

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

Monday September 19, 2022

COMMISSIONERS PRESENT

Mary Monahan: Chair
Libby Hernandez: Commissioner
Joe Kietner: Commissioner

COMMISSIONERS ABSENT

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent
Kris Baker: City Engineer
Ryan Allen: Board of Public Works Clerk
Kelly Curran: Personnel Director

1. Opening of the Meeting: Meeting was called to order at 5:38PM

Item 17 and 18 taken out of order:

17. Gary Rome Car Wash Permit: Motion was made and seconded to open the public hearing: Public Hearing opened by unanimous vote. City Engineer Kris Baker gave overview of the stormwater application and stated that the facility would be operating as a car wash with detailing center for Gary Rome Hyundai. Kris Baker stated that the applicant had met all of necessary criteria contained in the ordinance and that they had met all criteria that Mr. Baker was looking for and that at this point he was satisfied with the permit. Mary Monahan stated that she has trust that the City Engineer has done his due diligence. Chairperson Monahan opened the floor to the public to allow for any comment in favor or against the permit. It was noted that nobody present in the meeting or on the zoom meeting had any comments. Motion was made and seconded to approve the permit as it was presented: Motion passed unanimously.

Kris Baker gave overview of the standard conditions that are put on each permit.

Motion made and seconded to close the public hearing: Motion passed, public hearing closed.

18. Residential Development Northampton Street (Parcel ID's: 223-00-001; 223-00-005; 223-00- 008 (Public Hearing 5:30pm): Motion was made and seconded to open the public hearing: Motion passed 3-0.

Kris Baker stated that this is a large development project and noted some of the necessary requirements were not included originally with the application. Kris Baker stated that at this point he feels that the permit is not complete and requested that the board consider tabling the item to allow some more time for the applicant to submit the needed materials and information.

The Board of Public Works opened the floor to public comment and Mr. James Fitzgerald, an abutter to the proposed site, spoke and stated that the project will be impacting his driveway. Mr. Fitzgerald stated that both sides of his driveway would be impacted and that he would like to get an answer as to how his property would affect the development. City Engineer Baker noted that two catch basins would be installed around the driveway. Mr. Fitzgerald spoke on challenges he was having with rainwater at the site. Mr. Baker proposed to meet Mr. Fitzgerald at his property and review Mr. Fitzgerald's concerns. Mr. Fitzgerald agreed.

Motion was made to table Item 18 per the recommendation of the City Engineer to Monday October 3rd at 5:30pm. Motion passed 3-0. Motion was made and seconded to close the public hearing: Motion passed 3-0 and the public hearing was closed.

2. Introduction of Commissioner Kietner: Commissioner Joe Kietner stated that he has been a resident of Holyoke for about 15 years and has worked in public works in waste and stormwater for a number of years. Commissioners Monahan and Hernandez welcomed Mr. Kietner and his expertise to the Board of Public Works.

3. Consideration of Previous Meeting Minutes: Meeting Minutes of 6/6/22, 6/27/22, 7/11/22, and 8/1/22 were approved by the board by a 3-0 vote.

4. DPW Interim Director Report: Interim DPW Director handed out an updated org chart of the DPW staff and discussed where there were job vacancies within the department. Chrzanowski stated that HMEO positions are what is most needed and where there are the most openings. Chrzanowski discussed the struggle that DPW is having bringing in employees and retaining them.

Amie Chrzanowski gave details on materials moved from under the bridge to various storage places and Commissioner Monahan stated that it would be good to get something in writing with anyone that is storing DPW materials.

Commissioner Monahan stated that she would like an update on the planning for winter operations by the next BPW meeting.

5. City Engineer's report: : City Engineer Kris Baker gave updates on projects from his office and introduced discussion regarding the consent decree. (See Agenda item 11)

Item 7 Taken out of order:

7. Request from City Engineer for Board approval to appoint candidate for Staff Engineer: Kris Baker gave overview of his appointment of Dawn Nims as the Senior Civil Service Engineer to the DPW. Mr. Baker gave an overview of Dawn's background and expertise and noted that the appointee requires Board approval. Motion made and seconded to approve the hiring of Dawn Nims as the Senior Civil Engineer to the Department of Public Works: motion passed unanimously

Dawn Nims spoke and stated that she lives in Northampton now but has worked in public works for approximately 8 years. Ms. Nims stated that she is excited to begin her work and to assist the department.

Item 6 Executive Session

The Board voted to enter into an executive session Pursuant to MGL c 30A §21(a)(8) to consider or interview applicants for or appointment by the Mayor for Director of Public Works. The Chair of the Board of Public Works declared an open meeting will have a detrimental effect in obtaining qualified candidates.

The Board voted to close the executive session and return to open session

8. October 4 City Council Meeting Attendance: Respond to request to attend:

Acting DPW Director Amie Chrzanowski stated that the line painting process for Apremont Highway was stuck in procurement. She stated that the City does not do painting of the long lines and that the department was attempting to move forward but was held up because of the turnover and lack of staffing in the procurement office. Chrzanowski stated that things are not moving as fast as they should because of vacancies in the City government. Chrzanowski stated that she could plan to attend the City Council meeting regarding line painting on Apremont Highway.

10. Board of Public Works to request an opinion from City Solicitor regarding procurement requirements for residential sewer coverage: BPW Chair Monahan stated that the Board received a presentation and proposal from HomeServ about sewer line insurance with premiums collected from users through the quarterly billings. HomeServ proposed rates for mandatory enrollment and voluntary enrollment options. Commissioner Monahan stated that she felt any insurance program would need to go through procurement office and the bidding process. The Board will request an opinion from the City Solicitor.

Item 11 (see Engineer's report)

Item 12 Chairman Monahan noted that a cursory review of city ordinances and discussion with Assistant City Solicitor Bissonnette underscored the authority and responsibility of the Board of Public Works. This authority, and associated board policies, will be reviewed at a proposed Board of Public Works workshop (item 13) policies and procedures.

Item 13 BPW Chair Monahan proposed a special meeting that would be a workshop for the board to review and establish board policies and procedures including rules of order for meetings, board reporting expectations from Director, City Engineer, and other department managers, board responsibilities established by ordinance, and more. The members will identify available dates for this meeting.

14. Discuss the handout that is mailed out annually regarding the Recycling schedule card: Commissioner Hernandez wanted to see if it is possible to get a larger hand out that would allow people to read it better because currently the information is very small. Amie Chrzanowski stated that there has been considerations for having a different mail out. It was noted that the Department could look into different mailing with larger print.

15. Why isn't the recycle schedule card and garbage pick up schedules available on our website: Amie Chrzanowski stated that she wants to encourage homeowners to call the DPW to get all information in relation to refuse and recycling.

16. Planning of a future meet and greet of DPW team and BPW Commissioners: Chrzanowski stated that the timing is difficult because the workers get in very early and because they leave when they finish which means that they are not looking for pizza or other things that could slow down their work. Commissioners discussed various ways to show appreciation to the DPW employees.

17. How can the DPW be more visible on social media communicating the importance and impact that the services rendered have on the greater community. Images shared displaying transformative results. AC stated that once the DPW fills critical positions, there will be time to gear up DPW's presence on social media.

Meeting was adjourned at 9:10PM

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW