

**BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION
Meeting Minutes
Monday 8/1/22**

COMMISSIONERS PRESENT

Mary Monahan: Commissioner
Libby Hernandez: Commissioner

COMMISSIONERS ABSENT

Quinn Lonczak : Chair

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent
Kris Baker: City Engineer
Ryan Allen, Board of Public Works Clerk

1. Opening Of Meeting: Vice Chair Monahan called the meeting to order at 5:30PM. It was recognized that Commissioner Quinn Lonczak had submitted his resignation from the Board effective August 8, 2022.

Commissioner Hernandez moved that the Commission elect Commissioner Monahan as Chairperson. It was amended by Commissioner Monahan to include the election of Commissioner Hernandez as Vice Chairperson. The motion as amended was adopted.

Public Hearing Regarding Appleton Mills Apartment Annex 5 Essex Street Stormwater MGMT Permit

Motion was made and seconded to proceed out of order and take up Item 5 and to open the public hearing: Motion passed 2-0 public hearing was opened: City Engineer Kris Baker spoke and gave some background on the project noting that it is a fairly large development. Mr. Baker stated that the permit meets all the necessary criteria and noted steps that were taken at the location to mitigate erosion. Mr. Baker stated that he went through everything with a fine tooth comb and that it is a very solid storm water permit. Mr. John Furman was present representing the applicant VHB and provided a visual presentation showing plans for the project and location. It was noted

that Mr. Furman had copies and documentation to assure that all abutters notifications and open meeting law criteria were met. Mr. Furman gave overview of the sub-surface infiltration system that will be used on the site. Mr. Furman also detail how phosphorous, nitrogen, and other chemicals are disposed of within the storm water management system. It was noted that the presentation could be made available upon request to the applicant. Mr. Furman stated that they are over achieving on all the requirements for storm water mitigation at 5 Essex St. Commissioner Monahan asked about how maintenance would be done, noting that the systems only work if they are properly maintained. Engineer Kris Baker gave information on how maintenance would take place. Commissioners spoke and thanked Mr. Furman for a thorough presentation and permit application. Motion was made and seconded to close the public hearing, noting that the vote on approval should take place outside of the public hearing and in open session. Motion Passed 2-0(Lonczak absent). Motion was made and seconded to approve the storm water permit: Motion approved 2-0 (Lonczak absent) Motion to close the public hearing and return to general meeting was adopted.

2. Consideration of Minutes of Previous Meeting: Tabled

3. DPW Director's Report: City Engineer Kris Baker stated that Acting DPW Director Amie Chrzanowski had been present via cell phone at the beginning of the meeting but that she was on vacation and that her phone had died. It was noted that Mr. Baker had information to be able to give the Director's report in her stead. Kris Baker noted that there was an individual in the process of being hired for the Construction Supervisors position. Mr. Baker gave overview of the responsibilities of the position and how inspections would take place. It was noted that this hire would be a major step forward in filling much needed open positions. It was also noted that the DPW was waiting on screening results for a laborer position. Mr. Baker gave information regarding job vacancies within the department from Amie Chrzanowski's notes. Mr. Baker also gave overview of storage that DPW uses under Route 391 off Water Street, noting that certain storage aspects are no longer acceptable to Mass DOT and that the City is removing materials from this area that was formally being used as storage. City Engineer Kris Baker did note on Chrzanowski's behalf that progress is being made removing the problematic materials. City of Holyoke Sewer Rate Preliminary Discussion: City Auditor Tanya Wdowiak was present and recognized at the meeting to give financial information and projections surrounding the sewer rate and costs associated with providing sewer service. Auditor Wdowiak gave materials that showed how her office calculates revenues and expenditures. It was noted that presently the expenses in the Sewer Enterprise fund are larger than the revenues being collected. It was noted that the enterprise fund runs on cash, and that there is an expectations that revenues will continue to increase because of the re-start of the sewer shut-off program implemented by the DPW used to enforce collections. Tanya gave short

history of how the fund was created and how it operates. It was noted that the City chose to have this account and that is intended to fund all sewer operations. It was noted that the Auditor's office was looking for a sewer rate of around \$8.00 but that the City Council had declined that option and opted for the \$7.50 per 1000 gallons rate that is currently in place. The Auditor acknowledged that the existing rate is not adequate to fund FY23 expenses. She added that with new debt service costs in FY24 the current rate will result in an additional deficit. Commissioner Monahan suggested the Board of Public Works reach out to the City Council Finance Committee with an eye toward furthering discussions on the sewer rate, including a review of expenses charged to the enterprise account, and projected revenues. City Auditor Wdowiak said all questions regarding the users: number of residential, industrial, and other users and additional revenue sources should be directed to the Interim Superintendent of Public Works. Commissioner Monahan stated that this information should be included in the Commission's discussion with the Council's Finance Committee. Motion was made and adopted to have the Board of Public Works propose a meeting with the City Council Finance Committee to review revenues and expenditures associated with the sewer enterprise fund. Motion was adopted 2-0 (Lonczak absent)

Review of competitive procurement process for selection of a CPA for service contract (Veolia) financial review: In response to City Auditor Wdowiak's interpretation of Chapter 30b, Commissioner Monahan stated that in the absence of a City Procurement Officer that she would solicit responses from three CPA firms and report back to the Auditor and the Commission.

Status of Solicitor's review and Mayor's signature regarding contract with Hazen and Sawyer: It was noted that the Mayor was waiting for final language to be able to sign re: Hazen and Sawyer proposal.

Meeting Schedule: The Commission agreed to scheduling their next meeting for Monday, August 15 2022, at 5:30 PM in the City Hall Annex, 4 th floor meeting room.

Wistarhiahurst retaining wall approved by Board of Public Works 2-0 Lonczak absent.

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 6:50pm

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW