



Mayor Joshua A. Garcia

City of Holyoke

Interim Director Michael Gallagher

Department of Public Works

Board of Public Works, Sewer Commission &

Stormwater Commission Agenda

December 01, 2025

63 North Canal Street or

**Join us by [Zoom](#) or by
phone: 646 931 3860**

Webinar ID: 895 4058 1183

Passcode: 155667

The regular meeting of the Board of Public Works, Sewer Commission and the Stormwater Commission will be held on Monday, December 01, 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 11/17/2025 Meeting Minutes
 - b. City Engineer and Assistant Engineer Report
 - c. DPW Director Report
 - Winter Snow Preparation
 - Personnel Update
 - 410 Maple Street
- 4. Stormwater Permitting and Paving of Milled Surface at the Holyoke Mall**
- 5. Holyoke Roofs Renovations – City Hall Annex, DPW, Children’s Museum**
 - a. Project updates
 - b. Change Orders Consideration
- 6. Permit changes and Updates**
- 7. Sewer Billing Services Holyoke Water Works**
- 8. Ticket System Facilities**
- 9. Commissioner’s Liaison Reports**

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@holyokey.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 Meeting Minutes**

November 17, 2025

Members Present: Mark Lubold, Chair; Libby Hernandez, Vice Chair; Joseph Keitner

Members Absent: None

Others Present: Matthew Sokop, City Engineer; Victoria Houle, Assistant City Engineer; Michael Gallagher, Interim Director of Public Works, Linda Pratt, Chair of Recycling Committee; Jennifer Moyston, Staff Liaison

1. Call to Order: 5:30

2. Public Comment

Hernandez Made motion to change the agenda order and start at number 5

Seconded by Keitner

Open for Discussion: None

Vote passed unanimously: Hernandez, Yes; Keitner, Yes; Lubold, Yes

3. Consent Agenda

- a. Approval of 11.03/2025 Meeting Minutes
- b. City Engineer and Assistant Engineer Report

Houle: Paving now for Fall Program has been completed

Appleton Bridge no update

Street Acceptance Brookwood Road and Old Bassett: We are now investigating getting a street layout map done then PW and BPW need to review the map

c. DPW Director Report

- Winter Snow Preparation
- Personnel Update:
 - New Hoisting operator position filled
 - Building custodian resignation at war memorial
 - 7 Employees out on Workers Comp. Had one person come back and then 2 recent new hires out on W.Comp 5 total on W.comp; 2 on FMLA; one HMEO position on highway available
 - Two motor equipment repairmen positions, 1 interview has taken place
 - Handful of applications for Snowplow contract. There has been a decline over the years of snowplow contractors

Keitner left the meeting at 6:30 pm

Hernandez: Made Motion to accept Consent items

Lubold seconded

Open for Discussion: None

Motion passes 2 yes votes with 1 Absent

4. Abatements:

- 237 Lacus Drive
- 294 Ingleside Street: There were no leaks and no information regarding abatement from the water department.

Hernandez: Motion to deny 237 Lacus an abatement

Open for Discussion: Used wrong address

Hernandez: Motion to correct address from 237 Lacus to 294 Ingleside in the above motion

Lubold: Seconded

Motion passes: 2 Yes votes with 1 absent

Hernandez Motion to approve the abatement on 237 Lacus to \$102.00 from \$205.00

Open for Discussion: None

Seconded Lubold

Motion passes: 2 Yes votes with 1 absent

5. Holyoke Roofs Renovations – City Hall Annex, DPW, Children’s Museum

- a. Project updates

Margaret: Masonry work needs to be done and will be done in Spring

- b. Change Orders Consideration

Margaret: Change Order 20 from packet. Once the mason started doing the work, he realized that there is much more to the project than anticipated. Everyone involved in the project feels that the work was done and they should be compensated. Original scope of work did not include the masonry. The masonry did not understand and under charged the City from what they thought. Paying them retroactively.

Architect has asked for additional monies because the work has taken so long.

Sokop: The scope of work was not fully understood when BID was submitted, he did the work without telling us.

Kietner made the motion to approve the \$27,284.10 for Mason

Hernandez Seconded

Open for discussion: None

Vote passes unanimously

Kietner made the motion to approve \$25, 450.00 for Architect.

Hernandez seconded

Open for discussion: None

Vote passes unanimously

Hernandez: Make the motion to approve the minutes from November 3rd

Keitner: Seconded

Open for Discussion: None

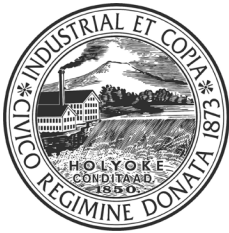
Vote Passes unanimously

6. Permit changes and Updates:

Houle to present new changes on permits. Will look at which permits we will get rid off at next meeting. For example a sledding permit

7. Commissioner's Liaison Reports

Motion to adjourn 6:49 pm



Mayor Joshua A. Garcia

Matthew Sokop, City Engineer

City of Holyoke

Department of Public Works

Board of Public Works Meeting

City Engineer's Report

December 1, 2025

1. Staffing
2. Senior Civil Engineer position – position posted on city website. Additionally, the position was posted on the Government Jobs site and the Massachusetts Municipal Association (MMA) job board in October. **An interview with Muzamil Alamelhuda was held on Wednesday, November 19, 2025. The candidate appeared promising; the next step is for DPW to follow up with HR to determine whether an additional interview will be required.**
3. Grant Opportunities (see separate grant updates)
 - FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment
 - Cannabis Impact Fee Applications - On hold
 - Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program (Planning/Design)
 - Application submitted to request \$250,000 for the preparation of a Final Environmental Impact Report and finalize the MEPA Permitting Process for the City's CSO Long-Term Control Plan.
 - i. The Final Intended Use Plan for the Clean Water SRF shows \$250,000 awarded to Holyoke as of 4/8/25
 - ii. The draft scope of work and a draft fee proposal have been submitted to MassDEP for their review. MassDEP indicated that they are reconsidering awarding this grant citing concerns on how the fund will directly result in construction related to CSO removal. Staff reiterated that this was included in the initial grant application and describe how finalizing the permit requirements will allow the project to proceed to design and construction per the Consent Decree. **Waiting to hear back on status of the award.**
 - Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program (Planning/Design)
 - MassDEP indicated that this has been approved and additional follow-up from is anticipated in the near future. **Funds will be used for designs for CSO 7 separation.**
 - CPA's FY25 Holyoke Community Preservation Act Grant Cycle
 - City Hall Stained Glass Windows project –
 - **The project was rebid (Phase V) and specifications were distributed on November 12, 2025. A walkthrough for the rebid was held Friday the 21st. One potential bidder attended. The sealed bids for the Stained Glass Windows Restoration Project Phase V (Rebid) are due on December 9, 2025, at 2:00 PM.**
- f) MassDOT Materials Distribution Project - Rectangular Rapid Flashing Beacons (RRFBs) for Pedestrian Safety in Massachusetts – MassDOT would provide the equipment free of charge and the municipality would be responsible for installation. Follow up information on traffic counts provided. Locations submitted for consideration include:
 - i. Whiting Farms Rd at Farnum Dr
 - ii. Whiting Farms Rd @ Tokeneke Rd
 - iii. Homestead Ave @ Sterling Rd
 - iv. Homestead Ave @ Upland Rd
 - v. **Northampton St @ Myrtle Ave**
 - vi. **Northampton St @ Washington Ave****MassDOT to deliver the RRFB assemblies to the city for installation in the spring of 2026.**

- g) MassDOT Materials Procurement Project for All-Way Stop Control (AWSC) - MassDOT has identified several intersections as potential candidates for (AWSC). The city submitted the identified locations on February 6th which included Oak Street at Essex Street, Chestnut Street at Suffolk Street, Mosher Street at Bower Street, along with the following intersections selected for Engineering Evaluation:
- i. **West Franklin Street @ Linden Street (Yes)**
 - ii. **Cabot Street @ Nick Cosmos Way (Open to considering)**
 - iii. ***Cabot Street @ Race Street (Center City Project)***
 - iv. **Sargeant Street @ Commercial Street (Open to considering)**
 - v. **Sargeant Street @ Elm Street (Open to considering)**
 - vi. **Sargeant Street @ Chestnut Street (Open to considering)**
 - vii. **Sargeant Street @ Sycamore Street (Open to considering)**
 - viii. **Appleton Street @ Elm Street (Open to considering)**
 - ix. **Appleton Street @ Walnut Street (Open to considering)**
 - x. **Appleton Street @ Chestnut Street (Open to considering)**
 - xi. **Dwight Street @ Pine Street (Open to considering)**

Materials have been received and are being installed by DPW staff to meet the 90-day timeframe. Temperature constraints are impacting traffic painting to be done as part of the installation.

- MassDOT Vulnerable Road User Program - MassDOT has agreed to evaluate a total of ten (10) bus stop locations for potential safety improvements under the Vulnerable Road User Program. Seven (7) of the locations were identified by the City and three (3) were identified by MassDOT assessment.
 - i. Project is being coordinated by Fuss & O'Neill and there is no direct cost to the City.
 - ii. Site visits conducted by MassDOT and evaluations are ongoing and it is possible the implementation of some improvements may be in place within the next year.
 - iii. Some locations overlap with planned Main St improvements and consultant has indicated improvements identified through this project would most likely be beneficial to implement while we wait for future project to occur.
 - iv. **Fuss and O'Neill (10/27/2025) is concluding the pre-25% phase of this effort with MassDOT in the next few weeks and plan to select locations to advance to 25% design in the next month or two. Fuss & O'Neill is handling four locations: (Beech Street at Sargeant Street, Maple Street at Suffolk Street, Maple Street at Sargeant Street, and Maple Street at Jackson Street)**
- **Kettelson & Associates**, identified six high-priority pedestrian safety locations in and developed conceptual improvement sketches for each. The sites include 949 Hampden Street, 482 and 441 Main Street, 400 Maple Street, 2044 Northampton Street, and 169 Whiting Farms Road. Proposed improvements generally focus on safer pedestrian crossings, enhanced signage, and sidewalk connections. Dana Benjamin shared data and concept sketches for MassDOT- identified sites in Holyoke and staff provide feedback as requested on June 30th. Suggested revisions provided comments on the VRU locations, including requests for removal due to the location overlapping with planned projects or revisions to the proposed improvements suggested to accommodate traffic, snow operations, and emergency vehicles. Sandra Sheehan from PVTa agreed with the City of Holyoke's comments and stated they would continue to work with the City. **The next step is a pre-25% Design Over-the-Shoulder review with MassDOT and the MPO with its member municipalities who are part of the VRU program. City anticipates that it will hear directly from the MPO once a date has been established.**

- New Grant Opportunity through PVPC “2024-2026 Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program”

