

AGENDA FOR THE CITY COUNCIL
JANUARY 21, 2025

PUBLIC HEARING

PUBLIC COMMENT

LAI D ON THE TABLE

1. The Committee on Ordinance to whom was referred an order that the Police Department be allowed to hire a Crime Analyst past the Grade 10 mid-range (which is \$70,407) to \$78,000.
Recommended that the order be adopted.

COMMUNICATIONS

2. List of Council Appointments 2025
3. From Mayor Joshua Garcia, letter appointing Ms. Tiffany Espinosa of 30 Amherst St Holyoke to serve as a member of the Holyoke Redevelopment Authority. Ms. Espinosa will replace Mr. Jorge Colon and will serve the remainder of his term expiring November 1, 2029.
4. From Mayor Joshua Garcia, letter appointing Ms. Mary O'Connor of 55 Mayer Drive in Holyoke to serve as a member of the Holyoke Historical Commission. Ms. O'Connor will serve a three year term expiring on January 6, 2028.
5. From City Clerk Brenna Murphy Leary and Admin. Assistant Jeffery Anderson-Burgos, meeting minutes from January 7, 2025
6. From City Solicitor Lisa Ball, Holyoke Police Chief Contract
7. From Assistant City Solicitor Jane Mantolesky- Notice of Sale - Old Rock Valley Road
8. From Tanya Wdowiak, City Auditor, response to order asking for information on revolving funds
9. From Mary Monahan, Chair of Board of Public Works, Funding request to Rep Duffy for levee repair
10. From R Levesque Associates, agreement to waive 65 day time frame to open public hearing on special permit application for 37 Appleton Street - Proposed Motor Vehicle Repair Garage filed on November 19, 2024
11. From R Levesque Associates, agreement to waive 90 day time frame to act on special permit application for 209 South Street - Proposed Coffee Shop/Drive-thru Restaurant filed on June 6, 2023 and public hearing closed on October 28, 2024
12. Board of Public Works minutes, March 2021 - December 2021
13. Board of Public Works minutes, January 2022 - December 2022

14. Board of Public Works minutes, January 2023 - December 2023
15. Board of Public Works minutes, January 2024 - November 2024

PETITIONS

16. Petition from Amanda and Marcos Garcia of 25 Brenton Lane for a Home Occupation for Accounting Remote Work
17. Petition from Alan Fini for a Special Permit for a Family Cemetery (9.3) at 2 Fini Rd. Holyoke

PRESIDENT'S REPORT

REPORTS OF COMMITTEES

18. The Committee on Ordinance to whom was referred an order that the City install a raised crosswalk (or other appropriate alternative) on Nick Cosmos Way in front of the Boys & Girls Club to ensure pedestrian safety for residents, kids and staff accessing the park.
Recommended that the order be adopted.
19. The Committee on Ordinance to whom was referred an order that DPW install a 15-minute parking sign in front of the Stop and Go variety store at the corner of Hillside Avenue and Cherry Street.
Recommended that the order be adopted.
20. The Committee on Ordinance to whom was referred an order Handicap Placard Application for Margarita Roldan of 150 Linden St.
Recommended that the order be adopted.
21. The Committee on Ordinance to whom was referred an order the DPW install a Handicap sign for Estela Acosta 171 Beech St.
Recommended that the order be adopted.
22. The Committee on Ordinance to whom was referred an order the DPW install a Handicap sign for Rebecca Ganieary of 322 Linden St.
Recommended that the order be adopted.
23. The Committee on Ordinance to whom was referred an order The DPW install a handicap sign for Yulitza Diaz Garcia of 45 Congress Ave
Recommended that the order be adopted.
24. The Committee on Ordinance to whom was referred an order the DPW install a handicap sign for Hector Torres at 184 Sargeant St.
Recommended that the order be adopted.
25. The Committee on Ordinance to whom was referred an order that the DPW install a Handicap sign at for Hector Torres of 184 Sargeant St.
Recommended that the order has been complied with.

26. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TEN THOUSAND FIVE HUNDRED AND 00/100 Dollars (\$10,500) as follows:
FROM
12101-51107 PATROLMEN \$10,500
TOTAL \$10,500
TO:
12102-53010 MAP/DATA MAINT \$10,500
TOTAL \$10,500
Recommended that the order be adopted.
27. The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "SFY25 SHANNON COMMUNITY SAFETY INITIATIVE (CSI) GRANT PROGRAM, \$606,446.54, 25% IN KIND MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.
Sec 2-509 - Grant Reporting
Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.
Recommended that the order be adopted.
28. The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "SFY2025 COMMONWEALTH PROJECT SAFE NEIGHBORHOODS INITIATIVE GRANT, \$30,000, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.
Sec 2-509 - Grant Reporting
Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.
Recommended that the order be adopted.
29. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, THIRTY THOUSAND AND 00/100 Dollars (\$30,000) as follows:
FROM
8811-10400 CAPITAL STABILIZATION \$30,000
TOTAL \$30,000
TO:
16932-52500 WAR MEMORIAL R&M BUILDING \$30,000

TOTAL \$30,000

Recommended that the order be adopted.

30. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, FIFTEEN THOUSAND AND 00/100 Dollars (\$15,000) as follows:

FROM

14251-51104 PAY-HMEO	\$15,000
TOTAL	\$15,000
TO:	
14222-52505 R&M SENIOR CENTER	\$15,000
TOTAL	\$15,000

Recommended that the order be adopted.

31. The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "MA DEPARTMENT OF PUBLIC HEALTH/PARTNERS FOR A HEALTHIER COMMUNITY - CAPACITY BUILD RACIAL EQUITY, \$10,000, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

Recommended that the order be adopted.

32. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, FORTY-EIGHT THOUSAND EIGHT HUNDRED TWENTY-SIX AND 15/100 Dollars (\$48,826.15) as follows:

	FROM	TO
11211	51276MAYOR'S CONTRACT NEGOTIATIONS	21,631.74
11211	51104MAYOR'S PAY-CAFO	716.19
15431	51103VETERAN'S PAY - INVESTIGATOR	6,002.88
15431	51101VETERAN'S PAY - COMMISSIONER	2,240.00
15431	51500VETERAN'S VACATION BUYBACK	2,000.00
15431	51510VETERAN'S SICK LEAVE BUYBACK	5,000.00

11521		51102PAY -	11,235.34
		PERSONNEL	
12401	51102	ASSISTANT	
		ASST BUILDING	3,132.93
		COMMISSIONER	
12401	51103	CHIEF	2,828.00
		INSPECTOR OF	
		WIRES	
12401	51107	ZONING OFFICIAL	2,222.00
11751	51108	ASSISTANT	4,560.00
		DIRECTOR OF	
		PLANNING	
11751	51102	ASST DIR OF	4,560.00
		ECONOMIC DEV	
11751	51105	SENIOR PROJECT	2,222.00
		MANAGER	
11751	51106	PLANNER 1	1,090.00
12441	51101	SEALER OF	2,525.00
		WEIGHTS AND	
		MEASURES	
11711	51101	CONSRVTN &	3,030.00
		SUSTNBLTY	
		DIRECTOR	
14211	51108	SAFETY OFFICER	2,020.00
15411	51103	ASSISTANT	2,222.00
		DIRECTOR - COA	
15411	51101	DIRECTOR	3,030.00
		COUNCIL ON	
		AGING	
15431	51105	NATIONAL	1,560.99
		SERVICE	
		OFFICER	
16301	51101	DIRECTOR	2,899.14
		PARKS/REC	
		FORESTRY	
15101	51101	DIRECTOR	1,632.00
		BOARD OF	
		HEALTH	
15101	51202	ANIMAL CONTROL	2,020.08
		OFFICER	
16911	51101	DIRECTOR	2,828.00
		WISTARIAHURST	
16911	51103	CITY HISTORIAN	2,222.00
16301	51103	ASST DIRECTOR	2,222.00
		OF PARKS & REC	
			48,826.15 48,826.15

Recommended that the order be denied.

33. The Committee on Finance to whom was referred an order Settlement agreement by and between the City of Holyoke and Holyoke Professional Supervisors Association Recommended that the order be denied.
34. The Committee on Finance to whom was referred an order Redlined Settlement agreement by and between the City of Holyoke and Holyoke Professional Supervisors Association Recommended that the order be denied.
35. The Committee on Development and Governmental Relations to whom was referred an order Special permit application of Marcel Gavel to operate a vehicle exhaust repair and welding business at 54 Commercial Street (018-01-15).
Recommended that the special permit be granted with the following conditions:
1. That the hours of operation will be Monday - Saturday, 8 a.m. - 5 p.m.;
 2. That there will be no overnight parking;
 3. That there will be no engine work on site;
 4. That there will be no vehicles stores inside;
 5. That there will be no hazardous waste storage in site.
36. The Committee on Development and Governmental Relations to whom was referred an order Special Permit Application of Daniel LaFlamme (Daniel's Truck Center Inc) to operate a light truck repairing and detailing center at 41 Temple St (085-00-012) per sec. 7.2.13(a).
Recommended that the special permit be granted with the following conditions:
1. That the hours of operation will be Monday - Friday, 9 a.m. - 6 p.m.;
 2. That the lighting cannot be detrimental to the neighborhood;
 3. That the petitioner will address all open questions on the Planning Department letter dated December 10, 2024.
37. The Committee on Development and Governmental Relations to whom was referred an order The DGR committee invite the District 8 Governor's Councilor to a future DGR meeting. Tara Jacobs of Adams currently represents Holyoke in this office. Her predecessor appeared in committee ca. 2017.
Recommended that the order has been complied with.
38. The Committee on Development and Governmental Relations to whom was referred an order that OPED please provide an update on the former K-Mart plaza. On the main door to the former retailer is contact information for what appears to be a new owner. Please reach out to them and circle back to city council. Per its web site: For other inquiries, please call Transformco at (847) 286-2500 and please see its website www.transformco.com.
Recommended that the order has been complied with.
39. The Committee on Development and Governmental Relations to whom was referred an order Resolution that the Holyoke City Council, which represents the greatest number of Puerto Ricans per capita than any other community in the country outside the island, votes to condemn the "floating island of garbage" statement made at the political rally of a candidate seeking to represent every American - including those who live in and come from Puerto Rico. This statement was insulting, ignorant, and dismissive of the culture and contributions of Puerto Ricans.
Recommended that the resolution be adopted.

40. -- The Committee on Development and Governmental Relations to whom was referred an order Resolution in Support of Eviction Sealing to Promote Housing Opportunity and Mobility (Attached).
Recommended that the order has been complied with.

MOTIONS, ORDERS AND RESOLUTIONS

41.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY NINE THOUSAND SIX HUNDRED NINETEEN AND 44/100 Dollars (\$29,619.44) as follows:

FROM

12101-51104 LIEUTENANTS	\$ 4,120.92
12101-51105 SERGEANTS	3,567.68
12101-51107 PATROLMEN	21,930.84
TOTAL	\$29,619.44

TO:

12201-51180 INJURED ON DUTY	\$29,619.44
TOTAL	\$29,619.44

42.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, THIRTY TWO THOUSAND SEVENTY ONE AND 58/100 Dollars (\$32,071.58) as follows:

FROM

12101-51104 LIEUTENANTS	\$ 4,120.92
12101-51105 SERGEANTS	3,567.68
12101-51107 PATROLMEN	24,382.98
TOTAL	\$32,071.58

TO:

12201-51180 INJURED ON DUTY	\$32,071.58
TOTAL	\$32,071.58

43.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, THREE HUNDRED FIFTY THOUSAND AND 00/100 Dollars (\$350,000) as follows:

FROM

12101-51107 PATROLMEN	\$250,000
12101-51105 SERGEANTS	50,000
12101-51117 DISPATCH	50,000
TOTAL	\$350,000

TO:

12101-51300 OVERTIME	\$350,000
TOTAL	\$350,000

44. Murphy-Romboletti- Ordered that the City Council issue a proclamation in recognition of "Girl Day" on February 20 to present to Girls Inc of the Valley, as part of a day of recognition to inspire girls to consider careers in engineering and other STEM fields.
45. Rivera, J.-As per the property manager's request from Lyman Terrace Apartments, we are requesting three parking spots for the staff in front of 17 Hampden Street, along with signs indicating "Parking for Lyman Terrace Staff."
46. Vacon- ORDER: At the 1-91 dedicated exit lane to the mall, consider the installation of flexible lane delineators to prevent people from illegally crossing the solid line across the bike lane.
Refer to Public Safety and Sgt. Zurheide and the Traffic Enforcement Grant Committee
47. Vacon- ORDER: that our Police Department address the illegal drag racing on Bobala Drive and coordinate with West Springfield police as able to stop this activity.Refer to PD, Sgt. Zurheide and the Traffic Enforcement Grant Committee
48. Vacon- ORDER: the PD provide enforcement activities by Holyoke and/or State Police re: truck traffic during restricted hours at night and drivers exceeding speed limits on Homestead Ave.
Refer to Public Safety, Sgt. Zurheide and the Traffic Enforcement Grant Committee
49. Vacon- ORDER: Request to prioritize Homestead Ave. from Westfield Rd to Lower Westfield Rd be re-paved due to high truck traffic volume & many rough repairs on the roadway.
50. Vacon, Jourdain- ORDER: that the law department come into compliance with Ordinance 2-156 and the auditor confirms that the rates of pay are in compliance with the ordinance & schedule A.
- 51.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, ONE HUNDRED FORTY FIVE AND 00/100 Dollars (\$145.00) as follows:

FROM

15102-57300 DUES & SUBSCRIPTIONS – BOARD OF HEALTH	\$ 75.00
15102-54220 SUPPLIES OTHER – BOARD OF HEALTH	70.00
TOTAL	\$145.00

TO:

11752-57300 DUES & SUBSCRIPTIONS-PLANNING	\$145.00
TOTAL	\$145.00

52.

Devine-Ordered, that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "FY24 MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY-EMERGENCY MANAGEMENT PROGRAM GRANT, \$9,500, 50% IN KIND MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

53.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TWO HUNDRED NINETY THREE THOUSAND FOUR HUNDRED THIRTY NINE AND 63/100 Dollars (\$293,439.63) as follows:

FROM

8810-10400 GENERAL STABILIZATION	\$186,557.87
8811-10400 CAPITAL STABILIZATION	106,881.76
TOTAL	\$293,439.63

TO:

14253-58002 HIGHWAY- CAPITAL OUTLAY MV	\$293,439.63
TOTAL	\$293,439.63

54. Greaney, Ocasio - Ordered that flashing stop signs be placed at the intersection of Jackson and Commercial Streets.

LATE FILED ORDERS AND COMMUNICATIONS

Addendum:

Per City Council rule 2B, meeting shall end by 10 PM unless an extension is approved by a two-thirds majority of those present. If any items remain, those items will be added to the beginning of the next regular meeting.

The listing of matters are those reasonably anticipated by the chair which may be discussed at the meeting.

Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law

City Clerk



OFFICE OF CITY CLERK

To: City Council

Re: List of appointments January 2025

	Term	Expiration
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Assessor

Anthony Dulude, 139 Westfield Road	3 year term	January 31, 2028
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Water Commissioner

Henry "Butch" Seidel, 999 Homestead Avenue	3 year term	January 31, 2028
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Whiting Street Fund

Maria Burke, 290 Cabot Street	3 year term	January 31, 2028
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Community Preservation Committee

Jason Ferreira, 6 Taylor Street	3 year term	January 31, 2028
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RECEIVED

JAN 15 2025

Holyoke City Clerk's
Holyoke, MA



MAYOR JOSHUA A. GARCIA

CITY OF HOLYOKE

January 10, 2025

RECEIVED

JAN 13 2025

Holyoke City Clerk's
Holyoke, MA

Honorable Holyoke City Council
City Hall
536 Dwight Street
Holyoke, MA 01040

Honorable City Council,

Subject to your approval, I hereby appoint the following person as a member of the Holyoke Redevelopment Authority:

Ms. Tiffany Espinosa
30 Amherst Street
Holyoke, MA 01040

Ms. Espinosa will replace Mr. Jorge Colon and will serve the remainder of his term; said term will expire on November 1, 2029.

Sincerely,

Joshua A. Garcia, Mayor
JAG/nmo

CC: William F. Galvin, Secretary of the Commonwealth of Massachusetts
Jennifer Maddox, Undersecretary, Department of Housing & Community Development
Aaron Vega, Director, Office of Planning and Development
Ms. Tiffany Espinosa



MAYOR JOSHUA A. GARCIA

CITY OF HOLYOKE

RECEIVED

JAN 06 2025

Holyoke City Clerk's
Holyoke, MA

January 6, 2025

The Honorable City Councilors
City of Holyoke
Holyoke, MA 01040

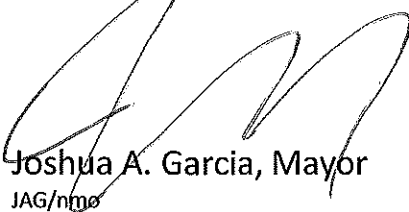
Honorable Council Members:

Subject to your approval, I hereby appoint the following individual to serve as
a member of the Historical Commission for the City of Holyoke:

Ms. Mary K O'Connor
55 Mayer Drive
Holyoke, MA 01040

Ms. O'Connor will serve a three-year term; said term will expire on January 6,
2028.

Respectfully submitted,



Joshua A. Garcia, Mayor
JAG/nmo

CC: Mary K O'Connor
Christopher H. Gauthier
Aaron Vega, OPED

REGULAR MEETING OF THE CITY COUNCIL

January 7, 2025

The meeting was called to order by President Murphy-Romboletti at 7:06 PM

The Clerk called the roll. Absent Members: 0 Present Members in person 10 (Bartley, Devine, Greaney, Magrath-Smith, Murphy-Romboletti, Ocasio, I. Rivera, J. Rivera, Sullivan, Vacon). Present Members on Zoom: 3 (Anderson-Burgos, Givner, Jourdain)

The Pledge of Allegiance was recited.

President Murphy-Romboletti asked for a moment of silence for Maurice Ferriter, who passed away on Christmas Eve. She stated that Mr. Ferriter had been a great advocate for the city, was a former City Solicitor, adding that she got to know him on the Parade Committee. She added that his services were over the weekend and was a beautiful celebration of life after 94 years.

Councilor Devine asked for a moment of silence for Dan Bresnahan's mother, Claire Jean Bresnahan.

Councilor Sullivan asked for a moment of silence for former president, Jimmy Carter.

A moment of silence was observed for Mr. Ferriter, Ms. Bresnahan, and President Carter.

Motion was made and seconded to take a roll call vote that for the purposes of this meeting would be applicable to all motions to receive, refer items to committee, remove items from the table, place items on the table, package items together, comply with items, or suspend the rules unless there is an objection. Motion adopted on a call of the roll of the yeas and nays--Yeas 13--Nays 0--Absent 0.

The name of Councilor Greaney was pulled to head the roll call voting.

PUBLIC COMMENT

Rory Casey, 11 Dexter Street, City Treasurer, expressed his intent to speak on item 96, which would seek the Council's endorsement of the ballot question to change the Treasurer's position from being elected to appointed. He then explained that the question would be taken up in a special election in three weeks. He noted that the Council as well as the state legislature worked as fast as they could to work on this, adding that the governor had only been able to sign it into law a few weeks earlier. He then thanked the City Clerk for her help with navigating the process, as well as putting out language to alert the public by way of the census forms that there would be a special election ballot question on January 28th. He noted he had received questions about it just from the census forms. He then asked for passage of the letter of support that evening to let people know the Council supported it. He recalled that the same question was on the ballot in 2015, and failed narrowly partly due to the sitting Treasurer opposing it. He then emphasized that as the current sitting Treasurer, he fully endorsed it. He added it would be the first of many steps to get the city's financial house in order.

Motion was made and seconded to suspend the necessary rules to take up item 96 out of order.

Magrath-Smith- Ordered that the attached letter titled 'An Open Letter to the Public,' regarding the upcoming Special Election on January 28, 2025, be approved by the City Council and Mayor for public distribution.

UNDER DISCUSSION:

Councilor Magrath-Smith stated that she filed the order as a result of feedback and suggestions that a letter from the Council be drafted, adding that she ran it by several people to get their thoughts on it. She then stated that it was a short letter informing people why the Council was asking for this change.

Councilor Devine stated that she believed it was a good order. She reiterated the City Clerk put information out with the census forms. She noted that Mayor Garcia, President Murphy-Romboletti, and Mr. Casey would be making an announcement at Holyoke Media on January 9th.

Councilor Vacon stated that she filed item 103 in order to create minimum eligibility requirements for the position and put them into the ordinances. She noted that the public was being told that adopting the change would result in having minimum qualifications.

Motion was made and seconded to suspend the necessary rules to take up item 103 out of order as a package with item 96.

Vacon, Jourdain- ORDER-that the City Council establish minimum eligibility requirements (such as a four year degree in accounting/finance & 3 years successful management experience), for appointment as Treasurer prior to the initial appointment-(if voters approve the appointment)-send to Ordinance and HR ---> Received and referred to the Ordinance Committee. Referred to the Mayor, Personnel.

Councilor Bartley suggested that item 103 go to Ordinance to draft the requirements.

Councilor Devine added that it should go to the mayor.

Councilor Greaney asked why they couldn't be adopted together so the public could have the whole story.

President Murphy-Romboletti clarified that one order would go to Ordinance to put the qualifications into the ordinances. She added that item 96 was an open letter that would cover addressing the special election.

Councilor Devine suggested that the letter should go on the website.

Councilor Greaney suggested that the letter was an attempt to influence the public on how to vote, with the Council indicating its preference. He then stated that he had a problem with that.

Councilor Magrath-Smith stated that one goal was to get the word out that the special election was occurring, as well as informing the public that the Council as a whole wanted this to occur. She then stated that while the Council would not want to take a position in most cases, she believed it made sense to take a position in this situation. She added that the goal was to publish the letter in various local publications.

---> Received and endorsed.

COMMUNICATIONS

(13:30)

From Mayor Joshua Garcia, letter appointing Mr. Joseph Black of 1015 Maple St. to serve as a member of the Recycling Advisory Committee. Mr. Black's will serve a three year term, expiring on August 1, 2027.

---> Received and referred to the Public Service Committee.

From City Clerk Brenna Murphy Leary and Admin. Assistant Jeffery Anderson-Burgos, meeting minutes from December 17, 2024.

---> Received and Adopted.

From OPED Director Aaron Vega-letter to City Council - Open Square and HDIP January 2025

Councilor Devine asked for a moment of silence for John Aubin, the creator of Open Square.

A moment of silence was observed for Mr. Aubin.

---> Received.

FY25 BUDGET VERSUS ACTUAL EXPENSE YEAR TO DATE REPORTS GENERAL FUND AND SEWER TO 12-31-2024

---> Received.

Motion was made and seconded to suspend the necessary rules to take up items 5, 6, and 7 as a package.

GRANT COMPLETION - FY24 MUNICIPAL ROAD SAFETY PROGRAM GRANT

---> Received.

GRANT COMPLETION- FY24 STATE 911 DEPARTMENT TRAINING GRANT PROGRAM

Councilor Bartley asked the administrative assistant to create a new folder for all of the grant completion forms.

Admin Asst Anderson-Burgos stated that he could do that.

---> Received.

From Board of Fire Commissioners, meeting minutes from November 18, 2024.

---> Received.

From Andrea Johansen, letter regarding proposed lithium battery site in Westfield

Councilor Vacon stated that there was universal opposition to this in Westfield, with one of the city councilors there being the lead person against it. She then suggested that referring it to the Public Safety Committee would allow the Council to track it.

---> Received and referred to the Public Safety Committee.

PRESIDENT'S REPORT

(17:40)

President Murphy-Romboletti stated that the Tourism Advisory Committee requested an exemption to the ordinance on meeting times, which was approved. She then noted that they had requested this to hold their meeting at 4pm to accommodate members. She then stated their next meeting would be on January 21st at 4pm.

She then offered congratulations to the new Police Chief, Brian Keenan. She added that his swearing in was earlier that day, and it was well attended.

She also stated that over the holidays, City Hall hosted a Kwanzaa ceremony. She added that Councilor Givner was given an award for her efforts in the community.

She also stated that City Hall hosted a menorah lighting ceremony.

She then offered a reminder that there would be a special election on January 28th, adding that there would be a press conference that Thursday, January 9th, to give the public an overview of what was being asked.

REPORTS OF COMMITTEES

(20:20)

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, THIRTY THREE THOUSAND AND 00/100 Dollars (\$33,000) as follows:

FROM

14101-51101 PAY-ENGINEER \$19,000

14101-51105 PAY-SR CIVIL ENGINEER 14,000

TOTAL \$33,000

TO:

14102-53010 PROF ENG SERVICES \$33,000

TOTAL \$33,000

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine

Kocayne Givner

Michael Sullivan

Kevin A. Jourdain

Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that this had been a routine transfer done for several months, but noted that the city hired a City Engineer who was actually returning after many years, Matt Sokop. She emphasized that the interim engineer, Victoria Houle, would be staying on during the transition.

Councilor Bartley recalled that Mr. Sokop had been in the role during his first three terms, was already a city resident, and had been a real asset to the city.

Councilor Magrath-Smith emphasized that as it had taken a long time to hire a new engineer, there had been many similar transfers adding up to \$116,000 in order to cover the gap. She also expressed a hope that a Civil Engineer would be hired soon.

Councilor Greaney called the question. Councilor Vacon seconded the motion.

