

**BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION
Meeting Minutes
Monday Feb 7th, 2022**

COMMISSIONERS PRESENT

Patricia Devine, Chair
Jose Garcia, Member

COMMISSIONERS ABSENT

James M. Mazik, Member

ALSO PRESENT

Amie Chrzanowski, Acting Superintendent DPW
Robert Peirent, City Engineer
James Czach, Senior Civil Engineer
Kelly Curran: City of Holyoke Personnel Director
Ryan Allen, Board of Public Works Clerk
Atty. Michael Bissonette: Assistant City Solicitor
Libby Hernandez, Resident

1. OPENING OF MEETING

Motion was made by Commissioner Garcia and seconded by Commissioner Devine to open the meeting. Meeting was opened by a 2-0 vote at 5:02pm.

2. APPROVAL OF MINUTES

Motion made by Commissioner Garcia and seconded by Commissioner Devine to approve the previous meeting minutes for 12/20/21 and 1/5/22 for the Board of Public Works. Motion passed by a 2-0 vote. (Mazik absent)

3. SUPERINTENDENT'S REPORT

Acting Superintendent Chrzanowski gave report and noted that one individual was referred to work connection to get a drug test and that the DPW would be looking to hire the individual with the approval of the Board. Motion made and second to hire the employee. Motion passed 2-0 (Mazik absent)

Acting Superintendent Chrzanowski stated that there are currently no employees out with Covid. It was also noted that the department does have an employee out on leave on the employees own time. Chrzanowski stated that emails and phone numbers of the DPW office staff have been added to the City website. It was further noted that there were some reservations with posting all of the DPW Supervisor's email and telephone information because some of them are often out on the road and might not be able to

respond as efficiently. It was noted that office staff would usually screen these calls to ensure that the public is put in touch with the correct supervisor for certain requests and inquiries. It was noted that the Clerks keep track of these calls and pass them along to supervisors. Commissioner Devine expressed support for publishing the office staff to the City website and making that info available to the public.

PUBLIC WORKS COMMISSIONER DISCUSSION TOPICS

Commissioner Devine (Chair):

- 4. City Council Orders from 2/1/22 Meeting:** Board of Public Works Chair Devine noted that the Board of Public Works has been in contact with the City Council to discuss some of the changes that are being proposed regarding duties and qualifications for the DPW Superintendent positions.
- 5. Proposed language changes to Ordinance Sec 2-201 and 2-221 regarding Duties and Qualifications:** Board of Public Works Commissioner Devine read out the proposed changes that would go in front of the City Council Ordinance Committee. Motion was made and seconded by Commissioner Garcia to accept the language and have Commissioner Devine refer to the City Council: Motion passed 2-0 (Mazik absent)
- 6. Order that the ordinance committee meet to discuss downtown parking meters in terms of the amount of time allowed & the price charged, as well as how we might increase the number of payment options available. Recommended that the order be referred to the Mayor for the purposes of appointing a Parking Advisory Board to make recommendations to the Ordinance Committee.**
- 7. Parking Advisory Committee:** Items 6 and 7 were addressed as a package with Board Director Devine stating that the idea was brought forward by City Council order. Acting Superintendent Chrzanowski and the Board discussed whom in the DPW could represent the Department on the advisory committee. It was suggested that Chrzanowski and City Engineer Bob Peirent could be initial representatives and that they would see how it goes. Motion was made by Commissioner Garcia and seconded by Commissioner Devine to accept the recommendation of having Acting Superintendent Chrzanowski and City Engineer Bob Peirent act on a Parking Advisory Committee. Motion passed 2-0 (Mazik absent)
- 8. City Council Order: Ordered that the DPW Commissioners appear before the City Council Ordinance Committee to discuss the proposed changes to Sec 2-201 of the City Ordinances:** It was noted that Item 8 was addressed previously in discussion of Items 4 and 5.

Commissioner Garcia: No discussion items

Commissioner Mazik: No discussion items

BOARD OF PUBLIC WORKS - OLD BUSINESS

- 9. Superintendent of DPW Search:** Board of Public Works Chair Devine stated that the search for a permanent DPW Superintendent is ongoing. It was noted that the Board of Public works was hoping that the new language would be adopted by the City Council in order to expand the search. Commissioner Garcia asked how many applicants had applied. Acting Super. Chrzanowski stated that there had been about 5 initial applications and that there had recently been three applications in the previous week but that one of the applicants would require a long commute and the other applicants lacked a municipal background.
- 10. 2022 Commissioner Goals and Objectives for each Board:** No new discussion

11. BOARD OF PUBLIC WORKS - NEW BUSINESS

- Libby Hernandez spoke and stated that there have been concerns with how people are reporting issues such as potholes and other things. It noted that there was a city hot line listed that was not in service and that this was changed and taken off the City website and provided the correct information. It was noted that See Click Fix is a good mechanism for reporting potholes and other issues and that calling the department is the best way for resident concerns to be addressed. It was noted that Hampden and Lincoln had large potholes that have been fixed with cold mix. Acting Superintendent gave an overview of how See, Click, Fix works. Libby Hernandez spoke and stated that she feels that there is room for employment in addressing how the department deals with resident concerns and feedback.
- Kelly Curran, Personnel director for the City of Holyoke spoke and gave overview of the status of applications for DPW superintendent. It was noted that a new round of applications was submitted to the DPW and that interviews would be set up and that the BPW Commissioners would be updated.
- Board of Public Works Commissioner Devine discussed the date of the next meeting and it was decided that Wed. 2/23 at 5:00pm would be a good time for the meeting.

12. SEWER COMMISSION - OLD BUSINESS - None

13. SEWER COMMISSION - NEW BUSINESS - None

14. STORMWATER AUTHORITY - OLD BUSINESS – None

15. STORMWATER AUTHORITY - NEW BUSINESS – None

16. REQUEST FOR EXECUTIVE SESSION – None

17. ADJOURNMENT.

Motion made by Commissioner Garcia and seconded by Commissioner Devine to adjourn the meeting. Meeting adjourned at 5:23pm by 3-0 vote.

Respectfully Submitted,
Ryan Allen: Principal Acct. Clerk Holyoke DPW