- **Dam and Seawall Repair or Removal Program Grants and Funds**

The city was awarded \$250,000 for Pump Stations 5-7 to support design development, permit submissions, and final plans, specifications, and an opinion of probable cost to implement the pump station improvements and electrical upgrades, including replacement of obsolete electrical systems, upgrading interior and exterior lighting, modernizing actuators, replacing block glass windows, repairing spalling concrete, repointing brickwork, and replacing the roof to address safety hazards and structural deficiencies. There is a 10% cash match requirement equal to \$25,000. Before this goes to council we need to identify a source of match for this grant. Staff will review the DPW budget for surpluses particularly the salary lines. **The contract has been signed by the Mayor and was included on the council October 21, 2025 agenda. For the required \$25,000 cash match, potential sources from DPW budget surpluses, including Workers Comp Wages, have been identified. The project is in the final stages of awarding the design contract to Tighe & Bond. On November 13, 2025, a combined proposal with a corrected signature line was sent by the consultant for the city to use. The anticipated milestone for awarding the contract to the consultant is November 2025.**

4. Status of Construction Projects

- ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding
 - Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.
 - HFD FS#3 & #6 Mini Splits Bid – Project has been awarded to the low bidder, Boulanger. Work has started.
 - The Library Carpet in the Community Room – Work has been completed.
 - Roof Replacement at City Hall Annex, DPW, and Children’s Museum. Recent mold testing conducted at City Hall Annex indicated a number of sections which needed to be further investigated based on levels detected. Follow up testing completed on Friday, January 17th.
 - January 17th results received, some rooms tested first round no longer show elevated levels of mold. There are still some rooms which show levels above “moldy” threshold requirements included in pre-construction testing report. Cleaning of office spaces done week of Feb 10th – punch list of remaining work to be compiled. Testing results for tested conducted on Friday, February 14th for both the 4th and 3rd floor to be reviewed. Initial feedback indicates a very meaningful decrease however room 300 testing show further investigation based on levels detected.
 - Working with OPM (Anser) and Solicitor’s Office to draft letters to Contractor regarding noted issues of leaking, work zone safety, etc.
 - The DPW roofing installation is substantially complete).
 - viii.** Construction Change Directive (CCD-01) was submitted to the contractor on 6/6/2025. The CCD established a not-to-exceed cost cap of \$65,000 for specific work items, including parapet stabilization and a five-day limited masonry repair scope. The City rejected the open-ended PCO previously submitted and instead authorized targeted work on a time-and-materials (T&M) basis with defined financial limits: \$15,000 for stabilization efforts and \$50,000 for exploratory masonry work. The CCD also rejected the contractor’s notice of delay and required work to proceed immediately under City oversight. The Contractor resumed with work on

the Annex on or about Wednesday July 23rd with remediation work followed by T&M masonry work per CCD-01. The existing roof has been stripped and the vapor barrier installed. Contractor has submitted for review PCO#26 for \$56,469.33 and 15 additional working days to replace the perimeter edge blocking at Annex which was found to be rotted during the roofing demolition. A change order or CCD will be drafted directing the contractor to proceed with the work described in PCO#26 and the related RFI on a time and material basis not to exceed \$40,000. A change order submitted by the contractor is also under review as well as a change order from the design architect for additional construction phase services. Based on additional review by the Architect and OPM it was recommended to increase the CCD from the approved amount of \$40,000 to \$125,000 to increase the amount of funding authorized to be utilized to include scaffolding costs deemed necessary by the contractor to complete masonry repairs on the south and west sides of the building needed to complete the roof installation. A budget review has been completed to confirm the availability of funding in the project to cover this amount. OPM submitted a recommendation letter to sign, email received from AEL, letter was received as well. **Both skylights appear to be mostly installed. Scaffolding is in place on both interior stairwells. Project architect is preparing a detail would allow for the gutter to be installed prior to brick repairs at the rear of the building gutters. Brick repairs could then be accomplished at a later date and potentially not during winter conditions. HVAC work is ongoing. Duct cleaning for the 4th floor has been determined to be eligible under ARPA funding and will be scheduled prior to staff moving back to the fourth floor. Discussions are continuing with the contractor regarding CCD-3-R3 and the completion of the remaining work.**

- City-Wide Traffic Signal Replacement Project
 - i. Pleasant St/Hampden St – Construction work has started. All foundations have been installed and most of the electrical groundwork is complete. **Work is 85% complete and waiting on HG&E work in area to complete.**
 - ii. **Cherry St/Homestead Ave – completed**
- 5. Status of Planning and Design Projects
 - Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Met with Hazen on February 28th to discuss program restart. Green Infrastructure projects identified as projects that may have funding opportunities. Follow up meeting to be scheduled for potentially next week to discuss next steps for the program. Proceeding with Alternative 2 which allows for a six-month coordination period (June–November 2025) with the City and WPCF Operator to develop a concept-level upgrade plan. If a full Facilities Plan is pursued, the schedule will need to be extended to accommodate procurement, selection, and development of that plan. **On hold until Long Term Service contract is finalized.**
 - Stop Log #7, Hazen
 - i. A meeting was held on (October 31, 2025) to discuss closure options for Stoplog #7 Opening, project schedule, and coordination with DPW, HG&E, and Veolia. A summary of stoplog replacement options was presented. While aluminum was initially considered the preferred material, its long lead time and higher theft risk make it less favorable. The project team, with confirmation from Veolia, identified reinforced EPDM as the preferred alternate material due to its durability, ease of placement, and availability.
 - ii. Final design coordination, permitting, and bid preparation are underway, with bidding anticipated in early 2026, and all project funding required to be expended by

June 2026. Design & Permitting is now moving forward with the design for aluminum stoplogs with intermediate support, which is the preferred non-corrosive solution. A bid alternate may be included for an alternate material.

- iii. A recent meeting was held with the U.S. Army Corps of Engineers (USACE) to discuss the Section 408 review and design team was requested to confirm whether the project can avoid temporary or permanent construction easements.
 - iv. Timeline: The primary constraint is the 25–30 week fabrication lead time for the new stoplogs.
 - v. **Funding Clarification: We have contacted the EEA for clarification on whether a prepayment or deposit for these long-lead materials will be an eligible expense before June 30, 2026, funding deadline, even if the physical delivery of the materials occurs after that date.**
 - vi. **Design for the new rail crossing over the levee (with Pinsky R.R.) is being finalized with an 18-foot opening width with heavy-load specifications. Final dimensions and railroad details are being exchanged for sign-off.**
- MS4 Stormwater Compliance, Kleinfelder
 - i. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - ii. FY24 (Permit Year 6) Annual Report has been submitted.
 - iii. Construction of bioretention area at Maurice Donahue School is substantially complete.
 - iv. Veolia to begin dry weather screen as part of IDDE Program.
 - v. A meeting held May 2nd focused on addressing illicit discharge investigations in Holyoke, with the team discussing six problem areas that require further examination. Veolia and Kleinfelder presented their initial findings, recommending a multi-step approach including records review, dye testing, and potential CCTV investigations. Key discussion points included clarifying GIS data inconsistencies, identifying potential sources of contamination at locations like Conklin Furniture and Mowry Ave., and determining the most effective investigative methods. The team agreed to move forward with investigations immediately, including CCTV as needed and prioritize low-hanging fruit fixes within the \$25,000 budget, with a focus on notifying property owners and conducting targeted testing to pinpoint the sources of illicit discharges in the city's storm water system. Veolia conducted dye testing at Conklin (75 Appleton Street) and confirmed that a first-floor sink—and possibly a nearby bathroom—are discharging into a stormwater manhole. Veolia is awaiting building plans to confirm the full extent of the connection, after which the City will need to issue a formal directive to the property owner to separate the illicit discharge, with input and confirmation from Kleinfelder on next steps. Responsibility for separating the sink and bathroom connections will depend on whether those fixtures were installed before or after the City's sewer separation project converted the line to stormwater-only. A comparison of available installation dates with project records will need to be conducted to determine accountability.
 - vi. A certified letter was sent out on 6/13/25 to Conklin Furniture informing them of their obligations to correct the illicit discharge found at their location. City staff met July 10th with Conklin and their plumber to devise a plan. Conklin is working with a plumber and will keep the city informed with the required work and provide a schedule to complete the necessary work. **Conklin reported on 10/16 that the project is progressing well and is approximately 50% complete: the second-floor bathrooms are now draining to the correct sewer on the opposite side of the**

building, and the first-floor bathrooms will be dismantled early next week, followed by required inspections. **Conklin is arranging for inspections of completed work, DPW staff planning to attend.**

- Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. Project kick-off held with consultant. Draft technical memo anticipated to be complete by April 2025.
 - 1. Site visit held on Friday, January 10th.
 - 2. Background information sent to consultant for review.
 - 3. Tighe & Bond is reviewing updated flow data provided by HWW and will proceed with a scope change request for flow monitoring if data discrepancies persist. If the updated information proves sufficient, flow monitoring will remain a final recommendation to be confirmed before final design. The firm had previously identified flow monitoring as a potential need to validate area data, but the recent HWW updates have improved clarity regarding local flow conditions.
 - 4. Tighe and Bond is progressing with their write up and looking into pumping and sizing options. The check-in meeting was held June 11th. Additional flow data is not required as the water use dates from HWW were sufficient. Tighe and Bond requested updated sewer and drainage data from Veolia's GIS staff for an area map update that included details on the required layers and attributes for the sewer and stormwater data. **An updated version of the Springdale Pump Station report from Tighe and Bond was received on August 25, 2025, currently under review. Project has been included in the City's Capital Improvement Plan (CIP).**
- City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. Contract with Weston & Sampson (\$192,500) has been finalized.
 - ii. Project kickoff was held January 24th with Weston & Sampson, Preliminary Design expected May 2025.
 - iii. MassDEP meeting held (date) to discuss regulatory compliance following on a release that was reported from a 2,000-gallon underground storage tank (UST); MassDOT notified MassDEP, following up with Weston & Sampson on potential additional services. Weston & Sampson submitted a revised scope of services including minimum necessary fixes, including potentially bidding fuel procurement at private facilities given unknown status of anticipated construction funding status. To make this change as the funds (\$6,000) will be used from the project contingency budget originally included in the purchase order. See attached Amendment No. 1 – Fuel System's Alternative Analysis.
 - iv. Weston & Sampson has proposed a \$38,800 amendment #2 to support the City of Holyoke with Massachusetts Contingency Plan (MCP) compliance at the Central Fueling site, including subsurface soil and groundwater sampling, installation of new monitoring wells, and preparation of a Temporary Solution (TS) Status Report. This work is required to maintain MCP compliance with MassDEP for a historical fuel release associated with a previously removed underground storage tank.
 - v. **W&S submitted a draft report in accordance with Amendment 1 by July 22nd.**
 - vi. **Transfer request for funding to meet Massachusetts Contingency Plan (MCP) compliance at the Central Fueling site, including subsurface soil and groundwater**

sampling, installation of new monitoring wells, and preparation of a Temporary Solution (TS) Status Report was submitted to the mayor for approval. **GZA was identified and awarded the contractor identified as the most favorable for \$24,000. Contract for this work has been signed, and a coordination call is being scheduled. Site borings were conducted on September 30th to install monitoring wells needed.**

