortgage subsidy program becoming an ongoing annual request, effectively an operational function managed through CPA funds. They suggested managing expectations about long-term funding, questioning if the program is better suited as a city government line item rather than a continuous CPA fund, as most CPA-funded projects are typically project-based and conclude. Cavanaugh



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noted that it contributes to the broader public good of affordable housing and making housing accessible.

Sarah Sargent, the applicant from Valley CDC, explained that increasing the subsidy to \$50,000 helped them quickly distribute three subsidies in six months, noting that a market shift and leveraging other funding for home repairs contributed to the success. She clarified that there is no formal waitlist for subsidies; eligibility is determined by income and completion of prerequisite work, but the subsidy is not held until the client has a signed purchase and sale agreement and is ready to close. Kira Henninger asked Sarah Sargent about the capacity for the counseling and financial literacy classes. Sarah Sargent confirmed that there is no cap on participation as long as funding is available for these services. The educational component benefits a broader group of residents by providing training on household budgeting and helping individuals determine if home ownership is financially viable for them, which extends the reach beyond only those who receive a subsidy.

The Committee will vote on this application on March 12th.

- o Library Annex Design (\$94,250) (presentation likely in February) Jan 27 2-3pm tour

The committee moved on to the library annex design application, which is applying under the historic preservation category. The Historical Commission is currently determining if the building, which is 74 years old and located within the Main Street Historic District, is locally historically significant. Committee members were invited to tour the building on January 27th. Gerstle spoke about the CPA being responsible for enforcing the Secretary of the Interior's historic standards for rehabilitation of historic buildings, and materials will be sent out for review. To ensure compliance if funded, the committee could require the applicant to hire a preservation consultant. The Committee discussed that making a preservation restriction on the older Emily Williston Library building a requirement for funding the annex project could be a mechanism to ensure its preservation.



- **Continued business**
- Preservation Plan

- Community Housing and Historic Preservation Goals Discussion

The committee reviewed the draft goals for the Community Housing and Historic Preservation categories. Gerstle presented the Historic Preservation goals which included inventorying existing historic resources and supporting restoration of historic buildings. Peake suggested to invert the order of the goals to emphasize the restoration/preservation of actual properties first, as this is viewed as the primary function of historic preservation. Additionally, there was a suggestion to broaden the language in the second goal from "support the restoration" to include all verbs from the Secretary of the Interior's standards, such as preserving, rehabilitating, restoring, and reconstructing. Kira Henninger supported including the goal to apply for National Register of Historic Places designation because it could help leverage state or federal grant money for future preservation efforts.

- Appendix A Priority Project List Review

The Committee reviewed Appendix A, the priority project list from various community partners, which was noted as almost complete, though submissions from the mayor's office might still arrive. Gerstle highlighted longer descriptions received from some partners, starting with the Old Town Hall and mentioning an upcoming update by Burns at the February meeting regarding City Space. The Committee looked at longer communications from the SkatePark Committee, Valley CDC, the Library Annex, Town Lodging House and Mountain View Playground.

- Survey & Tabling Events Plan

Gerstle presented the CPA survey, accessible via QR codes on flyers, aimed at gathering public input for the preservation plan and encouraging attendance at the annual meeting. The group discussed potential edits to the survey text, focusing on clearly defining the committee's function as making recommendations to the city council for fund expenditure. They settled on keeping the survey focused on eight goals covering the four CPA funding areas, with a two-tiered ranking approach.



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Gerstle outlined the plan for physical outreach, including having an interactive, magnetic version of the survey at Winterfest, a farmers market, and ArtWalk to engage a variety of people and utilizing social media to share the survey.

Gerstle confirmed that the survey, incorporating the tweaked goals, would be sent out by February 1st. Gerstle will randomize the order of goals on the first page of the survey to prevent bias in data capture. The survey data will be included as an appendix in the preservation plan.

**Rist motioned to adjourn the meeting. Rolland seconded the motion. Henninger (AYE) Peake (AYE) Rolland (AYE) Rist (AYE) Cavanaugh (AYE) Ryan (AYE) Bruner (AYE)**