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 12--Nays 1 (Bartley)--Absent 0.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY THOUSAND AND 00/100 Dollars (\$20,000) as follows:

FROM

12201-51105 FIREFIGHTERS	\$20,000
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TOTAL	\$20,000
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TO:

12202-52410 R&M VEHICLES	\$20,000
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TOTAL	\$20,000
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have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that the transfer was to cover a costly repair for one of the fire engines.

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 13--Nays 0--Absent 0.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWO HUNDRED FIFTY THOUSAND 00/100 Dollars (\$250,000) as follows:

FROM

12201-51105 FIREFIGHTERS	\$250,000
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TOTAL	\$250,000
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TO:

12201-51300 OVERTIME	\$250,000
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TOTAL	\$250,000
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have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner

Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that due to some positions not being filled in the Fire Department, they needed to have some firefighters working overtime. She added that the Fire Chief expected this to cover them through the end of the fiscal year.

Councilor Greaney asked if these were contractual obligations.

Councilor Devine stated that they were.

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 13--Nays 0--Absent 0.

The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "BJA FY2024 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM, \$35,099, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that the grant was for equipment purposes in three areas for the Police Department. She then explained that the records department needed new furniture, new radios, and also needed to change the records system to an internet system so that if the power went out, it would run on a cell. She commended Sgt. Zurheride for doing a great job with a small amount of money.

---> Report of Committee received and Adopted on a call of the roll of the yeas and nays--Yeas 13--Nays 0--Absent 0.

Councilor Anderson-Burgos asked if the grant acceptance should have been two readings.

Councilor Bartley and President Murphy-Romboletti both stated that it was not.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY ONE THOUSAND EIGHT HUNDRED FORTY THREE AND 57/100 Dollars (\$21,843.57) as follows:

FROM

11461-51125 PAY- ADMIN ASST	\$21,843.57
TAX COLLECTOR TOTAL	\$21,843.57

TO:

11461-51107 PAY-REVENUE COLLECTIONS	\$21,843.57
SPECIALIST TOTAL	\$21,843.57

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that the transfer was to upgrade a position in the Tax Collector's office based on new requirements related to handling large amounts of money. She added that it would be less than \$1,3000 over the course of the year.

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 13--Nays 0--Absent 0.

Councilor Devine made a motion to remove an item from the Finance jacket, explaining it was a transfer of \$30,000 from capital stabilization to the War Memorial. She noted they tabled it in committee, but she had new information to allow for a vote. She explained it was not on the agenda and would need to be taken out of Finance.

President Murphy-Romboletti stated she would need the order.

Councilor Bartley raised a point of order. He then asked if it was a dire emergency.

Councilor Devine stated it was to repair some things at the War Memorial, but it could wait until the next meeting. She noted that she had not informed the administrative assistant that she was planning to try to take it out.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWO THOUSAND SIXTY SIX AND 40/100 Dollars (\$2,066.40) as follows:

FROM

12402-54200 PROF OFFICE SUPPLIES	\$2,066.40
TOTAL	\$2,066.40

TO:

11382-53410 TELEPHONE USAGE CHARGES \$2,066.40
TOTAL \$2,066.40

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that the transfer was for the Building Department. She then explained the building inspectors had been using their own phones to do their inspections, and this would provide 7 phones to the Building Department as well as 3 phones for the Office of Community Development. She added that there was no material cost but only a monthly fee.

Councilor Greaney asked if there was a legal problem with people using their personal phones for public business.

Councilor Devine stated that they had been doing it, so it may have been that it was okay.

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 13--Nays 0--Absent 0.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, SEVEN THOUSAND SEVEN HUNDRED TWELVE AND 00/100 Dollars (\$7,712) as follows:

FROM:

2601-10400 TNC RIDESHARE \$7,712

TOTAL \$7,712

TO:

11752-53010 CONTRACTED SERVICES – PLANNING \$7,712

TOTAL \$7,712

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that this was an annual appropriation for the Bike Share program, adding that

Valley Bike was the vendor. She then stated that the bikes were a great asset used regularly by city residents. She then explained that 10 municipalities used the program. She added that this would cover fiscal year 24 to fiscal year 26.

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 12--Nays 1 (Greaney)--Absent 0.

Motion was made and seconded to suspend the necessary rules to take up items 16, 17, 18 as a package.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWELVE THOUSAND TWO HUNDRED SIXTY FOUR AND 44/100 Dollars (\$12,264.44) as follows:

FROM

11351-51106 PROF ACCOUNTANT-HPD	\$12,264.44
AUDIT TOTAL	\$12,264.44

TO:

15411-51102 NUTRITION DIRECTOR	\$913.50
15411-51104 UTILITY PERSON	1,868.76
15411-51105 SOCIAL WORK/VOL COORD	5,803.36
15411-51202 HEALTH SERVICES PROVIDER	1,413.34
15411-51203 DRIVER	2,265.48
COUNCIL ON AGING MOA TOTAL	\$12,264.44

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 13--Nays 0--Absent 0.

The Committee on Finance to whom was referred an order Settlement agreement by and between the City of Holyoke and UFCW Local 1459 COA employees

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 13--Nays 0--Absent 0.

The Committee on Finance to whom was referred an order Redlined Settlement agreement by and between the City of Holyoke and UFCW Local 1459 COA employees

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that the positions were all for the Council on Aging. She then emphasized that city councilors did not participate in negotiating contracts and never had, but only approved appropriations. She then stated that this contract provided retroactivity in the wages that councilors were okay with, adding that the next order also had retroactivity, but some councilors did not like it for that one. She then stated that the Council on Aging employees were receiving a well-deserved raise.

---> Report of Committee passed two readings and Adopted on a call of the roll of the yeas and nays--
Yeas 13--Nays 0--Absent 0.

Motion was made and seconded to suspend the necessary rules to take up items 19, 20, 21 as a package.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, FORTY-

EIGHT THOUSAND EIGHT HUNDRED TWENTY-SIX AND 15/100 Dollars (\$48,826.15) as follows:

		FROM	TO
11211	51276	MAYOR'S CONTRACT NEGOTIATIONS	21,631.74
11211	51104	MAYOR'S PAY-CAFO	716.19
15431	51103	VETERAN'S PAY - INVESTIGATOR	6,002.88
15431	51101	VETERAN'S PAY - COMMISSIONER	2,240.00
15431	51500	VETERAN'S VACATION BUYBACK	2,000.00
15431	51510	VETERAN'S SICK LEAVE BUYBACK	5,000.00
11521	51102	PAY - PERSONNEL ASSISTANT	11,235.34
12401	51102	ASST BUILDING COMMISSIONER	3,132.93
12401	51103	CHIEF INSPECTOR OF WIRES	2,828.00
12401	51107	ZONING OFFICIAL	2,222.00
11751	51108	ASSISTANT DIRECTOR OF PLANNING	4,560.00
11751	51102	ASST DIR OF ECONOMIC DEV	4,560.00
11751	51105	SENIOR PROJECT MANAGER	2,222.00
11751	51106	PLANNER 1	1,090.00
12441	51101	SEALER OF WEIGHTS AND MEASURES	2,525.00
11711	51101	CONSRVTN & SUSTNBLTY DIRECTOR	3,030.00

14211	51108	SAFETY OFFICER	2,020.00
15411	51103	ASSISTANT DIRECTOR - COA	2,222.00
15411	51101	DIRECTOR COUNCIL ON AGING	3,030.00
15431	51105	NATIONAL SERVICE OFFICER	1,560.99
16301	51101	DIRECTOR PARKS/REC FORESTRY	2,899.14
15101	51101	DIRECTOR BOARD OF HEALTH	1,632.00
15101	51202	ANIMAL CONTROL OFFICER	2,020.08
16911	51101	DIRECTOR WISTARIAHURST	2,828.00
16911	51103	CITY HISTORIAN	2,222.00
16301	51103	ASST DIRECTOR OF PARKS & REC	2,222.00
			48,826.15
			48,826.15

have considered the same and Recommended that the order be denied.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Report of Committee to deny passed two readings and Adopted on a call of the roll of the yeas and nays--Yeas 6 (Bartley, Greaney, Jourdain, Ocasio, Sullivan, Vacon)--Nays 7--Absent 0.

*Reconsidered and referred to the Finance Committee.

The Committee on Finance to whom was referred an order Settlement agreement by and between the City of Holyoke and Holyoke Professional Supervisors Association

have considered the same and Recommended that the order be denied.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Report of Committee to deny passed two readings and Adopted on a call of the roll of the yeas and nays--Yeas 6 (Bartley, Greaney, Jourdain, Ocasio, Sullivan, Vacon)--Nays 7--Absent 0.

*Reconsidered and referred to the Finance Committee.

The Committee on Finance to whom was referred an order Redlined Settlement agreement by and between the City of Holyoke and Holyoke Professional Supervisors Association

have considered the same and Recommended that the order be denied.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

UNDER DISCUSSION:

Councilor Devine stated that it had been a 3-2 vote in committee to deny it. She then explained that this was a negotiated contract ratified by the union, emphasizing that it was now no longer an association. She then stated that it was Councilor Ocasio, Councilor Sullivan, and Councilor Jourdain that voted against the contract. She then explained that while some of the objection was that these transfers were for department heads, she emphasized that they were not all department heads. She added that there were also concerns about flex time. She explained that flex time allowed department heads to give an employee who may have to attend meetings or work late, and that they could not be unreasonably denied. She then recited the list of employees that would be denied raises by denying this transfer, reiterating that several were not department heads. She then asked those 3 councilors explaining their votes to deny.

Councilor Bartley stated that prior to an explanation of a committee report being provided, a motion should be made first. He then stated that the rules made clear that councilors should not be naming other councilors. He also stated that councilors could vote however they chose to in committee, but often had changed their vote at full Council meetings. He added that he did not believe it was the best way to present an argument to ask councilors to explain their votes.

Councilor Jourdain stated that while he appreciated Councilor Bartley's comments, he did not believe Councilor Devine did anything offensive as she had only stated what the votes were. He then stated that he explained the numerous reasons in the Finance Committee meeting why he did not believe this was in the city's best interest. He then emphasized that there were 8 department heads in this union, adding that this was likely the only agreement in the city where people supervising other people were in the same union. He then expressed a need for sensitivity to the taxpayers when making these kinds of appropriations, noting that they were just receiving a 6.2% increase in their property taxes. He added that the agreement doubled down a large vacation increase for Schedule A employees, which included an extra week for everyone, an extra personal day, as well as creating a new rule that allowed the mayor to give an additional two weeks of vacation to new hires if they met subjective criteria to his satisfaction. He added that this contract doubled down on that change that he did not believe was even validly approved, and he would not vote to expand benefits to more people that the city could not afford. He emphasized that he would have no problem voting for reasonable pay increases but could not support additional giveaways. He added that the agreement also created an expensive category of \$500 in longevity pay once employees reached five years. He noted it had previously provided that at ten years. He added that there were state laws prohibiting retroactive pay to previous fiscal years, and they could not use current fiscal year money to pay bills for prior fiscal years. He further explained that MGL Chapter 44, Section 68 precluded what was negotiated, which would pay them going back to July 1, 2023. He also expressed concern with the addition of flex time, particularly with regard to department heads. He added that they were now being given a 35 hour work week and any of their requests for flex time could not be unreasonably denied. He emphasized that department heads were management and should not be entitled to additional time off if they are needed for more than 35 hours in any week.

Councilor Givner expressed her understanding that the contract was not new, but that they were currently a year and a half into a three year contract. She then stated that while she understood some of Councilor Jourdain's concerns, there were other things she did agree with. She then questioned debating the contract as if the Council had any say in negotiations. She also noted that the contract took away the ability for employees to buy back their vacation time at the end of the year and this extra time was a substitute for that benefit. She then questioned why this was being treated than the other contract as it was labor's right to negotiate through their union. She then suggested that not agreeing with it was like telling employees that they were not valued. She also suggested that if Council members felt strongly about union negotiations, they should figure out how to be more involved in negotiations when they're happening.

Councilor Sullivan took exception to Councilor Devine's implication that denying the contract was simply a matter of denying raises. He then emphasized that the Council could not negotiate contracts and the only tool allowed to the Council was to fund or not fund contracts. He then questioned the argument that the Council should fund any contract that comes before it.

Councilor Devine stated that while she did not intent to offend anyone, she believed she had a right to say who voted to deny or approve it. She then reiterated that the Council could not negotiate contracts. She added that the Council could not talk about union dues, flex time, or flex time - although they were all discussed in the committee meeting - but could only approve the appropriation. She then referenced MGL Chapter 150E, the state statute for collective bargaining for public employees. She also emphasized that she wanted to be clear that she was a vote in favor of it. She then suggested caution in what gets talked about in meetings or the city could risk being hit with an unfair labor practice charge.

Councilor Anderson-Burgos stated that some of the employees under this contract were also constituents of city councilors who were having a hard time making ends meet. He added that the Council should not be trying to make it harder for them. He then asked Atty Bissonnette to address the point about not being able to pay retro to a previous fiscal year.

Atty Bissonnette stated that their negotiations were informed by MGL Chapter 44, Section 68, which allowed retroactive pay to go back to the prior fiscal year. He added that it was in recognition of contract negotiations that sometimes take a little longer than others.

Councilor Anderson-Burgos recalled there was a time in a previous meeting when another councilor questioned his position on a vote. He suggested that they not pick and choose when to do that and not do it at all.

Councilor Vacon stated that while she would not get into the specifics of the negotiations, the only thing before the Council was to accept the contract through spending the money. She reiterated Councilor Sullivan's point that the only authority the Council had was to approve funding. She then stated that if someone was asked to explain their vote, they could not be gagged from talking about the contract if what was in the contract was the basis of their vote.

Councilor Greaney stated that as the Council's function was to transfer or not transfer the money, they should just get to it.

Councilor Sullivan suggested taking a look at where money was coming from as the budget season approached.

Councilor Jourdain stated that he had cited the same law that was cited by Atty Bissonnette, adding that it specifically said the city could not do what was happening in the contract but specifically precluded it. He added that the law stated "the beginning of the fiscal year prior to the vote," which started on July 1, 2024. He then explained that while councilors did not negotiate, they operated under the Open Meeting Law and needed to explain the rationale behind their votes. He also questioned the recent practice of having someone from the union speak at the meetings, adding that management should be explaining the appropriations. He also stated that the rules under Ordinance 2-61 required a 3-year financial analysis to be provided to councilors when contracts were provided.

Councilor I. Rivera asked for better clarification of the state statute around not being able to spend money for a previous fiscal year.

Atty Bissonnette explained that Chapter 44, Section 68, titled "Retroactive salary increases," stated "Whenever a city, town or district votes to grant a salary increase to all or any of its employees, such increase may be retroactive to a date not earlier than the beginning of the fiscal year prior to the date of such vote." He further explained that voting for the salary increase on the current date would allow it go back to the prior fiscal year.

Councilor Jourdain stated that it did not say what Atty Bissonnette was suggesting it was saying. He added that it was referencing the start of the fiscal year prior to the date of the vote, not to the prior fiscal year. He suggested getting guidance from labor counsel, Russ Dupere, as well as DOR (Department of Revenue).

President Murphy-Romboletti explained that a yes vote would be a vote to accept the committee's recommendation to deny the transfer.

---> Report of Committee to deny passed two readings and Adopted on a call of the roll of the yeas and nays--Yeas 6 (Bartley, Greaney, Jourdain, Ocasio, Sullivan, Vacon)--Nays 7--Absent 0.

Motion was made and seconded to reconsider the previous action.

---> Referred to the Finance Committee.

(1:17:45)

Motion was made and seconded to suspend the necessary rules to take up items 22 through 45 as a package.

The Committee on Public Safety to whom was referred an order that That the City of Holyoke address poorly or un-plowed alleyways. Residents on the block of 192 Walnut str have been paying to have been paying to have alley plowed. Why are these not being plowed by the city if they are used by DPW for refuse pickup and access for Fire, Utilities, and police?

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera

Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order The DPW and Mayor locate public spaces where trash and recycling receptacles can be placed and maintained. This should start off as a pilot program and it will require funding and management to ensure the debris/recycling bins are maintained but hopefully it will be a success and Holyoke can expand its scope.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the DPW fix the paving on Race Street near Sargeant Street especially where Handicap entrance to the building is located. The depression continues to puddle and pose a safety hazard to customers trying to enter the business.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order the Holyoke City Council invite a Medical professional from Holyoke Medical Center or Baystate Health to discuss the pros and cons of Marijuana usage and its effect on the community.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the Public Safety Committee invite in the Chief of Police, West Springfield Police representative to discuss and address the illegal drag racing on city streets and come up with solutions to better address these issues.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order the Public Safety and ordinance committee review the "access road" to Peck School for on street parking recommendation. Peck school administration has safety concern about the ability of 54 school buses to turn down the access road to the school.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order Intersection at West Franklin and Linden has a crosswalk that is routinely ignored creating a dangerous circumstance for our pedestrians, can a study be conducted to place flashing lights and or a middle signage that creates urgency to stop for pedestrians. Traffic needs to slow down in our City.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the City Engineer work with the Public Safety committee to discuss and attempt to mitigate traffic concerns near the Ridgewood and Summit intersection that are a concern for residents, particularly during the winter months. A constituent stated that with the Community Field gate open where vehicles exit onto Summit and turn onto Ridgewood, visibility going up or down the hill is marginal with the potential of a tragic incident. There was a request to add caution signage or even a stop sign at the exit.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the DPW Superintendent work with the Fire Department Alarm Division and explore the costs to install blinking/flashing lights to alert residents of any upcoming parking bans, possibly at the following locations or throughout the City (Main and Cabot, Sargeant and Main, Jackson and Main, Maple and Sargeant, Maple and Jackson, Pine and Resnic.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order That the city engineer please explore the feasibility of installing a divider(s) at the top of Saint Vincent street. Concerns have been raised about vehicles being able to turn safely.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order With Community support, That the City Forrester provide a safety action plan and timeline for annual maintenance/tree trimming at intersections throughout the city.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the City Engineer consider a Do Not Block the Box at 56 Jackson St. Since the state started detouring traffic for the 391 construction project, it has been difficult at times to exit and enter the premises for employees and customers at all businesses located at 56 Jackson St

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that we seek assistance from the Pioneer Valley Planning Commission to evaluate and address the longstanding truck traffic problems on Homestead Avenue.

Background information:

In Massachusetts, setting up a truck exclusion zone requires the permission of the Massachusetts Department of Public Works (MDPW).

This in turn requires a study that documents truck traffic levels and justifies excluding trucks from the streets affected. The Pioneer Valley Planning Commission (PVC) can help local governments evaluate truck traffic problems and develop strategies for dealing with them. If truck exclusion appears to be a reasonable solution, the PVC can assist local officials in performing the required study.

Truck exclusion zones can be authorized only if a suitable alternate route is available for truck traffic.

The link to the full article from PVC:

https://www.pvpc.org/sites/default/files/manage_truck_traff.pdf

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the police chief please provide reports for second, most recent, accident involving mayor vehicle.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order By recommendation of the City Engineer, that there be a traffic study of the Hampden St corridor from 202 to Nonotuck, as well as the Dwight St Corridor from Nonotuck to Beech Street. These areas are heavily walked, biked, used for street parking on both sides of each street section. The random two lane blocks of Hampden between Lincoln and Pleasant streets, along with two lane blocks of Dwight between Nonotuck and School Streets inspire motorists to speed, pass one another, ignore pedestrians in crosswalks, and endanger bike, scooter, and one wheel riders. Bike lanes and designated street parking areas exist beginning at 845 Hamden and at Parker St on Dwight. All traffic calming measures should be explored and implemented throughout these corridors.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order That a youth task force be established with a stipend program to incentivize teens through stipend payments to participate in community wide civic engagements and volunteerism around anti violence/ anti gun activities as well as character and leadership skill development. Refer to public safety but invite in boys and girls club, Girls Inc, Enlace to discuss

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order the PD provide an update summary of enforcement activities by Holyoke and/or State Police re: truck traffic at night and drivers exceeding speed limits on Homestead Ave.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order At the 1-91 dedicated exit lane to the mall, install flexible lane delineators to prevent people from illegally crossing across the solid line across the bike lane.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order That the DPW please explore adding a sidewalk/walking area along the hill of Lower Westfield road beginning at Ingleside. Concerns have been raised about the lack of space on the hill incline for residents to walk safely.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera

Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that Sean Sheedy from DPW review maintenance issues/needs at the Senior Center.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the council works with Tapestry, state delegation, and appropriate city departments to work towards creating safe injection sites. These would be medically supervised and connect users to services available in our community.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that we create pathways for community ownership of property (land trusts, condominium conversion, cooperative housing etc).

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order That the city revisit existing traffic light projects and consider rotaries in their place. Traffic circles require no lights and therefore no maintenance cost. They are also less expensive to build than traffic light intersections. They are proven to deter speeding as they require reduced speed upon approach, during use, and returning to travel lanes. They force driver attention adding to overall safety. Other U.S. research has shown that roundabouts lead to 37% less collisions and 90% less fatalities than traffic lights. Conversion to roundabouts also lead to quicker traffic flow, with a reduction in delays of anywhere between 20% and 89%. Our neighboring communities have studies reflecting a wide range of benefits to traffic circles and roundabouts including the following:

"A 2001 Institute study of 23 intersections in the United States reported that converting intersections from traffic signals or stop signs to roundabouts reduced injury crashes by 80 percent and all crashes by 40 percent. Similar results were reported by Eisenman et al.: a 75 percent decrease in injury crashes and a 37 percent decrease in total crashes at 35 intersections that were converted from traffic signals to roundabouts. Studies of intersections in Europe and Australia that were converted to roundabouts have reported 41-61 percent reductions in injury crashes and 45-75 percent reductions in severe injury crashes.

Because roundabouts improve the efficiency of traffic flow, they also reduce vehicle emissions and fuel consumption. In one study, replacing a signalized intersection with a roundabout reduced carbon monoxide emissions by 29 percent and nitrous oxide emissions by 21 percent. 9 In another study, replacing traffic signals and stop signs with roundabouts reduced carbon monoxide emissions by 32 percent, nitrous oxide emissions by 34 percent, carbon dioxide emissions by 37 percent, and hydrocarbon emissions by 42 percent. 10 Constructing roundabouts in place of traffic signals can reduce fuel consumption by about 30 percent. 9, 11 At 10 intersections studied in Virginia, this amounted to more than 200,000 gallons of fuel per year. 8 And roundabouts can enhance aesthetics by providing landscaping opportunities."

<https://www.northamptonma.gov/FAQ.aspx?QID=151>

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order With community support, Order that the BOH provide the Public Safety subcommittee with either a presentation or written outline of what laws exist to protect property owners from damage by overgrowth of trees and other greenery from neighboring homeowners.

have considered the same and Recommended that the order be given a leave to withdraw.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor Greaney asked if any orders could be taken out of the package if any councilors had an objection, or otherwise vote as a package.

President Murphy-Romboletti stated that would be in order.

Councilor J. Rivera stated that some orders had been in the jacket for an extended period of time, while others had been advised for leave to withdraw by their makers, Councilor Bartley, Councilor Jourdain, or Councilor Vacon. She suggested that some could be refiled if councilors wanted to.

---> Report of Committee received and recommendation Adopted.

Motion was made and seconded to suspend the necessary rules to take up items 46 through 56 as a package.

The Committee on Public Safety to whom was referred an order Police Chief provide an updated list of all tickets issued in Calendar Year 2023 including violation reason, number of violations, and the disposition.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that our engineer evaluate the Whiting Farms Rd, Farnum and Tokeneke intersections to determine if a traffic light is warranted.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order DPW install a crosswalk on Cabot Street at South Summer Street on the Westerly corner in front of Capri Pizza so people can safely walk across the street in this heavy traffic area. There are no nearby crosswalks. Ideally this would be a raised sidewalk with appropriate signage but at a minimum a crosswalk with appropriate signage including in the median.

Recommended that the order has been complied with. have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that our city engineer evaluate the area at Councilor Sullivan School for the addition of a crosswalk. This is a constituent request.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order That the police department please provide an update on all traffic citations issued since January 2023.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order Petition of Ward 5 residents for a crosswalk on Kane Road

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera

Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the Board of Health, Community Development, and Mayor do a survey of City Hall and the annex building in order to prioritize the top needs for improvements of the two buildings (i.e. elevators, mold removal, carpets, etc).

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order hat the sidewalk in front of 211 West Franklin St be repaired. The roots from the tree in front of the house has raised the sidewalk making it difficult to transport their disabled child.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order That a permanent sign indicating "traffic light ahead" be placed before the curve on Westfield Rd approaching Apremont Hwy going toward Westfield. That a sign indicating "traffic light ahead" be placed on Westfield Rd for traffic approaching from Westfield toward Holyoke

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order From Interim City Engineer- Bray Park Dr. Update

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order to request the MVD to come to city council and explain what is legal and not legal for Handicap signs for residents.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor J. Rivera stated that they received confirmation emails from Councilor Jourdain and Councilor Vacon regarding their orders being complied with. She added that Councilor Bartley and Councilor Givner attended and advised which of their orders had been complied with.

---> Report of Committee received and recommendation Adopted.

Motion was made and seconded to suspend the necessary rules to take up items 57 through 67 as a package.