- vii. **The consultant was on site Friday, Oct 10 (~10 AM) to develop the newly installed groundwater monitoring wells (~ half day). They will return Wednesday, Oct 15 (~9 AM) to collect groundwater samples, with work expected to be completed that day. Results and next steps will follow pending laboratory analysis.**
- viii. The contract was amended under Amendment #2 which will include an alternative analysis that reduces gasoline storage to 3,000 gallons for DPW use while shifting other departments to retail fuel card purchases. Weston & Sampson will develop a concept plan, cost estimate, and updated 30-year life-cycle analysis reflecting revised assumptions, and incorporate these into an updated Alternatives Analysis report and recommendation.
- ix. **Facility testing conducted for insurance requirements. Diesel sump being retested after a loose hose clamp was discovered. Fuel line boot at dispenser 3-4 identified as needing repairs. Diesel sump passed testing after a electrical box was repaired. Repairs to dispenser 3-4 will need to identify a contractor to complete the work. Dispenser 3-4 has been looked out until repairs can be made contingent upon contractor availability. MassDEP and the City's insurance carrier are aware of the status of this dispenser and have returned to the station to compliance. Repairs may be made this fall or included on any future station upgrade.**
- x. **The recommended alternative for Holyoke's Central Fuel System is Alternative 2 – Partial System Replacement, which replaces the underground tanks and key components while retaining functional infrastructure. This option provides the best balance of cost, reliability, and operational control, ensuring on-site fueling with generator backup for emergencies while avoiding the higher life-cycle costs of the other alternatives. This recommendation is to be placed on future CIP.**
- City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. Contract finalized and project kick-off meeting held on October 30th. Site visit by design team held on November 12th. Sections of parking deck have been closed due to results of structural inspection. Due to the extent of deterioration, repairs are not considered cost-effective. Tighe and Bond has evaluated three potential alternatives for the site:
 - Alternative 1 - Two-Level Parking Deck (130 spaces): \$9,215,000
 - Alternative 2 –Heritage St. Surface Parking Lot (55 Spaces): \$5,212,000
 - Alternative 3 – Full Demolition / Green Space / Public Park (15 Spaces): \$4,164,000
 - Alternative 4 - Full Renovation (Not Recommended) (60 Spaces): \$14,469,000

Alternative 2 (Surface Parking Lot, \$5.2M) is the most practical option if maintaining some parking is a priority. Alternative 3 (Green Space, \$4.16M) is the most cost-effective if additional parking can be provided elsewhere. Alternative 1 (Two-Level Deck, \$9.2M) provides the most parking but is the highest-cost option.

RFP for design service for Alternative 3 that includes green stormwater infrastructure component has been finalized and submitted to purchasing for advertisement.

Procurement advertised this in the goods & services bulletin for a 6/16 document available date. Procurement will add all the required forms and send final document. Proposal are required to include three distinct design alternatives for the redevelopment of the site, each of which must demonstrate appropriate aesthetic continuity with the adjacent Heritage State Park, operated by the Massachusetts Department of Conservation and Recreation (DCR), for review and consideration by the Board of Public Works. A pre-bid walk through was held 6/25/25. One designer and one demolition contractor attended. A question came in on the requirements of the RFP with a response that proposals should contain three schematic alternatives based on Alternative #3 which was identified as the preferred alternative. All questions are due by 7/7/25 with proposals due 7/22/25. Addendum 1 was sent on July 14th from Procurement that clarified the requirement to provide there conceptual design alternatives based on "Alternative 3" from the Tighe & Bond Conditions Assessment Report and the intent of the RFP for the selected contractor to bring the project to the bid phase. **RFP responses were reviewed, interviews with selected respondents was held on September 22nd, review sheets from the panel were submitted to Purchasing to be reviewed to evaluate the sheets to determine which firm will be selected. GZA GeoEnvironmental has been selected to provide professional engineering services for the structural evaluation and green space redevelopment of the City Hall Parking Deck site under a \$416,540 contract. A purchase order was issued on October 20, 2025. Survey work is being scheduled, and a project kick-off meeting will be held in the coming weeks. At the request of the mayor, GZA completed an initial site visit and is preparing a proposal for municipal parking lot improvements along the High Street corridor. Procurement is working to finalize the contract. A project kick off meeting was held Wednesday, November 19th.**

- CSO Long-Term Control Plan
 - i. Meeting w/MEPA staff to discuss Notice of Project Change for LTCP held on July 17th. Working to prepare and submit a NPC for MEPA circulation.
 - ii. Notice of Project Change was submitted September 9th. Draft NPC has been circulated for review. Target date for submission is September 16th. Notice should be published in the Environmental Monitor on September 25th with comments due by October 15th.
 - iii. Request to extend comment period received from Connecticut River Conservancy and two-week extension granted with comment period ending on October 29th.
 - iv. City was notified of preliminary approval for requested FY25 Congressionally Directed Spending funding which included \$200,000 towards completion of Final EIR.
 - v. Application in the amount of \$250,000 was also made to CWSRF and waiting on status of award. There may be a 20% City match required on FY25 CDS monies and CWSRF funds may be allowed for match although we need to confirm.
 - vi. Approval to proceed with Final EIR has been received. As noted above, the Final Intended Use Plan for the Clean Water SRF shows \$250,000 awarded to Holyoke as of 4/8/25. The next step is to complete a Planning Application which was anticipated to be posted on the Mass.gov site on 4/18/25. **See above.**
- DOT-lead / TIP projects
 - i. **Corridor Improvements on High and Maple Streets** – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned. Meeting held with MassDOT on Oct. 29th to review design alternatives. Road Safety Audit was held April 3rd to solicit and observe specific recommendations to increase the safety at

project intersections. Draft comments forwarded to consultant. **Public Information meeting held at the Holyoke Library – June 24, 2025.**

- ii. **Appleton St - 1st and 2nd Level Canal Bridge Replacement** – DOT project with construction slated for 2027. 25% Design plans received from MassDOT.
- iii. **Beech & Resnic Intersection** – Pursuing roundabout concept, involved takings incl. Article 97. Meeting held with Fuss & O'Neill to review 25% Design.
 - 1. Meeting held with MassDOT 2/14/25 to discuss traffic concerns relative to Sargent and Beech intersection, MassDOT considering including a new traffic controller with vehicle detection at this intersection as part of the project. Waiting on updated plans from MassDOT.
 - 2. Additionally, City comments based on 25% Design forwarded to F&O and MassDOT.
 - 3. Waiting on MassDOT for when plans will be ready to set public informational meeting. Preliminary public outreach efforts and notice to be sent out once meeting date is confirmed.
 - 4. MassDOT Design Public Meeting held at the Council on Aging and Senior Center, 291 Pine Street on August 20th.
- 5. City to initiate ROW process.**
- iv. **MassDOT Safe Routes to School Infrastructure Project – Lawrence School**, 10% design. DPW to provide Holyoke Police Department crash reports for all crash types between 2018-2021, and for pedestrian- and cyclist-only crashes between 2011-2021 along Chestnut Street between Cabot Street and Hampshire Street, Final Downtown Holyoke Parking Study, and School schedules and school bus routes. Grant Coordinator to assist with a request for information. Survey work that began in late June is expected to be completed by late September. Kittelson will begin field verification upon receipt of survey data, likely in early September. Project development is anticipated this fall, with Kittelson contracted through 25% design, including two virtual outreach meetings. The current MassDOT construction advertisement date is targeted for April 2028. An updated project schedule is being prepared for submission to MassDOT. **Survey work conducted on October 7th. Consultant observed morning and afternoon pick up and drop off activities and installed traffic loops for traffic analysis. Kittelson & Associates is advancing early design work and has requested City design standards and crash data for Chestnut Street. Holyoke confirmed use of MassDOT roadway standards, with 6-inch curbs and Continental crosswalks. Surveying began in June 2025 and is expected to wrap up this fall, with field verification and 25% design development to follow. Two stakeholder meetings are planned, and construction advertisement is currently projected for April 2028.**
- v. **MassDOT Rail Corridor Project** - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
- vi. **MassDOT Local Bottleneck Reduction Grant Program** – Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @

Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. Field meeting held on June 4th and follow up meeting held with Fuss & O'Neill to discuss recommended improvements. High priority recommendations include signal timing improvements and other signal upgrades. Plans and specs have been updated based on minor MassDOT comments, with the main revision being the replacement of all signal cabinets and equipment. The final submission to MassDOT is submitted and should be ready for bidding. Staff will forward agreement forms forward by MassDOT. Forms include MassDOT Standard Contract Form and Contractor Authorized Signatory Listing. Agreement has been contractually approved as of 8/20/25 from MassDOT. To receive grant authorization this agreement will be on the 9/17 agenda, will get referred to finance, and most likely back on the agenda for the first October City Council Meeting. **Council approved the project final bid for the project will be advertised soon.**

vii. Main Street Reconstruction - MassDOT has approved the Downtown Complete Streets and Intersection Improvements on Main Street (Project #614054) for design only, with an estimated construction cost of \$21.4 million. Before the project can advance to TIP programming and funding, the City must complete pre-25% design work—including scoping, vault assessments, traffic and parking studies, and utility coordination—and execute an MOU confirming responsibilities for design, ROW, and future maintenance.

1. **An Over-the-Shoulder (OTS) meeting with MassDOT to review the project scope and confirm readiness to advance to 25% design will need to be scheduled. The City will also need to decide whether to continue with the current designer or procure a new consultant. Funding for design has been included in the City's Capital Improvement Plan (CIP). Chapter 90 could be considered for next steps as well.**

- City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Presentation made to CPA on November 12th for consideration of FY25 CPA funding.
 - iv. Formal Application submitted on December 19, 2024.
- **v. See above for update. Project currently out to bid.**
- City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. Proposal for Feasibility Study received from Architecture EL received. CPA Agreement has been signed. Meeting held with CPA to discuss revised scope of work. **Waiting on CPA approval to award contract to Architecture EL. Execution of the agreement is on hold pending confirmation that the updated scope aligns with the CPA grant's intent and an update on the project cost.**
 - i. **Design Consultant: We have released a Request for Proposals (RFP) to hire a consultant for the assessment and design work on the historic granite stairs and annex pillars.**
 - ii. **Key Dates: A non-mandatory walkthrough is scheduled for December 2, 2025, and proposals are due on December 18, 2025.**

- iii. **Funding: We are applying for an additional \$100,000 in CPA funding to fully cover the planning, design, and permitting required for the project.**

6.

