

**BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION
Meeting Minutes**

Monday, April 4th, 2022

COMMISSIONERS PRESENT

Jose Garcia: Commissioner
Mary Monahan: Commissioner
Quinn Lonczak: Commissioner

COMMISSIONERS ABSENT

None

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent
Robert Peirent: City Engineer
Ryan Allen, Board of Public Works Clerk
Mike Bissonette: Assistant City Solicitor

1.OPENING OF MEETING Motion made by Commissioner Garcia seconded by Commissioner Monahan open the 4/4/22 meeting of the Board of Public Works: Meeting called to order at 5:00m by a 3-0 vote.

It was noted that with Chair Patti Devine's resignation from the Board of Public Works the three-person board would vote for a new chair with a simple majority of the Board members voting for the new Chair.

Commissioner Mary Monahan spoke and stated that she would be willing and able to take on the role as the Chair of the Board and put forward that she would be willing to take on that responsibility. Mary Monahan gave an overview of her experience and noted that she has experience on the Board of Public Works and with various other boards and commissions.

Mr. Garcia stated that he felt that Mary Monahan would have too many conflicts of interests because of past experiences with members of the City Council such as Councilors Jourdain and Bartley.

Commissioner Monahan noted that she does not have a conflict of interest and stated that she is a Holyoke resident that has formed relationship with many people but that these relationships do not constitute a conflict of interest. Commissioner Monahan stated that she did feel a bit offended at the aspersion that she has a conflict of interest with these Councilors.

Commissioner Garcia stated that he had some concerns about Commissioner Monahan's relationship to former Police Chief and Sargent Robert Wagner. Commissioner Monahan stated that Mr. Wagner is her brother-in-law and that he had some issues in the past with the City of Holyoke but that she was totally independent from this and that their relationship was not relevant to her service on the Board of Public Works.

Commissioner Monahan noted her qualifications and stated that she feels offended at the implication that these relationships would have any effect on her impartiality and ability to serve on the board. Commissioner Garcia spoke and apologized if he came across the wrong way or offended Commissioner Monahan.

Motion was made and seconded to nominate Quinn Lonczak as Chair of the Board of Public Works. Quinn Lonczak was voted Chair of the Board of Public Works Garcia, Mr. Quinn Lonczak voted chair of the board.

Commissioner Lonczak asked that the board get into the agenda. It was noted that the Chair of the Board has taken leadership of running the meetings and going through the agenda with the Board.

2. Consideration of Minutes of Previous Meeting 3/23/22: Mary Monahan stated that there were some corrections to her name that should be corrected and that both she and Quinn should be added to the votes taken at the 3/23/meeting. It was noted that Board of Public Work's Clerk would make the necessary adjustments to the minutes. Motion was made and seconded to approve the previous meeting minutes with the pending changes. Motion passed 3-0

3.Superintendents Report: Acting General Superintendent Amie Chrzanowski gave overview of the staffing situation noting that the Department was still looking to fill positions and that she would be conducting 6 interviews for 5 laborers and one HMEO job. It was noted that there are 11 job openings, but some are for upper management and HMEO. It was noted that there is a salary study being conducted that compares City of Holyoke Holyoke DPW salaries to other communities.

Chrzanowski spoke about a modified assignment for the Recycling Coordinator who is out on paid leave for personal reasons and right now the Department is hoping to get someone to fill in and take on that responsibility on a temporary basis. It was noted that the City was drafting a MOA to have the DPW Safety Inspector to take on the role of the Recycling Coordinator position.

Chrzanowski gave overview of the shut-off program and noted that the DPW has sent the letters and has now physically posted on the locations and gave the stats on how many properties have been posted on for shut-off including the final dollar figures owed.

Hazardous Waste Day: Acting Superintendent Chrzanowski stated that there are 2 hazardous waste days scheduled every year near Memorial Day weekend and Columbus weekend. It was noted that Casella pays a portion for the two hazardous days. It was noted that the price for these two hazardous waste days was almost 31,000 dollars. Chrzanowski asked if there was any appetite of the board to see about limiting hazardous waste day once a year instead of twice of year as a money saving action. Chrzanowski went on to give a few examples of surrounding communities and what they offer for hazardous waste disposal.