The Committee on Public Safety to whom was referred an order that the city engineer and/or HPD study the traffic and increase enforcement on Northampton St between Beech and West Franklin. Residents and businesses on the street and the side streets between that stretch have complained about difficulty pulling onto the street due to speeding traffic.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera

Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the City Engineer provide feedback to address traffic safety issues at the intersection of Linden, Anderson, and MacKenzie. Drivers have been observed frequently driving through, often speeding through the stop sign on Linden. Recently a vehicle hit a house right at that corner.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the City Engineer investigate safety measures at the intersection of West Franklin and St Jerome. Residents are expressing concern about vehicles speeding around the bend, which is especially concerning considering the poor line of sight around it.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that we look into having security cameras installed at Rohan Park. Constituents that live near the park have reported illegal activities after dusk, including vandalism of private property.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the police department station a car on McKenzie near the intersection of Portland and McKenzie in order to prevent cars ignoring all the stop signs on McKenzie, Magnolia, Lawler, Martin and Portland Streets before someone gets hurt. There are cars and trucks completely ignoring the stop signs, particularly on Magnolia up Portland.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the city engineer out Willow street in the traffic study list. Constituents are concerned about speeding and the volume of cars going up and down the street and would like to explore a variety traffic calming measures that could help make the street safer.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order In light of the enhanced work by HPD to take back our streets, please enforce citywide stop sign ordinances and please regularly send a Police to monitor compliance at Brown Ave. - Laurel St. (3-way stop sign regularly ignored) and Lawler - Martin Sts. (2-way stop regularly ignored).

Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the DPW/Engineer review better placement and/or address the tree obstructing the stop sign at the intersection of St Jerome as it meets West Franklin. Residents traveling on West Franklin have expressed concern about drivers going through the stop sign and believe it may be due to not seeing it until last the second.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the DPW look into traffic calming and increased safety measures for the intersection of Sargeant Street & St. Jerome Ave. Residents have complained that cars regularly ignore the 4-way stop signs and would like the City to explore installing flashing lights or raised crosswalks.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order That HPD come to a Public Safety Committee meeting to discuss patrolling of West Franklin St. There is a significant amount of speeding accidents and trucks cutting through.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order That HPD patrol Florence Ave. The residents feel unsafe with all the vehicles that have been cutting through and speeding recently.

have considered the same and Recommended that the order be referred to the Police Department, Sgt Zurheide for use with traffic enforcement grant.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor J. Rivera reiterated that these should be used with the traffic enforcement grant.

Councilor Devine stated that she spoke with Sgt Zurheide earlier that day and made him aware of these orders.

---> Report of Committee received and recommendation Adopted.

Motion was made and seconded to suspend the necessary rules to take up items 68 through 71 as a package.

The Committee on Public Safety to whom was referred an order for the city engineer to install 2 raised crosswalks on Samosett St., neighbors are complaining about speeding up and down Samosett St.

have considered the same and Recommended that the order be referred to the Ordinance Committee.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the City accept Lynn Ann Drive and Richard Eger Drive as public ways.

have considered the same and Recommended that the order be referred to the Ordinance Committee.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order By constituent requests, order that crosswalks be installed from the parking lot on canal serving businesses in the block between Water and Appleton streets.

have considered the same and Recommended that the order be referred to the Ordinance Committee.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order By request of several business owners, update Graffiti ordinances 74-100 & 74-101 to transfer law enforcement responsibilities onto HPD instead of property owners. OR, give building owners warnings with a grace period of a specified number of days to clean up the graffiti BEFORE being fined. Building owners are currently fined for Graffiti creation on their property. This seems unfair as building owners are not tagging their own property and cannot control unlawful acts happening to their property.

have considered the same and Recommended that the order be referred to the Ordinance Committee.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor J. Rivera stated that these needed further consideration through the Ordinance Committee.

Councilor Devine made a motion to add Ogden Street to item 69, in addition to Lynn Ann Drive and Richard Eger Drive.

Councilor Vacon emphasized that to get streets accepted as public ways, residents needed to file a petition, which would then go to Ordinance, and they would then send it to the Board of Public Works.

Councilor Bartley stated that he would help take care of it, as the Ward 3 councilor.

---> Report of Committee received and recommendation Adopted.

Motion was made and seconded to suspend the necessary rules to take up items 72 through 74 as a package.

The Committee on Public Safety to whom was referred an order From residents of Norwood Terrace, petitioning the City of Holyoke for improvements to the east sidewalks on the dead end portion of the street.

have considered the same and Recommended that the order be referred to the Law Department.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order to create a rental registration, requiring all rental units, including short term rentals, register with the city. This can be housed in the Board of Health or Building Department.

have considered the same and Recommended that the order be referred to the Law Department for opinion on legality.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the city creates a public accessible landlord registry database. Information includes (but not limited to) who owns the property, who is responsible for maintenance, how many code violations that property has received through the city, and how many no cause evictions has the landlord filled on residents.

have considered the same and Recommended that the order be referred to the Law Department for opinion on legality.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor J. Rivera stated they were being referred to the Law Department for an opinion.

---> Report of Committee received and recommendation Adopted.

Motion was made and seconded to suspend the necessary rules to take up items 75 through 77 as a package.

The Committee on Public Safety to whom was referred an order That the city review and recommend 3-way or 4-way stop signs at all these intersections Samosett & Bower Streets, Samosett & West Streets, Samosett & Center Streets, Samosett & North East Streets, Bower & East Dwight Streets, Bower & Mosher Streets, Bower & Lyman Streets, Lyman & Grover Streets, Lyman & Center Streets, Lyman & Northeast Streets due to the ongoing traffic issues.

Holyoke Police Department do a review of all the intersections for all ongoing traffic issues.

have considered the same and Recommended that the order be referred to the DPW, City Engineer.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order With community support, Order to create "don't block the box" street markings and signage at Beacon St on Pleasant St, for safety. This area sees congestion and confusion during morning and afternoon school traffic commuting times. Residents have expressed concern for children as they are picked up and dropped off by school buses.

have considered the same and Recommended that the order be referred to the DPW.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order DPW also install a flashing signal/stop sign for cars to stop at the crosswalk at Cabot and South Summer Street so residents can safely cross Cabot Street.

have considered the same and Recommended that the order be referred to the DPW to request sign be moved from Homestead to this location or that a financial request be submitted to pay for the sign.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor Vacon asked this order was intended to move the flashing crosswalk light on Homestead near McMahon School to another street.

President Murphy-Romboletti stated that the recommendation was to move the sign or have a financial request submitted to pay for a new one.

Councilor Vacon explained that this sign was there and a raised crosswalk was removed from this location because the engineer recommended that flashing crosswalk signs were safer and better. She then expressed opposition to moving the sign. She made a motion to amend the recommendation and have it just ask for the funding.

Councilor Greaney asked if this was in close proximity to McMahon School.

Councilor Vacon stated that it was.

Councilor Greaney emphasized that it was a school crossing.

Councilor Jourdain stated that he and Councilor Ocasio filed this order to try and make it safer for residents to cross Cabot Street. He noted one councilor suggested moving the Homestead signs if they were not needed anymore, but it was determined by DPW that could not be done. He then stated that they had requested that Carl Rossi, DPW Director, request an appropriation the \$1,500 needed to provide the flashing sign on Cabot Street at South Summer. He added that if the mayor signed off on it, the Council would approve it.

Councilor Anderson-Burgos noted that each of these orders in this package had slightly different recommendations.

Councilor Devine stated that they were trying to help out the issue at Cabot and they thought the signs could be moved since the raised crosswalks were no longer there, but understood those could not be moved.

---> Report of Committee received and amended recommendation Adopted.

The Committee on Public Safety to whom was referred an order that That the DPW and Sewer Commission do a study and seriously consider adopting a sewer maintenance insurance program for homeowners that is modeled off the Water Department's water maintenance insurance program. The Water Department program has been a great accomplishment and has been very warmly received by residents who appreciate this very low cost protection. That the DPW report back to the City Council on their findings by April 1, 2022.

have considered the same and Recommended that the order be referred to the Board of Public Works.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor J. Rivera stated that it would be referred to the Board of Public Works for further consideration.
---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order that the Holyoke City Council declare that Housing is a Human Right, which means everyone regardless of income, history of criminal justice involvement, mental health status, substance use, race, sexual orientation, immigration status, physical ability, sex, gender, religion, and veteran status deserve safe and affordable dignified housing.

have considered the same and Recommended that the order be adopted.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor J. Rivera stated that they were recommending adoption.
---> Report of Committee received and recommendation Adopted.

The Committee on Public Safety to whom was referred an order With community support, Order that temporary speed humps be placed on Taylor Street to be followed by permanent speed humps for resident safety. This is a densely populated and highly trafficked through street due to its proximity to a grocery store and its one way direction.
Petition attached.

Recommended that the order be referred to the City Council for confirmation from City Clerk of required signatures.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor J. Rivera stated that they wanted to ensure that all the signatures on the petition were from homeowners and not tenants.

City Clerk Leary asked if they had checkmarks.

Councilor J. Rivera stated that some did.

City Clerk Leary stated that the ones with the checks were the ones that were certified.

Councilor Bartley stated that the question he raised in committee was due to the fact that Taylor Street was a long street and it was not clear if they met the percentage for two-thirds of the homeowners.

City Clerk Leary stated that it could be homeowners or registered voters.

Councilor Vacon confirmed that the ordinance was amended to include voters.

City Clerk Leary stated that she would have to look at it to confirm.

Councilor Vacon recalled that it needed to be two-thirds of those within 300 feet of where the speed humps would go and not necessarily everyone on the street.

City Clerk Leary stated that she would use Bemis as a reference to see what was required.

Councilor Bartley suggesting tabling the item in order to get confirmation.

Councilor Vacon stated that it could be sent to Ordinance while the signatures got verified.

---> Report of Committee received and referred to the Ordinance Committee.

The Committee on Public Safety to whom was referred an order that HPD explore costs and new funding avenues so the department can invest in body cams. With the climate that police have to work in today, it is only fair they and the people they aim to serve are protected.

have considered the same and Recommended that the order be referred to the Police Department and the Mayor.

Committee Members:

Jenny Rivera
Israel Rivera
Patricia Devine

UNDER DISCUSSION:

Councilor J. Rivera stated that this was being referred to the mayor and Police Department for further consideration.

---> Report of Committee received and recommendation Adopted.

ORDERS AND TRANSFERS

(1:44:30)

President Murphy-Romboletti asked that there not be discussion on items that will be referred to a committee.

Bartley- The City Council issue a proclamation to honor the passing of Harry Chandler, U.S. Navy Veteran and Pearl Harbor hero, who died Dec 31 2024 age 103. Harry Chandler is a Holyoke native. Per WPEC of West Palm Beach, FL, it posted the following: Harry Chandler was just 20 years old when he served as a hospital corpsman during the infamous attack on Dec. 7, 1941.

Reflecting on that fateful day, Chandler once said, "The bombs dropped, and the torpedoes. Hittin' the... Ah. Battleships. I hope. We never thought that... we would be hit the way we were. I saw the Arizona blow up, I saw the Oklahoma capsize. Saw the West Virginia go down. I saw the Nevada... grounding itself. Chandler recounted his experience from Mobile Hospital No. 2 on IE Heights, where he had a clear view of the harbor. "It was something you really couldn't believe," he said. "And it was afterwards, in the quiet, that we got scared. My God, we could have been killed. But we were lucky."

Councilor Bartley thanked Councilor Devine for her calligraphy on the resolution. He then stated that Mr. Chandler would be interred in Agawam, and he would plan to bring the proclamation to the cemetery later that week on behalf of the City Council.

---> Received and Adopted.

Councilor Bartley- The Board of Public Works post its meeting minutes immediately and forward approved minutes to the CC's administrative assistant ASAP so they may be reviewed by elected members. This was already stated orally (by me) at the first meeting in December and nothing's been provided. Please note: from July 2021 to December 2024 the BPW has posted exactly one set of meeting minutes online. Finally, as of 1/3/25 I've requested the minutes of 2021-2024 be provided to me.

Councilor Bartley stated that this wasn't the only board that had not been posting minutes online, specially noting the Planning Board had been asked as well. He noted the BPW was missing them going back to 2021. He then expressed frustration that letters about his comments get sent to the Council by this board but they couldn't get their minutes up online. He added that nobody had responded to his requests.

---> Received and Adopted. Copy to Board of Public Works.

Devine, Givner - ORDERED: that all Collective Bargaining Agreements or Memorandum of Understanding or Agreement that are sent to the City Council for passage be red-lined ONLY TO THOSE ITEMS pertaining to appropriations and that no other subjects be entertained or red lined except appropriations.

Councilor Devine stated that she was unsure where redlining came from as it was from before she returned to the Council.

Councilor Jourdain stated that this would require an ordinance change. He added that 2-61 had a rule requiring that the Council receive a full redlined agreement of changes and modifying that would require modifying the ordinance.

Councilor Vacon noted that the relining showed the changes in the contract, adding that the public transparency was important when taking votes on appropriations so councilors knew how they affected the cost of the contract.

---> Received and referred to the Ordinance Committee.

Devine - Ordered that rule 9P be amended to remove the reference to items being tabled if they are not taken up in 45 days.

Councilor Devine emphasized that the rule was 45 business days.

---> Received and referred to the Charter and Rules Committee.

Motion was made and seconded to suspend the necessary rules to take up items 86 and 87 as a package.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, SIX THOUSAND EIGHT HUNDRED SIX AND 64/100 Dollars (\$6,806.64) as follows:

FROM

12201-51103 CAPTAIN	\$3,663.90
12201-51104 LIEUTENANTS	3,142.74
TOTAL	\$6,806.64

TO:

12201-51180 INJURED ON DUTY - PP#13	\$6,806.64
TOTAL	\$6,806.64

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, January 7, 2025.

Joshua A Garcia, Mayor

---> Passed two readings and Adopted on a call of the roll of the yeas and nays--Yeas 13--Nays 0--Absent 0.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, SIX THOUSAND EIGHT HUNDRED SIX AND 64/100 Dollars (\$6,806.64) as follows:

FROM

12201-51103 CAPTAIN	\$3,663.90
12201-51104 LIEUTENANTS	3,142.74
TOTAL	\$6,806.64

TO:

12201-51180 INJURED ON DUTY - PP#14	\$6,806.64
TOTAL	\$6,806.64

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, January 7, 2025.

Joshua A Garcia, Mayor

UNDER DISCUSSION:

President Murphy-Romboletti stated that both transfers represented 2 firefighters.

---> Passed two readings and Adopted on a call of the roll of the yeas and nays-- Yeas 13--Nays 0-- Absent 0..

Motion was made and seconded to suspend the necessary rules to take up items 88 through 92 as a package.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TEN THOUSAND FIVE HUNDRED AND 00/100 Dollars (\$10,500) as follows:

FROM

12101-51107 PATROLMEN \$10,500

TOTAL \$10,500

TO:

12102-53010 MAP/DATA MAINT \$10,500

TOTAL \$10,500

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, January 7, 2025.

Joshua A Garcia, Mayor

---> Received and referred to the Finance Committee.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, FIFTEEN THOUSAND AND 00/100 Dollars (\$15,000) as follows:

FROM

14251-51104 PAY-HMEO \$15,000

TOTAL \$15,000

TO:

14222-52505 R&M SENIOR CENTER \$15,000

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, January 7, 2025.

Joshua A Garcia, Mayor

---> Received and referred to the Finance Committee.

Devine-Ordered, that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "MA DEPARTMENT OF PUBLIC HEALTH/PARTNERS FOR A HEALTHIER COMMUNITY - CAPACITY BUILD RACIAL EQUITY, \$10,000, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, January 7, 2025.

Joshua A Garcia, Mayor

---> Received and referred to the Finance Committee.

Devine-Ordered, that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "SFY25 SHANNON COMMUNITY SAFETY INITIATIVE (CSI) GRANT PROGRAM, \$606,446.54, 25% IN KIND MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, January 7, 2025.

Joshua A Garcia, Mayor TOTAL \$15,000

---> Received and referred to the Finance Committee.

Devine-Ordered, that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "SFY2025 COMMONWEALTH PROJECT SAFE NEIGHBORHOODS INITIATIVE GRANT, \$30,000, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time,

but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, January 7, 2025.

Joshua A Garcia, Mayor

---> Received and referred to the Finance Committee.

Jourdain- Ordered, That the Mayor, Law Dept and Auditor please enforce MGL Ch. 44, Section 68, "Whenever a city, town or district votes to grant a salary increase to all or any of its employees, such increase may be retroactive to a date not earlier than the beginning of the fiscal year prior to the date of such vote." The City Council is repeatedly being asked to approve requests that appear to violate the statute by asking the City Council to approve retroactive salary increases that are inconsistent with our state law guidelines. For example, the current PSA salary increase proposal in Finance seeks to impose a salary increase retro to July 1, 2023. Can this practice please stop immediately and can Holyoke please comply with our state law? Thank you.

Councilor Jourdain stated that he would like this to go to the Law Department and allow him time to discuss the topic with Atty Bissonnette.

---> Received and Adopted. Copy to Law Department.

Jourdain- Ordered, that the DPW/City Engineer fix the city street in front of the driveways of 188 Sargeant Street and 307 Linden Street because the street storm runoff is running on to the properties of these residents from the street. During the winter the street runoff also causes the sidewalks to fill with water and cause icy conditions that are dangerous to pedestrians. This should be considered a matter deserving urgent attention please and fixed asap. Originally filed on October 13, 2023, DPW has still not taken care of this. Please assist asap. Thank you

Councilor Jourdain stated that this was a repeat request.

---> Received and Adopted. Copy to DPW.

Jourdain- Ordered that the Forestry dept remove the dead tree in the tree belt in front of 251 Walnut Street. The tree is splitting and dangerous. Immediate attention requested. Originally filed on May 17, 2022, the DPW/Forestry has still not taken care of. Please assist asap. Thank you.

---> Received and Adopted. Copy to DPW.

Magrath-Smith- Ordered, that the Mayor, Engineer, and DPW Director update the Council on the status of completing Northampton Street between Lincoln Street and the Mount Tom Access Road, including fully paving the road to include a bike lane, and replacing sidewalks. In many places, the sidewalks are deteriorated or blocked by utility poles.

---> Received and referred to the Public Safety Committee.

Magrath-Smith- Ordered, that Hampden Street Streetscape Improvements from Waldo St to Nonotuck St block are made based on the recommendations of the city engineer, with necessary changes made in

Ordinance to support necessary upgrades.
---> Received and referred to the Ordinance Committee.

Murphy-Romboletti- Ordered, that 3 salary reports for calendar year 2024 be provided to the City Council as an update to the past reports published on the City website: the top 100 salaries for the City of Holyoke, the top 100 salaries for the Holyoke Public Schools, and a report of salaries for elected officials. Reports should not include confidential identifying information such as social security numbers.
---> Received and Adopted. Copy to Treasurer.

Motion was made and seconded to suspend the necessary rules to take up items 100 and 101 as a package.

Murphy-Romboletti-That the Polling Places for each of the voting precincts in the City of Holyoke for the Special Election to be held Tuesday, January 28, 2025, be and the same are hereby designated as follows:

WARD ONE BARRIO UNO

PRECINCT A – Rosary Towers Recreation Room 21 Bowers St..

PRECINTO A—Rosary Towers Recreation Room 21 de la Calle Bowers

PRECINCT B—City Hall Basement, 536 Dwight St.

PRECINTO B—City Hall Sotano, 536 de la Calle Dwight St.

WARD TWO BARRIO DOS

PRECINCT A—Morgan School Gym, South Bridge St. Entrance only

RECINTO A—Gimnasio de la Escuela Morgan, en la Calle So. Bridge solamente

PRECINCT B – Falcetti Towers, 475 Maple St.

RECINTO B – Falcetti Towers, 475 de la Calle Maple

WARD THREE BARRIO TRES

PRECINCT A – Metcalf School Gym, 2019 Northampton St..

RECINTO A – Gimnasio de la Escuela Metcalf, 2019 de la Calle Northampton

PRECINCT B – Metcalf School Gym, 2019 Northampton St.

RECINTO B –Gimnasio de la Escuela Metcalf, 2019 de la Calle Northampton

WARD FOUR BARRIOS CUATRO

PRECINCT A& B – St. Paul's Church Parish Center, Appleton St.

RECINTO A&B – St. Paul's Church Parish Center, en la Calle Appleton

WARD FIVE BARRIOS CINCO

PRECINCT A – Lt. Elmer J. McMahon School Gym, Kane Rd.

RECINTO A—Gimnasio de la Escuela McMahon, en la Calle Kane

PRECINCT B – Maurice A. Donahue School Gym, Whiting Farms Rd.

RECINTO B—Gimnasio de la Escuela Donahue, en la Calle Whiting Farms

WARD SIX BARRIO SEIS

PRECINCT A&B –Sullivan School, 400 Jarvis Ave.

RECINTO A&B – Escuela Sullivan, 400 de la Calle Jarvis

WARD SEVEN BARRIO SIETE

PRECINCT A&B - E. N. White School Gym, 1 Jefferson St.

PRECINTO A&B– Gimnasio de la Escuela E. N. White, 1 de la Calle Jefferson

---> Received and Adopted.

Murphy-Romboletti- Ordered That a Special Election in the City of Holyoke for a ballot question regarding the City Treasurer is hereby called to be held on Tuesday, January 28, 2025, in the several places as designated by the City Council.

The polls will be opened at 7:00 AM and remain open continuously thereafter until 8:00PM., when the

polls will be closed, and all voters of the political parties will in the several polling places in which they are entitled to vote, between said hours, give in their votes by Accu-Vote.

Councilor Vacon stated that the City Clerk confirmed that people could apply for a mail in ballot.
---> Received and Adopted.

Vacon, Jourdain, Greaney, Bartley- Once free cash is certified, we request that any transfers out of general stabilization approved in December 2024 please be deposited back to the general stabilization account. The Treasurer is requested to provide an update and projected timeline at the 2nd City Council meeting in January 2025,> for reconciliation of the accounts in the Treasurer's office so that free cash can be certified. Refer to Mayor and Treasurer

Councilor Vacon noted that they were also requested a projection of an updated timeline on when free cash would be certified after the accounts get reconciled.

Councilor Bartley asked if there was information on how the ARPA money had been reprogrammed.

President Murphy-Romboletti stated that she had not been notified. She then stated that she could reach out to find out.
---> Received and Adopted. Copy to Mayor, Treasurer.

LATE FILED ORDERS AND COMMUNICATIONS

From Joshua A Garcia, Appointed treasurer special election press release
---> Received.

GIVNER - Ordered that the City Council's December 17, 2024, order declaring Holyoke Assessors Parcel 183-00-006, Old Rock Valley Road, Holyoke, MA as surplus and authorizing a sale to Jessica A. Messier for \$25,000.00 be amended to reflect that the purchaser will be the Jessica A. Chartier Trustee of the JAC Realty Trust.

Councilor Givner stated that this sale already previous came out of DGR, but there was a change in how they wanted it to sold. She then explained that they previously wanted the sale in the name of a person and now wanted it in a trust, but it was already voted on.

Motion was made and seconded to suspend the necessary rules to take final action.
---> Received and Adopted on a call of the roll of the yeas and nays--Yeas 13--Nays 0--Absent 0.


Adjourned at 9:07 PM

HOLYOKE CHIEF OF POLICE CONTRACT OF EMPLOYMENT

Agreement made this 20th day of December, 2024 by and between the City of Holyoke (hereinafter the "City") and Brian Keenan currently of Springfield, Massachusetts (Hereinafter the "Chief" or "Chief of Police"). This Agreement shall hereinafter be referred to as either "the Agreement" or "this Contract."

WHEREAS, the City desires the securing the services of the undersigned Chief for the administration of the Holyoke Police Department (hereinafter the "Police Department");

WHEREAS, the position of Chief of Police is considered a managerial and confidential position and is neither covered under the Massachusetts Civil Service system nor represented in a collective bargaining unit; and

WHEREAS, the Chief wishes to perform the duties of the position of Chief of Police according to the terms and conditions of this Agreement:

NOW THEREFORE, the City does hereby employ the Chief, and Chief agrees to serve, as the Chief of Police of the City of Holyoke, for the period and upon the terms and conditions set forth below:

ARTICLE 1 – DUTIES

The direct administrative control of the Police Department for the City shall be the responsibility of the Chief of Police in accordance with the Holyoke Code of Ordinances. The Chief shall report to and work under the direction of the Mayor. The Chief's duties shall include, but are not limited to, the following:

- A. Supervision of the daily operation of the Police Department;
- B. Supervision of all departmental personnel;
- C. Preparation and submission of the Police Department budget to the Mayor and City Council;

- D. Submission of reports to the Mayor either orally or in writing when requested or required in order to ensure the proper communication between the Mayor and the Police Department;
- E. Responsibility for all departmental expenditures, as well as the receipt of funds and property in the custody of the Police Department;
- F. Supervision and control of all equipment and motor vehicles belonging to or used by the Police Department;
- G. Authority over and responsibility for the carrying out of all training programs for departmental personnel, any and all school program(s), the Neighborhood Watch program, the Community Policing program, and any other program which may from time to time be instituted in the Police Department;
- H. Establishing weapons, ammunition, uniforms, equipment and vehicle specifications for the Police Department subject to budgetary constraints and in accordance with applicable law;
- I. Supervision and control of all special, auxiliary and/or reserve police officers when in the service of the City of Holyoke and/or the Police Department;
- J. Supervision and control of all police personnel, civilian and commissioned, to include assignment;
- K. Maintaining the discipline of department personnel, the issuing of orders, rules, regulations, policies and procedures governing, and the assignment to shifts and duties of all departmental personnel;
- L. Availability for hearings before any Board of the City at which the Police Department is required to appear and before the City Council when requested or required to appear;

- M. Responsibility for planning, organizing, direction, staffing and coordinating police operations;
- N. Responsibility for communications with the public, including the media, on matters related to crime, police operations, department policy, criminal justice, court relations, and sentencing;
- O. Working with the Police Accountant and the City Auditor to manage the fiscal operating budget of the Police Department; and
- P. Other related duties as may be reasonably assigned by the Mayor.