- Levee Pump Station Repairs, Design
 - i. Grant awarded through Dam and Seawall Program Grant for electrical upgrades in the amount of \$187,500. City match of 25% to be met with in-kind services. Contract w/EEA has been executed. Contract with Tighe & Bond has been executed.
 - ii. Tighe and Bond progressing with 60% design drawings, met with HG&E 5/30 to determine power feed requirements. Gate structures are being evaluated to determine the appropriate upgrade which may include full replacement due to the vendors concerns based on the age and weight of the gates. May be broken out as separate project based on initial estimates for this work to be completed.
 - iii. **Quarterly report due on October 30th for the flood control pump stations 1-4 grant.**
 - iv. **DPW staff met with HG&E on Friday the 24th to review the scope and priorities for Pump Stations 1-4, review cost estimates, evaluate potential funding/cost-share, and discuss grant strategies and opportunities. Based on this meeting DPW will proceed with applying yearly for grant funding to complete the needed upgrades on a station by station basis. HG&E discussed the match requirement of the grant and suggested that they would be willing to support this through a possible loan structure. The grant requires a 10% match and if the city is successful each year a \$100,000 match would be required. The project is anticipated to require at least 4 grant awards to complete the work with a total match of \$400,000 ultimately required.**
 - v. Tigh & Bond assisted with submitting a grant funding application for stations 5-7 for similar work. **See above for update.**
- Municipity – Program is being used internally only. A meeting was held on Wednesday, June 18th to discuss integrating Municipity into DPW operations. New DPW staff are working on fully implementing this for future permitting.
- Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. Waiting on steps of approval process with Solicitor's Office.
- Dwight Street Garage and Suffolk St Parking Deck.
 - i. Tighe and Bond submitted a proposal to integrate work specified by elevator contractor (VDS) into the existing building systems at the Dwight Street Garage. Additionally, the proposal includes structural assessment of the two structures as well as ADA compliance at the Dwight St. garage. Staff submitted request ADA commission to continue the scheduled hearing for 6 months to continue design development. Staff reviewed Tighe and Bond proposal to confirm scope of work will provide the needed cost information to bond for sufficient funding to complete the repairs / upgrades. Proposal will be funded by bond funding and needs to be signed. Staff met with the Architectural Access Board on July 14th. Board granted the city 6 months to complete the construction documents. ADA requested that accessible parking spaces be relocated to the Dwight St. level as this level provides at grade access to Dwight St. Engineering will need to determine the number of ADA spaces that can be relocated, with DPW installing additional signage informing the public of the changes in ADA parking locations. Existing ADA spaces on the bottom and top floors of the garage have been temporary relocated to the Dwight St. level by DPW staff. **Contract with Tighe and Bond has been finalized. Tighe and Bond architect evaluated ADA compliance triggered by the work. Will follow up with**

an updated project schedule. The Police Impound Area was evaluated in a separate site visit. They are working through the schedule for the elevator consultant and other disciplines. **Consultant's team of engineers was on site Wednesday including structural, electrical, and HVAC to perform a visual assessment of the facility.**

- **Race Street Reconstruction Cabot St. to Sargeant St.**
 - The project focuses on improvements between Sargeant Street and Cabot Street, received \$285,631.88 in funding through the Complete Streets program. The grant contract has a termination date of December 31, 2027. The project scope includes the construction of a new 5-foot-wide sidewalk along the canal side of the road, shared bike lanes, new crosswalks, on-street parking improvements, drainage updates, and milling and resurfacing the roadway.
 - **Met with the designer 11/25 to discuss design options given the grading constraints and site conditions encountered. Options include removing a section of sidewalk on the east side of Race St. just north of Sargeant St, modifications to the existing drywell and related conservation commission requirements, and the installation of an additional drainage structure with a connection to Hamilton Street.**

7. Flood Control

- i. FEMA issued a draft Levee Analysis and Mapping Procedures (LAMP) study report for Holyoke, which indicated possible deficiencies in the Springdale levee system along the Connecticut River (right bank).
- ii. If the levee system is found to be non-accredited, FEMA will not recognize it as providing adequate flood protection for the purposes of the National Flood Insurance Program (NFIP). Properties behind a non-accredited levee may be newly mapped into high-risk flood zones (Special Flood Hazard Areas, or SFHAs), such as Zone AE or VE.
- iii. This mapping affects flood insurance requirements and development regulations.
- iv. The city is in the process of reviewing the draft report and plans to submit comments by the May 23rd deadline.
- v. Questions have been submitted to FEMA regarding:
 - a. The specific cross-sections flagged as deficient.
 - b. The gauge data used in the analysis.
 - c. Requirements for updating the National Levee Database.
 - d. Necessary documentation and deadlines for submitting levee accreditation and freeboard exception materials.
 - e. There is ongoing discussion about hiring a surveyor to collect crest elevation data for the levee and the need to coordinate with FEMA and consultants regarding what to submit.
- vi. If full compliance with §65.10 is infeasible, the city may pursue a Freeboard Deficient Levee (FDL) exception or Levee Zone designation under LAMP.
- vii. **Comments on the LAMP study submitted on 5/23/2025**
- viii. A memo in response to questions and comments from the City was received from FEMA's consultant (Advancing Resilience in Communities (ARC) on July 9th. The memo clarified levee crest elevations, confirmed use of NAVD88 datum, and outlined differences in base flood elevations (BFEs) based on new modeling data. Additionally, several segments of the Springdale Village levee system were confirmed to not meet the minimum required freeboard per FEMA standards (44 CFR 65.10), particularly around Chicopee Street/Cabot Street and I-391 bridges. FEMA also clarified that previously stamped as-builts may still be used, but updated surveys and certifications will be required for accreditation. Preliminary maps are expected this fall with the final determination likely in 2026, and effective maps anticipated for summer 2027. The city will need to consider pursuing a Letter of Map Revision (LOMR) for levee accreditation using updated certification documents, including structural, geotechnical, and hydraulic data. FEMA anticipates issuing Preliminary DFIRMs

in Fall 2025, with final maps in 2026 and effective maps in 2027. The city will need to work within this window to complete any required studies or improvements to maintain accreditation or seek revisions. The city will need to continue to engage with ARC/FEMA, engineering consultants, and local stakeholders to review flood mapping changes, update mitigation plans, and prepare for public outreach if mapping changes impact property owners. **Plans moving forward include evaluation of the cost to prepare a freeboard exception request and determining the cost of potential physical improvements to the flood protection system that addresses revised mapping concerns. Tighe and Bond is assisting with this effort. Mayor will be updated as cost impacts become clarified.**

8. Contracts

9. City Council / Regulatory

- Finance Committee
- Ordinance Committee
- Public Safety Committee

10. City Permits

- Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
- **Proposed Tesla charging station at Holyoke Landing will require closing out stormwater permit.**
- **Proposed BESS at Holyoke Landing will require Large Development Stormwater Permit.**
- Preapplication meeting held with Sublime to solicit feedback from the city as the design progresses. Topic discussed included site preparation, existing tailraces and how those are anticipated to be addressed, closed, and site access through either a private or public ROW.
- **BESS on Kelly way complete and compliance letter and bond release has been issued.**
- Victory Theater submitted as a stormwater permit application. Application shows drainage utilities being proposed in the alley along with building footprint expansion into the alley which will impact access and future construction accessibility to the existing sewer in the alley. The site plans show sections of the sewer main being replaced and slip lined to accommodate the proposed addition. **As of September 5, 2025, Victory Theater (MIFA) has approved of and fully understands that the Planning Board will be moving forward with the hiring of a consulting engineer at MIFA's expense. Staff will meet with the Planning Board Director to review the next steps outlined in the zoning ordinance on the hiring process of outside consultant review. The ordinance makes clear that the Planning Board manages the process, with support from the City Clerk, City Treasurer, and Planning Director.**

11. Veolia

- Industrial Users – PFAS sampling program will be created upon final permit designation.

12. Outstanding DPW Crew Work

13. Other Updates

- Review of all Board of Public Works permits and approvals noted by Ordinance currently underway.



November 21, 2025

Ref: R176204.000

Holyoke Stormwater Commission C/O
Matthew Sokop, PE, City Engineer
City of Holyoke
20 Korean Veterans Plaza, Third Floor, Room 300
Holyoke, MA 01040-5078

Re: Holyoke Mall 2025/2026 Paving Operations
Stormwater Permit

Dear Matt:

On behalf of the Holyoke Mall Leadership Team, VHB submits the attached for your use and review:

- 1) Graphics showing current milled pavement /binder pavement surfaces.
- 2) Color Graphics showing 2025 Paving Plan for the Mall Property

VHB and the Mall are in receipt of your correspondence dated October 24, 2025, putting the Mall on notice that it appears as if a violation of the Holyoke Stormwater Management Ordinance may have occurred as part of the 2025 mall paving project. In short, any existing pavement areas where the pavement was removed down to gravel subbase in excess of 2000 SF required installation of a stormwater management system which reduced stormwater flow from that area by 25% for the 2 and 10-year design storms. Since receipt of this letter, the Mall has halted the paving contractor from performing additional new asphalt replacement. The following summarizes our Conference Call of 11/19/2025 regarding this situation.

The Mall is requesting permission to complete the paving work which has already started IN 2025. Graphics No. 1 above shows the areas which are currently milled and/or stabilized with binder. There are no areas of exposed gravel subbase currently within the mall. We wish to request permission from the Stormwater Commission to install the bituminous top course on these areas as soon as possible. Doing so would facilitate winter snow plowing activities and set the pavement at the catchbasins rim elevations to allow for continued collection of stormwaters.

In exchange for this consideration, the Mall will engage VHB to prepare and file a Stormwater Permit Application for the proposed 2026 Paving Program. The Stormwater management design for new areas of pavement reconstruction will be based on the requirement to reduce stormwater flow from that area as well as the pavement reconstruction area that was created in 2025. This means the system design will over-perform in this new area to compensate for what should have been installed in 2025.

Additionally, there are areas of the parking lot which are located over the former landfill area. Some of these areas may include additional pavement reconstruction, but because of the landfill, stormwater mitigation may not be possible. We anticipate that the Stormwater Permit Applicant may include a Finding of Impracticability for these areas. This request will be accompanied by appropriate documentation for the Stormwater Commission to review and evaluate.

Matthew Sokop, PE, City Engineer
Ref: R176204.000
November 21, 2025
Page 2



We thank you for considering this request and look forward to moving forward in finishing off the 2025 paving work. By way of this correspondence, we are requesting a Special Meeting of the Stormwater Commission so we may present this request in person and answer any questions the Commission members may have. Please do not hesitate to call should you have any questions or need additional information.

Sincerely,

VHB

A handwritten signature in blue ink that reads "John J. Furman". The signature is fluid and cursive, with the first and last names being more prominent.

