



Mayor Joshua A. Garcia

City of Holyoke

Interim Director Michael Gallagher

Department of Public Works

**Board of Public Works, Sewer Commission &
Stormwater Commission Agenda**

November 3, 2025

63 North Canal Street or

Join us by Zoom or by phone: 305 224 1968

Meeting ID: 859 2575 3555

Passcode: 761446

The regular meeting of the Board of Public Works, Sewer Commission and the Stormwater Commission will be held on Monday, November 3, 2025, at 5:30pm at 63 North Canal St. in the DPW Conference Room in the Pellissier Building

1. Call to Order:
2. Public Comment
3. Consent Agenda
 - a. Approval of 09/22/2025 and 10/20/2025 Meeting Minutes
 - b. City Engineer and Assistant Engineer Report
 - c. DPW Director Report
 - Winter Snow Preparation
 - Personnel Update
4. Commissioner's Liaison Reports
5. Petitions:
 - Accept Old Bassett Road as a Public Way
 - Accept Brookwood Road as a Public Way
6. Permit changes and Updates
7. Holyoke Roofs Renovations – City Hall Annex, DPW, Children's Museum
 - a. Project updates
 - b. Change Orders Consideration
8. Interview for DPW Director Candidate Mike Williams

The Board may consider Executive Session for the following:

To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

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.

If you need assistance in participating in this meeting or event due to a disability as defined under the Americans with Disabilities Act, please call the DPW Director's Office at **413) 322-5645** or gallagherm@holyoke.org at least three (3) business days prior to the scheduled meeting or event to request accommodation.



**Board of Public Works, Sewer Commission &
Stormwater Commission Minutes**

October 20, 2025

Add Victoria's docs from yesterday and Mike's Report to the packet

Members in Attendance: Mark Lubold, Chair; Joe Keitner member

Members Absent: Libby Hernandez, Vice-Chair

Other Present: Michael Gallagher, Interim Public Works Director; Matt Sokop, City Engineer; Victoria Houle, Assistant City Engineer; Jennifer Moyston, Staff Liaison

Call to Order: 5:30 pm

Public Comment: **None**

1. Consent Agenda

a. Approval of 10/06/2025 Meeting Minutes

(Approved with amendment of adding the actual vote)

Keitner: Motion to approve 10/06/2025 Meeting Minutes with amendment of including the actual vote. Vote was already included in minutes under the agenda item

Lubold Seconded

Motion passed with 2 yes's and 1 absent.

b. City Engineer Report

c. DPW Director Report: Assistant Directors Report jo made motion to approve the change order #1 whistora roof

- Winter Snow Preparation
- Personnel Update

d. Commissioner's Liaison Reports

Keitner: Motion to approve the consent agenda

Lubold: Seconded

Motion approved with 2 yes's and 1 absence.

e. Abatements (second meeting of the month unless otherwise noted)

- **Tabled till next meeting**, Lisa Martinez and Carlos Ortiz 71 Westfield Rd: Tabled till water gives a response to whether or not PWC will abate. Carlos Ortiz spoke
- **Tabled till next meeting no show.** Gurninder S. Dhaliwal, SR010465 550 Westfield Rd.
- **Denied** Kenneth Revett **but will waive the interest rate** 14 Orchard Street. Ken Spoke

2. Permit changes and Updates: Commissioners to relook at the regulations and come back with ideas and changes.

3. Agenda Changes

4. Adjourn 7:36

A G E N D A
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

September 22, 2025

Call to Order: 5:32 pm

Members Present: Mark Lubold, Chair, Libby Hernandez, Vice Chair

Members Absent: Joseph Kietner

Others Present: Mary Monahan, Interim Director of Public Works, Matthew Sokop, City Engineer, Victoria Houle, Assistant City Engineer, John Twohig, Forester, and Jennifer Moyston, Staff Liaison.

Public Comment: Two community members spoke Daphne, and Steven Basco: It would be nice to let some of the trees that are on the Tree Removal list mature, save as many as possible.