Commissioner Monahan noted that the City of Holyoke has already sent out calendars that have advertised the two hazardous waste days in May and October. Monahan stated that it seems that the City would have to ask the City Council for a financial transfer to fund having the hazardous waste days. Mary stated that the DPW should be looking for ways to fund the May date and then look at options for the second date. Acting Superintendent Chrzanowski spoke and stated that maybe for the 2023 the department can look at moving to only one hazardous waste day to save money. Commissioner Quinn Lonczak stated that he agrees with keeping the two dates for now especially because the dates have already been printed and handed out and advertised for. Motion made and seconded to have the two hazardous waste days this year and then move to one hazardous waste day in the next year. Motion passed 3-0

Mary Monahan spoke on the department labor shortage and noted that there was a webinar that Mass Municipal Association had put on and stated that there could be some apprenticeship programs through Dean Tech. Mary Monahan stated Bay State Roads is the program name. Mary stated that it was just a suggestion to see if it some students and a partnership with Dean to identify students that would be good for working for the City.

Quinn agreed with Mary that this could have the potential to help the department to fill these positions

Lonczak:

Garcia:

Monahan:

4. Update from Commissioner Monahan on tour of WWTP and CSO: It was noted that Commissioner Monahan had taken a tour/visit to the wastewater treatment plant and had passed on notes from her visit. It was noted that Amie would circulate the notes. Mary Monahan stated that she has worked with the guys from wastewater treatment plant, and stated that some of her notes could be useful for contract negotiations so she would be careful of what she says publicly. Monahan stated that this waste-water treatment plant is very clean and organized and that it was impressive. Commissioner Monahan asked for a sit down with representatives with Veolia to go over all the lines of the contracts. Mary stated that she

wanted to get some guidance from the Board as to how the contract could be better studied and that this contract could be explored to see how they interpret the language in the contract. Mary Monahan stated that equipment and vehicles are present on site and are no longer being used and suggested that these vehicles be declared surplus and have them be auctioned off to recoup some funds for the City. Commission Chair Lonczak said maybe the Procurement office in the City should be advised to see about going forward with making this equipment and vehicles surplus. Commissioner Lonczak agreed with Mary that the WWTP is maintained in a very good way.

Commissioner Monahan stated that the Board should look to have the Mayor attend a BPW meeting to see what his thoughts and plans are for the Department of Public Works. It was noted that she would be open to inviting him in to have him speak on some of his goals, and his vision. The rest of the Board agreed with Monahan and motion was made and seconded to invite the Mayor into the next BPW meeting for that purpose. Motion passed 3-0. It was noted that Ryan Allen would take on role of inviting the Mayor to the next meeting

5. Discuss committee procedures and protocols

- **Submitting agenda items**
- **Agendas and agenda packets**
- **Verbal and/or written updates on member activities**
- **Consider member liaisons**

Commissioner Monahan asked how topics of discussion can be submitted to get onto an agenda and wondered about the process for submitting agenda topics. Commissioner Monahan also spoke about having some volunteer liaisons for certain things such as the Waste Water treatment plant.

Acting General Superintendent Amie Chrzanowski spoke and stated that right now Commissioners should be submitting agenda items to Ryan Allen. It was noted that Ryan Allen would be the point person for submitting agenda material. It was noted that physical packets can be made and delivered to each of the commissioners or this can also be done electronically. Chrzanowski stated that she would make packets if there are materials that are lengthy to save the commissioners from having to print a lot of papers.

PUBLIC WORKS COMMISSIONER DISCUSSION TOPICS

BOARD OF PUBLIC WORKS - OLD BUSINESS (None)

BOARD OF PUBLIC WORKS - NEW BUSINESS (None)

SEWER COMMISSION - OLD BUSINESS – (None)

SEWER COMMISSION - NEW BUSINESS – (None)

STORMWATER AUTHORITY - OLD BUSINESS – (None)

STORMWATER AUTHORITY - NEW BUSINESS – (None)

REQUEST FOR EXECUTIVE SESSION – (None)

ADJOURNMENT: Meeting adjourned at 6:09PM by a 3-0 Vote

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW