



Board of Public Works Commission

March 20, 2023, 63 N. Canal Street - DPW Conference Room, Pellissier Building

NAMES OF ATTENDEES

- Mary Monahan
- Joe Kietner
- Libby Hernandez

Called to order at 5:32pm

Public comments - no comments

I. ORDERS OF BUSINESS

a. Consideration of minutes:

- i. Mary briefly discussed expectation for meeting minutes
 - 2 week deadline
 - Accurate and brief summary of actions taken

b. DPW Director Report -

- i. Carl explained interview process for refuse/recycling coordinator
 - Interviews starting next week
- ii. Budget Meeting - capital equipment
 - No time to sit down with Glenn due to snowstorms, Glenn gave updates to the director on Friday
 - Glenn will be at the first board meeting in April
- iii. St. Patrick's day weekend was successful - Director Rossi commended guys for clearing snow and working St Patrick's Day weekend. Carl thanked the entire department.
- iv. Talked about increasing vendor permit fees and parking fees for road races. Vendor the fee is currently \$50. There were about 24 vendors this year.
 - Research what other municipalities charge
 - Libby asked: What are vendors permitted for? A: Food/Alcohol
 - Rossi: last year charged \$5 for parking, this year we charged \$10.
 - Kietner: Was impressed with the cleanliness of the race route on the preceding day. Also mentioned that a DPW worker honked at his children while at Mayer Field which made their day.
 - Mary: Pleased with the snow removal and trash pick up being on time. Gave kudos.



c. City Engineer Report

i. Updated board on requested and proposed funds:

- CDBG - Allocations announced, subcommittee to Mayor.
- Sidewalks & ADA ramps: requested \$500,000, proposed \$406,295
- Wistariahurst Retaining Wall Design: requested \$40,000 - not funded
- Hadley Mills District Improvements: requested \$340 - not funded
- Massachusetts Gaming Commission (MGC) 2023 - Main Street Concept Design for TIP Project, Submitted on 1/31/2023 - Awaiting Decision
- Sewage Notification Assistance Grant Program (DEP) – SUBMITTED, Awaiting Decision
- Cannabis Impact Fee Applications, Submitted – Awaiting Decisions, Council Meeting
- Race Street Repaving Cabot to Sergeant, with sidewalks - Approved without decorative fence
- Main Street Raised Crosswalks - Approved, based on feasibility and necessity.
 - Kietner: Raised speed bumps or colored?
 - Baker: White
- Traffic Calming Plan for downtown - not approved at this time
- ARPA Applications, NOI Submitted, Full applications open - going out too bid soon - 6 weeks. Lining sewers that are existing. Not changing the system, just the integrity of the pipe.
- Reappropriate City bond money for City-wide sidewalks to other sidewalk locations outside of CDBG- eligible areas. Working with the Treasurer.



ii. Emergency funds

- Highland Park Pumping Station - sprung small leak; old age pipe. Trying to fix the most cost effective way and will know by tomorrow what is wrong with the pipe.
 - Mary - must be brought to the City Council as soon as possible. Spending money we don't have.
 - Mary to Bissonette - unanticipated expenses. Things will continue to break; there is no budget; Hoping to get in front of the finance committee with more data. What's the trigger for getting in front of the City Council to start this discussion?
Bissonette: Need Councilor's order. Discussion and financial transfer - two separate meetings. Councilors would have to initiate discussion. Ask the Mayor if wants to put in order himself or CC.
Mary: Need to set up policy/procedures in case of absence of budget - Auditor is not made aware of these expenses until July or September for the previous FY. This is why FY always ends in a deficit.
- Need City Council to develop process and procedure. DPW spends money in advance of the budget. How would they want to be notified? Emergency situations- can't wait for approval; must take immediate action.
 - Mike: Do we have a dollar amount for what is needed?
Baker: \$652K, only \$7,500 in budget.
Mike: Do auditors get notified of expenses on a monthly basis?
Baker: Only DPW knows the amount of expenses. Doesn't get recognized until the end of the fiscal year. Finance department needs to be more involved.
Mary: Start with order to update the board regarding finances.



iii. Veolia

- Veolia sent an email on behalf of the city. This should not happen. BPW needs to be ahead of what's going on - better means of communication. Veolia should have communicated with BPW before sending out correspondence - should not speak on behalf of us.

d. Discussion with Captain Cruz, re: storm and roadway maintenance parking restrictions enforcement

- Libby: Worked together successfully with HPD in the past. First winter storm - had trouble with police enforcement; specifically on day shift; parking ban. The other side of the road was getting cleaned. Smaller streets, ban was not getting enforced. What can we do to collaborate more efficiently, so DPW can do their job and constituents be happy?
- Capt. Cruz: Reverse plowing - police were ready to go at 7am; reverse parking was starting at 8am during shift change; plows were not ready until 8am; not enough time. Police had to answer calls as well. HPD needs a bigger time frame to ticket and tow. Only have 2 tow trucks.
 - Spread hours to give more time enforce
 - Window of hours? Ticketing and towing needs to happen earlier. Ban should start the night before so tow trucks can start towing and tickets can be issued before plows come. Last min parking ban with small window does not work
- Capt. Cruz: Guarantee no more issues going forward after meeting to figure out what is needed.
 - Earlier parking ban - start ticketing and towing before plowing begins.
- Carl: To meet with Captain Cruz before next snow season starts to see what he needs exactly.
- Libby: Recommends meeting sooner for street sweeping - same issue; street sweeping starts in April.
 - Coordinate when to put up signs for street sweeping
- Capt Cruz: Should give prior notice (spanish and english robocall). City Councilors should be involved in their area - remind residents of parking bans.



e. Review and Update: Board of Public Works Rules of Order and Administrative Policies:

i. Libby: Create a flier about the importance of the DPW (spanish & english)

- Mary: Budget for staff luncheon?
- Stephanie: City cannot fund luncheon unless the public is included.
- Mary: Get conversation started - will employees want to do a potluck?

f. 6:30PM Public Hearing: Proposed Restaurant Addition - 18 Cabot Street Stormwater Permit Application

i. Kienter: Motion to review and consider the permit - Unanimous

ii. Capri pizza proposing new building and parking lot extension. Redevelopment 25% reduction peak flows - added more infiltration units to meet that. Capri responded adequately.

- Kris: making recommendation to approve; maintenance and inspector registered w/ deed office.
- Libby: Submit motion to approve - Unanimous, 18 Cabot Street approved.
 - Vote to go into Storm Water Commission Meeting

g. Public Hearing: Residential Development Northampton Street Stormwater Permit Application Continuation of public hearing from 9/19/22. 5:30PM

- Asked for continuance

i. Kietner: Motion to review and consider the permit - Unanimous

ii. Capri pizza proposing new building and parking lot extension. Redevelopment 25% reduction peak flows - added more infiltration units to meet that. Capri responded adequately.

- Kris: making recommendation to approve; maintenance and inspector registered w/ deed office.
- Libby: Submit motion to approve - Unanimous, 18 Cabot Street approved.
 - Vote to go into Storm Water Commission Meeting



II. NEW BUSINESS

- i. Need billing reports from Holyoke Water Works - working with J. Manzi
 - ii. Abatement policy and form - share with HWW
 - iii. Shut off program - HWW leads shut off. HWW is waiting on payment from DPW.
 - iv. Illegal hook up - no auditing procedures; connecting billing address to parcel. Single family to multi family home with one meter
 - v. Advisory Board - still trying to put that together
 - vi. DPW facility improvements - Pat Duffy and Sean Sheedy came out and had a great tour. Gave information to find funding
 - vii. Senator Velis thanked DPW - Mary invited him to the DPW on April 18th
 - viii. 5.5 million to update the facility - Public Works Study Committee - keep conversation going for improvements. Rather buy new than to update the facility. Seek funding from the state for study.
 - ix. Recycling/Status of Projects
 - Hazen should be supplying a draft report - asset assessment. Reach out to hazen - public participation
 - x. Council order - recycling practice and contract - met with finance committee and Bartley -
 - xi. Status of abatement requests - 8 so far. Fillable form on website.
- Kietner: Motion to accept agenda as presented - Unanimous

CLOSING

- Meeting closed at 8:15pm
- Next Board meeting - Monday, April 3rd at 5:30pm at City Hall Council Chambers
- Special meeting - Monday, April 3rd at 7:00pm at City Hall Council Chambers