ARTICLE II – HOURS OF WORK

A. The Chief agrees to devote the time and energy that is reasonably necessary for the Chief to faithfully perform the duties of Chief of Police under this Agreement.

B. It is recognized that the Chief of Police must devote a great deal of time outside the normal office hours to the business of the City, as the Chief assumes this role twenty-four (24) hours per day, seven (7) days per week. The position of Chief of Police shall be an “as required” position and such term shall mean such hours as are necessary to perform all duties and responsibilities of the office, including but not limited to attendance at police emergencies that require his presence, press conferences, as well as at all meetings before any board of the City at which the Chief is requested or required to appear. The Chief, therefore, shall be allowed to have flex time when needed and alter the Chief’s schedule as the Chief deems appropriate during said normal office hours, 8am to 4 pm. In addition, the Chief needs to submit the proper paperwork and get authorization from the Mayor or his designee when requesting time off. The Chief will utilize timesheets which will be approved by the Mayor on a bi-weekly basis.

ARTICLE III – INDEMNIFICATION

The City agrees that it shall defend, hold harmless and indemnify the Chief of Police from any and all liability of any kind or nature, including but not limited to, all loss, costs, damages, legal fees and expenses, plaintiff's legal fees and expenses, if any, or other personal financial loss or cost, arising out of any tort, professional liability claim, demand or any other civil or criminal legal action whatsoever, whether groundless or otherwise, arising out of an alleged act or omission by the Chief occurring in the performance of the Chief's duties as Police Chief of the City, or of those for whom the Chief may be found legally responsible, to exclude only willful and/or intentional violations of the law or such gross negligence that malicious intent can be presumed as a matter of law, and is to be protected. This provision shall survive any termination of this agreement with respect to acts or omissions while serving as chief.

ARTICLE IV – INSURANCE

- A. Professional Liability – The City agrees that it shall defend, hold harmless and indemnify the Chief of Police to the fullest extent provided by Article III herein.
- B. Injured on Duty – As a sworn police officer, the Chief of Police shall be entitled to injured-on-duty benefits as provided in Chapter 41, Section 111F of the Massachusetts General Laws.
- C. The City shall provide and pay for coverage under the Massachusetts Police Association Legal Defense Fund.

ARTICLE V – MISCELLANEOUS

- A. The Chief of Police shall be eligible for all health and life insurance benefits to the same extent as members of the police supervisor's union IBPO Local 409 and the police officer's union IBPO Local 388 are eligible under their contracts with the City. The City agrees to contribute toward the cost of such insurance programs in an amount or percentage no less than the highest applicable amount or percentage available to such employees.
- B. The Chief of Police shall have unobstructed access to the Mayor upon request.

- C. The Chief of Police shall have the authority to reorganize/structure and allocate staffing of the Police Department with approval of the Mayor and consistent with applicable Collective Bargaining Agreements and state law.
- D. The Chief of Police shall have the authority to hire/fire and maintain, at the City's expense, the services of an Administrative Assistant/Secretary for the duration of his contract or any extension thereof. He must follow City personnel policies and procedures with respect to hiring, disciplining and firing with respect to this position.

ARTICLE VI – RESIDENCY

The Chief of Police shall have up to 12 months to relocate and maintain a residence in the City of Holyoke for the term of this Agreement as per City Ordinance 2-67. Failure to meet this requirement within the 12- month period shall result in termination from employment as Chief. Should the Chief be able to demonstrate extenuating circumstances impeding his ability to find suitable housing in Holyoke, he may, no later than November 1, 2025, request an extension from the Mayor, who in his authority may grant it but only subject to a majority approval of the City Council.

ARTICLE VII – DUES AND SUBSCRIPTIONS AND PROFESSIONAL DEVELOPMENT

- A. The City agrees to budget an amount not to exceed \$3,750.00 for the professional dues, memberships and subscriptions of the Chief of Police for his continuation and full participation in international, national, regional, state and local associations and organizations necessary and/or desirable for his continued professional growth and advancement, and for the good of the City.
- B. The City recognizes its obligation to the professional enhancement of the Chief of Police, and agrees that the Chief of Police shall be given adequate opportunities to develop his skills and abilities as a law enforcement administrator; accordingly, the Chief of Police will be allowed to attend the meetings, conferences and trainings, provided he is given prior authorization, of the Massachusetts Chiefs of Police, Massachusetts Major City Chiefs, Western Massachusetts Chiefs of Police, New England Chiefs

of Police, the International Association of Chiefs of Police, LEEDS, and the ability to attend the National Police Week/Law Enforcement Memorial each year without loss of vacation or other leave, and the City shall budget for all related expenses (including travel expenses) incurred while attending or traveling to the aforementioned conferences in an amount not to exceed \$10,000.00 per year. Travel must be approved ahead of time by the Mayor. Invoices for out of pocket expenses shall be sent to the City Auditor for the City of Holyoke and payment shall be made out of the Police Department fiscal operating budget.

ARTICLE VIII – AUTOMOBILE, CELLULAR PHONE, LAPTOP COMPUTER, UNIFORM, ETC.

- A. The City agrees to reimburse the Chief of Police for reasonable travel-related expenses pursuant to the City Travel Policy, a copy of which is attached hereto and made a part hereof.
- B. The City will supply normal administrative equipment, including but not limited to a cell phone, laptop computer, and service weapon
- C. The City shall provide an unmarked police vehicle for use by the Chief of Police and pay for all attendant operating and maintenance expenses and insurance. Said vehicle is to be used by the Chief of Police for his professional growth and development and may be used for personal reasons to reflect the Chief's "as-required" status in Article II, Section B. The Chief shall be the only permitted operator of the assigned unmarked police vehicle and shall assume sole responsibility for the conduct of any other individual who operates said vehicle under the Chief's direction and with his approval.
- D. The Chief shall have the authority to design and wear an appropriate uniform of his choice, subject to approval of the Mayor. There shall be no additional appropriation provided for this purpose.

ARTICLE IX – DEATH DURING TERM OF EMPLOYMENT

If the Chief of Police dies during the term of his employment, the City shall pay to the Chief's designated beneficiary, all or equal shares alike, all the compensation at the rate which would otherwise be payable to the Chief of Police up to the date of the Chief's death, including, but not limited to,

payment for any unused and accumulated vacation time, sick time and personal days.

ARTICLE X– DISCIPLINE

- A. It is agreed that the Chief of Police can be disciplined only for just cause, upon proper notice of at least twenty-one (21) days and only after a hearing at which the Chief of Police shall have the right to be represented by counsel of his choice. The Chief of Police shall have the option of choosing whether or not any such hearings shall be closed to the public or held as a public hearing. The term “proper notice” as it appears in this section means that written notice of the hearing must be given to the Chief of Police at least twenty-one (21) calendar days prior to the date of the hearing and must set forth the following: (i) date, time, and location of the hearing; (ii) the reason for the hearing; (iii) the charges alleged; and (iv) the range of discipline considered.
- B. The Chief of Police may appeal any discipline or discharge to: (i) a labor arbitrator of the American Arbitration Association, whose decision shall be final and binding.
- C. In the event the arbitrator or court shall reverse or modify a suspension or discharge of the Chief of Police, the Chief of Police shall be entitled to all back pay, and benefits to be paid by the City.

ARTICLE XI – COMPENSATION AND BENEFITS

- A. The Chief of Police shall receive the sum of One Hundred and Fifty Thousand Dollars \$150,000 per year as salary during the term of this Contract, payable in 26 biweekly installments, yearly.

The Chief shall receive the following benefits:

- Thirty (30) sick days to be credited on January 6, 2025 and thereafter, he will be credited with Fifteen days on January 1 of each year.
- Four (4) annual personal days.
- Thirty-five (35) vacation days, annually.
- The Chief can carry over ten (10) unused vacation days, annually.
- Four (4) bereavement days in the event of the death of a spouse, parent, grandparent, child, grandchild, sister, brother, mother, father-in-law. One (1) bereavement day in the event of the death of a brother or sister in-law, aunt, uncle, niece, nephew or first cousin.

- -The Chief shall receive longevity pay in the amount of 5% based on his prior years of service. This amount shall be rolled into his salary immediately.
- The Chief will also be entitled to an educational incentive in the amount of 25% of his gross salary based on having earned a Masters degree. Said amount shall be rolled into his base salary.
- The Chief will be entitled to a \$2,500.00 stipend for maintaining a Firearms Certification, First Responder/CPR Certification and Defibrillator Training. This stipend will be provided annually from the first pay period in December.
- Twelve (12) holidays as recognized by the City of Holyoke, paid annually from the first pay period in December.
- In recognition of the added duties related to police reform and the police officer standards and training commission (P.O.S.T.), the Chief shall be entitled to receive an annual stipend equal to 3% of his base pay which shall become a part of his regular base salary.

B. The City shall buy back all of the Chief's unused and accumulated vacation and sick time owed to him at such date during this Contract as of which the Chief of Police may choose to retire, or as of such date the Chief of Police may be obliged to retire due to disability, termination or other event not attributable to his fault.

C. The Mayor shall provide the Chief of Police with annual performance evaluations in the month of January beginning in January of 2026. It is entirely in the Mayor's discretion whether to award a COLA increase during the time of this contract regardless of how the Chief performs on any assessment. COLAS are not guaranteed during the term of this contract.

D. The Chief of Police shall be entitled to contribute as a member of the city of Holyoke contributory retirement system.

ARTICLE XII COMPLAINTS

A. The Mayor and members of the City Council shall normally only respond to or address complaints or allegations against the Chief that are written and signed. The Mayor shall supply the Chief with a copy of the complaint prior to any formal meeting convened to discuss or take action on any written and signed complaint.

ARTICLE XIII – MODIFICATION

No change or modification of this Contract shall be valid unless it is in writing and signed by both parties. Both parties agree to have discussions regarding this contract to discuss cost of living increases one year from signing.

ARTICLE XIV – GOVERNING LAW

This Contract shall be construed and governed by the Laws of the Commonwealth of Massachusetts, and shall inure to the heirs, representatives, and successors of the respective parties. Neither party may assign this Contract.

ARTICLE XV – SEVERABILITY

If any clause or provision of this contract shall be determined to be illegal by a court of competent jurisdiction, the remainder of the Contract shall remain valid and enforceable.

ARTICLE XVI – TERMS

- A. The terms of this Contract shall commence on January 6, 2025 and shall end on the earlier of: (a) January 5, 1, 2028; (b) such date during the term hereof as the Chief may choose to retire; (c) such date during the term hereof as the Chief may be obliged to retire due to disability, or (d) the Chief's mandatory retirement date under the Massachusetts General Laws.
- B. This contract may be extended as provided by its terms. Unless either party provides written notice to the other of its intention to renegotiate and/or not to renew this contract no less than twelve (12) months prior to the end of its initial or extended terms, this Contract shall automatically renew and be extended on the then applicable terms and conditions for an additional three year term. This contract will remain in full force and effect during any period of negotiation/renegotiation.
- C. In the event the Chief of Police resigns following a formal suggestion by the Mayor that he resign, before the expiration of the then applicable term of this contract, the City shall pay the Chief of Police a severance equal to the balance of any term of this contract, in addition to all unused, accrued and accumulated vacation time, personal days and sick time.

D. In the event the Chief of Police intends to resign, retire or voluntarily before the natural expiration of any term of this contract, then the Chief of Police shall give the Mayor sixty (60) days written notice in advance, unless the parties otherwise agree in writing. Provided such notice is given, the Chief will be entitled to receive pay for any and all unused, accrued and accumulated leave, including all sick time.

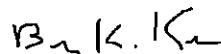
IN WITNESS WHEREOF, the parties hereunto have set their hands and seals to this instrument the date and year first above written:

FOR THE CITY OF HOLYOKE

FOR THE CHIEF OF POLICE



Joshua A. Garcia, Mayor

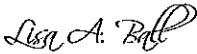


Brian Keenan



Paul Hynes, Esquire
Attorney for Brian Keenan

APPROVED AS TO FORM



Lisa A. Ball
City Solicitor



Mayor Joshua A. Garcia

Lisa A. Ball, Esq.

City of Holyoke

City Solicitor

Kathleen E. Degnan, Esq.
Jane L. Mantolesky, Esq.
Michael D. Bissonette, Esq.
Mary E. Gotham, Paralegal

January 15, 2025

To:	Mayor's Office	Department of Public Works
	Board of Health	Building Department
	City Assessor	City Auditor
	City Council	Fire Department
	Police Department	City Solicitor
	City Treasurer	Tax Collector
	Water Dept.	HG&E
	Purchasing Department	OPED

Subject: Sale Old Rock Valley Road, Assessors Map 183, Block 00, Parcel 006

Please be advised that on January 15, 2025, the City of Holyoke sold the above referenced property to Jessica Chartier, Trustee of the JAC Realty Trust. The deed is recorded in the Hampden County Registry of Deeds in Book 25727/ Page 551. The sale price was \$25,000.00.

Should you have any questions, please feel free to contact me.

Best regards,

Jane Mantolesky,
Assistant City Solicitor

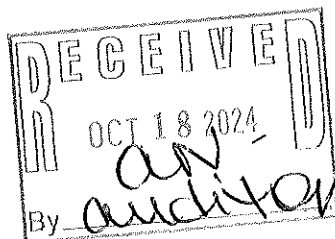


City of Holyoke
City Council

- Rivera, I.-Order that the city treasurer/ auditor list all the revolving accounts the city has and break down their purpose, how much money they collect annually, what is the money being spent on, and how much is currently in each account. I file this order for the sake of transparency and giving the public a better understanding of municipal finances.

Received and Adopted. Referred to the DPW, Treasurer and Auditor.

Presented to the Mayor	Mayor's Office
For Approval <u>OCT 16</u> 2024	Holyoke, MA <u>OCT. 16</u> 2024
<u>Brunna M. Leary</u> City Clerk	Approved <u>[Signature]</u> Mayor



A True Copy

Attest:

Brunna Murphy Leary
City Clerk



City of Holyoke

Office of the City Auditor

Councilor Rivera:

In response to your order for information on the city's revolving funds:

Below are the City of Holyoke authorized revolving funds along with their current balance and revenues brought in for the FY2024, which was the last full fiscal year. Annual revenues vary depending on the departmental programs which you will find attached hereto from the City of Holyoke Municode system, the website for this information is:

https://library.municode.com/ma/holyoke/codes/code_of_ordinances?nodeId=PTIICOR_CH2AD_ARTIIOFEMGE_DIV4CIAU_S2-138DEREFU

Fund 0460 Community Emergency Response Team: \$0
2024 revenues: \$0

Fund 0260 Community Field Park Revolving Fund: \$31,379.58
2024 revenues: \$60,632.42

Fund 0180 Elderly Health Services Revolving Fund: \$1,240.25
2024 revenues: \$0

Fund 0070 Government Access Channel Revolving Fund: (\$76,387.56)
2024 revenues: \$18,131.34

Fund 0350 Roberts Field Sports Complex Revolving Fund: \$31,531.42
2024 revenues: \$14,364.00

Fund 0280 Wistariahurst Museum Activities Revolving Fund: \$46,298.29
2024 revenues: \$15,289.27

Fund 0075 Vacant Building Revolving Fund: \$162,699.66
2024 revenues: \$117,492.61

Fund 0095 Recycling Program Revolving Fund: \$33,976.06
2024 revenues: \$806.00

Fund 1252 Fire Department Stations Revolving Fund: \$91,440.99
2024 revenues: \$38,000

Fund 2601 Municipal Rideshare Revolving Fund: \$37,540.30
2024 revenues: \$14,913.90

Sorry for the delay in providing this information. Please let me know if you would like anything additional.

Sec. 2-138. - Departmental revolving funds.

- (a) *Purpose.* This section establishes and authorizes revolving funds for use by city, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
- (b) *Expenditure limitations.* A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this ordinance without appropriation subject to the following limitations:
 - (1) Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
 - (2) No liability shall be incurred in excess of the available balance of the fund.
 - (3) The total amount spent during a fiscal year shall not exceed the amount authorized by the city council on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the city council and mayor.
- (c) *Interest.* Interest earned on monies credited to a revolving fund established by this section shall be credited to the general fund.
- (d) *Procedures and reports.* Except as provided in General Laws Chapter 44, § 53E½ and this section, the laws, Charter provisions, ordinances, rules, regulations, policies or procedures that govern the receipt and custody of city monies and the expenditure and payment of city funds shall apply to the use of a revolving fund established and authorized by this ordinance. The city auditor shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the city auditor provides the department, board, committee, agency or officer on appropriations made for its use.

(e) *Authorized revolving funds.*

- (1) Community Emergency Response Team (CERT) Support Revolving Fund.
 - a. *Fund name.* There shall be a separate fund called the Community Emergency Response Team Support Revolving Fund (the "CERT Revolving Fund") for the use of the Holyoke Fire Department.
 - b. *Revenues.* The city auditor shall establish the CERT Revolving Fund as a separate account and credit to the fund all contributions from persons, organizations, or entities and received by the Holyoke Fire Department for use toward supporting the mission of the Holyoke CERT.

c.

Purposes and expenditures. During each fiscal year, the chief of the Holyoke Fire Department may incur liabilities against and spend monies from the CERT Revolving Fund for contractual services and costs for organizing and holding CERT team training exercises and producing and distributing educational materials related to Holyoke CERT team efforts.

The limit on the total amount which may be expended from the fund during the fiscal year shall be the lesser of actual receipts collected during the fiscal year or \$4,000.00.

- d. *Fiscal years.* The CERT Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(2) Community Field Park Revolving Fund.

- a. *Fund name.* There shall be a separate fund called the Community Field Park Revolving Fund for the use of the Holyoke Parks and Recreation Department.
- b. *Revenues.* The city auditor shall establish the Community Field Park Revolving Fund as a separate account and credit to the fund all cell tower lease agreements between the City of Holyoke and authorizes licensees related to the use of Scott Tower as a location for the installation and use of certain antenna facilities and all sponsorship, donations, charges and fees for admission or use of Community Field Park property or its facilities and all program fees specific to Community Field Park received by the Holyoke Parks and Recreation Department.
- c. *Purposes and expenditures.* During each fiscal year, the director of the Holyoke Parks and Recreation Department may incur liabilities against and spend monies from the Community Field Park for labor, contract services and supplies for the purpose of providing entertainment, recreation and program activities and to support the care and maintenance of the Community Field Park.

The limit on the total amount which may be expended from the fund during the fiscal year shall be the lesser of actual receipts collected during the fiscal year or \$100,000.00.

- d. *Fiscal years.* The Community Field Park Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(3) Elderly Health Services Revolving Fund.

- a. *Fund name.* There shall be a separate fund called the Elderly Health Services Revolving Fund for the use of the Holyoke Council on Aging.
- b. *Revenues.* The city auditor shall establish the Elderly Health Services Revolving Fund as a separate account and credit to the fund all fees charged to housing facility owners or operators for health services provided to eligible residents and received by the Holyoke Council on Aging.
- c.

Purposes and expenditures. During each fiscal year, the executive director of the Holyoke Council on Aging may incur liabilities against and spend monies from the Elderly Health Services Revolving Fund for the specific purposes of labor, contracted services and supplies in the act of providing various health activities to support elder residents and various elderly housing facilities throughout Holyoke.

The limit on the total amount which may be expended from the fund during the fiscal year shall be the lesser of actual receipts collected during the fiscal year or \$10,000.00.

- d. *Fiscal years.* The Elderly Health Services Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(4) Government TV Access Channel Revolving Fund.

- a. *Fund name.* There shall be a separate fund called the Community TV Access Channel Revolving Fund for the use of the Superintendent of the Holyoke Public Schools.
- b. *Revenues.* The city auditor shall establish the Community TV Access Channel Revolving Fund as a separate account and credit to the fund all fees charged persons, organizations, or entities and received from fee agreements with Holyoke PEG Access, Inc. and contributions or other funds.
- c. *Purposes and expenditures.* During each fiscal year, Superintendent of the Holyoke Public Schools may incur liabilities against and spend monies from the Government TV Access Channel Revolving Fund for the purposes of monitoring, programming, broadcasting and maintaining the Holyoke Community TV Channel for HPRG and the Holyoke Public Schools.

The limit on the total amount which may be expended from the fund during the fiscal year shall be the lesser of actual receipts collected during the fiscal year or \$150,000.00.

- d. *Fiscal years.* The Government TV Access Channel Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(5) Roberts Field Sports Complex Revolving Fund.

- a. *Fund name.* There shall be a separate fund called the Roberts Field Sports Complex Revolving Fund for the use of the Holyoke Parks and Recreation Department.
- b. *Revenues.* The city auditor shall establish the Roberts Field Sports Complex Revolving Fund as a separate account and credit to the fund all donations, fees received by the Holyoke Parks and Recreation Department and charged to users, operators concessionaires and advertisers at the Roberts Field Sports Complex for sport, recreation and entertainment services provided to eligible recipients and for sales of products held for resale.
- c.

Purposes and expenditures. During each fiscal year, the director of the Holyoke Parks and Recreation Department may incur liabilities against and spend monies from the Roberts Field Sports Complex Revolving Fund for the purpose of labor, capital equipment, contract services and supplies in the act of providing sports, entertainment and recreation activities, and to support the care and maintenance of the Roberts Field Sports Complex.

The limit on the total amount which may be expended from the fund during the fiscal year shall be the lesser of actual receipts collected during the fiscal year or \$125,000.00.

- d. *Fiscal years.* The Roberts Field Sports Complex Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(6) Wistariahurst Museum Activities Revolving Fund.

- a. *Fund name.* There shall be a separate fund called the Wistariahurst Museum Activities Revolving Fund for the use of the Wistariahurst Museum.
- b. *Revenues.* The city auditor shall establish the Wistariahurst Museum Activities Revolving Fund as a separate account and credit to the fund all sponsorships, donations, charges received by the Wistariahurst Museum for admission or use of the Museum or its property and program or other fees specific to the Museum or its mission.
- c. *Purposes and expenditures.* During each fiscal year, the director of museums and monuments may incur liabilities against and spend monies from the Wistariahurst Museum Activities Revolving Fund for providing labor, services and supplies in the act of executing special programs, events and maintenance which exclusively promote and preserve the Wistariahurst Museum and its mission.

The limit on the total amount which may be expended from the fund during the fiscal year shall be the lesser of actual receipts collected during the fiscal year or \$60,000.00.

- d. *Fiscal years.* The Wistariahurst Museum Activities Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(7) Vacant Building Revolving Fund.

- a. *Fund name.* There shall be a separate fund called the Vacant Property Revolving Fund for the use of the Board of Health.
- b. *Revenues.* The city auditor shall establish the Vacant Property Revolving Fund as a separate account and credit to the fund all vacant building registration fees, reimbursement for board-up and cleaning expenses, ticket fines, and reimbursement for lien recording expenses.
- c. *Purposes and expenditures.* During each fiscal year, the director of the board of health may incur liabilities against and spend monies from the Vacant Property Revolving Fund for the cost of securing and cleaning vacant properties and recording liens to recover such

expenses and the cost of recording liens to recover unpaid vacant building registration fees and ticket fines.

The limit on the total amount which may be expended from the fund during the fiscal year shall not exceed the available balance of the fund. Any one project to exceed an expenditure total of \$100,000.00 shall require City Council approval prior to incurring cost from the fund.

- d. *Fiscal years.* The Vacant Property Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(8) Recycling Program Revolving Fund.

- a. *Fund name.* There shall be a separate fund called the Recycling Program Revolving Fund for the use of the superintendent of the department of public works.
- b. *Revenues.* The city auditor shall establish the Recycling Program Revolving Fund as a separate account and credit to the fund 50 percent of the sale of recycled materials (not to exceed \$15,000.00 each FY), donations, and fees charged for purchase of new bins.
- c. *Purposes and expenditures.* During each fiscal year, the superintendent of the department of public works may incur liabilities against and spend monies from the Recycling Program Revolving Fund for the specific and sole purpose of purchasing recycling bins for distribution to the public.

The limit on the total amount which may be expended from the fund during the fiscal year shall be the lesser of actual receipts collected during the fiscal year, or \$15,000.00, which, when combined with all other revolving funds authorized under General Laws Chapter 44, § 53E½ under the direct control of the superintendent of the department of public works, does not exceed one percent of the amount raised by taxation in the fiscal year.

- d. *Fiscal years.* The Recycling Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(9) Fire Department Stations Revolving Fund.

- a. *Fund name.* There shall be a separate fund called the Fire Department Stations Revolving Fund for the use of the Holyoke Fire Department.
- b. *Revenues.* The city auditor shall establish the Fire Department Stations Revolving Fund as a separate account and credit to the fund lease payments received from Action Ambulance for the use of various fire department stations in the city.
- c. *Purposes and expenditures.* During each fiscal year, the Holyoke Fire Chief may incur liabilities against and spend monies from the Fire Department Stations Revolving Fund for the specific and sole purpose of making necessary building repairs and maintenance at fire department stations throughout the city.

The limit on the total amount which may be expended from the fund during the fiscal year shall not exceed the available balance of the fund.

- d. *Fiscal years.* The Fire Department Stations Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

(10) Municipal Rideshare Revolving Fund.

- a. *Fund Name.* There shall be a separate fund called the Municipal Rideshare Revolving Fund for the use of the Holyoke Department of Public Works.
- b. *Revenues.* The city Auditor shall establish the Municipal Rideshare Revolving Fund as a separate account and credit to the fund rideshare revenue received by the state through the Transportation Network Company division of the Department of Public Utilities.
- c. *Purposes and Expenditures.* During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Municipal Rideshare Revolving Fund for the specific and sole purpose of making necessary repairs, maintenance or transportation related expenditures throughout the city.

