

Board of Public Works Commission  
Meeting Minutes

Date: April 19, 2023

Time: 5:30pm

Location: 63 North Canal St. in the DPW Conference Room in the Pellissier Building.

Present:

1. Mary Monahan, Chair
2. Joe Kietner, Member
3. Libby Hernandez, Member
4. Carl Rossi, Director
5. Kris Baker, City Engineer

**\*\*Call to Order:\*\*** The meeting was called to order by Chairperson Mary Monahan at 5:33pm.

**\*\*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:\*\*** - Libby motioned to admit the minutes as presented. Mary seconded the motion, and it was unanimously approved. Minutes approved.

3. DPW Director Report

The following updates were provided by the DPW Director:

- Hired HMEO, but another HMEO left
- Employees leaving to Springfield (SPFLD) and HWW
- New recycling coordinator, Ivan Felix, to start on May 22nd
- Construction supervisor hired
- Quotes for garbage totes are pending
- Flyers from Mass. gov in English and Spanish to be posted online
- Discussion on committee members and proposed budget

#### 4. City Engineer Report

The City Engineer highlighted the following points:

- Submitted ARPA applications
- Two projects out for bidding: downtown lining project (due Friday) and architectural firm RFQ
- Awarding contracts
- Public safety meeting to address failing and safety concerns
- Discussion on Veolia collection, waiting until July for dead-end streets

#### 5. Commissioner's Liaison Reports (see attached)

- Two letters requesting extension were received. The submission method was clarified as an email.
- Hazen reviewed draft permit; proposal from Hazen to be submitted regarding new nitrogen limits.
- Discussion on compliance, contract review, and a meeting with the Mayor, Director, and Commissioner.

#### 6. Abatements (second meeting of the month)

- Several abatement requests were reviewed and voted upon individually:

Here are the organized abatement request decisions from the second meeting of the month:

Lynn Williams:

- Issue: Running toilet, no bills attached.
- Kietner made a motion to deny.
- Mary stated that the reason does not meet the criteria.
- Libby seconded the motion.
- Voted: All in favor of denying the request.

SHR Trust:

- Issue: Doesn't meet the criteria.
- Kietner made a motion to deny.
- Libby seconded the motion.
- Voted: All in favor of denying the request.

Daniel Long:

- Issue: Went into his basement, no longer owns the house, bill was paid off, nothing owed.
- Libby made a motion to deny based on no longer being the owner.
- Kietner seconded the motion.
- Voted: All in favor of denying the request.

Elizabeth Washer:

- Issue: Sprinkler system.
- \$256.73 - Abatement approved.
- Kietner made a motion for the abatement.
- Libby seconded the motion.
- Voted: All in favor of approving the abatement.

Stanley Kurdziel:

- Issue: Toilet leak.
- Libby made a motion to deny the request.
- Kietner seconded the motion.
- Voted: All in favor of denying the request.

Cathleen Lee:

- Issue: Running toilet.
  - Libby made a motion to deny the request.
  - Kietner seconded the motion.
  - Voted: All in favor of denying the request.
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- Libby suggested the RAFT program or Catholic Charities for assistance based on income qualification.
  - Mary recommended including reasoning and a copy of the policy in denial letters.
  - Stephanie suggested obtaining a list of organizations that can help pay bills.
  - Additionally, it was mentioned that when someone comes with an abatement request, they must fill out a form and be provided with a policy.

8. Review after-hours emergency notification procedures

Discussion on the emergency notification system and its upcoming changes.

9. Review sewer shutoff program

The current status of the sewer shutoff program was discussed, including the total owed and the upcoming shut-off date.

10. Update on latest ARPA applications

11. Review and discuss next steps regarding EPA issuance of draft POTW NPDES discharge permit

12. Review financials regarding sewer enterprise and DPW operations

- Discussion on the financial situation, orders, and lack of funding
- Discussed scheduling a meeting with the Water Commission, DPW facility improvements, and Public Works Week activities.

Other Business:

- Request to Council to remove civil service status from laborers.
- Inquiry about the Baystate Roads Grant.
- Correspondence and supplementary materials attached.

The meeting was adjourned at 7:22 PM.

Next Meeting: 05/01/2023, 5:30pm

MLM Liaison Update  
April 19, 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

Member candidates to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk

Open to new candidates for consideration

DPW Facility Improvements

Note the need to accommodate female staff

Senator Velis facility tour, May 19, 10AM

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