John J. Furman, PE
Office Manager, Springfield

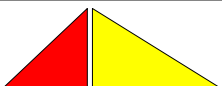
cc: Holyoke Mall Leadership Team

2025

NORTH



HOLYOKE
Hill
A T I N G L E S I D E



THE PYRAMID COMPANIES
4 CLINTON SQUARE
SYRACUSE, NEW YORK 13202
(315)422-7000
www.pyramidmg.com

50 HOLYOKE STREET
HOLYOKE, MA 01040
P: (413) 536-1441
F: (413) 536-5740
GENERAL MANAGER: LYNN GRAY

LOCATION:

HOLYOKE, MA

DRAWING:

SITE PLAN

DATE:

19-Nov-25

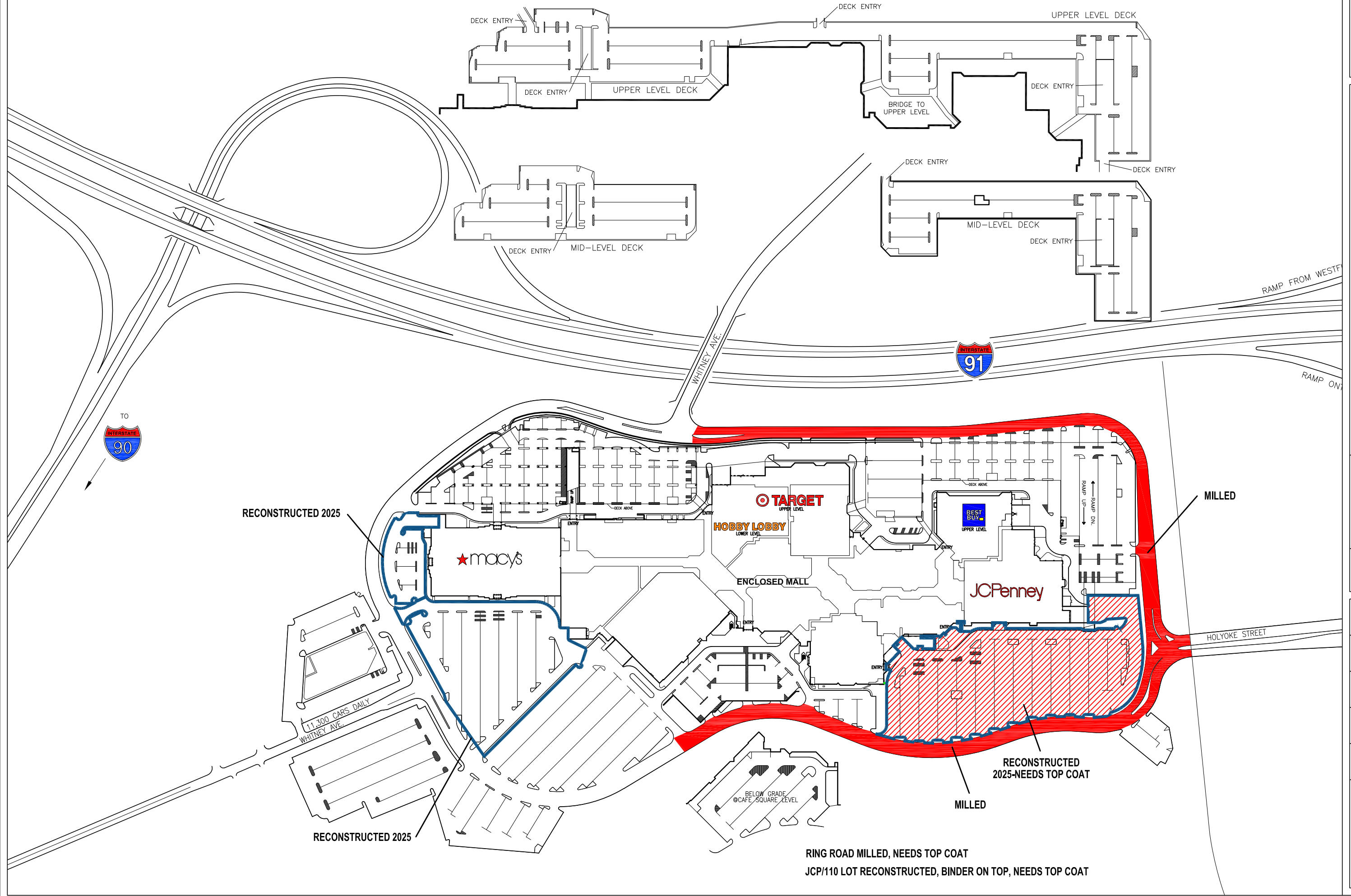
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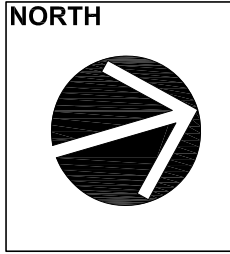
DWG NAME:

HOLYO-S1-BM-PAVING WORK-20251119

S1



2026 AND 2027



HOLYOKE
mill
A T I N G L E S I D E

PYRAMID
THE PYRAMID COMPANIES
4 CLINTON SQUARE
SYRACUSE, NEW YORK 13202
(315)422-7000
www.pyramidmg.com

50 HOLYOKE STREET
HOLYOKE, MA 01040
P: (413) 536-1441
F: (413) 536-5740
GENERAL MANAGER: LYNN GRAY

LOCATION:
HOLYOKE, MA

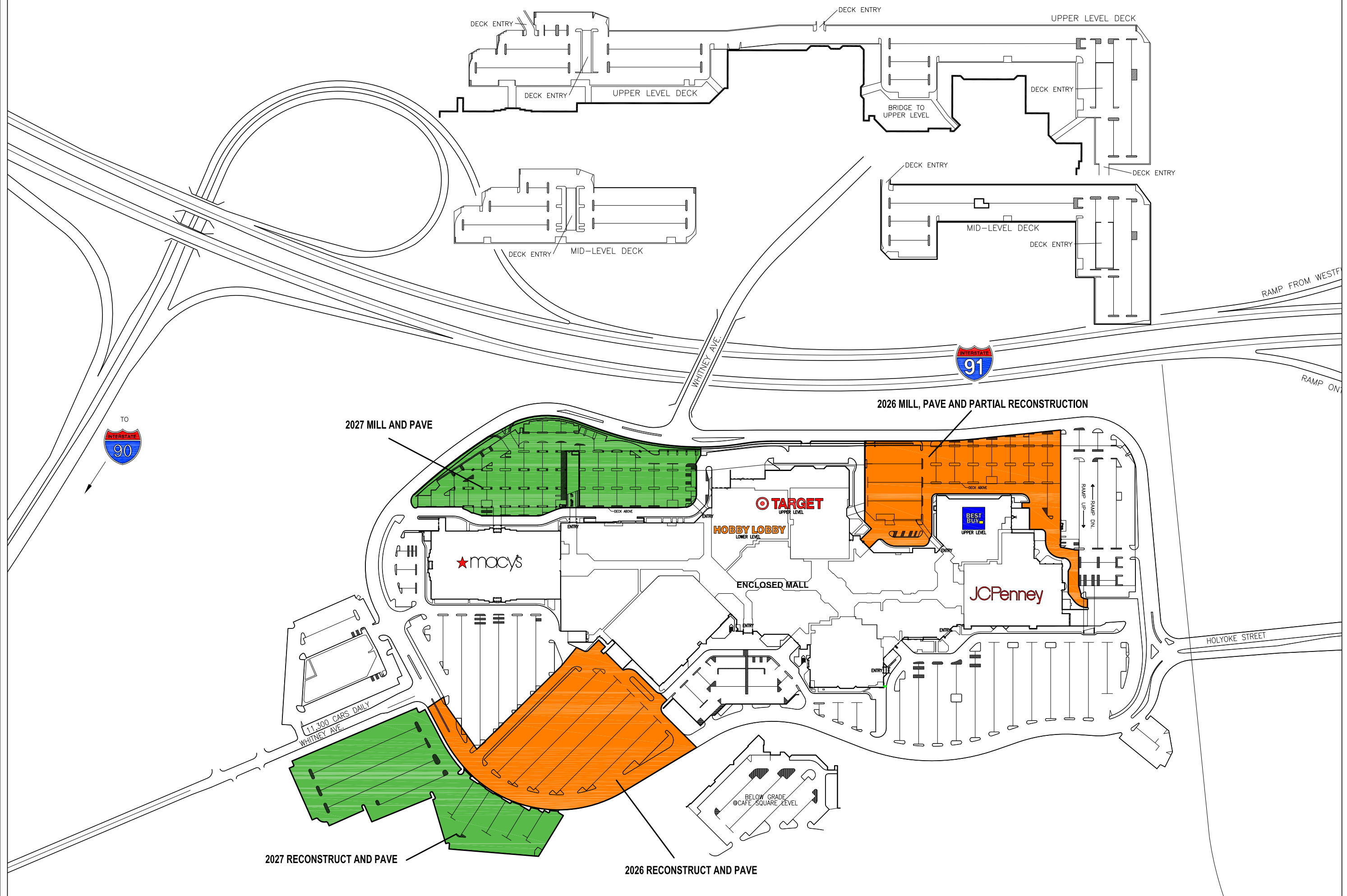
DRAWING:
SITE PLAN

DATE:
19-Nov-25

SCALE:
N.T.S.

DWG NAME:
HOLYO-S1-BM-PAVING WORK-20251119

S1





Board of Public Works Meeting – 12/1/25

Stormwater Coordinator and Grant Writer - Report

1. Grant Opportunities

a. Mass Trails - \$239,000 awarded on 10/17/25 - The CT River Pathway project will look at the design for a shared-use path that will be 1.6 miles from Route 5 towards Springdale Park.

i. Grant initiation steps completed, grant brought to council 11/18/25

b. OSG Planning Grant – MEPA FEIR - \$250,000 - award under review

i. Need to submit Tighe & Bond proposals to Mass DEP

c. LEAP – Application submitted 9/30/25

i. Award announcement anticipated around 11/14/25

ii. Complete Streets design for Laural St – grant allows for \$25,000-\$100,000 in design services

iii. Met with Lily Wallace MassDOT on 11/17/25. She recommended an additional submission through Mass DOT Grant Central for this project. She thinks it will either be awarded through LEAP or through the new Fully Integrated Application process

d. Safe Streets for All - \$158,280 awarded on 6/13/25 – Safety Action Plan development

i. RFP drafted, 1st quarterly report submitted

e. Gap IV Energy Grant – submitted 9/23/25 for \$350,000 – LED lighting, high efficiency windows, administration building roof insulation at WWTP

i. Anticipated award decision December 2025

f. CPA – submitted 11/7/25 – additional \$100,000 to complete the design, permitting, and bid-document creation for City Hall granite stairs and Annex stone pillars project

i. RFP to go out 11/24/25 with bids due 12/18/25

g. OSG Planning Grant – CSO 7 design project \$250,000 – Notice to Proceed 10/21/25

i. Contract reviewed by legal and returned to Greg Devine 11/14/25

ii. Grant to Council for 12/2/25

h. Clean Water Trust – Asset Management Grant \$150,00 – Submitted 7/25/25 no awards announced yet

i. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant application submitted for \$222,800 submitted on June 13, 2025. No awards announced yet.