The limit on the total amount which may be expended from the fund during the fiscal year shall not exceed the available balance of the fund. All project expenditures shall require City Council approval prior to incurring cost from the fund.

- d. *Fiscal Years.* The Municipal Rideshare Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

(Ord. of 6-19-18 [157th amd.], § 1; Ord. of 3-5-19 [162nd amd.], § 1; Ord. of 4-16-19 [165th amd.], § 1; Ord. of 6-15-21 [172nd amd.], § 1)



December 20, 2024

Patricia Duffy
State Representative
Fifth Hampden District
164 Race Street, Suite 105
Holyoke, MA, 01040

Re: City of Holyoke Funding Request for Emergency Repairs to Levee Stoplog Structure No. 7

Dear Representative Duffy:

The City of Holyoke (City) boasts one of the most complex levee and canal systems in Massachusetts. The United States Army Corps of Engineers (USACE) levee protects approximately 166 acres of the City from flooding along the Connecticut River and consists of nearly four miles of flood walls and levee embankments, 18 closure structures (or stoplogs) and 27 valves. In advance of a flood, City staff must ensure that all stoplogs and valves are closed and sealed to prevent flooding inside the levee. This is a time and labor-intensive exercise that requires heavy machinery, skilled staff, and relies upon well-maintained and functional assets. If any of the stoplogs or valves fail, the integrity of the levee system can be compromised.

Stoplog Structure No. 7, indicated in **Figure 2**, is an opening in the otherwise continuous concrete flood wall. The 23-foot opening exists to allow a railroad track to pass through the flood wall. City staff must use heavy machinery to install large aluminum panels and beams across this opening and secure over 200 bolts to seal the levee system against rising flood waters.. **However, in late 2024, a fire caused irreparable damage to the structure.** The fire was so intense that it warped the aluminum panels, damaging them beyond repair, and caused damage to the concrete flood walls (see **Figure 1**). **This has left a 23-foot-wide opening in the levee, compromising the City's flood protection system and putting all residents, businesses, properties, and critical infrastructure within the levee protected area in this location at risk.**

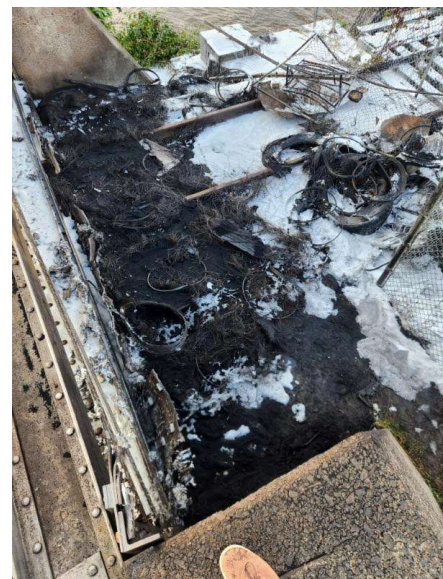


Figure 1: Photo of Damages at Stoplog No. 7

The City does not have the resources to repair Stoplog No. 7. City staff have done what they can to piece together a temporary solution, but it does not provide the necessary level of flood protection to keep the people and property behind the levee safe. Due to resource shortages, City staff are already struggling to adequately address the basic needs of the community. Additional, spur-of-the-moment, labor-intensive work like filling enough sandbags to fortify a 23-foot-wide hole in the levee, is making an already difficult situation dire.

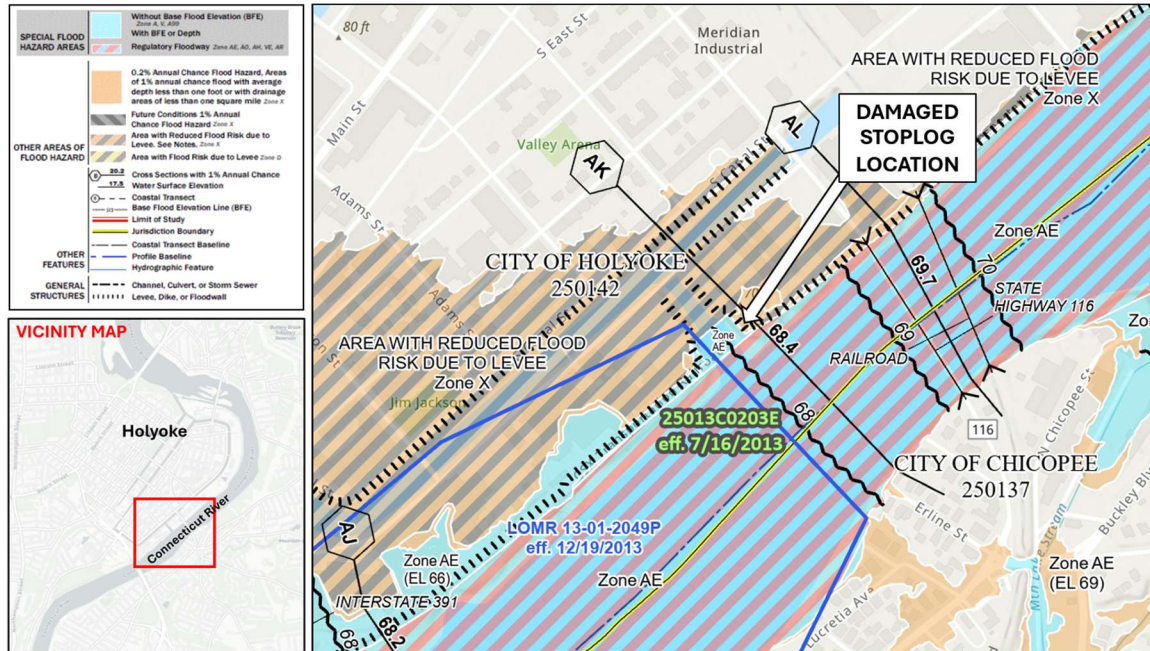


Figure 2: FEMA Panel 25013C0203E with Stoplog No. 7 Location

The levee is extremely important as it provides protection to **280 buildings (including four critical structures), approximately 1,219 people, and nearly \$310 million in property value**. With the Stoplog No. 7 closure now inoperable and nonfunctional, the ability of the levee system to protect these residents, businesses, and critical structures is compromised.

In addition to the impacts summarized in **Figure 3**, flooding behind the levee will likely cause:

- Power outages,
- Damage to the sewer system and potential uncontrolled release of sewage to the Connecticut River,
- Damage to one of the City's stormwater pump stations,
- Direct impact to the City Department of Public Works, which could compromise the ability of the City to protect other critical infrastructure during flooding events and recover after the storm.

The Federal Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP) which allows communities to opt into a federally backed insurance program. This program allows residents and businesses to be eligible for flood insurance coverage. FEMA sets minimum standards for this program which communities must adhere to or risk losing their ability to obtain coverage. The levee that is damaged is a FEMA-accredited levee, which means that damage



Figure 3: USACE Summary of Potential Flood Impacts due to Failure of Stoplog No. 7

to the levee must be fixed to remain accredited. The accreditation also means that insurable structures behind it are not required by FEMA to have flood insurance. This is a potentially catastrophic condition which may result in damage to potentially uninsured properties. Perhaps much worse, **it means that if the levee is not repaired, the City may risk their eligibility to participate in the NFIP program, potentially leaving nearly \$310 million in property value uninsurable.**

In order to protect the now flood-prone area, temporary measures must be installed until a long-term closure can be designed, permitted and constructed. Typical design and permitting timelines take anywhere from 4-8 months, and construction will likely take 4-6 months. With these durations in mind, the viability of the temporary closure becomes even more important.

We would like to request funding for the project proposed in the attached document, which will allow the City to repair the damage to the floodwall closure. This will not only maintain the City's ability to qualify for flood insurance under the NFIP, but also to continue to protect the community against flooding. Potentially modernizing the flood protection closure at Stoplog No. 7 will also serve to reduce the installation time, which will improve the ability of the community to complete all necessary floodproofing measures prior to large flood events.

Over the years, storms have increased in frequency and intensity making the reliability of levees like the City of Holyoke's even more critical. During the week of Christmas last year, the Connecticut River reached dangerously high levels. Thankfully, the levee system was intact, and City staff were able to ensure all stoplogs and valves were sealed which minimized flood damage. However, if the same storm were to occur this year it could ruin the Holidays for residents relying on the levee for flood protection.

Thank you for your consideration of our request for funding. We are available to answer any questions you may have regarding the damage to Stoplog No. 7 and the project proposed in the document attached.

Very truly yours,

Mary Monahan
Chair of the Board of Public Works
City of Holyoke

Cc: Carl Rossi, Director of the Department of Public Works, City of Holyoke
Mike Williams, Operations Manager, Veolia
Ben Levin, Senior Associate Engineer, Hazen and Sawyer

Enclosure

Holyoke Levee Stoplog No. 7 Emergency Repair Scope of Services and Cost Estimate

Hazen and Sawyer is pleased to present the following scope of services and cost estimate to address the damage to the City of Holyoke Levee Stoplog Structure No. 7. This project will allow the City to continue to protect its residents and businesses, as well as ensure compliance with the National Flood Insurance Program requirements for accredited levees.

Engineering Approach

The scope of work presented in this document is based on the limited information provided by the City of Holyoke to solicit Hazen and Sawyer's (Hazen's) response to the emergency condition. More information may influence the conceptual design informing this scope which may necessitate a revision to the scope and fee.

1. Site Visit

Hazen will conduct a site visit to determine the extent of the damage to Stoplog No. 7 and assess the condition of the existing concrete comprising the flood walls and cutoff wall adjacent to the stoplog opening. Data collection will be limited to handheld devices such as tape measures and concrete hammers. It is anticipated that a staff member from Veolia, the City of Holyoke (City) contract operator for the flood protection system, will be available to accompany Hazen staff.

Hazen will prepare an inspection report summarizing observations made during the site visit and recommendations for corrective actions. This inspection report will include a photograph log and documentation of data collected as part of the site visit. Draft and final copies will be delivered to the City as part of Task 1.

2. Temporary Flood Protection Measures & Support

Temporary protection between when the new gate design is completed and constructed is important to protect against potential flooding. Hazen will conduct desktop analysis to provide recommendations for temporary flood protection measures. This will include providing a table of river stage water surface elevations with 10-, 50- and 100-year recurrence interval storm events. Hazen will have a meeting with City Staff to discuss temporary protection options that are possible for each level of protection. From this meeting it is assumed a desired alternative will be chosen. Hazen will generate one sketch plan and supporting stability calculations, as needed. It is assumed that City staff will implement the necessary temporary protection measures, and no construction documents will be generated.

3. Flood Gate Replacement Alternatives

Site survey will be conducted to support construction documents. This will include limited survey of topographic planimetric features, including the remaining levee wall, train tracks and other appurtenant features. Property boundary and right-of-way information will also be gathered.

Hazen will also conduct a site geotechnical investigation program including up to two borings in the vicinity of the levee wall. These borings will be used to inform the design of the new stoplog closure.

Hazen will evaluate up to two different alternatives for repairing the damaged structural elements and replacing the stoplog closure device. The first alternative will focus on minimizing installation time, while the second alternative will focus on minimizing project construction cost. Permitting implications and project construction cost estimates will be developed for each alternative. These alternatives will be included in a replacement alternatives memo. To expedite the selection process, no conceptual plans will be generated, but examples of each type of gate will be included in the report.

After submitting the replacement alternative memo, a design meeting will be held with the City to discuss which option should be pursued. It is assumed an option will be chosen during this meeting.

4. Bid Documents & Construction Support

4.1 Bid Documents

Hazen will generate 50%, 90% and 100% construction drawings for the selected design alternative. An outline of all technical specifications will be included with the 50% design drawings, and technical specifications will be included in the 90% and 100% construction drawings. A brief technical memo documenting the basis of design will accompany the 90% and 100% drawings and technical specifications. A bid sheet will also be generated. No front-end specifications will be generated as it is assumed that the City will provide these.

Project deliverables will be provided to the City for their review and comment prior to advancing to the next phase of design. Virtual meetings will be conducted after the submission of the 50% and 90% deliverables to facilitate expediting the review process.

4.2 Construction Support

Hazen will provide engineering services throughout construction. The engineering cost estimate provided in **Section 7** assumes weekly site visits by a Hazen staff member over a three-month construction period to participate in meetings, review construction progress, and provide as-needed support to the contractor. This also includes response to contractor submittals and requests for information.

5. Permitting

This scope assumes that the project will not require in-water work and, therefore, will not impact wetlands or waterways, and that no City permitting will be required during the design phase of the project.

5.1.1 U.S. Army Corps of Engineers Section 408

A United States Army Corps of Engineers (USACE) Section 408 review will be required for modification to the City levee system, which is a civil works project under the oversight of the USACE. Hazen will conduct a pre-application meeting with USACE New England District Section 408 reviewer to introduce the proposed project, explain any planned impacts to the levee system, and solicit feedback regarding the information that should be included in the formal Section 408 review submittal. Once the design has been sufficiently developed to include the information requested by USACE during the pre-application meeting, Hazen will prepare and submit a formal Section 408 review package to the USACE New England District in order to obtain a final determination and permission to conduct the work on the levee system. Hazen assumes that as the non-federal sponsor for the levee system, the City will provide a Statement of No Objection stating awareness of the request and no objections to USACE reviewing the Section 408 review request.

5.1.2 Endangered Species Act (ESA) Biological Assessment

To support the Section 408 review and approval, Hazen will prepare a biological assessment for potential threatened and endangered species within the vicinity of the project area utilizing the U.S. Fish and Wildlife Service (USFWS) IPaC tool. The biological assessment will include a list of species and critical habitat that may be present within the project area, an evaluation of potential impacts to those species and habitats, and conservation measures designed to avoid or minimize effects to the listed species and habitats. This biological assessment would be submitted to the USACE for their use in coordination with the USFWS to satisfy the requirements of Section 7 of the ESA.

5.1.3 National Historic Preservation Act (NHPA) Cultural Resources Assessment

Like the ESA consultation, Section 408 approval will require coordination with the State Historic Preservation Office (SHPO) for compliance under the NHP Act. Hazen will submit a project initiation letter to the Massachusetts SHPO outlining the scope of the project and requesting a summary of historical or archeological resources that may be affected by the work. It is anticipated that SHPO will issue a determination of no effect as the project is not anticipated to impact any historical structures, and the area where the existing flood wall is located has been previously disturbed, decreasing the likelihood of encountering potential archeological resources.

5.1.4 Massachusetts Department of Environmental Protection (MassDEP) Chapter 91 License

This project may require a modification to the site's existing MassDEP Chapter 91 License under the Massachusetts Public Waterfront Act. Hazen requests that the City provide a copy of the existing Chapter

91 permit (as applicable) to determine the need for a modification. Hazen assumes that the modification will be viewed as a replacement and therefore should not require a modification.

5.1.5 Massachusetts Environmental Policy Act (MEPA)

Hazen understands that the City will be seeking state funding for the project, which would potentially trigger the need for an environmental review under MEPA. However, as the project is limited to the replacement of a previously existing flood gate, it is not anticipated that the work would exceed the thresholds listed in 301 CMR 11.03 and that a MEPA review would not be required. However, Hazen will closely evaluate the project as the design develops, and if necessary, notify the City if the project may potentially exceed the MEPA review thresholds. If the development of an Environmental Notification Form (ENF) or Environmental Impact Report (EIR) is required, Hazen would request additional funds to prepare the appropriate MEPA review documentation.

5.1.6 Federal Emergency Management Agency (FEMA) Approvals

The apparent footprint of the project is located in a detailed FEMA study area (Zone AE) but just outside of the FEMA floodway, which means that project modifications should not require any hydraulic modeling to be submitted to the FEMA floodplain administrator. This scope assumes no work within the FEMA floodway will be required.

6. Railroad Coordination

This project will require coordination with the railroad as portions of the project are in railroad right-of-way. Hazen's experience with railroad companies is that they require a lot of meetings and are slow to react when coordination is needed. It is difficult to anticipate the amount of time that will be necessary, so a flat fee of \$10,000 has been added to the Total Project Cost.

7. Estimate of Total Project Cost

The concept level estimate of construction and engineering cost for a replacement aluminum stop log gate is estimated to be approximately \$777,000. An early design contingency of 50% is added to the total construction cost as there are many unknown variables at the concept stage of a project.

Table 1: Summary of Total Project Cost

Holyoke Levee Stoplog Structure No. 7 Rehabilitation				
Item	Unit Cost	Units	Quantity	Subtotal
Demolition	\$20,000	Ea	1	\$20,000
Aluminum Stoplogs	\$300	SF	240	\$72,000
H-Piles	\$5,000	Ea	1	\$5,000
Reinforced Concrete	\$4,000	CY	47.4	\$190,000
Temporary Cofferdam	\$10,000	Ea	1	\$10,000
Select Granular Backfill	\$25	CY	40	\$1,000
Grading	\$10	CY	400	\$4,000
E&S Measures & Stabilization	\$15,000	Ea	1	\$15,000
TOTAL				\$317,000
Early Design Contingency		50%		\$159,000.00
Contractor Mobilization, OH&P		15%		\$48,000.00
Railroad Coordination				\$10,000
Engineering				\$189,000
Engineering Services During Construction				\$54,000
TOTAL INCLUDING OH&P				\$777,000

This scope and fee assumes that the proposed alternative chosen for design is a stoplog structure. Design of other types of gate closures, including swing, miter, or roller gates will result in much larger construction and engineering costs.

MINUTES
BOARD OF PUBLIC WORKS

March 15, 2021

The regular meeting of the Board of Public Works was called to order at 5:08 p.m. by Chairman Moore on Monday, March 15, 2021 via zoom.

Present were: David Moore, Chairman
Quinn Lonczak, Commissioner
Jose Garcia, Commissioner
Michael McManus, General Superintendent
Robert Peirent, City Engineer
Amie Chrzanowski, Office Manager

Minutes of the previous meeting from 11/23/2020 were approved as submitted.

BOARD OF PUBLIC WORKS - OLD BUSINESS

- (1) TIP Projects Update – High & Maple finalized end of 2022
Misc. discussion – Repaving Northampton Street and sidewalk from Mt tom access Road to Shawmut Avenue
City project – Traffic signal project, 3 signal left to do; Apremont Hwy to be installed this summer
Complete Streets – material ordered; 9 crosswalk rapid flash signals; Chestnut St area to be painted
- (2) Ch. 90 Projects Update – 5-year plan is being developed
- (3) Parks Projects Update – Pina Park to be completed by the end of the season; basketball courts at Roberts to receive a recoat; Mayer Field to receive CPA funds; Springdale upgrading playground; CPA app submitted for retaining wall at Pulaski
- (4) DPW Budget Update – budget OK for this year
- (5) Refuse/Recycling Update – ongoing recycling issues due to truck conditions

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) New Vehicle Purchases – 1 tree truck, 2 trash truck and 1 recycling truck
- (2) Citywide Vegetation Management – yearly operating approved through conservation
- (3) MVP Project Possibilities: Day Brook Daylighting, Keyes Road Culvert – grants through the state, trying to identify projects that would apply
- (4) Personnel Issues – Workers Comp Update – 8 guys on comp, 2 on IRB, 4 open positions

SEWER COMMISSION - OLD BUSINESS

- (1) Collection of Past Due Sewer Charges – shut-off delayed until July
- (2) Jackson Street Sewer Separation Project – should start again by April 1st, moving up Jackson & Hamilton
- (3) CSO Long Term Control Plan – still in draft form with the EPA
- (4) Suez Contract – asset evaluation done, waiting to see draft reports

SEWER COMMISSION - NEW BUSINESS

- (1) Street Sweeping – has begun, we put a link on DPW webpage to the schedule
- (2) River Terrace CSO (Area 21) Project – survey complete; still some CCTV work to do; boring to begin soon
- (3) Springdale Pond – survey is done; working to identify funding through CDBG
- (4) Front Street Sewer Interceptor Pipe Hole at Pulaski Park – Curran to make repairs
- (5) Abatements – 3 requests 1- 3 yah to adjust 2- 2 nays 1 abstain 3 – 3 nays
- (6) Sewer Fund Account Balance – exploring collections options

STORMWATER AUTHORITY - OLD BUSINESS

Delayed until the next meeting

STORMWATER AUTHORITY - NEW BUSINESS

Delayed until the next meting

Motion to adjourn at 6:02 p.m.

Respectfully submitted.

MINUTES
BOARD OF PUBLIC WORKS

March 29, 2021

The regular meeting of the Board of Public Works was called to order at 5:04 p.m. by Chairman Moore on Monday, March 29, 2021 via zoom.

Present were: David Moore, Chairman
Quinn Lonczak, Commissioner
Jose Garcia, Commissioner
Michael McManus, General Superintendent
Robert Peirent, City Engineer
Amie Chrzanowski, Office Manager

Minutes of the previous meeting from 3/15/2021 were approved as submitted.

BOARD OF PUBLIC WORKS - OLD BUSINESS

- (1) TIP Projects Update – High & Maple 25% design submitted – Mass DOT reviewing
Misc. discussion – Repaving Northampton Street and sidewalk from Mt. Tom Access Road to Shawmut Avenue – needs to be on states capital funding list
- (2) Ch. 90 Projects Update – None this meeting
- (3) Parks Projects Update – Moving along with Springdale Park, there will be a public meeting within a couple of weeks, using CDBG money to replace the playground; Pilaski may not get CPA funding
- (4) DPW Budget Update – requested to add more positions – laborers, parks and mechanics
- (5) Refuse/Recycling Update – mechanical problems with several trucks, single- stream has helped substantially, planning to start yard waste collection April 5th
- (6) Citywide Vegetation Management – Submitted yearly operation to Dept of Agriculture. Need an RDA from Conservation Commission to use herbicides
- (7) Personnel Issues – Workers Comp Update – One employee is off of comp. Lawyers are going over paperwork for Benvenuti

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) Main Street Ash tree preservation – trying to find ways to preserve with Urban Forest Equity Plan. We will be hiring an external firm to do treatments within the next month.

SEWER COMMISSION - OLD BUSINESS

- (1) Collection of Past Due Sewer Charges – nothing new to report
- (2) Jackson Street Sewer Separation Project – started today for this construction season; updates to follow
- (3) CSO Long Term Control Plan – nothing new to report
- (4) Suez Contract – Received a draft of asset evaluation. Improved everything but flood control.
- (5) River Terrace CSO (Area 21) Project – Looking for funding venues. Test boring began today
- (6) Springdale Pond – Survey done, we are looking for funding- possibly CDBG
- (7) Front Street Sewer Interceptor Pipe Hole at Pulaski Park – Curran is making repairs through SUEZ
- (8) Sewer Fund Account Balance – nothing to update

SEWER COMMISSION - NEW BUSINESS

(1) Abatements – There were several abatements for Sonoco, Inc. that were discussed at the meeting:

- a. As part of the Jackson Street Sewer Separation Project the City agreed to compensate Sonoco for the use of their property in the form of a sewer abatement. The work is complete and the following is a summary of the abatement calculation:

Start Date	8/22/2020
End Date	12/13/2020
Days	113
Unit Cost	\$ 550.00
Staging Cost	\$ 62,150.00
Easement Cost	\$ 3,440.00

- b. During construction of the Jackson Street Sewer Separation Project the pilot tube auger boring under the canal was scheduled to occur during a period when the canal was offline for maintenance; however, additional time was needed to perform the work and the canal was kept offline longer than normal. Sonoco, Inc. uses canal water for their process and when the canal is offline their process is supplemented with City water. The following is the summary of the abatement calculation due to the canal being offline longer than normal:

Water Costs

Canal Empty	9/18/2020
Canal Full	10/14/2020
Days	26
Typical Outage 7-10 days	7
Usage Over 25 Day Outage	8706000
Usage Per Day Over Outage	334846
Additional Usage	6362077
Cost per Gallon	0.004709
Extra Water Cost	\$ 29,959.02

- c. During construction of the Jackson Street Sewer Separation Project a water main was taken out of service that effected Sonoco, Inc.'s ability to make their product. An abatement for the unanticipated interruption is as follows:

Unanticipated Impacts \$ 24,023.00

- d. Sonoco's quarterly industrial sewer usage bill is generated based on their flows and loads (BOD and TSS). In October and November of 2020 Sonoco Inc. had a faulty piece of equipment discharging a high BOD load to the system. The equipment was fixed and the high load is not being discharged to the sewer. This faulty equipment resulted in a larger than normal bill. A motion was made to abate \$25,000 of their bill, was seconded, and approved 3-0.

Misc discussion – American rescue plan – city to receive \$30-\$39 million. Can be used for 4 items 1. COVID related “rescue” to individuals, non-profits, small business

2. Premium pay for employees
3. Revenue offsets – haven't collected parking, excise tax, lack of permit requests, etc.
4. Necessary water/sewer/broadband improvements

Sewer use ordinance needs to be updated/upgraded to reflect changes to the State's Industrial Pretreatment Program requirements.

MS4 Permit – we need to update regulations as required by the State.

STORMWATER AUTHORITY - OLD BUSINESS

None

STORMWATER AUTHORITY - NEW BUSINESS

(1) Application for a Stormwater permit for HWW construction of a new water storage tank and accessories on an Apremont Highway, parcel 193-00-001.

