

Board of Public Works Commission
Meeting Minutes

Date: April 3, 2023

Time: 5:30pm

Location: Holyoke City Hall, 536 Dwight Street

The meeting of the Board of Public Works Commission was called to order by Chairperson Mary Monahan at 5:30 PM. The following attendees were present:

1. Mary Monahan - Chair
2. Joe Kietner - Member
3. Carl Rossi - Director
4. Kris Baker - City Engineer

****Call to Order:**** The meeting was called to order by Chairperson Mary Monahan at 5:30pm.

****Public Comments:**** There were no public comments.

****Orders of Business:****

1. ****Consent Agenda:**** The consent agenda was discussed and approved.
2. ****Consideration of Minutes of the Past Meeting:**** - No minutes to be considered
3. ****DPW Director Report:**** The DPW Director provided updates on the following matters:

- Hiring: Parking Control, Recycling Coordinator (2nd interview), HMEO (interviewing in progress)
- Budget meeting with the mayor
- Waste Collection: The board met to discuss refuse carts and the assembly and delivery process to residents. It was noted that there is currently a 6-8 week wait time.
- Parking Ban: The board discussed the 12-hour notice requirement for parking bans during storms. The coordination with the police department was emphasized, and it was decided that parking bans would not be scheduled during shift changes. The unpredictability of storm durations was also discussed, and the decision was made to give residents as much notice as possible.
- Street Sweeping: The ownership and schedule of street sweepers were discussed. It was clarified that the city does not own street sweepers but has vacuums for sidewalks. The schedule for street sweeping was uncertain, and further information was requested.

4. ****City Engineer Report:**** The City Engineer provided updates on the following topics:
 - Staffing: General construction supervisors, few resumes received
 - ARPA applications in progress
 - Active projects: Kick-off meeting on April 10th
 - Nitrogen limits and hint of less strict copper and lead regulations
 - Discussion on long-term permit limits and scheduling a Zoom call with Hazen for protest
 - Increase in Chapter 90 funding

5. ****Commissioner's Liaison Reports:**** (see attached)

6. ****Division Supervisor Update (first meeting of the month)****
 - Automotive supervisor, Glenn Sisson, provided a report on the needs of the DPW and the challenges faced due to inadequate staffing and outdated equipment.
 - The lack of a replacement program for aging equipment, poor condition of trucks, and insufficient maintenance staff were highlighted.
 - Glenn emphasized the need for better resources and expressed concern about the quality of manpower. He suggested that the Finance Committee visit the DPW to see the equipment firsthand.
 - The issue of salaries and recruitment difficulties was also discussed, including the lack of qualified candidates and the union's limitations. The potential for collaborating with trade schools and exploring programs like the Baystate Roads program was mentioned.
 - The importance of addressing the needs list and advocating for the DPW was emphasized.
 - Discussed the positive impact of the mayor's visit and expressing empathy was noted.

7. ****Abatements (second meeting of the month)****
8. ****Review After-Hours Emergency Notification Procedures****
9. ****Review Holyoke Ordinance 74-36 - Recycling Advisory Committee****
10. ****Update on Latest ARPA Applications:****
 - Kris Baker provided updates on the ARPA applications, including the notice of interest for Springdale and municipal building projects.
 - A funding request of \$50,000 for a two-year municipal employee training program was discussed.

11. ****Stormwater Commission:**** A public hearing was held to discuss the Residential Development Northampton Street Stormwater Permit Application.

- Mike Sullivan was invited to provide information about the proposed project.
- The former city incinerator was identified as the project site. The building was deemed structurally sound, and an estimate of \$760,000 was presented for the removal of asbestos, bricks, doors, and gaskets. Other maintenance work was also mentioned.
- The possibility of utilizing the incinerator for clean energy generation was explored, and potential hydrogen-related projects were discussed.
- The mayor requested board approval for supporting the ARPA application related to this project, and the motion was unanimously approved.

****Pending Discussions:****

1. Request Council to remove civil service status from laborers.
2. Inquire about the Baystate Roads Grant.

The meeting was adjourned at 6:50 PM, and the next meeting was scheduled for Wednesday, April 19th, at 5:30 PM at the DPW. Reports from the consent agenda and the acceptance of the ARPA application were approved unanimously.

MLM Liaison Update
April 3, 2023

New/Continued Items for Review

Schedule meeting with Water Commission – propose dates

- Billing data
- Abatements
- Shut-off program

Service agreement advisory board

- Appointed by Mayor
- 5 – 7 working members
- Not subject to open meeting law
- Consider candidates for next meeting

DPW Facility Improvements

- Note the need to accommodate female staff
- Senator Velis facility tour, April 18, 12PM

March 6 tour with Representative Pat Duffy and Aide/Councilor Juan Anderson-Burgos,
Director Rossi, Commissioner Monahan
Tour conducted by Sean Sheedy

Next steps for consideration
Rep Duffy will sponsor funding in next bond bill
For what? Needs analysis, study of existing facility, alternative sites for new/rehab
facility, other
Consider inviting Weston & Sampson to discuss

Public Works Week

- Develop a public awareness activity
- Recognize employees
- Promote funding and support of DPW
- Champion?

Status of Projects/Initiatives

- Kleinfelder and MS4
- Hazen and Service Agreement/Asset Review
- Abrahams and Service Agreement look-back
- Hazen and IMP
- Others

Enterprise Fund and FY23 Rate

Councilor Jourdain filed order: That the Board of Public Works, DPW Director, City Engineer, City Auditor, and Treasurer update the City Council Finance Committee regarding recent sewer breaks and the sewer enterprise account.

Conversation with McGivern: wants to review the entirety of the sewer enterprise fund

Past items:

Council Order re: Recycling Practices and Contracts

Director Rossi and Chair Monahan met with FinCom March 13, 2023

Board became aware of ARPA opportunity on Friday, March 3

ARPA funding application

For consideration:

Education and training

Projects: do the Commissioners have any proposed?

Projects: from Director and City Engineer

DPW Grant Writer

In the meantime, Mayor Garcia wants staff to aggressively pursue existing and new grant opportunities; use consultants

Director and Engineer to update Commissioners on April 3, 2023

Board became aware of Open Meeting Law update Monday, March 6, 2023

Open Meeting Law

Remote participation