- j. One Stop - \$265,000 awarded 9/30/25 for the design of sewer repair linked with housing developments and the design of CSO 7 separation.
 - i. On 11/20/25 received contracting paperwork
 - ii. Meeting with BETA Group on 11/25/25 to discuss budget ammendment
- k. Complete Streets Tier 3 - \$285,631 awarded for construction of Race St complete streets project between Cabot and Sargent.
 - i. Council acceptance initiated 11/6/25
- l. Dam and Sewall Repair or Removal Grant FY26 – Design Development Pump Stations 5-7 - \$250,000 awarded 8/29/25
 - i. Council acceptance 11/6/25
- m. ARPA - \$200,000 treework awarded
- n. MVP Action Grant - Holyoke Wastewater System Vulnerability Assessment, Adaptation Plan, and Green Infrastructure - \$390,000 awarded 8/18/25
 - i. Council acceptance 11/6/25
 - ii. Working on award agreement with Procurement and PO
- o. Long Island Sound Futures Fund – Collaboration with Conservation Department - \$1.5M construction project for Pine St Green Infrastructure. Submitted Spring 2025. Not awarded.
- p. MPPF Round 31 – City Hall Stained Glass Windows - \$65,000 awarded 6/20/25
 - i. Round 2 RFP
- q. Solid Waste Infrastructure for Recycling Grants for Communities
 - i. 12/20/24 Application submitted for \$3,885,057 for automating single stream recycling, automation of trash truck fleet, multifamily recycling education and enforcement, and compost feasibility study and residential composting.
 - ii. 4/14/25 EPA confirms it will be disbursing SWIFR funds before end of 2025
 - iii. Passed round one merit review 6/4/25
- r. CPA Grant – City Hall Stained Glass Windows - \$165,000 awarded 3/18/25
- s. Dam and Seawall Repair or Removal Program FY 25 – Design development flood control pump stations 1-4
 - i. \$187,500 awarded 9/26/24
 - ii. Preliminary design underway, final design due 4/30/26
- t. MPPF Round 30 – Wistariahurst Retaining Wall - \$75,000 awarded 6/19/24



Mayor Joshua A. Garcia

Stormwater Coordinator and Grant Writer – Miira Gates

City of Holyoke

i. Construction underway

Department of Public Works

City Forester Report

10/05/2025 through 11/15/2025

Responded to all correspondence within 72 hours of receiving them

Responded to all emergency tree calls

Responded to all city calls during my tenure as on call foreman

10/08 attended a meeting in the law department

10/20 attended a meeting at nuestras arboles

Northern Tree Service

10/20/2025

4 Magnolia Ave – prune maple tree

6 Magnolia Ave – prune oak tree

8 Magnolia Ave – prune oak tree

120 Sycamore Street – prune locust tree

10/21/2025

21 Beacon Ave – tree on Nonotuck St – prune locust tree

183 Allyn St – prune hornbeam tree

183 Allyn St – prune hornbeam tree

15 Maple St – across street – prune callery pear tree

15 Maple St – across street – prune callery pear tree

41-43 North Bridge St – prune purple leaf plum tree

169 Allyn St – prune locust tree

Jones Point Park – remove to ground several trees hung up in canopy from September 6 storm

10/22/2025

1745 Northampton St – Friendlys – Remove hazardous maple tree
DBH 19 inches – reported by councilor Burgos – identified on
Treekeeper as fair condition needing pruning only

251 Beech Street – Remove elm tree – DBH 17 inches
Removal requested by past 2 and present DPW directors for
Sidewalk improvements – Identified on treekeeper as fair
Condition prune only

238 Cabot Street – Wisteriahurst museum – tree on Beech St
Remove hazardous Ginko – DBH 16 inches – removed at request
Of museum director – identified on treekeeper as good
Condition – prune only

68 Fairfield Ave – remove hazardous maple tree – DBH 28 inches
September 6 rotted top of tree fell on a car – identified on
Treekeeper as poor condition – prune only

68 Fairfield Ave – tree on center island – remove hazardous maple
Tree – DBH 18 inches – identified on treekeeper as poor
Condition – remove

110 Lincoln St – remove hazardous maple tree – DBH 17 inches –
Identified on treekeeper as poor condition – prune only

10/23/2025

4 Memorial Ave – tree on Westfield Road – Remove cherry tree –
DBH 25 inches – identified on treekeeper as poor condition –
Remove

134 Nonotuck Street – remove hazardous maple tree – DBH 18
Inches – identified on treekeeper as fair condition – prune only

28 Magnolia Ave – remove standing dead maple tree – DBH 19
Inches – identified on treekeeper as poor condition – remove

124 Locust Street – remove butt log from previously rotted tree
DBH 16 inches – identified on treekeeper as fair condition –
Prune only

263 Linden Street – remove standing dead maple tree – tree on
Hampshire Street – DBH 10 inches – identified on treekeeper as
Poor condition – prune only

258 Linden Street – remove standing dead maple tree – tree on
Hampshire Street – DBH 15 inches – identified on treekeeper as
Poor condition – remove

103 Pine Street – remove dead maple tree DBH 26 inches –
Identified on treekeeper as poor condition – remove

158 Pine Street – remove dead maple tree – DBH 27 inches

Identified on treekeeper as poor condition – remove

10/24/2025

77 Central Park Drive – Remove standing dead hemlock tree –

DBH 7 inches – identified on treekeeper as poor condition –

Prune only

62 Central Park Drive – prune silver maple tree

62 Central Park Drive – prune silver maple tree

62 Central Park Drive – prune red maple tree

77 Central Park Drive – prune hemlock tree

77 Central Park Drive – prune hemlock tree

63 Central Park Drive – prune mulberry tree

622 South Street – prune locust tree

10/27/2025

Walnut Street between Essex Street and Dwight Street

193 Walnut Street – prune maple tree

191 Walnut Street – prune zelkova tree

187 Walnut Street – prune sweetgum tree

165 Walnut Street – prune oak tree

151 Walnut Street – prune maple tree

Walnut Street corner Suffolk Street – prune oak tree

Walnut Street corner Dwight Street – prune maple tree

10/28/2025

Walnut Street between Hampshire Street and Cabot Street

272 Walnut Street – prune linden tree

270 Walnut Street – prune linden tree

268 Walnut Street – prune oak tree

262 Walnut Street – prune linden tree

258 Walnut Street – prune maple tree

256 Walnut Street – prune linden tree

254 Walnut Street – prune maple tree

246 Walnut Street – prune linden tree

246 Walnut Street prune hornbeam tree

244 Walnut Street – prune linden tree

10/29/2025

Walnut Street between Cabot Street and Essex Street

240 Walnut Street – remove hazardous rotted maple tree –

DBH 17 inches – identified on treekeeper as good condition –

Prune only – butt log to be removed at a later date

236 Walnut Street – remove standing dead ash tree – DBH 23

Inches – identified on treekeeper as poor condition – remove –

Butt log to be removed at a later date

232 Walnut Street – prune maple tree

10/30/2025

Walnut Street between Cabot Street and Essex Street

228 Walnut Street – prune maple tree

226 Walnut Street – prune linden tree

226 Walnut Street – prune zelkova tree

222 Walnut Street – prune locust tree

Walnut Street corner Essex Street – prune locust tree

10/31/2025

Walnut Street between Essex Street and Dwight Street

206 Walnut Street – prune maple tree

202 Walnut Street – prune zelkova tree

200 Walnut Street – prune sweetgum tree

196 Walnut Street – prune zelkova tree

Walnut Street corner Appleton Street – prune callery pear

159 Walnut Street – across street – prune baldcypress tree

153 Walnut Street – across street – prune oak tree

Walnut Street corner Suffolk Street – prune locust tree

125 Walnut Street – across street – prune maple tree

123 Walnut Street – across street – prune locust tree

69 Cherry Hill – rear – remove broken maple tree – not

Identified on treekeeper

10/31/2025 – 11/01/2025

Wind Event Trees damaged due to high wind

Members of Forestry, Parks and Highway Department responded

Route 202 near Mueller Bridge – state owned tree fell blocking

Road – Tree and debris were removed from road – tree was

identified on treekeeper as good condition – prune only

Maple Street near 391 off ramp – Sheard Park – Large leader from

Oak tree fell in road – debris was moved into park for pickup later

I feel this tree should be removed as there is a large cavity 30 feet

Up in the tree where the leader broke off – tree identified on

Treekeeper as good condition – prune only

Beech Street corner Suffolk Street – half of callery pear broke off

And fell in road – debris in road was removed – remainder of tree

To be removed – tree identified on treekeeper as fair condition –

Prune only

Doyle Road – Water Department tree fell partially blocking road –

Debris was removed from road

Veterans park – standing dead Sweetgum tree on bid removal list

Fell into park – tree to be removed at a later date – tree identified

On treekeeper as fair condition – prune only

561 South Summer Street – callery pear tree was topped out by
HGE tree putting pressure on utility pole – tree was on bid removal
List – tree identified on treekeeper as poor condition – remove
Butt log to be removed at a later date

563 South Summer Street – callery pear tree was topped out by
HGE tree putting pressure on utility pole – tree was on bid removal
List – tree identified on treekeeper as poor condition – remove –
Butt log to be removed at a later date

116 Columbus Zvenue – tree on Summit Avenue – Black cherry
Tree rotted in stem fell onto neighboring property – tree to be
Removed at a later date – tree identified on treekeeper as fair
Condition – prune only

Community Field Road – elm tree from state property broke and
Fell on sidewalk – debris to be removed at a later date

Route 5 near Reservation Road – Private poplar tree fell into road –
Debris was removed from road

Main Street at Mosher Street – locust clump fell on to neighboring
Property – tree to be removed at a later date

11/03/2025

Members of Forestry, Parks and Highway department assisted
With storm cleanup

Pine Street between Lyman Street and Suffolk Street

56 Pine Street – prune maple tree

70 Pine Street – prune linden tree

74 Pine Street – prune oak tree

78 Pine Street – prune maple tree

78 Pine Street – prune crabapple tree

103 Pine Street prune maple tree

140 Pine Street – prune hornbeam tree

140 Pine Street prune maple tree

142 Pine Street – prune locust tree

Veterans Park – remove storm damaged sweetgum tree

DBH 7 inches

Veterans Park – remove storm debris from Dwight Street side of
Park

11/04/2025

Pine Street between Hamden Street and Dwight Street

87 Pine Street – prune maple tree

90 Pine Street – prune oak tree

76 Pine Street – remove rotted crabapple tree – DBH 17 inches

Identified on treekeeper as poor condition – prune only

Pine Street between Suffolk Street and Appleton Street

Pine Street corner Suffolk Street – prune crabapple

162 Pine Street – prune maple tree

11/05/2025

116 Columbus Avenue – remove storm damaged Cherry tree on

Summit Avenue – DBH 12 inches

116 Columbus Avenue – prune cherry tree on Summit Avenue

Community Field Road – remove storm damaged state owned

Elm tree from sidewalk

Sheard Park – remove large leader from oak tree left in park from

Storm

Main Street at Mosher Street – remove uprooted locust clump

Damaged during storm

Pine Street between Suffolk Street and Essex Street

164 Pine Street – prune linden tree

190 Pine Street – prune locust tree

198 Pine Street – prune oak tree

11/10/2025

Pine Street between Appleton Street and Essex Street

200 Pine Street – prune locust tree

210 Pine Street – prune sweetgum tree

210 Pine Street – prune linden tree

Pine Street between Essex Street and Cabot Street

216 Pine Street – prune locust tree

218 Pine Street – prune locust tree – unfinished

11/11/2025

Senior Center – Remove dead callery pear at request of director

DBH –9 inches - identified on treekeeper as fair condition –

Prune only

Senior Center – Remove oak tree at request of director - DBH 14

Inches – base of tree hollow – identified on treekeeper as fair

Condition – prune only

Senior Center – Remove oak tree at request of director – DBH 17

Inches – half of tree missing – identified on treekeeper as fair

Condition – prune only

190 Suffolk Street – remove remainder of storm damaged callery

Pear tree on Beech Street - DBH 17 inches

561 South Summer Street – Remove butt log from storm damaged

Callery pear tree – DBH 16 inches

563 South Summer Street – Remove butt log from storm damaged

Callery pear tree – DBH 20 inches

227 Pine Street – Remove maple tree – DBH 17 inches – identified

On treekeeper as poor – remove

231 Pine Street – Remove maple tree – DBH 16 inches – identified

On treekeeper as poor condition – remove

240 Walnut Street – Remove butt log from previously cut maple
Tree – DBH 17 inches

236 Walnut Street – Remove butt log from previously cut ash tree

Pulaski Park – Remove maple tree – DBH 32 inches – identified on
Treekeeper as poor condition – remove