Hearing opened at 5:28 p.m., present were Jean Christy and Ashleigh Gilgrist from Tighe & Bond. Proposed a second ½ million-gallon water tank on the same site of an existing tank. 18ft wide paved access road with 2 new infiltration basins. Roughly 4 feet of bed rock with sand above. Pad to be prestressed concrete. Stormwater maintenance agreement and performance bond both waived.

Motion to grant permit – 5:33 p.m. – 3 yays

(2) Application for a Stormwater Permit by Salmar Realty, Inc. for the construction of a new commercial building and associated site improvements, including the installation of new stormwater management facilities, at 500 Easthampton Road, known as parcel 213-00-003.

Hearing opened at 5:40pm, present was Christopher Karney from R Levesque Associates Inc. No increase in paved footprint. Installing a declared lane to make a right turn off of Easthampton Road with a 22' entrance and a 24' exit.

Motion to grant permit, with standard conditions – 5:59 p.m. – 3 yays

Motion to adjourn at 6:00 p.m.

Respectfully submitted.

MINUTES

BOARD OF PUBLIC WORKS

April 26, 2021

The regular meeting of the Board of Public Works was called to order at 5:03 p.m. by Chairman Moore on Monday, April 26, 2021 via zoom.

Present were: David Moore, Chairman
Quinn Lonczak, Commissioner
Jose Garcia, Commissioner
Michael McManus, General Superintendent
Robert Peirent, City Engineer
Amie Chrzanowski, Office Manager
Patricia Devine, In-coming Commissioner

Minutes of the previous meeting from 3/29/2021 were approved as submitted.

BOARD OF PUBLIC WORKS - OLD BUSINESS

- (1) TIP Projects Update – High & Maple SLR Consulting to respond to MA DOT comments
Center city connector- site walk scheduled for Thursday for utility conflict
- (2) Ch. 90 Projects Update – nothing to update
- (3) Parks Projects Update – Springdale Park, meeting rescheduled. Plans to upgrade the playground/general improvements – bid going out within 2 weeks.
Pina Park – new water feature to go in
Mayer Park received CPA funding for upgrades
Pilaski Park will be moving forward through CPA
- (4) DPW Budget Update – meeting with Acting Mayor Murphy 4/27/2021
- (5) Refuse/Recycling Update – we are having a hard time with yard waste collection, need staff to man a designated truck
- (6) Citywide Vegetation Management – plan submitted; advertise for public comment.
Conservation requesting a map for chemicals
- (7) Personnel Issues – Workers Comp Updates
- (8) Main Street Ash tree preservation - \$10,000 expected for new tree treatment. Contractor hired is Davey Tree Service for Main Street, South Bridge Street and one tree at Morgan School

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) Personnel Issues – New Hires, Retirements, Job Postings - 2 new employees accepted and hired

SEWER COMMISSION - OLD BUSINESS

- (1) Collection of Past Due Sewer Charges – possible use of money from COVID funds
- (2) Jackson Street Sewer Separation Project – moving forward
- (3) CSO Long Term Control Plan – nothing new from EPA or DEP. Removal of Day Brook was suggested
- (4) Suez Contract – nothing to update
- (5) River Terrace CSO (Area 21) Project – SUEZ to do heavy cleaning on Northampton Street.
Mott MacDonald moving forward
- (6) Springdale Pond – looking for funding, possibly through CDBG. Releasing \$110k for sewer/rehab work

- (7) Front Street Sewer Interceptor Pipe Hole at Pulaski Park – waiting for Curran to receive materials
- (8) Sewer Fund Account Balance – nothing to update

SEWER COMMISSION - NEW BUSINESS

- (1) Abatements – Sonoco discussion; Sarah Sassorossi and David Schultz present on meeting
After discussion of various causes, the following abatements were approved:
 - \$95,549.02 Motion to accept at 5:14, 3 yays 0 nays
 - \$24,023.00 Motion to accept at 5:23, 3 yays 0 nays
 - \$25,000.00 Motion to accept at 5:35, 3 yays 0 nays
- (2) City Council Order Regarding Sewer Enterprise Fund – City Council has requested that the oversight of the Sewer Enterprise Fund be put back onto the BPW and taken out of the general fund. CC to discuss at 4/27/2021 meeting.

STORMWATER AUTHORITY - OLD BUSINESS

None

STORMWATER AUTHORITY - NEW BUSINESS

None

Misc discussion:

Bob Peirent working on new EPA requirements
The department has been approved for new trucks.

Motion to adjourn at 6:09 p.m.

Respectfully submitted.

MINUTES

BOARD OF PUBLIC WORKS SEWER COMMISSION STORMWATER COMMISSION

May 24, 2021

The regular meeting of the Board of Public Works was called to order at 5:02 p.m. by Chairman Moore on Monday, May 24, 2021 via zoom.

Present were: David Moore, Chairman
Jose Garcia, Commissioner
Michael McManus, General Superintendent
Robert Peirent, City Engineer
James Czach, Senior Civil Engineer
Amie Chrzanowski, Office Manager

Minutes of the previous meeting from 4/26/2021 were approved as submitted

BOARD OF PUBLIC WORKS - OLD BUSINESS

(1) TIP Projects Update –

High & Maple: 25% Design Submitted; Design Public Hearing scheduled for 6/21/21; 75% Design submittal 8/20/21; 100% Design submittal 12/20/21; Plans, Specifications & Estimate (PS&E) submittal 3/11/22; Bid advertisement 8/26/22

Center City Connector: 25% Design Submitted; Currently scheduling the Design Public Hearing (Virtual)

Northampton Street Rehabilitation: Needs to be funded through the State's Capital Improvement Plan; Public Meeting for our area is tomorrow via Zoom

Complete Streets – Pedestrian Improvements: Received rapid flashing beacon equipment; coordinating with Fire Dept. for installation; Dwight x Appleton x Pleasant intersection to be constructed late summer

Complete Streets – Crosswalks and Bike Lanes: Approved to purchase line striping equipment

Shared Street Grant Submittal: Submitted last week; rapid flashing beacons at 4 locations

- 2 at Senior Center
- 1 at Springdale
- 2 at Dean Tech
- 2 at McMahon

(2) Ch. 90 Projects Update - Sunset and Ashley Road Closure going out to bid 6/2. Micro sealing was approved. Jim Czach will start developing quantities for the repaving and crack sealing

- (3) Parks Projects Update
- Roberts Field Basketball recoating – red and blue similar to others
 - Springdale Park – out to bid
 - Pina Park Spray Deck – equipment shipped this week; demo to begin next week; new spray features/shade shelter/picnic tables
 - Pouliot Pool – meeting 6/4 with the goal of filling the pool for use after July 1st
 - Wistariahurst retaining wall – concrete retaining wall fell, needs to be reconstructed with stacked bricks as it was 100 years ago; reprogramming funds to repair
 - Wistariahurst electrical improvements - removing electrical conduits and bringing up to date
 - Valley Blue Sox – we provide staff and maintenance
 - Pulaski Skate Park graffiti removal – Park and Recreation Commissioners requested removing graffiti; may hire someone to turn it into art, possible competition with legal graffiti
 - Mayer Field – CPA funding for the playground and fencing
 - Jackson Court handball – CDBG funds for these improvements
 - Ingleside park – small amount of funding available
- (4) DPW Budget Update – several reductions to various departments; move \$500,000 from stabilization to balance the sewer budget
- (5) Refuse/Recycling Update – we are applying for Sustainable Materials Recovery Program (SMRP) Grant deadline 7/14/21. Uses for the grant money:
- Equipment (carts, bins, roll-off containers, compactors, etc.)
 - Organics diversion
 - Public spaces/Outdoor event
 - Reuse (Swap shops, tool libraries)
- Received a grant for a Regional Glass Aggregate Processing Facility
- (6) Citywide Vegetation Management - Need to update Conservation Commission with treatment locations. Mass DAR Public Review concluded Friday with no public comments received. Once the Commission approves, we will begin to treat
- (7) Personnel Issues – Workers Comp Update
- L. Rivera returning to light duty work as a Parking Control Officer
 - T. Daigle returning to light duty work as the Yard Waste attendant
 - J. Uribe (Refuse) still on WC
 - L. Galarza (Recycling) still on WC
 - C. Kilpatrick (Recycling) still on WC
 - E. Melendez (Highway) still on WC
 - J Benvenutti came to a settlement agreement with the City
- (8) Main Street Ash tree preservation – single year contract being signed
- (9) South Holyoke/HHA Project - curbing and sidewalk improvements in the next month. Significant underrun in the MassWorks grant which can be used for additional sidewalk and paving work in the South Holyoke area. Underrun is due to competitive bid and generous estimated contingency

BOARD OF PUBLIC WORKS - NEW BUSINESS

(1) Personnel Issues – New Hires, Job Postings

New Hires

Jim Czach – Senior Civil Engineer

Angel Ruiz – Demo Worker

Promotions

Dan Augusto – from Parking Enforcement Officer to Solid Waste Coordinator

Luis Morales – from Parks HMEO to Parks Maint. Man

Mike Pelletier – from Refuse HMEO to Parks HMEO

- ### (2) Reopening Procedure - only one customer window open; space for 3 customers at a time; fully open for all transactions; bays remain open Tuesday and Thursday only and the yard waste facility open pending personnel availability

SEWER COMMISSION - OLD BUSINESS

(1) Collection of Past Due Sewer Charges

Preliminary shut-off letters sent to 332 accounts for \$340,000 in past due billing

\$200 past due was the cut off

Most haven't made a payment since 2019

Shut-off program will start July 1st

- ### (2) Jackson Street Sewer Separation Project - construction has resumed. Potential to receive an additional \$125,000 in funding from PVPC

- ### (3) CSO Long Term Control Plan – conversations with EPA, asked for revised schedule for the plan. Making progress in the River terrace area.

- ### (4) Suez Contract – nothing new to report

- ### (5) River Terrace CSO (Area 21) Project - majority of field work is complete. Mott Macdonald is preparing a Preliminary Design

- ### (6) Springdale Pond – on hold until construction funding is available

- ### (7) Front Street Sewer Interceptor Pipe Hole at Pulaski Park – completed last week

- ### (8) Sewer Fund Account Balance - working with City Auditor on sewer fund deficit and identify an appropriate sewer rate. Current deficit is \$1.35M. Average collection rate is 85%

- ### (9) City Council Order Regarding Sewer Enterprise Fund – Councilor McGivern suggested putting the rate setting authority back with BPW

SEWER COMMISSION - NEW BUSINESS

- ### (1) Abatements – 1 submitted, need more information.

STORMWATER AUTHORITY - OLD BUSINESS

MS4 will require new regulations

STORMWATER AUTHORITY - NEW BUSINESS

None

Motion to adjourn at 6:09 p.m.

Respectfully submitted.

MINUTES

BOARD OF PUBLIC WORKS SEWER COMMISSION STORMWATER COMMISSION

June 14, 2021

The regular meeting of the Board of Public Works was called to order at 5:01 p.m. by Chairman Moore on Monday, June 14, 2021 via zoom.

Present were: David Moore, Chairman
Jose Garcia, Commissioner
Patricia Devine, Commissioner
Michael McManus, General Superintendent
Robert Peirent, City Engineer
James Czach, Senior Civil Engineer
Amie Chrzanowski, Office Manager

Minutes of the previous meeting from 5/24/2021 were approved as submitted

BOARD OF PUBLIC WORKS - OLD BUSINESS

(1) TIP Projects Update

High & Maple – no new updates

Center City Connector – no new updates

Northampton Street Rehabilitation - Needs to be funded through the State's Capital Improvement Plan (TIP Project). Joe McGivern filed a motion to add Dean School and West franklin Street

Complete Street – Pedestrian Improvements – Received rapid flashing beacon equipment. Coordinating with Fire Dept. for installation. Dwight x Appleton x Pleasant intersection to be painted instead of curbing and sidewalk.

Shared Street Grant Submittal – no new updates

(2) Ch. 90 Projects Update - Construction beginning for a more prominent closure

(3) Parks Projects Update

- a. Roberts Field Basketball recoating – complete
- b. Springdale Park – received bi for \$250k for playground improvements
- c. Pina Park Spray Deck – contract for spray park in process
- d. Pouliot Pool – pool is open
- e. Wistariahurst retaining wall – no new updates
- f. Wistariahurst electrical improvements – underway
- g. Valley Blue Sox – games have begun
- h. Pulaski Skate Park graffiti removal – no new updates
- i. Mayer Field – CPA funding for the playground and fencing. Council order for next meeting; 2 raised sidewalks at Dean, 2 at Mayer and 2 at Northampton St resurfacing

- j. Jackson Court handball – moved forward /resurfacing. We want it lit for visibility
- k. Ingleside park – CDBG project

- (4) DPW Budget Update – rate increase on CC agenda. 93% collection rate
- (5) Refuse/Recycling Update – no new updates
- (6) Citywide Vegetation Management – needs to go out to bid
- (7) Personnel Issues – Workers Comp Update
 - a. T. Daigle returning to light duty work as the Yard Waste attendant
 - b. J. Uribe (Refuse) still on WC
 - c. L. Galarza (Recycling) still on WC
 - d. C. Kilpatrick (Recycling) still on WC
 - e. E. Melendez (Highway) still on WC
 - f. J Benvenuti came to a settlement agreement with the City
 - g. 2 open HMEO positions in Highway
 - h. 2 open Parking Enforcement Officer positions
- (8) Main Street Ash tree preservation – Contract being signed
- (9) South Holyoke/HHA Project - Curbing and sidewalk improvements in the next month.
Significant underrun in the MassWorks grant which can be used for additional sidewalk and paving work in the South Holyoke area. Underrun is due to competitive bid and generous estimated contingency

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) American Rescue Plan Act (ARPA) DPW proposals – between \$3 and \$5 million for sewer projects. Potential uses:
 - Springdale Pond
 - City wide trash and recycling barrels
 - Replacement lights at Mackenzie
 - War Memorial retaining wall
 - Fire Department boiler
 - Revenue replacement
 - Enterprise funds not an allowed use

SEWER COMMISSION - OLD BUSINESS

- (1) Collection of Past Due Sewer Charges – we are starting shut-offs June 23rd
- (2) Jackson Street Sewer Separation Project – no new updates
- (3) CSO Long Term Control Plan – no new updates
- (4) Suez Contract – still out
- (5) River Terrace CSO (Area 21) Project – Mott MacDonald finalizing. End of June for grant requirements.
- (6) Springdale Pond – no expense to owner, grant money only
- (8) Sewer Fund Account Balance – to be discussed at City Council
- (9) City Council Order Regarding Sewer Enterprise Fund – to be discussed at City Council

SEWER COMMISSION - NEW BUSINESS

(1) Abatements – discussed how Water Dept handles interest. Will review next meeting

STORMWATER AUTHORITY - OLD BUSINESS

MS4 will require new regulations – nothing proposed yet

STORMWATER AUTHORITY - NEW BUSINESS

(1) Winn Project – Appleton Street – 5:31 PM

In attendance Lauren Canepari, John Furman and Marco Luzuriaga

216 & 191 Appleton Street

88 Residential units proposed

Motion to accept finding of impracticability relative to the reduction of peak flows

- 3 yays 0 nays 5:43pm

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

MINUTES

BOARD OF PUBLIC WORKS SEWER COMMISSION STORMWATER COMMISSION

July 12, 2021

The regular meeting of the Board of Public Works was called to order at 5:03 p.m. by Chairman Moore on Monday, July 12, 2021 via zoom.

Present were: Terry Murphy, Acting Mayor
David Moore, Chairman
Jose Garcia, Commissioner
Patricia Devine, Commissioner
Michael McManus, General Superintendent
Robert Peirent, City Engineer
James Czach, Senior Civil Engineer
Amie Chrzanowski, Office Manager

BOARD OF PUBLIC WORKS - OLD BUSINESS

(1) TIP Projects Update

High & Maple – no new updates

Center City Connector – no new updates

Northampton Street Rehabilitation – quotes for survey and traffic counts, have to initiate TIP project

Complete Street – Pedestrian Improvements – one new beacon has been installed at Lincoln Street Stop & Shop

Shared Street Grant Submittal – we received \$72k grant; received Bike Share funding for Ely Court and Main Street by Racing Mart

(2) Ch. 90 Projects Update – moving forward construction to begin 7/13/2021

(3) DPW Budget Update – no new updates

(4) Refuse/Recycling Update – no new updates

(5) Citywide Vegetation Management - need to update Conservation Commission with treatment locations

(6) Personnel Issues – Workers Comp Update

- a. J. Uribe (Refuse) returned to full duty
- b. L. Galarza (Recycling) still on WC
- c. C. Kilpatrick (Recycling) still on WC
- d. E. Melendez (Highway) still on WC
- e. Ed Eckert is retiring on 7/30
- f. Will be 3 open HMEO positions in Highway (likely filled internally)
- g. 2 open Parking Enforcement Officer positions (likely filled internally)

- h. 2 new Laborer positions are open (likely filled from temporary workers)
- (7) Main Street Ash tree preservation – work is currently underway; Main Street corridor as well as lower wards
- (8) South Holyoke/HHA Project – intentionally narrowing roadways; starting first phase this week

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) American Rescue Plan Act (ARPA) DPW proposals.
 - \$5 million to rehab/preserve sewer lines before they collapse
 - Residential trash barrels and recycling totes with lifting mechanism
 - Building improvements for air quality, new roofs, HVAC, air purification, windows and carpets
 - Funding for reduction in cost on Jackson Street project
 - Springdale Pond to run directly into the river and not to the treatment plant
 - Yard Waste potentially to come

SEWER COMMISSION - OLD BUSINESS

- (1) Collection of Past Due Sewer Charges – 200 letters went out in the first shut of cycle totaling \$143k
- (2) Jackson Street Sewer Separation Project – work continues, going as expected
- (3) CSO Long Term Control Plan – no new updates
- (4) Suez Contract – no new updates
- (5) River Terrace CSO (Area 21) Project – 1st phase of engineering wrapped up
- (6) Springdale Pond – on hold until construction funding is available
- (7) Sewer Fund Account Balance – improving with collections
- (8) City Council Order Regarding Sewer Enterprise Fund – multiple orders tabled for 7/28/2021

SEWER COMMISSION - NEW BUSINESS

- (1) Abatements for the following addresses:
 - a. 40 Brown Ave.
 - b. 116-118 Brown Ave.
 - c. 1780 Northampton St.
 - d. 180 Oak St.

Tabled until after the Holyoke Water Works Commissioner meeting

STORMWATER AUTHORITY - OLD BUSINESS

MS4 will require new regulations – Bob drafting changes

STORMWATER AUTHORITY - NEW BUSINESS

- (1) Kindred Healthcare – 45 Lower Westfield Road – 6:20pm

In attendance Adam Henriksen and Charles Hill, Crunk Engineering
Proposing to demolish an existing vacant building and construct a new 4-story behavioral health hospital and 1-story DMH building, along with a new parking lot and stormwater management facilities.
Motion to approved with standard conditions – 3 yays 0 nays 6:27pm

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

A G E N D A

STORMWATER COMMISSION

August 9, 2021

The regular meetings of the Stormwater Commission was called to order at 5:30 p.m. by Chairman Moore on Monday, August 9, 2021 via Zoom.

Present were: David Moore, Chairman
Jose Garcia, Commissioner
Patricia Devine, Commissioner
Michael McManus, General Superintendent
Robert Peirent, City Engineer
Amie Chrzanowski, Office Manager

STORMWATER AUTHORITY - NEW BUSINESS

- (1) Application for a Stormwater Permit by Appleton Corporation to expand an existing parking lot with access driveways, surface and subsurface stormwater infrastructure and site amenities at the Pulaski Heights apartment complex at 76 Maple Street, known as parcel 015-02-002.

Hearing opened at 5:30 p.m., present were Jean Christy from Tighe & Bond. Proposed a parking lot expansion on the same site as the existing parking lot. Stormwater management will be through a combination of surface water infiltration and a subsurface detention system. Groundwater was shallow during test pits so there will be a small infiltration basin along the east side of the property, and a subsurface detention system will slow down peak discharge rates and peak volume. A sediment forebay will be located upstream of the infiltration basin.

Additional plantings will be done to restore trees that are lost as part of the parking lot expansion.

Motion to grant permit with standard conditions – 5:36 p.m. - 3 years.

- (2) Application for a Stormwater Permit by Way Finders, Inc. for properties located at 344 Appleton Street, 188-190 Chestnut Street, and 207 Elm Street. The project consists of comprehensive redevelopment of each of the three sites and includes new 2-story townhouse style apartment buildings with incidental site improvements including parking, driveways, sidewalks, landscaping, utility service connections, and stormwater management systems. These permits comprise the Library Commons Phase 2. These will be three separate permits to allow flexibility for construction phasing.

Hearing opened at 5:08 p.m., present were Leedara Zola with Wayfinders and Michael Gagnon with SLR. The three projects will have similar Stormwater management systems. Pavement within the parking area will be pervious pavement, for the 344 Appleton Street project there will be a grass swale that will provide additional infiltration from the paved areas. There will also be subsurface infiltration units that take roof runoff to reduce peak discharge rates and peak volume.

Motion to grant each permit individually with standard conditions – 7:05 p.m. – 3 years.

- (3) Application for a Stormwater Permit by Pleasantrees, Inc. for stormwater management improvements at 111 Mosher Street, known as parcel 050-01-002, 050-01-003, 050-01-004, and 050-01-003.1

Hearing opened at 7:06 p.m., present were Jake Modestow with Stone Field Engineering. As part of the project the overall impervious area will be reduced by approximately 1,000 square feet.

Stormwater improvements will include two detention systems located on the north and east side of the property.

Motion to grant permit with standard conditions – 6:11 p.m. - 3 yeas.

There is a repaving paving project going on at the Edgewater Condominiums. This project was started without the contractor obtaining the required permits. In order to comply with the Stormwater regulations they will install leaching catch basins which will meet the Stormwater requirements. RP will issue a permit through the City Engineer's Office; this permit will have the same requirements of the standard Stormwater Authority issued permits.

Jericho, off of Northampton Street intends to repave their parking lot. They are in the process of developing plans and a permit application. This project will be handled by RP issuing a permit through the City Engineer's Office.

Motion to adjourn at 6:17 p.m.

Respectfully submitted.

MINUTES

BOARD OF PUBLIC WORKS SEWER COMMISSION STORMWATER COMMISSION

September 27, 2021

The regular meeting of the Board of Public Works was called to order at 5:00 p.m. by Chairman Moore on Monday, September 27, 2021 via zoom.

Present were: David Moore, Chairman
Jose Garcia, Commissioner
Patricia Devine, Commissioner
Michael McManus, General Superintendent
Robert Peirent, City Engineer
James Czach, Senior Civil Engineer
Amie Chrzanowski, Office Manager
Michael Bissonnette, Assistant City Solicitor
Mike Williams, SUEZ

BOARD OF PUBLIC WORKS - OLD BUSINESS

- (1) TIP Projects Update
 - a. High & Maple – required a dedicated bike lane. Initially opted to eliminate parking on Maple Street; changed to narrowing lanes to 10’ to include parking on both sides and a designated bike lane. City involved in easement work. \$8 million paid by state.
 - b. Center City Connector – about 5 years out. Scheduling design public hearing; no date yet.
 - c. Northampton Street Rehabilitation – went out to bid; Northeast Paving FKA Lane. 28’ wide mill and overlay. 1.25 miles, Allyn Street to 500’ of Mt View Drive. Three days from start to completion. Verizon repairing northbound manhole covers.
 - d. Complete Streets – Pedestrian Improvements – bases for beacons have been opened, waiting for manpower to install beacons
 - e. Shared Street Grant Submittal – 6 raised crosswalks 10’ wide with a 3” elevation.
2 on Main Street by Dean Tech; 2 on Westfield Road by Meyer Field; 2 on West Franklin
State funded beacons to be installed at McMahan – Homestead & Kane, Homestead & Pynchon
- (2) Ch. 90 Projects Update
 - a. Road resurfacing project – Palmer Paving will be installing new catch basins and better lower gravel on the West Glen Hill this October. Remaining in Spring 2022
- (3) Personnel Issues – Workers Comp Update – 2 employees still out on Comp. Patti suggested a possible job fair
- (4) Main Street Ash tree preservation – Work is currently underway, need update from Davies
- (5) South Holyoke/HHA Project – still moving forward
 - a. Curbing and sidewalk improvements in the next month
 - b. Significant underrun in the MassWorks grant which can be used for additional sidewalk and paving work in the South Holyoke area
 - c. Underrun is due to competitive bid and generous estimated contingency

- (6) American Rescue Plan Act (ARPA) DPW proposals – received an award letter for \$4 million for building upgrades – carets, air quality, roofs, generators. Contracts to go out to bid in mid- October.
\$675,000 for Springdale Pond
\$2 million sewer system upgrade
Proposed new trash bins and recycle toters – potential change in ordinance
- (7) City bonding for Northampton Street paving and raised crosswalks

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) Downtown parking update – Meter collection is roughly \$2000 weekly; several meters are broken and we are in the process of fixing them as time allows.
Estimated paying parkers 350 per month, varies month to month due to COVID

SEWER COMMISSION - OLD BUSINESS

- (2) Collection of Past Due Sewer Charges – shut off is doing well
- (3) Jackson Street Sewer Separation Project – moving forward no concerns
- (4) River Terrace CSO (Area 21) Project – developing scope for next phase of design
- (5) Springdale Pond – ARPA funds
- (6) Sewer Fund Account Balance – reviewed
- (7) City Council Order Regarding Sewer Enterprise Fund – CC to hold onto rate setting authority
- (8) Abatements – tabled for next meeting

SEWER COMMISSION - NEW BUSINESS

None

STORMWATER AUTHORITY - OLD BUSINESS

None

STORMWATER AUTHORITY - NEW BUSINESS

- (1) MS4 Year 3 Annual Report – was submitted to the DEP/EPA

MISC DISCUSSION

Long line painting I currently taking place

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Motion to adjourn at 5:51 p.m.