1. Consent Agenda
 - a. Consideration of Minutes of the Past Meetings
 - a. June 2, 2025, June 16, July 7, July 21, Sept 8
 - b. City Engineer Report
 - c. DPW Director Report
 - d. Commissioner's Liaison Reports
 - e. Abatements (second meeting of the month unless otherwise noted)
2. Review FY2026 Tree Maintenance Program (continued)

Lubold: The Mayor put the BID on hold for the Tree Maintenance Program would like to see us work closer with conservation particularly their use of Davey. Met with Conservation and they would like to work together. They have a system that has a list of trees.

Twohig: Their list of 111 trees is not accurate. 56 trees listed have already been removed and some of the trees were not on city property. The list is not a reliable source.

Lubold: Any work should be done in collaboration with the Tree Warden

Hernandez: I agree with a collaboration. Would like to have a joint meeting with conservation Commission, Tree Warden, and Public Works Commissioners.

Monahan: City ordinance puts the tree warden as the person responsible for overseeing the trees. Conservation does not include Public Works in their decision making and before they start applying for additional grants for anymore work, they should meet with public works. Public Works is responsible for maintaining any project in the public way.

Twohig: Avery Field has 11 trees 8 need to be removed and of the 8 at least 1 needs to be removed asap. Trees and tree maintenance is not Conservations jurisdiction.

- a. Approve next steps in city-wide tree maintenance (Northern contract)

Hernandez: Motion to remove 2 trees that are of imminent danger at Avery Field

Seconded: Lubold

Motion passes 2 Yes and 1 Absent

Hernandez made the motion to allow city forester to continue working with Northern Tree Service to remove trees.

Seconded by Mark Lubold

Motion passed 2 Yes and 1 Absent

- b. Other

1b. Please see attached Report from Assistant City Engineer

Hernandez: Motion to receive Assistant City Engineer's Report

Seconded by Lubold

Motion passes 2 Yes and 1 absent

1b. Please see attached Report from the City Engineer: Grant for 250,000 is due on 10/01/2025.

Hernandez: Motion to receive City Engineer's Report

Seconded by Lubold

Motion passes 2 Yes and 1 absent

Hernandez: Motion to receive Interim DPW Directors Report under agenda item 5

Seconded by Lubold

Motion passes 2 Yes and 1 absent

Hernandez: Motion to approve consent agenda items

Seconded: by Lubold

Motion Passes: 2 Yes and 1 Absent

3. Review DPW Permit Process (**Tabled**)

Houle: HG&E and water often do not follow the permit process this includes contractors that work for them. Often when asked why it is stated that there is some type of unofficial agreement that does not require them to follow the permitting process.

Moyston: Please keep Olimar and me in mind as DPW is in charge of the process and we were looking to revamp our process.

4. Holyoke Roofs Renovations – City Hall Annex, DPW, Children's Museum

Tabled to next meeting

- a. Project updates

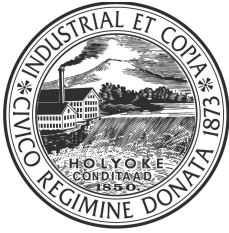
- b. Change Orders Consideration

5. Discuss Board of Public Works and DPW Challenges and Opportunities

6. Interim Director Resignation Letter
Monahan: Last day is 09/30/25. I have not been informed of a plan. Mike Gallaher should be Deputy Director of Operations.
7. Set meeting schedule
First and third Monday of the month. 10/06/2025 and 10/20/2025

Hernandez: Made the motion to adjourn at 7:18 pm
Seconded by Lubold

DRAFT



City of Holyoke

Department of Public Works

**Board of Public Works Meeting
Engineer's Report
November 3, 2025**

1. Status of Construction Projects

a. Sidewalk Replacement Project

- i. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
- ii. Staff developing list of locations for upcoming round of CDBG sidewalk work. Current funding available is \$398,094.50.
- iii. Application made for additional CDBG funds.
- iv. New 3-year contract awarded to K&F Construction.
- v. Next round sidewalks being developed.
- vi. Non-CDBG Eligible Areas – No current funding source for repairs of sidewalks outside of CDBG areas. Looking at potentially allocating \$75,000 of Chapter 90 funds for these areas.

b. Street Paving-Resurfacing

- i. Total FY25 Paving Program includes approximately \$1.5M.
- ii. Fall paving has been completed and final pavement markings to be placed in Spring.
- iii. Epoxy pavement markings to be placed in areas of Fall paving when weather permits.
- iv. All paving completed and invoices received. Ch90 reimbursement to be submitted upon copies of cashed checks for final payments to Contractor.

c. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. Draft bid documents prepared for Phase 2 scope of work to include work in area of Essex near High and Newton and Dwight near Beech and Pine. Work may also include additional sewer lining and video inspection as budget allows.
- vi. Contract with Fuss & O'Neill for pre-construction soils testing finalized. Field sampling conducted week of February 10th, waiting on results.
- vii. F&O suggested updates to Bid Documents have been received. Engineering to review and update accordingly.
- viii. Bid Documents to be advertised for construction in coordination with OCD and Procurement.
- ix. Determination received from Solicitor's Office that permission is not needed from property owners abutting alley and that letter notification of work prior to construction would be recommended approach.

- x. Bids opened for Phase 2 project – Low bidder was Ludlow Construction at \$1.13 M. This cost is within available budget and working with OCD and Procurement to award contract.
 - xi. Pre-construction meeting held with Contractor on July 16th. Utilities to review proposed work in alleys and provide comments ASAP.
 - xii. Letters sent to project abutters on July 22, 2025.
 - xiii. Work started as of Monday, September 8, 2025.
 - xiv. **Looking at including some additional repairs in Pine St and Dwight St areas.**
 - xv. **Change Order No. 1 (-\$4,500) signed with Contractor to authorize work in alley behind One Holyoke Dwight St properties.**
- d. CSO River Terrace Sewer Separation Project
- i. Contract has been awarded to Ludlow Construction, \$7,976,383.50.
 - ii. Contract for Construction Administration and Inspection by Woodard & Curran has been executed, \$1,350,000.
 - iii. Work anticipated to begin in January 2025 and targeted for completion by December 2026.
 - iv. Notice to Proceed issued for April 1, 2025.
 - v. Project notice posted online per CWSRF guidelines. Posting needs to remain on website for the duration of the project.
 - vi. Proposed Change Order No. 1 finalized.
 - vii. Pending Proposed Change Orders:
 - 1. Broken service at 77 George St – claim is mismarked by HWW – Value \$3,429.83
 - 2. Field adjustments to DMH 175 to accommodate change in water service elevation – Value \$12,423.21
 - 3. Gas Line Relocation on Hampton Knolls – Value \$7,284.23
 - 4. Water line relocation on George St and Jefferson Street – Value \$265,000 plus \$600 per curb stop and \$90/LF for service
 - 5. Sewer line water extension to Hampton Knolls – Est. value \$6,720
 - viii. Draft forms for use of \$2M EPA CDS monies to fund a portion of River Terrace Phase A construction work (budget is \$750,000) circulated for review and signature.
 - 1. **Waiting on review and signature of Mayor.**
 - ix. Meeting held with Woodard & Curran to discuss design related issues and plan of action to address.
 - x. Issues with Contractor encroachment onto private properties, keeping roads open during construction with concerns for adequate emergency access, storage of materials and equipment throughout the site, and other safety concerns. Letter sent to Ludlow on September 4th to address and site visit held on Friday afternoon September 5th. Most items adequately addressed and issues will continue to be closely monitored.
 - xi. Contractor to coordinate repairs to private property damage at a number of locations.
- e. Wistariahurst Retaining Wall Design, Phase 1 – Pare Designing, \$40,000.
- i. Phase 1 Project was awarded \$254,000 from CPA. Project was also recently awarded \$75,000 from MHC.
 - ii. Phase 1 project advertised for construction bids with bids due on December 19th. No bids received.
 - iii. All bids received on 2nd advertisement were rejected.
 - iv. Additional funding designated through CDBG (\$471k).

- v. Revised Bid Documents prepared in conjunction with MHC to reduce the experience requirements to obtain more bids and better pricing. Revised Bid Documents have been created with new bid alternates which would ideally allow the City to complete the full wall reconstruction along Pine St versus the original planned 150 LF (1/3rd of the existing wall).
 - vi. Project awarded to K&F Construction and \$75,000 reimbursement received from MHC.
 - vii. Construction Progress
 - 1. Notice to Proceed issued for September 9th
 - 2. Construction has started.
 - 3. Building Permit for wall reconstruction has been issued.
 - 4. **Change Order No. 1 has been signed.**
 - 5. **Work is progressing with substantial completion still targeted for this year.**
 - viii. Sidewalk replacement to be excluded due to near future green infrastructure project being proposed by City and headed by Director of Conservation and Sustainability.
2. Status of Planning and Design Projects
- a. FY26 Mill & Overlay Program
 - i. Memo regarding FY26 Paving Program, including use of Chapter 90 funds, has been forwarded to Council for review and feedback through Order to be sponsored by Meg Magrath-Smith.
 - 1. Meeting with Finance Committee held on June 25th
 - ii. Contract new 3-year Paving Contract (FY26-FY28) awarded to Palmer Paving.
 - iii. Pre-Construction meeting held on August 21, 2025.
 - iv. **Fall paving work has begun. Some issues with utility valves and boxes which have been sent to Contractor to address. Final paving postponed twice by Contractor and waiting for an updated schedule. Updated schedule will be posted to DPW Facebook page and added to website.**
 - b. EPA Community Impact Grant
 - i. Request for Technical Correction submitted to EPA for the reallocation of the \$2M towards other critical wastewater needs such as the River Terrace Phase B design, WW facility Plan, and pump station assessments.
 - 1. Approval of scope change has been received.
 - ii. Request for cost-share waiver also drafted and to be submitted upon approval of the Technical Correction.
 - 1. Approval of cost share waiver has been received.
 - iii. Draft forms for EPA approval circulated for review and signature. Proposed budgeting includes River Terrace Phase A supplemental construction \$750k, River Terrace Phase B \$500k, and Wastewater Facility Plan \$750k.
 - 1. **Waiting on review and signature of Mayor.**
 - c. DOT-lead / TIP projects
 - i. Center City Connector – submitted 100% design to DOT, FY2025 TIP
 - 1. 100% Design Plans have been submitted.
 - 2. Railroad preemption discussion
 - a. Due to proximity of PVRP owned rail crossing to the Cabot St/North Canal intersection, traffic signal preemption has been requested. Additional work would also need to be completed to facilitate integrating preemption which is outside of the project limits.
 - b. Meeting held with DOT to discuss incorporating these measures and DOT assisting with follow up and coordination with MassDOT

- rail, PVRR, and DPU to see how best to address this issue. Follow up meeting held and DOT and VHB helping to finalize plan of action.
3. Revised project limits – MassDOT has verbally agreed to allow project limits to be cut back to eliminate work at bridge. Bridge work to be done under separate project and it is unknown although may be state-led project.
 4. Revised Final Design submitted to MassDOT, June 26th.
 5. Project advertised (by MassDOT) on September 15, 2025 with bids due October 15, 2025.
 - a. Bids opened and low bidder identified as Morais Contractors, Inc.
 - b. VHB reviewing bid item unit costs and verifying item quantities.
 - c. City to sign Agreement with MassDOT regarding responsibility to fund design changes during construction and construction costs which exceed 110% of the estimated construction cost (Signed by Mayor, will be brought to Council on Nov. 4th)
 - i. Design services budget \$54,000 previously approved under Chapter 90
 - ii. Construction contingency budget of \$100,000 to be submitted to Chapter 90 for approval.
 6. Right of Way Activities
 - a. Order of Taking
 - i. Order of Taking recorded at the Hampden Registry of Deeds on June 27th.
 - ii. Notices of Taking mailed out July 3rd.
 - iii. Copies of Notices of Taking and Property Owner Contact Diaries have been forwarded to DOT for review.
 - b. ROW Certificate Received from MassDOT
 - c. Next steps include:
 - i. Issuing payments to property owners.
 - ii. Requesting final Chapter 90 reimbursement
 - ii. Intersection Improvements at Beech St. Resnic Boulevard, and West Franklin Street (MassDOT 611965)
 1. **Meeting held with DOT to discuss next steps on ROW and Article 97 Process.**
 2. **Chapter 90 Funding Request to be submitted to fund initial ROW, Article 97, and Admin Coord costs.**
 - iii. Appleton Street Bridge Replacements (MassDOT #600935) – submitted 100% design to DOT, FY2025 TIP
 1. Meeting held with MassDOT to review detours needed due to Bridge closures.
 2. Meeting held with MassDOT to review status of design. Best case scenario for a potential expedited schedule would be finalizing construction documents for bid by next October/November 2026. Funding is currently scheduled for TIP Year 28 so working to see if this can be moved to FY27.
 3. Allowing complete closure of the bridges during actual construction would also help expedite construction. Design Engineer to provide construction time saving estimates associated with closing each bridge.
 4. Meeting with OPED this week to discuss project further.
 - a. **Waiting on potential meeting dates from OPED**