11/12/2025

Pine Street between Essex Street and Cabot Street

223 Pine Street – prune locust tree

226 Pine Street – prune locust tree

Pine Street between Cabot Street and Hampshire Street

250 Pine Street – prune tulip tree

252 Pine Street – prune London plane tree

252 Pine Street – prune linden tree

Pine Street between Sargeant Street and Resnic Boulevard

320 Pine Street – prune maple tree

322 Pine Street – prune locust tree

324 Pine Street – prune linden tree

326 Pine Street prune maple tree

328 Pine Street – prune linden tree

101 Franklin Street – prune locust tree on Pine Street – unfinished

11/13.2025

218 Pine Street – complete pruning locust tree

340 Pine Street – prune maple tree

101 Franklin Street – prune ash tree blocking stop sign

101 franklin Street – complete pruning locust tree on Pine Street

101 Franklin Street – prune linden tree on Pine Street

325 Pine Street – prune locust tree next to CVS

170 Sargeant Street – prune locust tree on Pine Street next to
Westfield Bank

163 Sargeant Street – prune locust tree on Pine Street next to
Armory building

163 Sargeant Street – prune locust tree on Pine Street next to
Armory property

10/23/2025

I saw DCR planting a tree on West Franklin Street – I was not
Aware of any fall planting approved – When I questioned the crew
Unfortunately the supervisor was not on site – She contacted me
The following day to explain – She forwarded a summary of the FY
2025 tree planting grant which explains why trees were planted

This fall – I have included it with this report

10/24/2025

I was contacted by HGE to approve a list of about 120 trees they
Wanted approval to remove in west Holyoke – A risk assessment
Was completed by an outside firm – I inspected each tree on the
List forwarded by HGE – Many trees are on private property – The
Trees I assessed are all in need of removal – Only 2 were identified
on Treekeeper – the real experts at city hall who completed the
Inventory were in agreement with us that the 2 trees identified
Should be removed – I have included the list of trees with this
report



City of Holyoke,
Massachusetts
Birthplace of Volleyball

John Twohig <twohigj@holyoke.org>

Implementation Grant 2025 Tree Summary

1 message

Greenleaf, Sarah (DCR) <Sarah.Greenleaf@mass.gov>
To: John Twohig <twohigj@holyoke.org>

Thu, Oct 23, 2025 at 11:33 AM

Hi John,

I have attached a list of all tree locations for the FY '25 grant. There are a total of 25 different locations and some have multiple trees, so the grand total for this project is 44 trees. The stump grinding was completed later in the spring planting season so we only got around to planting 17 trees before the end of the fiscal year. We planted 7 trees this fall season (and couldn't finish due to budget cuts). So, we will finish the remaining 20 trees next spring.

FY '25 Implementation Grant Planting Timeline:

17 trees planted spring 2025

7 trees planted fall 2025

20 trees to be planted in spring 2026

=44 trees total

Something I failed to do was to send you the tree species for each location before planting. Last year you and I had agreed on this and apparently I slipped back into old habits this year and forgot to clear the species with you. I sincerely apologize for this oversight. I promise to be in active communication with you for all future public tree plantings, giving you locations and species to approve before planting trees. I knew you had walked the sites with Rachel and company during the planning phase for the implementation grant and somehow that translated to an overall green flag to me for planting. But I neglected to get your species approval and that was a mistake. I will do better!

As far as next steps, once the nursery inventories get updated next spring I will send you the proposed tree species for the remaining 20 spots. I'll also be sending you Tree City USA numbers shortly.

Have a great day!



Sarah Greenleaf (She/Her)
ISA, TRAQ WE-9826AM

Urban Forester | Urban & Community
Forestry
Greening the Gateway Cities Program

1048 North Rd, Westfield, MA 01085
Mobile (857) 331-4075

Email sarah.greenleaf@mass.gov



Location	Species	Planting Date
282 Suffolk St	Tilia cordata 'Corinthian'	6/18/2025
284 Suffolk St	Ulmus parvifolia 'Frontier'	6/18/2025
507 Appleton St	Quercus palustris	6/18/2025
32 Willow St	Ulmus parvifolia 'Frontier'	6/18/2025
23 Hamilton St	Crataegus viridis 'Winter King'	10/17/2025
531 S Summer St	Prunus sargentii 'Columnaris'	10/17/2025
	Prunus sargentii 'Pink Flare'	10/17/25
254 W Franklin St	Crataegus viridis 'Winter King'	10/20/2025
32-38 N Summer St	Crataegus viridis 'Winter King'	10/21/2025
28 Magnolia Ave	Zelkova serrata 'Green Vase'	10/21/2025
Avery Field	Gymnocladus dioicus 'Espresso' x 2	5/9/25
	Ulmus parvifolia 'Alee'	5/9/25
	Ulmus parvifolia 'Alee'	5/29/25
	Nyssa sylvatica	5/9/25
Veteran's Park	Gymnocladus dioicus 'Espresso'	6/18/25
	Ginkgo biloba 'Princeton Sentry'	6/18/25
	Quercus coccinea	6/18/25
	Quercus bicolor	6/18/25
	Quercus coccinea	10/22/25
	TBD	Spring 2026
Deroy Park	Crataegus viridis 'Winter King'	6/6/25
	Quercus coccinea x 2	6/3/25
	Platanus x occidentalis x 2	6/4/25
	Taxodium distichum x 2	6/6/25
	Juniperus virginiana	6/25/25
527 S Summer St	TBD	Spring 2026
37 N Bridge St	TBD	Spring 2026
35 N Bridge St	TBD	Spring 2026
32-38 N Summer St	TBD	Spring 2026
68 Linden St	TBD	Spring 2026
365 Linden St	TBD	Spring 2026
377 Linden St	TBD	Spring 2026
379 Linden St	TBD x 3	Spring 2026
Wistariahurst	TBD x 2	Spring 2026
79 Lawler St	TBD	Spring 2026
25/27 Brown Ave	TBD	Spring 2026
Rohan Park	TBD x 4	Spring 2026
207 Sargeant St	TBD	Spring 2026

Notes
One stump was removed with grant funds and a total of 5 trees were planted
One stump was removed with grant funds and a total of 8 trees were planted
Handicap parking spot - cancel?
3 trees
2 trees
Located on Martin St
One stump was removed with grant funds and 4 trees will be planted



City of Holyoke,
Massachusetts

Birthplace of Volleyball

John Twohig <twohigj@holyoke.org>

Fw: tree assessment results - 36H2

1 message

Brian Wall <bwall@hged.com>

Tue, Nov 4, 2025 at 7:06 AM

To: "Twohigj@holyoke.org" <Twohigj@holyoke.org>

From: Jeff Brouillard <jbrouillard@hged.com>

Sent: Wednesday, October 15, 2025 9:58 AM

To: Brian Wall <bwall@hged.com>

Subject: tree assessment results - 36H2

Brian -

Here are the results of the tree assessment on the 36H2 circuit. There are 120 trees they found and recommended 117 of them be removed (considered category 1 and category 2 - high and moderate danger trees). The other 3 can be taken care of as well since we are in the area unless a customer objects.

A map of the circuit with GPS points of the trees is a large file and can be better seen at L:\Bids\Bids Specs Legal Not\Tree Risk Assessment of Area Around Distribution Lines\Tree Risk Assessment 2025 - 36H2.

Only known caution in this area are the trees recommended in the ROW to the cell tower by Dave Rex's house. He threatened to sue us last time we were in there so don't push these but maybe let him know an arborist recommended these be removed then see what he says. If need be, we'll have someone address this in 5 years.

We should try to tackle this starting next month and throughout the winter. Let me know if you have any questions.

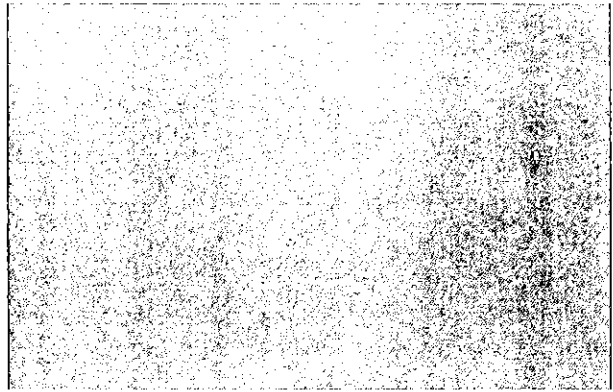
Jeff Brouillard
Assistant Superintendent - Electric Division
Holyoke Gas & Electric Department
99 Suffolk Street
Holyoke, MA 01040
Tel: (413)536-9358
Fax: (413)536-9353
E-mail: jbrouillard@hged.com

3 attachments

 **HG&E Tree Risk Assessment. 2025.pdf**
1037K

 **Holyoke_2025_Overview.pdf**
1682K

 **Holyoke. Manifest 2025.xlsx**
41K



HG&E

Tree Risk Assessment



ARBORMETRICS

PEOPLE ARE OUR POWER

Introduction

ArborMetrics Solutions (AMS) has been contracted to provide a tree risk assessment survey on a Holyoke Gas and Electric (HG&E) system Rights of Way (ROW). The purpose of the assessment was to survey 10.05 miles of circuit 39C4 and document current trees that are at a risk of failure that may potentially come into contact with the hardware on the system and other vegetation conditions on the system as outlined in the scope of work provided by HG&E.

Methods

AMS field work was conducted from August 29th through September 19th, 2025, in Holyoke, Massachusetts. Trees at risk of failure were identified through a visual inspection and walk through. Tools utilized for the assessment were; laser range finder, sounding mallet, metal rod to prod cavities and gauge soil depth as well as a smartphone and laptop computer equipped with GIS software to record tree locations in the field.

Aluminum tags, roughly 1-1/4" in diameter, were attached to trees at risk of failing where practical. Tree tags were not attached to brush, off road dead trees, tree covered in vines and trees inaccessible on foot. The manifest and map denote tag number and span location for field identification. The manifest also displays comments for location of tree within given span and denotes recommended treatment for each tree, as well as identification of the property owner according to online tax maps.

Results

ArborMetrics identified 120 at-risk trees during the survey. Table 1 provides a detailed breakdown of these trees based on their risk category.