Respectfully submitted.

MINUTES

BOARD OF PUBLIC WORKS SEWER COMMISSION STORMWATER COMMISSION

October 18, 2021

The regular meeting of the Board of Public Works was called to order at 5:09 p.m. by Commissioner Devine on Monday, October 18, 2021 via zoom.

Present were: David Moore, Chairman
Jose Garcia, Commissioner
Patricia Devine, Commissioner
Michael McManus, General Superintendent
James Czach, Senior Civil Engineer
Amie Chrzanowski, Office Manager
Michael Bissonnette, Assistant City Solicitor
Mike Pelletier, DPW Staff member
Sheila Biermann, Personnel Director

BOARD OF PUBLIC WORKS - OLD BUSINESS

- (1) TIP Projects Update
 - a. High & Maple – 10/25/2021 75% design submitted. Will go out to bid the next federal fiscal year. There will be a temporary easement along the store fronts. Approved to use chapter 90 money
- (2) Ch. 90 Projects Update
 - a. Road resurfacing project – committed to West Glen hill, remaining done on spring.
 - b. Northampton Street Intersection with South St., Hitchcock St., and Westfield Rd. RSA – road safety audit done, large concern regarding congestion. Waiting for engineers report for recommendations.
- (3) Personnel Issues
 - a. Workers Comp Update – 1 employee out, 1 on Military leave
 - b. Mike Pelletier – Job Transfer to Parking Enforcement Officer – approved 3 yays 0 nays
- (4) South Holyoke/HHA Project – major pipework spring 2022
- (5) American Rescue Plan Act (ARPA) DPW proposals – no new updates
- (6) City bonding for Northampton Street paving and raised crosswalks – paving Wednesday and Thursday. Starting prep work on Westfield Road and West Franklin; beacons have been ordered.
- (7) Downtown Parking Update – working through procurement for meter housings. Replacement coin accepters to be ordered. Revenue \$3k in the month of August, \$14k in the month of September.

No on street revenue for August, \$8k in September.

\$305 in August from Park Mobile app and \$442 in September.

We reviewed the Barnacle product that would adhere to a vehicles window rather than booting the vehicle

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) 2 applicants to be interviewed next week

SEWER COMMISSION - OLD BUSINESS

- (1) Collection of Past Due Sewer Charges – we are on the last round of shut-offs, we will be moving into liens in mid-November. Half of our outstanding balance is less than 30 days past due.
- (2) Sewer Fund Account Balance
- (3) Abatements for the following addresses:
 - a. 38 Brown Ave. - denied
 - b. 116-118 Brown Ave. - denied
 - c. 1780 Northampton St. - denied
 - d. 180 Oak St. - denied
 - e. 354 Hampden St. - denied
 - f. 1114 Hampden St. - denied
 - g. 711 Homestead Ave. - denied
 - h. 1737 Northampton St.- tabled until HWW reviews
- (4) Jackson Street Sewer Separation Project – nothing new

SEWER COMMISSION - NEW BUSINESS

None

STORMWATER AUTHORITY - OLD BUSINESS

None

STORMWATER AUTHORITY - NEW BUSINESS

None

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Motion to adjourn at 6:00 p.m.

Respectfully submitted.

MINUTES

BOARD OF PUBLIC WORKS SEWER COMMISSION STORMWATER COMMISSION

November 3, 2021

The regular meeting of the Board of Public Works was called to order at 5:00 p.m. by Chairman Moore on Wednesday, November 3, 2021 via zoom.

Present were: David Moore, Chairman
Jose Garcia, Commissioner
Patricia Devine, Commissioner
Terry Murphy, Acting Mayor
Joshua Garcia, Mayor - Elect
Michael McManus, General Superintendent
Robert Peirent, City Engineer
James Czach, Senior Civil Engineer
Amie Chrzanowski, Office Manager
Michael Bissonnette, Assistant City Solicitor
Michael Gallagher, Highway Foreman
Matthew Morse, Construction Inspector
Daniel Augusto, Refuse and Recycling Coordinator

BOARD OF PUBLIC WORKS - OLD BUSINESS

- (1) TIP Projects Update
 - a. High & Maple – We received push back from PVRTA. Need to have redesign/modify design, may have to scale back. Met with solicitor to kick off title examination.
 - b. Center city connector – canal walk – public hearing online 11/10/2021
- (2) Ch. 90 Projects Update
 - a. Road resurfacing project – West Glen @ Martin intersection 11/8/2021. Project to be complete Spring 2022
- (3) Personnel Issues
 - a. Workers Comp Update – nothing new
- (4) South Holyoke/HHA Project – will continue for a couple of weeks
- (5) American Rescue Plan Act (ARPA) DPW proposals – nothing new
- (6) City bonding for Northampton Street paving and raised crosswalks – Northampton Street recently completed. Westfield Rd @ Vermont & Rhode Island 95% complete. West Franklin @ Magnolia and @ Pinehurst 90% complete. Main Street has begun.
- (7) Downtown Parking Update – refurbished meters are ready for pick up. The two enforcement office have begun parking lot maintenance.

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) Personnel Issues
 - a. Recommendations for new hires – Alexander (laborer) and Jaoquim (HMEO) 3 yays 0 nays
 - b. Acting DPW Superintendent – tabled 3 yays 0 nays

- (2) Bulky Waste Disposal – Section 74-40 allows for a policy change to bulk waste disposal. Suggestions made about changing pricing and drop off procedure. No changes to be implemented at this time.
- (3) Snow Preparation – contractors have all returned packets. We are continuing to work internally on prep
- (4) Letter from the Town of West Springfield

SEWER COMMISSION - OLD BUSINESS

- (1) Collection of Past Due Sewer Charges – nothing new reported
- (2) Sewer Fund Account Balance – send to Council
- (3) Jackson Street Sewer Separation Project – 532 Main Street has moved the run-off of storm water

SEWER COMMISSION - NEW BUSINESS

- (1) Sewer Rate – City Council approved new rate 10/5 previous consumption was billed out at the new rate. Vote to stay at \$7.50/1000 gallons 3 yays 0 nays
- (2) Sewer Liens – compare lists of \$200 lien minimum to \$100 lien minimum
- (3) Billing Concern:
 - a. 95 Elm Street – rebate \$1434.77 due to internal error and paying twice

STORMWATER AUTHORITY - OLD BUSINESS

None

STORMWATER AUTHORITY - NEW BUSINESS

None

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Motion to adjourn at 6:34 p.m.

Respectfully submitted.

A G E N D A

STORMWATER COMMISSION

November 15, 2021

The regular meetings of the Stormwater Commission was called to order at 5:30 p.m. by Chairman Moore on Monday, November 15, 2021 via Zoom.

Present were: David Moore, Chairman

Jose Garcia, Commissioner
Patricia Devine,

Commissioner

Robert Peirent, City Engineer
Amie Chrzanowski, Acting

General Superintendent

Michael Bissonnette, Assistant City Solicitor
John Furmann, for Alaska Assets
George Leclair, for Alaska Assets
Eddie Fernandez, for Alaska Assets

STORMWATER AUTHORITY - OLD BUSINESS

None

STORMWATER AUTHORITY - NEW BUSINESS

- (1) Application for a Stormwater Permit by Alaska Assets LLC/EMB Natural Ventures to construct a new building on the property located at 140 Middle Water Street (known as parcel 047-001-015) and develop a parking lot on the property located at 160 Middle Water Street (known as parcel 047-001-011)

Hearing opened at 5:30 p.m., present were John Furmann, George Leclair and Eddie Fernandez.

A 2 year waiver was requested for peak discharge rates

A 10 year waiver was requested for peak discharge rates

Motion to grant both permits – 6:00 p.m. - 3 yays 0 nays.

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

MINUTES

BOARD OF PUBLIC WORKS SEWER COMMISSION STORMWATER COMMISSION

November 29, 2021

The regular meeting of the Board of Public Works was called to order at 5:01 p.m. by Chairwoman Devine on Wednesday, November 29, 2021 via zoom.

Present were: Patricia Devine, Chairwoman
Jose Garcia, Commissioner
James Mazik, Commissioner
Amie Chrzanowski, Acting General Superintendent
Robert Peirent, City Engineer
James Czach, Senior Civil Engineer
Michael Bissonnette, Assistant City Solicitor

BOARD OF PUBLIC WORKS - NEW BUSINESS (taken out of order)

- (1) New Commissioner Appointment – Introduction of James Mazik
- (2) Board Chairperson Vote – Commissioner Garcia proposed Patti Devine 3 yay 0 nay

BOARD OF PUBLIC WORKS - OLD BUSINESS

- (1) TIP Projects Update
 - a. High & Maple– working on title exams due to temporary easements
 - b. Center City Connector (Race St from Appleton to Cabot and Cabot to 3rd Level Canal) – next phase of the Canal Walk. Concern over parking from some businesses; we may lose a couple of spaces due to crosswalks and curb extensions
- (2) Ch. 90 Projects Update– no new updates
- (3) Northampton Street paving, raised crosswalks, RFBs, new sidewalks/curb ramps – Northampton Street completed in October; 6 raised crosswalks are at 90% completion.
- (4) South Holyoke/HHA Project – upcoming winter shutdown, expanded paving and sidewalks in spring, HRA pending property acquisition impacts – no new updates
- (5) American Rescue Plan Act (ARPA) DPW projects
 - a. FS-6 Generator – needs to go out to bid
 - b. HQ Boiler – no new updates
 - c. Annex, Children’s Museum, DPW roofs – no new updates
- (6) Downtown Parking Update – we are working to integrate equipment that had been used in the past
- (7) Personnel Issues
 - a. Workers Comp Update – no new updates

BOARD OF PUBLIC WORKS - NEW BUSINESS

- (1) Personnel Issues
 - b. Temporary internal reassignments – we offered a temporary reassignment to two employees, one accepted the reassignment and the other declined
- (2) Snow Preparation – first response team formed and contracts have been signed with outside contractors
- (3) Parking Audit – monthly revenue was discussed

SEWER COMMISSION - OLD BUSINESS

- (1) Collection of Past Due Sewer Charges – 10% of all accounts are more than 120 days past due; 9% 91-120 days; 11% 61-90 days; 22% 31-60 days; 39% within 30 days
- (2) Sewer Fund Account Balance – no new updates
- (3) Jackson Street Sewer Separation Project – lining will be going on during the winter months
- (4) Sewer Liens - list needs to be reviewed and good lien v. bad lien needs to be determined

SEWER COMMISSION - NEW BUSINESS

None

STORMWATER AUTHORITY - OLD BUSINESS

None

STORMWATER AUTHORITY - NEW BUSINESS

Public hearings – 5:15pm

- (1) Pursuant to Section 38.0 Article IV of the Holyoke Ordinance, an application for a Stormwater Permit by WTM-SB LLC. to create a parking lot and install stormwater management facilities at 120 Middle Water Street, known as parcel 047-01-016.

5:15 pm Terry Reynolds from T Reynold Engineering present. General statement – if they hit any of the thresholds there is no need for additional permits.

Accepted with standard conditions (see attached) 3 yay 0 nay

- (2) Pursuant to Section 38.0 Article IV of the Holyoke Ordinance, an application for a Stormwater Permit by H& H Cultivation LLC. to create a parking lot and install stormwater management facilities at 42-48 Main Street, known as parcels 033-04-010 and 033-04-009 .

5:38 pm Terry Reynolds from T Reynold Engineering present.

Accepted with standard conditions (see attached) 3 yay 0 nay

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Motion to adjourn at 5:52pm

Respectfully submitted

MINUTES
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION
December 20, 2021

Meeting was called to order by Chairwoman Devine at approx. 5:02pm remotely via zoom meetings.

Present were: Patricia Devine, Chairwoman
Jose Garcia, Commissioner
James Mazik, Commissioner
Amie Chrzanowski, Acting General Superintendent
Jim Czach, Senior Civil Engineer
Ryan Allen, DPW Clerk

1. Consideration of Minutes of the past meeting Previous meeting Minutes 12/20/21 and 1/5/22
2. Superintendents Report
3. Public Works Old Business
4. Public Works New Business

☐ **Superintendent Search:** Under Discussion: It was noted that there were currently 5 applicants that had submitted resumes and applications for the General Superintendent position. BPW Chair Devine spoke and stated that the DPW should be looking for ways to expand the search for a qualified candidate. Commissioner Devine stated that perhaps some kind of press conference may attract more attention. It was further noted that many of the applicants do not meet the stated qualifications. Commissioner Mazik spoke and stated that the board could work with Mayor Garcia in assisting and building a profile of the position in order to attract the ideal candidate. Commissioner Garcia stated that it would seem that the City would need to do more than just post the job on the City website.

Mayor Garcia spoke about building the profile for the Superintendent position and noted that he would like to work with DPW Board and others to develop some goals that could be listed for the department to be included with the profile of the job. Mayor Garcia stated that he wants to get a profile out there so that someone will see it and apply. Commissioner Mazik said one of the problems is the need to have an engineering degree, and stated that maybe that is not a necessary qualification.

Commissioners expressed an interest in advertising the open position to engineering firms. Mayor Garcia stated that he would draw up a position profile to give to the Board. Mayor Garcia stated that he is hoping to be able to get a large candidate pool and checked with Acting Superintendent Amie Chrzanowski to ensure that she would be willing to serve further as Acting General Superintendent and Ms. Chrzanowski confirmed that she feels comfortable in the

position and is not in a position where she feels she would have to leave. Mayor Garcia stated that the process shouldn't be rushed and that Amie, is doing a good job leading the department in the interim. Mayor Garcia stated that would be looking for a consensus and to really get feedback from the Board on who will be the next superintendent. It was noted that Commissioner Mazik would do some research to find ways to get the word out for the job opening.

Department Financial Audit: Under Discussion: DPW Board Chair Devine spoke with City Auditor Tanya Wdowiak who put her in touch with Melanson and Heath, the City's Bond Counsel to look at financial opportunities for the Department. It was noted that there should be a cash audit and procedures. Commissioner Devine further stated that there needs to be accounting procedures. Commissioners discussed parking procedures and how collections were being made from the City parking meters. It was noted that for parking there are two people writing tickets and patrolling and collecting. It was noted that Peoples Bank has an old coin machine that doesn't work well with the amount of change DPW is depositing. It was noted that there was a procedure where an armored car would take change and they would keep accounting. Amie Chrzanowski gave an overview of some of the procedures and it was noted at coin collection for parking meters is done about 3 to 4 times in a given month. Chrzanowski stated that DPW is using Westfield People's Bank it was noted that the machine takes about a half hour to count but that with drive time included it usually takes around 2 hours to get the coins counted. Mayor Garcia gave overview of how he is hoping to bring together Department heads from the Finance Dept. in the City to get a broad consensus on making the changes we are hoping for. Mayor Garcia stated that his goal is to get everyone on the same page and to think of all the strategies including funding. Motion was made and seconded to table the agenda item: Motion passed by a 3-0 vote.

□ **January Meeting Dates:** DPW Board Chair Devine spoke about some possible upcoming dates for the Board of Public Works and it was noted that the next meeting would likely be on Monday January 3rd or Wed. January 5th. Commissioner Devine spoke about having a good location for the Board to meet that is handicap accessible. Commissioner Devine made a motion that was seconded to have DPW Board meetings at City Hall. Motion passed by a 3-0 vote. COVID safety measures were discussed to see if there is a way to make the meetings accessible to the public.

□ **Chamber of Commerce Event Fees:** UNDER DISCUSSION: Chairwoman Devine read the request for the waiving of fees for the Chamber of Commerce. Motion was made and seconded to approve the request. Motion passed 3-0

Devine:

Trucks Speeding: Under discussion: UNDER DISCUSSION: DPW Board Chair Devine spoke and stated that there have been reports of DPW trucks speeding. It was noted that Commissioner Devine had requested a memo to go out from the Acting General Superintendent's office telling all drivers to watch their speed. It was noted that Patti feels that they are speeding because they

are allowed to go home and still get paid. It was further stated that she had spoken to City Solicitor Lisa Ball to see about what could be done to modify the contract.

Acting Superintendent Chrzanowski spoke and stated that the department encourages the workers to neatly place the barrels and to drive at appropriate and safe speed limits. It was noted that the workers were addressed by supervisor Ken Buxton and warned about speeding. It was noted that the memo is forthcoming in order to communicate to our workers that they need to not be speeding and not throwing barrels and reiterating the need to be respectful to the residents. It was noted that Amie would do the memo on pay day to make sure everyone gets it. Amie addressed possibly changing the contract and it was also noted that workers can work on other things including cleaning up the garage. Amie read the wording from the laborers contract and how it allows for workers to leave early. Mayor Garcia spoke and stated that the DPW could do more than just pick up trash barrels and that the workers can also be utilized to clean up litter and other forms of garbage. Patti Devine stated that maybe the routes could be altered at times to allow workers to gain experience with different routes. Commissioners Mazik and Garcia both discussed liability issues with having workers leave early.

Garcia:

Mazik:

Agenda format: UNDER DISCUSSION: Commissioner Jim Mazik stated that approval of minutes should have it's own item separated out for future agendas. It was noted that every action on an item should be noted and who voted for what. Commissioner Mazik stated that he wanted to have a little more formality in the minutes and stated that there should be some kind of message at the bottom of agendas that would notify people with disabilities that there are accommodations to be able to attend meetings and participate. Motion made and seconded to adopt the minutes format suggestions: Motion was approved 3-0

Executive Session: Commissioner Devine spoke and stated that the Board would entertain a motion to vote to go into executive session to discuss a personnel matter regarding a DPW employee. It was noted that Mayor Garcia would be exiting the meeting along with Councilor Hernandez in order to have executive session to speak on the personnel matter. Motion was made and Seconded by Commissioner Devine to bring the Board into Executive Session: Motion passed 3-0

Commission entered executive session to speak on personnel matter regarding the Department. (Meeting narrative regarding details of personnel discussion that takes place in executive session may be requested through the City of Holyoke Law Department) Motion was made and seconded for the Board to come out of executive session: Motion passed 3-0

Motion was made and seconded to adjourn the meeting: Meeting adjourned at approx. 6:19pm by a 3-0 vote.

Meeting Minutes recorded by Ryan Allen: Principal Acct. Clerk: Holyoke DPW

MINUTES
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION
January 5th, 2022

Meeting was called to order by Chairwoman Devine at approx. 5:01pm remotely via zoom meetings by a 3-0 vote.

Present were: Patricia Devine: Chairwoman/Commissioner
Jose Garcia, Commissioner
James Mazik, Commissioner
Amie Chrzanowski, Acting General Superintendent
Robert Peirent: City Engineer
Jim Czach: Senior Civil Engineer
Ryan Allen: DPW Clerk

Meeting minutes: tabled to make changes that votes 3-0

Superintendent's Report: Acting Superintendent stated there are a few new hires and gave overview of the positions filled and noted that BPW Chair Devine sat in on interviews with several of the new hires. Motion made and seconded to hire the employees, pending drug tests. Commissioner Devine made motion to approve hires: Motion passed 3-0

Acting Superintendent Chrzanowski gave overview of the absences that have taken place recently due to COVID and also gave update on employees out on short-term disability.

Ms. Chrzanowski stated that she spoke with Mayor on certain things regarding the permanent Superintendent of DPW search, it was noted that there was an applicant that the Mayor feels meets qualifications but it was noted that the individual does seem to lack DPW and municipal experience. Chrzanowski stated that she will send the resume out to everyone for their review.

Acting Superintendent Chrzanowski gave overview of the DPW response to flash freeze that took place earlier on Wednesday and shared some positive feedback from Fire Chief Przekopowski reached out on accident that took place near station three. It was noted that this was a multi car pile-up and that many of the employees were in trash trucks trying to transition to sanding vehicles. Chrzanowski explained how a DPW employee was able to sand the road and allow emergency vehicles to be able to reach the accident. It was noted that the employee was Angel Morales. It was noted that there should be a letter of thanks from the BPW Commission to add into his personnel file. It was noted that Commissioner Chair Devine would draft the letter or recognition with the other board members. Motion made by Commissioner Mazik seconded by Commissioner Garcia to accept the report: Report accepted 3-0

BOARD OF PUBLIC WORKS

Old Business: None

Public Works New Business:

a) Key project updates. Under Discussion: Acting Superintendent Chrzanowski noted that with the ice-storm and everything trash pick-up was done and caught-up but that recycling fell a little bit behind because recycling drivers were used for salt and sanding. It was noted that the trucks that were not safety related were grounded in order to stay safe and limit potential damages

DPW Chair Devine stated that she picked up three of last year's FY budgets to give to commissioners. It was noted that Commissioner Devine wanted to be able to provide the commissioners information on the DPW budget while stating that her hope is that the City Council will not continue to cut the DPW budget and force the department to keep having to make financial requests of the Council.

b) Sullivan Metals funding of a flashing stop sign at Bowers Street and Appleton Street intersection - see 2 attachments: UNDER DISCUSSION: City Engineer Bob Peirent spoke and gave updates to the Commissioners. Mr. Peirent stated that there was a tragic accident that took place at this location involving a truck pulling out of Sullivan metals. It was noted that the owner is looking to take steps to make sure nothing like that happens again and that he is looking to improve safety at the location.

c) Potential MassDOT discontinuance of Northampton St from Dwight St to Lincoln St.: UNDER DISCUSSION: It was noted that Commissioner Mazik had questions: How many miles would be discontinued and it was noted by City Engineer Peirent that about 1000 ft. is the estimate. It was noted that the city maintains the road.

Senior Civil Engineer Jim Czach gave update on raised crosswalks project for the DPW. It was noted that several locations have been completed and that there are some that are still under construction. It was noted that there were two on west franklin St. and that one is complete and the other almost complete. Mr. Czach gave overview of two locations on Westfield Road, almost complete and just need solar power flashing beacons. Mr. Czach gave update on raised crosswalk location on Main St. near Dean Tech and stated that it is near 100 percent complete. Mr. Czach gave location for underpass at dean tech and stated that this project still needs some more work. It was noted Joe O'Connor and Fire department would be assembling rapid flashing beacons for the raised crosswalk locations. It was noted that RFB were procured through a grant. Commissioner Mazik asked how the raised crosswalk locations were determined. It was noted by City Engineer Bob Peirent that the City tried to reflect some of the requests of the City Council along with DPW input. Commissioner Mazik asked if traffic accident data was used to determine the locations. It was noted that these studies were not implemented for these crosswalks. Mr. Peirent gave overview of how road safety audits were considered when deploying these kinds of crosswalks. Commissioner Mazik stated that he feels that more locations for raised crosswalks will likely be needed while Commissioner Devine stated that she feels that these crosswalks make a difference and noted that on Sycamore and Sargeant there is a location where one of these crosswalks could be helpful. Mazik asked if there has been any feedback from residents on

the crosswalks: Commissioner Devine answered and stated that someone has complained about crosswalk near Mayer Field. It was noted that there have not been many complaints and that the public generally seem to be in support of the crosswalks.

Mr. Czach also gave FY22 roadway paving project updates and noted changes made to contain water. It was noted that the project would be completed in spring with Martin St. West Glen to Hitchcock and Edward Dr. to Apremont Highway and Green Willow to Mclean Rd. and Ross Rd. to rock valley road to be finished in spring for resurfacing. It was noted that the list was created after an asphalt survey was done. Commissioner Garcia mentioned Meadow St. is a street in need of new paving.

d) Springdale Park Playground: JC stated that the playground is being replaced along with its new equipment. It was noted that this project could be surfaced and ready for spring. Mr. Czach also gave overview of the materials that are being used for the playground. It was noted that Jim Czach stated that he could provide plans for the playground to Jim Mazik.

e) Replacing Deteriorating Sidewalks Projects: Senior Civil Engineer Jim Czach stated that he was looking at Brown Ave, Clark St, Gilman, Highland Ave Jefferson Princeton Vadnais, Westfield Road and Wyckoff Ave. as streets that were surveyed to get data and to get replacement sidewalks for those roadways.

Public Works Commissioner Discussion Topics

SEWER COMMISSION

1. Sewer Commission Old Business: None

2. Sewer Commission New Business:

a) Request to waive sewer connection fee for Boys & Girls Club Renovations Project :

UNDER DISCUSSION: City Engineer Bob Peirent stated that the connection fee is dependent on the kind of connection and that there is and gave a brief overview of the sewer connection fee schedule. Mr. Peirent stated that fee would likely be \$275 dollar fee if it is not waived. Motion made by Commissioner Garcia seconded by Commissioner Mazik to waive the fee: Motion passed 3-0

b) Councilor Jourdain Order filed 1/4/22: Ordered that the DPW and Sewer Commission do a study and seriously consider adopting a sewer maintenance insurance program for homeowners that is modeled off the Water Department's Water maintenance insurance program. The Water Department has program has been a great accomplishment and has been very warmly received by residents who appreciate this very low-cost protection. That the DPW report back to the City Council on their findings by April 1, 2022.