3. Long-Term WW Operation, Maintenance, Service Agreement for WW Facilities
 - a. New Contract with Veolia effective on September 29th
 - i. Draft list of Year 1 Contract Compliance Deliverables sent to Veolia for review
 - ii. City provided insurance sent to Veolia
 - b. Meeting with Veolia staff to discuss potential grant funding opportunities scheduled for October 30th.
 - c. Working on review of initial Year 1 submittals.

11-3-2025

DPW Directors Report

Personnel Update

2 new HMEO new hires will start on Monday 11-3-2025

1 Laborer for Refuse will start on 11-3-2025

1 Laborer for the Senior Center will start on 11-10-25

Update: We currently have 7 employees out due to injury or illness

4 on Workers Comp

3 on Short Term Disability or extended sick leave

At least 2 more on intermittent FMLA leave

Received one HMEO resignation effective 11-14-2025

Winter prep update

The Winter Standby schedule will start on Friday 11-7-2025

Office Manager Jennifer Moyston reported that the Winter 2025-2026 Winter contractor contract has been approved by the Law Department.

HPD Report on Parks Property Checks

The DPW Flex Squad crew is working on this list.

The Director and John Twohig will work on a plan to address these issues.

Sincerely

Michael Gallagher

Interim DPW Director

RECEIVED

Petition to Accept Brookwood Road as a Public Way

OCT 16 2025

70

We, the undersigned residents and property owners at Brookwood Road, Holyoke, Massachusetts, respectfully petition the City of Holyoke to take the necessary steps to accept Brookwood Road as a public way. We respectfully request that the City Council, in coordination with the City Engineer, the Planning Board, and the Department of Public Works, take the following actions:

1. Initiate the process to layout Brookwood Road as a public way under Massachusetts General Laws, Chapter 82.
2. Conduct the necessary surveys, inspections, and approvals required for acceptance.
3. Place the matter before the City Council for a vote to formally accept Brookwood Road as a public way.

By signing below, we affirm our support for the acceptance of Brookwood Road as a public way by the City of Holyoke.

Printed Name	Signature	Street Address	Date
Lawrence W Osborn	<i>Lawrence W Osborn</i>	1 Brookwood Road	October 15, 2025
Wendy D Osborn	<i>Wendy D Osborn</i>	1 Brookwood Road	October 15, 2025

✓

✓

IN CITY COUNCIL

OCT 21 2025

Board of
Public Works

Brenna Leary Clerk

Petition to Accept Old Bassett Road as a Public Way

35

We, the undersigned residents and property owners of Old Bassett Road, Holyoke, Massachusetts, respectfully petition the City of Holyoke to take the necessary steps to accept Old Bassett Road as a public way. We respectfully request that the City Council, in coordination with the City Engineer and the Department of Public Works, take the following actions:

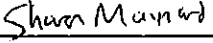
1. Initiate the process to layout Old Bassett Road as a public way under Massachusetts General Laws, Chapter 82.
2. Conduct the necessary surveys, inspections, and approvals required for acceptance.
3. Place the matter before the City Council for a vote to formally accept Old Bassett Road as a public way.

By signing below, we affirm our support for the acceptance of Old Bassett Road as a public way by the City of Holyoke.

RECEIVED

SEP 16 2025

Holyoke City Clerk's
Holyoke, MA

Printed Name	Signature	Street Address	Date
Matthew Sullivan		85 Jarvis Ave, 01040	9-4-2025
Sharon Marnard		83 Jarvis Ave	9-8-2025
Elizabeth Shearn		85 Jarvis Ave	9-9-25

IN CITY COUNCIL

Sept 17 2025

Refer to Board
of Public Works

Brenna Jean CLERK