- **High Danger (Category 1):** This group includes trees with severe defects that could fail at any time and impact electric lines or guying equipment within a 4-foot radius. Immediate attention is recommended. A total of 55 trees (46%) fell into this category, primarily due to damage caused by the Emerald Ash Borer, which has significantly affected Ash trees.
- **Moderate Danger (Category 2):** These trees exhibit defects that may lead to failure within the next 1–3 years. While removal is recommended, they do not meet the threshold for immediate action. This category includes 62 trees (52%), typically those in decline or showing signs of decay.
- **Low Danger (Category 3):** Only 3 trees (2%) were classified as low danger. These trees have minor defects that could become problematic within 4–5 years or show signs of woodpecker activity that, while not currently concerning, may worsen over time. The recommendation for these trees is to retain and monitor for changes in condition or site factors that may warrant future removal or treatment.



Table 1. Tree Danger Level Classification

Category	Occurrences	%
High Danger	55	46%
Moderate Danger	62	52%
Low Danger	3	2%
Total	120	100%

Recommendation

Following the survey conducted for circuit 36H2, it is recommended that all **Level 1** trees be permissioned and removed immediately, along with as many **Level 2** trees as budget allows. These trees present a significant risk of causing power interruptions or costly repairs, and their removal aligns with the utility's responsibility to provide consistent and reliable service. Additionally, proactive removal will enhance future storm restoration efforts and reduce potential damage during smaller storms or even on clear-weather days.

For **Level 3** trees, a follow-up inspection is recommended next summer to assess any progression of damage. While these trees do not currently pose a hazard, they exhibit conditions that could become problematic over time:

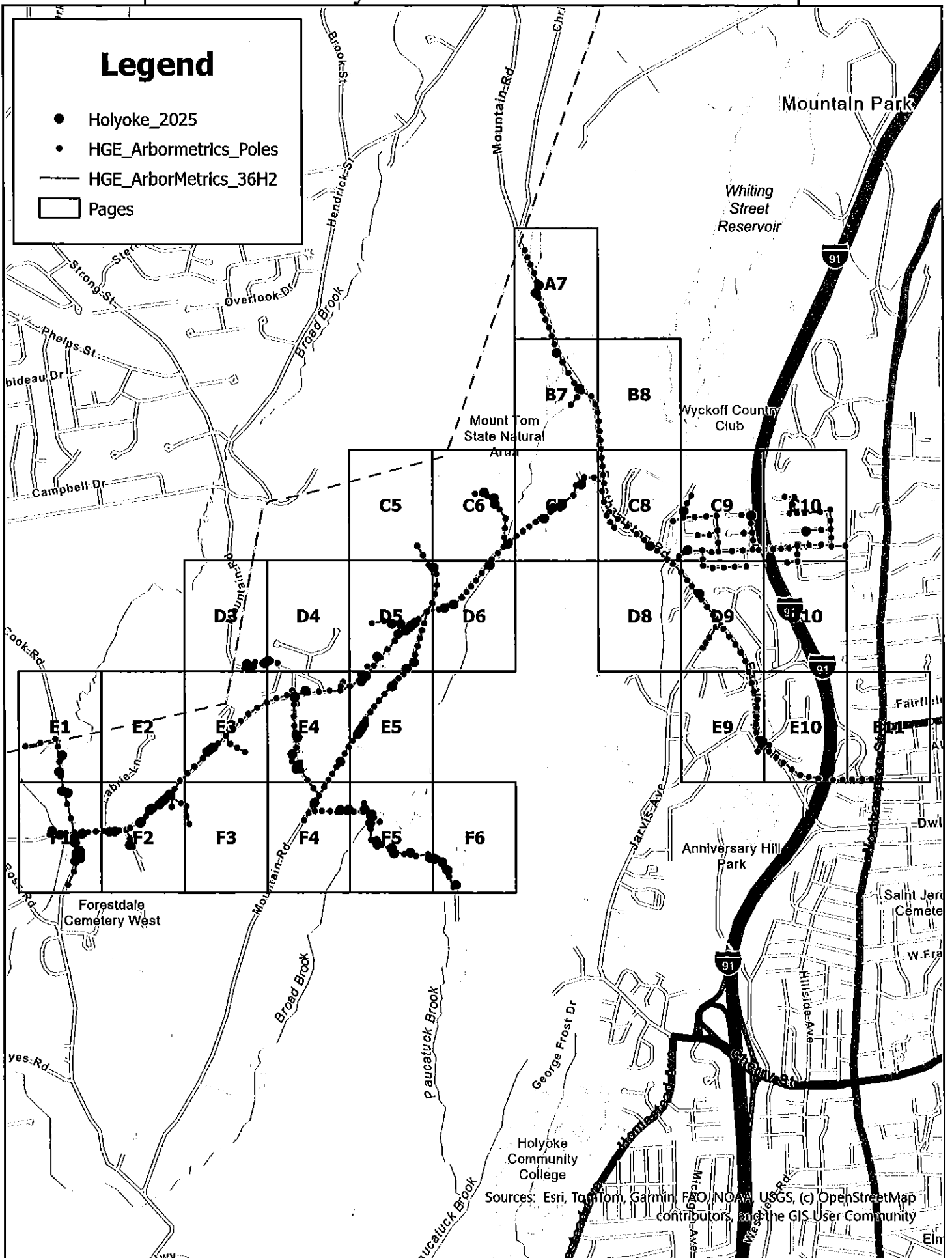
- **Tree 112** failed shortly after the initial inspection during a storm. As a willow located near an open three-phase line, its tendency to resprout weakly attached branches could pose future risks if the homeowner does not remove the remaining structure.
- **Tree 4**, a large poplar, is showing early signs of decline. This may be due to ongoing drought conditions or root disease. Given that poplars are pioneer species with limited resistance to disease, monitoring its health could help determine the optimal timing for deadwood trimming or removal to prevent potential outages.
- **Tree 1** should be reassessed in the spring to evaluate the extent of woodpecker damage. During the initial survey, Pileated Woodpeckers had created a large cavity. While it does not currently pose a substantial threat, continued activity could quickly compromise the structural integrity of that lead.

A **follow-up assessment** of circuit 36H2 should be scheduled within the next **3–5 years**, based on utility metrics or external factors.

Holyoke 2025 Overview

Legend

- Holyoke_2025
- HGE_Arbormetrics_Poles
- HGE_Arbormetrics_36H2
- Pages





Main Office: 20 Commercial Street
Holyoke, MA 01040
Tel: (413) 536-0442
Fax (413) 538-6244

INVOICE

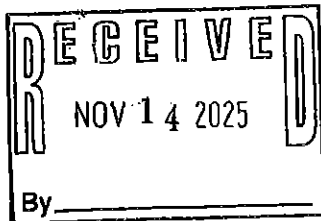
To: Holyoke Department of Public Works
Attn: DPW Director
RE: Sewer Billing Services for Fiscal Year 2026
Date: November 12, 2025

The following amount is due for sewer billing services and other related services for Fiscal Year 2026 in accordance with the Agreement between the Board of Public Works and the Holyoke Board of Water Commissioners.

Sewer Billing Charge:	\$100,000.00
Sewer Shut-Off Services:	00.00
(? months @ \$3,000/mn.)	
Billtrust Processing Fee:	21,076.03
(11/1/24 to 10/31/25 x 50%)	
Water/Sewer ACH Payments (50%):	814.06
Total Due:	\$121,890.09

Due to personnel changes at DPW, there were no DPW shutoffs during calendar year 2025. If the DPW exercises the shutoff program in calendar year 2026, the charge is \$3,000.00 per month (only during months March-October. 7 months total).

Please make check payable to: **Holyoke Water Works**
Address: 20 Commercial Street
Holyoke, MA 01040



Sincerely,

Joseph Manzi, Business Manager

Cc: Rory Casey, Acting City Treasurer





City of Holyoke,
Massachusetts

Birthplace of Volleyball

Jennifer Moyston <moystonj@holyoke.org>

Ticket system

Jennifer Moyston <moystonj@holyoke.org>

Wed, Nov 19, 2025 at 12:46 PM

To: Michael Gallagher <gallagherm@holyoke.org>

Hi Mike I would like to send the below to the Mayor and Kelly. Kelly has already stated she would send out a communication on our behalf. That communication can be found below as well. please let me know your thoughts.

Good afternoon Mayor Garcia and Kelly,

I am writing to request your full support for the implementation of the City's new **Facilities Ticket System**, a tool designed to streamline how maintenance and building-related requests are submitted, tracked, and addressed.

This system has been carefully developed by **Olimar Alicea-Correa, Principal Clerk**, in collaboration with **Matt Peterson, Building Maintenance Supervisor**, to ensure all necessary information and workflows are included. It represents a significant improvement in how our departments communicate and coordinate on facilities issues.

In addition to improving response times and accountability, the system will allow us to **identify staffing gaps between custodial and maintenance personnel**, helping us better allocate resources and plan for staffing needs.

In the past, I have observed instances where changes were proposed and concerns were raised by the appropriate staff, yet the necessary adjustments were not implemented. To ensure that this new system achieves its intended outcomes, it is critical that all departments understand the importance of using it consistently and fully. Your support will be essential in reinforcing this expectation and encouraging compliance across the City.

With your backing, we can:

- Prioritize and track facilities requests efficiently.
- Ensure accountability and proper documentation.
- Identify staffing shortfalls and better allocate custodial and maintenance resources.
- Reduce response times and prevent requests from being overlooked.
- Establish a consistent, Citywide process that benefits staff and residents alike.

I respectfully ask that you endorse this change and communicate its importance to all staff, so that the system is implemented successfully and becomes an effective tool for improving our facilities operations.

Thank you for your time and support. Please do not hesitate to reach out if you would like a demonstration or additional details about the system. Please see the announcement below to be sent from HR to all staff.

Good afternoon everyone,

I am pleased to announce the launch of the City's new **Facilities Ticket System**, created to improve how we receive, track, and manage all maintenance and building related requests.

This system was thoughtfully developed by Olimar Alicea-Correa, Principal Clerk, in close collaboration with Matt Peterson, Building Maintenance Supervisor, to ensure that all necessary information, categories, and workflows were included. We want to thank them both for their time, attention to detail, and commitment to improving this process for all staff.

Beginning **December 1, 2025**, all requests for facilities support, including repairs, cleaning needs, building concerns, and general maintenance, must be submitted through the ticket system.

What you need to know:

- All staff must use the system for any facilities related request.
- Tickets will be assigned to the appropriate team member based on the category selected.
- **We will only provide ticket status updates as requested by calling the DPW at 413-322-5645.**
- This process helps us prioritize work, track needs consistently, and ensure all requests are documented.

How to submit a ticket:

1. Click [here](#) to access the ticket system
2. Select the appropriate category.
3. Provide a brief description and the location of the issue.

Tip: For quick access, you can save the ticket system as a bookmark or favorite in your web browser:

- **Bookmark** (Windows/Mac): Press Ctrl + D.
- **Favorite** (Edge/Internet Explorer): Press Ctrl + D or click the star icon in the browser.
- **Choose** a folder for easy access anytime you need it.

If you have any questions or need assistance using the new system, please contact the DPW Administrative Office.

Thank you for your cooperation, and a special thank you again to Olimar and Matt for their excellent work on this initiative.

Jennifer Moyston
Office Manager
City of Holyoke
Public Works Department
63 North Canal Street
(413) 322-5645
Moystonj@holyoke.org