UNDER DISCUSSION: Acting Superintendent Chrzanowski spoke and stated that she was concerned that this could interfere with contract in place with Suez. It was noted that they would like to look and see if anything was done like this in the past. Ms. Chrzanowski gave overview of

how the program works in the Water Dept. It was noted that if something goes wrong with a sewer line it is substantially more expensive to the DPW to fix a sewer line than for the Water Dept. to fix a water line. City Engineer Peirent spoke and stated that he spoke with Holyoke Water Works head Dave Conti about how the program works and reiterated that fixing sewer services are deeper in the ground and could be very costly to fix. Mr. Peirent went on to state that there is a lot that a homeowner can do that certain actions they take can directly lead to issues with the sewer line including putting wrong things down the drain etc. It was noted that the City would be accepting real risk because of a homeowner may be at fault for some sewer line issues. It was noted that Water Dept. has equipment and staff to do those kinds of water line fixes and replacements where as DPW does not have the staff and that a contractor would have to be found. Mr. Peirent stated that there would have to be a much higher contribution from the homeowner in order for this to be insured and to make the program work. Mr Peirent gave overview on where sewer line is resident's and where sewer line is the City's responsibility to maintain. It was noted that Suez as a business in other states has worked with private entities to institute some insurance programs. Motion was made by Commissioner Mazik and seconded by Commissioner Garcia to table the item: Item tabled to get more information tabled by a 3-0 vote.

Sewer Commission Discussion Topics

Devine:

Garcia:

Mazik:

STORMWATER COMMISSION

1. Stormwater Authority Old Business: None
2. Stormwater Authority New Business: None

Stormwater Commission Discussion Topics

Devine:

Garcia:

Mazik:

6. Executive session – if necessary: None

Motion was made by Commissioner Garcia to adjourn the meeting, Motion was seconded by Commissioner Mazik: Meeting was adjourned at approx. 6:07pm by a 3-0 vote.

Meeting Minutes Recorded by Ryan Allen: Principal Acct. Clerk Holyoke DPW

**BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION
Meeting Minutes
Monday Feb 7th, 2022**

COMMISSIONERS PRESENT

Patricia Devine, Chair
Jose Garcia, Member

COMMISSIONERS ABSENT

James M. Mazik, Member

ALSO PRESENT

Amie Chrzanowski, Acting Superintendent DPW
Robert Peirent, City Engineer
James Czach, Senior Civil Engineer
Kelly Curran: City of Holyoke Personnel Director
Ryan Allen, Board of Public Works Clerk
Atty. Michael Bissonette: Assistant City Solicitor
Libby Hernandez, Resident

1. OPENING OF MEETING

Motion was made by Commissioner Garcia and seconded by Commissioner Devine to open the meeting. Meeting was opened by a 2-0 vote at 5:02pm.

2. APPROVAL OF MINUTES

Motion made by Commissioner Garcia and seconded by Commissioner Devine to approve the previous meeting minutes for 12/20/21 and 1/5/22 for the Board of Public Works. Motion passed by a 2-0 vote. (Mazik absent)

3. SUPERINTENDENT'S REPORT

Acting Superintendent Chrzanowski gave report and noted that one individual was referred to work connection to get a drug test and that the DPW would be looking to hire the individual with the approval of the Board. Motion made and second to hire the employee. Motion passed 2-0 (Mazik absent)

Acting Superintendent Chrzanowski stated that there are currently no employees out with Covid. It was also noted that the department does have an employee out on leave on the employees own time. Chrzanowski stated that emails and phone numbers of the DPW office staff have been added to the City website. It was further noted that there were some reservations with posting all of the DPW Supervisor's email and telephone information because some of them are often out on the road and might not be able to

respond as efficiently. It was noted that office staff would usually screen these calls to ensure that the public is put in touch with the correct supervisor for certain requests and inquiries. It was noted that the Clerks keep track of these calls and pass them along to supervisors. Commissioner Devine expressed support for publishing the office staff to the City website and making that info available to the public.

PUBLIC WORKS COMMISSIONER DISCUSSION TOPICS

Commissioner Devine (Chair):

- 4. City Council Orders from 2/1/22 Meeting:** Board of Public Works Chair Devine noted that the Board of Public Works has been in contact with the City Council to discuss some of the changes that are being proposed regarding duties and qualifications for the DPW Superintendent positions.
- 5. Proposed language changes to Ordinance Sec 2-201 and 2-221 regarding Duties and Qualifications:** Board of Public Works Commissioner Devine read out the proposed changes that would go in front of the City Council Ordinance Committee. Motion was made and seconded by Commissioner Garcia to accept the language and have Commissioner Devine refer to the City Council: Motion passed 2-0 (Mazik absent)
- 6. Order that the ordinance committee meet to discuss downtown parking meters in terms of the amount of time allowed & the price charged, as well as how we might increase the number of payment options available. Recommended that the order be referred to the Mayor for the purposes of appointing a Parking Advisory Board to make recommendations to the Ordinance Committee.**
- 7. Parking Advisory Committee:** Items 6 and 7 were addressed as a package with Board Director Devine stating that the idea was brought forward by City Council order. Acting Superintendent Chrzanowski and the Board discussed whom in the DPW could represent the Department on the advisory committee. It was suggested that Chrzanowski and City Engineer Bob Peirent could be initial representatives and that they would see how it goes. Motion was made by Commissioner Garcia and seconded by Commissioner Devine to accept the recommendation of having Acting Superintendent Chrzanowski and City Engineer Bob Peirent act on a Parking Advisory Committee. Motion passed 2-0 (Mazik absent)
- 8. City Council Order: Ordered that the DPW Commissioners appear before the City Council Ordinance Committee to discuss the proposed changes to Sec 2-201 of the City Ordinances:** It was noted that Item 8 was addressed previously in discussion of Items 4 and 5.

Commissioner Garcia: No discussion items

Commissioner Mazik: No discussion items

BOARD OF PUBLIC WORKS - OLD BUSINESS

- 9. Superintendent of DPW Search:** Board of Public Works Chair Devine stated that the search for a permanent DPW Superintendent is ongoing. It was noted that the Board of Public works was hoping that the new language would be adopted by the City Council in order to expand the search. Commissioner Garcia asked how many applicants had applied. Acting Super. Chrzanowski stated that there had been about 5 initial applications and that there had recently been three applications in the previous week but that one of the applicants would require a long commute and the other applicants lacked a municipal background.
- 10. 2022 Commissioner Goals and Objectives for each Board:** No new discussion

11. BOARD OF PUBLIC WORKS - NEW BUSINESS

- Libby Hernandez spoke and stated that there have been concerns with how people are reporting issues such as potholes and other things. It noted that there was a city hot line listed that was not in service and that this was changed and taken off the City website and provided the correct information. It was noted that See Click Fix is a good mechanism for reporting potholes and other issues and that calling the department is the best way for resident concerns to be addressed. It was noted that Hampden and Lincoln had large potholes that have been fixed with cold mix. Acting Superintendent gave an overview of how See, Click, Fix works. Libby Hernandez spoke and stated that she feels that there is room for employment in addressing how the department deals with resident concerns and feedback.
- Kelly Curran, Personnel director for the City of Holyoke spoke and gave overview of the status of applications for DPW superintendent. It was noted that a new round of applications was submitted to the DPW and that interviews would be set up and that the BPW Commissioners would be updated.
- Board of Public Works Commissioner Devine discussed the date of the next meeting and it was decided that Wed. 2/23 at 5:00pm would be a good time for the meeting.

12. SEWER COMMISSION - OLD BUSINESS - None

13. SEWER COMMISSION - NEW BUSINESS - None

14. STORMWATER AUTHORITY - OLD BUSINESS – None

15. STORMWATER AUTHORITY - NEW BUSINESS – None

16. REQUEST FOR EXECUTIVE SESSION – None

17. ADJOURNMENT.

Motion made by Commissioner Garcia and seconded by Commissioner Devine to adjourn the meeting. Meeting adjourned at 5:23pm by 3-0 vote.

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW

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

Wednesday February 23, 2022

COMMISSIONERS PRESENT

Patricia Devine, Chair
Jose Garcia, Member

COMMISSIONERS ABSENT

None

ALSO PRESENT

Robert Peirent, City Engineer
Kelly Curran: City of Holyoke Personnel Director
Ryan Allen, Board of Public Works Clerk
Mike Williams: Project Manager, Suez North America Co.
Mike Burke: Director of Operations, Suez North America Co.

1. OPENING OF MEETING

Motion was made by Commissioner Garcia and seconded by Commissioner Devine to open the meeting. Meeting was opened by a 2-0 vote at 5:00pm.

2. APPROVAL OF MINUTES

Motion made by Commissioner Garcia and seconded by Commissioner Devine to approve the previous minutes for the 2/23/22 Board of Public Works meeting. Motion passed by a 2-0 vote.

3. SUPERINTENDENT'S REPORT- (None)

PUBLIC WORKS COMMISSIONER DISCUSSION TOPICS

Commissioner Devine (Chair):

4. Discussion on having Meeting Minutes Posted Online: Board of Public Works Chair Devine stated that she had spoken with Acting Superintendent Amie Chrzanowski and that this is something that can be done. It was noted that this would be happening soon so that the public can access the Board of Public Works meeting Minutes. Motion

made by Commissioner Garcia and seconded by Commissioner Devine to approve.
Motion Passed 2-0

Commissioner Garcia: No discussion items

5. Request to the City Engineer and Senior Civil Service Engineer of DPW to provide information on immediate, short, mid, and long-term projects to the Board of Public Works along with all responsibilities under the purview of the two engineers in order to get a better and clearer perspective of these positions so that the Board is prepared to initiate appropriate interim measures should the positions not be filled in a timely manner: Robert Peirent Holyoke City Engineer spoke and stated that he has a running list of projects and that this information is available on a spread sheet and that he shares this with the Mayor and Community Development and other pertinent departments in City Hall and that it is usually reviewed on a two week basis. It was noted that Bob had a meeting filmed with the Mayor giving updates on projects throughout the City. It was noted that Bob had grouped the projects into several different categories including roadway improvements sidewalk projects, etc.

BOARD OF PUBLIC WORKS - OLD BUSINESS

6. Jourdain Order: No Discussion

BOARD OF PUBLIC WORKS - NEW BUSINESS

7. Suez: Mike Williams, Project Manager and Mike Burke, Director of Operations for Suez North America Utility Co. spoke and gave an update on work that Suez is doing via Powerpoint presentation. Mr. Burke and Mr. Williams spoke about various innovations that Suez has made including acoustic technology used to detect obstructions in the sewer lines and sensors installed in manhole covers that detects and alarms when there are backups in the system. It was noted that Suez has 17 Full-time employees that work on behalf of Holyoke and a flow chart was presented showing the administrative makeup of Suez. Suez also detailed some of their charitable works and community involvement noting that they sponsor a band in the St. Patrick's Parade and do the clean-up. It was also noted that Suez donates to the Holyoke Boys and Girls Club, charitable Gold Tournaments, Holyoke YMCA and others. It was noted that there have been several improvements made by Suez including replacing and upgrading the influent pumping system, replacing secondary clarifiers, installing waste activated sludge thickeners, replacing pumps at pump stations, installing new odor control systems, etc. It was noted that the current contract with Suez North America was set to expire in October of 2025 and that there are 3 years and 8 months remaining. It was noted that the contract with Suez may be renewed and extended on a 5 year basis renewal term. Commissioners thanked Mr. Burke and Mr. Williams for their presentation and their work on behalf of the City.

8. Personnel Director update on current and future vacancies within the DPW: Personnel Director Kelly Curran gave an update on employment status of the DPW and noted that there are three new hires coming and that they are awaiting drug screening results to be able to come on board.

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.

Motion made by Commissioner Garcia and seconded by Commissioner Devine to adjourn the meeting. Meeting adjourned at 5:58pm by 3-0 vote.

Respectfully Submitted,
Ryan Allen: Principal Acct. Clerk Holyoke DPW

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

Monday, March 7, 2022

COMMISSIONERS PRESENT

Patricia Devine, Chair
Jose Garcia, Member

COMMISSIONERS ABSENT

None

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent
Robert Peirent, City Engineer
Kelly Curran: City of Holyoke Personnel Director
Ryan Allen, Board of Public Works Clerk
Mike Williams: Project Manager, Suez North America Co.
Mike Burke: Director of Operations, Suez North America Co.

1. OPENING OF MEETING

Motion was made by Commissioner Garcia and seconded by Commissioner Devine to open the meeting. Meeting was opened by a 2-0 vote at 5:00pm.

2. APPROVAL OF MINUTES

Motion made by Commissioner Garcia and seconded by Commissioner Devine to approve the previous minutes for the 2/23/22 Board of Public Works meeting. Motion passed by a 2-0 vote.

3. SUPERINTENDENT'S REPORT- Acting General Superintendent Amie Chrzanowski spoke and gave an update on recent and pending hires for the DPW. It was noted that Amie would like to hire three individuals that had submitted applications. Commissioner Garcia made a motion, seconded by Commissioner Devine to approve the three hires. It was also noted that a mechanic applicant had been given an interview and that the individual was impressive and qualified, and that Amie would like to hire the individual. Motion was made and seconded to offer the individual employment: Motion passed 2-0. Amie Chrzanowski gave overview of Holyoke St. Patrick's race and parade prep including street sweeping and permits.

Commissioner Garcia asked how many vacancies there would be with the new hires: It was noted that there would be 3 HMEO (Heavy Machine Equipment Operator) positions open if all goes well with the hires and background checks etc.

Commissioner Devine asked about random drug testing: It was noted that the employees that have been brought up for random drug tests had either retired or the individuals had moved on from the Holyoke DPW. It was noted that the random drug test is drawn from the employee pool that has been submitted. It was noted that because of this, there was no current employee called for testing the last two months.

It was noted that a DPW staff member had noticed that a resident was struggling with chest pains and that the DPW employee, had called for help and assisted the resident, whom was having a heart attack. It was noted that the resident was extremely grateful and that this was a good example of someone in the DPW staff going above and beyond the call of duty. Commissioner Devine requested that a letter be generated and put into the employees file to reflect this action.

A. Abatements:

1. 1780 Northampton Street: accept abatement for 2/3s to have customer pay 581.25 instead of the full metered amount. Resident Laura Perez spoke and stated that she almost fell out of her seat when she checked the bill. It was noted that there was not anything wrong with the meter but that was noted that there was a repair needed and that she paid for a part for about 9 dollars and that she is hoping that the DPW will follow the footsteps of the water department and allow for the abatement. It was noted 2/3rds plus interest had been abated for water bill. Motion made and seconded to abate the account for the disputed 2/3rds and the interest amount: Motion passed 2-0

Mr. Garcia spoke and noted for the record that the DPW commission does not usually grant abatements and noted that the DPW should not abate when the City is not at fault for increased usage.

2. 1735-1737 Northampton Street: It was noted that the resident had just recently asked to attend the zoom meeting. Motion was made by Commissioner Garcia and seconded by Devine to table the abatement hearing to allow the resident to attend the zoom meeting. Motion passed 2-0

3. 354 Hampden Street: Acting General Superintendent Chrzanowski gave overview of the abatement request noting that the Water Department abated $\frac{1}{4}$ of the bill and the interest. Commissioner Garcia made a motion, seconded by Commissioner Devine to match the abatement approved by the Water Department. Motion passed 2-0

4. 131 Beech Street: Amie Chrzanowski gave information on the abatement but

stated that the amount that requested was very small and just about 5 dollars or so. Motion made by Commissioner Garcia, seconded by Devine to table the abatement request. Motion passed 2-0

B. Shut-off program: Acting Superintendent Chrzanowski spoke and stated that the Water Department gave the green light to DPW to begin shut offs on cycle 1. It was noted that there were accounts outstanding and that arears accumulating over 200 dollars would trigger the shut-off notices. Chrzanowski estimated that t there would be around 140 letters that would be sent out. Chrzanowski also gave overview of the how the shut off system works, and how the various notices are incrementally given out to the people on the shut-off list. Motion made and seconded to make the shut off at 200 dollars or more owed. Motion passed 2-0

PUBLIC WORKS COMMISSIONER DISCUSSION TOPICS

Commissioner Devine (Chair):

4. Suez: It was noted that Mr. Burke had put together service fee breakdowns that was discussed at the previous meeting. It was noted that Mr. Burke had done three years of the breakdowns. Amie Chrzanowski spoke about projections of where the City should be with sewer fee, it was noted that Bill Fuqua had given analysis supported by City Engineer, Bob Peirent, that fee adjustments need to be somewhat continuous to change to meet new financial realities. Commissioner Devine asked Amie to draft a thank you letter to Suez for their presentation.

Commissioner Garcia: No discussion items

BOARD OF PUBLIC WORKS - OLD BUSINESS

5. Jourdain Order: Board of Public Works Chair Devine spoke and stated the Commission had done its due diligence on the order and that it was taken up for consideration but that after discussions between the Board and City Engineer Bob Peirent and that it looks like it would not be a good fit and that the program would not be viable. Commissioner Devine asked that a letter be drafted to Councilor Jourdain to spell out the various reasons that the program was deemed unviable. Robert Peirent stated that there are some private companies that offer insurance for these kinds of things in a 3rd party system.

BOARD OF PUBLIC WORKS - NEW BUSINESS

Board of Public Works Commissioner Patti Devine spoke and announced that she would be resigning from the Board of Public Works effective April 1st.

Commissioner Garcia spoke about potholes, and made a suggestion that trash men could also report potholes and that this would be a great way to keep an updated inventory of the potholes. Mr. Garcia stated that the trash men could have pad and paper and write down the pothole locations. Motion made and seconded to implement the policy and have trash men report potholes: Motion passed 2-0

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.

Motion made by Commissioner Garcia and seconded by Commissioner Devine to adjourn the meeting. Meeting adjourned at 5:29pm by 2-0 vote.

Respectfully Submitted,
Ryan Allen: Principal Acct. Clerk Holyoke DPW

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

Monday, March 22, 2022

COMMISSIONERS PRESENT

Patricia Devine, Chair
Jose Garcia, Member

COMMISSIONERS ABSENT

None

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent
Mary Monahan: BPW Commissioner
Quinn Lonczak: BPW Commissioner Appointee
Ryan Allen, Board of Public Works Clerk
Mike Williams: Project Manager, Suez North America Co.
Mike Burke: Director of Operations, Suez North America Co.
Libbey Hernandez: Resident

1. OPENING OF MEETING

Motion was made by Commissioner Garcia and seconded by Commissioner Devine to open the meeting. Meeting was opened by a 2-0 vote at 5:09pm.

2. Introduction of New Board Members:

Newly appointed Commissioners Mary Monahan and Quinn Lonczak were both present for the meeting. It was noted that they were just waiting their formal confirmation to the Board but that they were happy to participate in the meeting as Commissioners in waiting. Both Mary Monahan and Quinn Lonczak gave introductions and Commissioners Devine and Garcia welcomed them to the Board noting that the next meeting of April 4th would be the first meeting as full Board of Public Works Commissioners.

3. APPROVAL OF MINUTES

Motion made by Commissioner Garcia and seconded by Commissioner Devine to approve the previous minutes for the 3/7/22 Board of Public Works meeting. Motion passed by a 2-0 vote.

4. SUPERINTENDENT'S REPORT- Superintendent's Report: Acting General Superintendent of the DPW Amie Chrzanowski spoke and stated that there was a new

applicant that she was impressed by in interview and that she was looking to hire the individual. It was noted that individual had a background working for the Post Office and that Amie would like the board to support making the hire. Commissioner Garcia made a motion seconded by Commissioner Devine to approve the hire. Motion passed 2-0. Amie Chrzanowski gave overview of the various open positions in the Holyoke DPW. It was noted that there are 9 and soon to be ten positions open. It was noted that an employee had been allocated to the mechanics bay to help with a staffing shortage, but the transition was working out well and that it was Amie's preference as well as the employee's preference for the employee to make the transition permanent. Motion made by Commissioner Garcia and Seconded by Commissioner Devine to approve the transfer: Motion passed 2-0.

Superintendent Search: Commissioner Devine Stated that the Mayor would like the position have interviews to get the position filled. Devine spoke on the urgent need to hire the engineer positions that will be vacated. Mary Monahan spoke and stated that the City Council has not yet decided to change the ordinance. It was noted that the order is currently in the Ordinance Committee and that there could be some news as to how it will proceed and how the Council will vote on it. Mary Monahan suggested that the City reach out and extend the application process especially if the qualifications do get changed by the City Council.

Mary Monahan had questions about utilizing board meetings for interviews and noted that the Board could go into executive session for this purpose. Monahan stated that there should be some standardized questions so that all candidates get the same questions and can respond and that this would help with uniformity and fairness in the process. It was noted that this kind of suggestion could be implemented for the next round of interviews.

Amie Chrzanowski stated that the DPW is looking to start curbside pick-up for yard waste on April 4th but the Department does not have a date to open up the yard waste facility. Chrzanowski went on to state that there has been a lot of positive feedback on the job DPW workers had done for parade weekend preparation and cleanup. Chrzanowski stated that she was looking to have bagels, donuts, and coffee/juice and other things as a thank you to the DPW staff for all the work they did.

Amie Chrzanowski also gave information on shut off program for non-payment of sewer bills and how the program works. It was noted that there are 3 cycles and that Water is on section 1 and DPW is on section two. Chrzanowski stated that initial warning letters have been sent out to let people know that they are in arrears and will be facing shut off. Chrzanowski explained the shut-off process and how warning letters are sent to residents. Chrzanowski spoke about utilizing these shut-off warnings as opposed to placing liens in order to get better collection rates. Chrzanowski gave overview of how she operates payment plans and noted that people can seek a payment plan in order to be removed from the shutoff list. It was noted that there are two contracted companies that need to clear the yard waste facility and that the DPW needs about 50 thousand dollars to get it cleared. It was noted that the yard is closed to the public for the time being.

PUBLIC WORKS COMMISSIONER DISCUSSION TOPICS

Commissioner Devine (Chair):

- 5. New Permit Fee Schedule: Needs to be signed:**
- 6. Ordinance Language and email to City Councilors as to their intent of the language: "In addition, the Director of Public works shall perform such other duties, not inconsistent herewith, as the city council may prescribe.":**
Commissioner Devine spoke and stated that in her discussion with City Solicitor Lisa Ball they have considered language for the proposed ordinance. Patti Devine spoke and gave overview of email that she had sent to the City Council expressing that she did not feel that the language provided by the City Council does not match the language that was requested by the Board. It was noted that there may be some clarity once the Ordinance Committee makes their final votes along with the full City Council. It was noted that Commissioner Devine would check to see the status of the ordinance change.

Commissioner Garcia: No discussion items

BOARD OF PUBLIC WORKS - OLD BUSINESS

- 7. Suez: Service Fee Program:** Mike Burke gave overview of the Suez Service Program by year from 2018-2019, 2019-2020, and 2020-2021. Service fee breakdown included information on the Plant Element, Collection System Element including CSO abatement Facility and Stormwater Collection, Industrial Pretreatment Element, Industrial Element, Disposal Element, Electricity Element and Deferred Fee. It was noted that the total service fee for 2018-2019 was \$6,577,641 and \$7,026,358 for 2019-2020 and \$6,768,275 for 2020-2021. Commissioners thanked Suez again for presenting their information and for the services they provide.

BOARD OF PUBLIC WORKS - NEW BUSINESS

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.

Board of Public Works Commission Chair Patti Devine spoke and noted that this would be her last board meeting. Commissioner Devine thanked her fellow members of the Board as well as Acting Superintendent Amie Chrzanowski for their service. Commissioner Devine stated that it was her pleasure to serve as the Chair of the Board of Public Works. Members of the Board expressed their gratitude for Devine's service to the Board.

Motion made by Commissioner Garcia and seconded by Commissioner Devine to adjourn the meeting. Meeting adjourned at 6:09pm by 2-0 vote.

Respectfully Submitted,
Ryan Allen: Principal Acct. Clerk Holyoke DPW

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

Monday, April 4th, 2022

COMMISSIONERS PRESENT

Jose Garcia: Commissioner
Mary Monahan: Commissioner
Quinn Lonczak: Commissioner

COMMISSIONERS ABSENT

None

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent
Robert Peirent: City Engineer
Ryan Allen, Board of Public Works Clerk
Mike Bissonette: Assistant City Solicitor

1.OPENING OF MEETING Motion made by Commissioner Garcia seconded by Commissioner Monahan open the 4/4/22 meeting of the Board of Public Works: Meeting called to order at 5:00m by a 3-0 vote.

It was noted that with Chair Patti Devine's resignation from the Board of Public Works the three-person board would vote for a new chair with a simple majority of the Board members voting for the new Chair.

Commissioner Mary Monahan spoke and stated that she would be willing and able to take on the role as the Chair of the Board and put forward that she would be willing to take on that responsibility. Mary Monahan gave an overview of her experience and noted that she has experience on the Board of Public Works and with various other boards and commissions.

Mr. Garcia stated that he felt that Mary Monahan would have too many conflicts of interests because of past experiences with members of the City Council such as Councilors Jourdain and Bartley.

Commissioner Monahan noted that she does not have a conflict of interest and stated that she is a Holyoke resident that has formed relationship with many people but that these relationships

do not constitute a conflict of interest. Commissioner Monahan stated that she did feel a bit offended at the aspersion that she has a conflict of interest with these Councilors.

Commissioner Garcia stated that he had some concerns about Commissioner Monahan's relationship to former Police Chief and Sargent Robert Wagner. Commissioner Monahan stated that Mr. Wagner is her brother-in-law and that he had some issues in the past with the City of Holyoke but that she was totally independent from this and that their relationship was not relevant to her service on the Board of Public Works.

Commissioner Monahan noted her qualifications and stated that she feels offended at the implication that these relationships would have any effect on her impartiality and ability to serve on the board. Commissioner Garcia spoke and apologized if he came across the wrong way or offended Commissioner Monahan.

Motion was made and seconded to nominate Quinn Lonczak as Chair of the Board of Public Works. Quinn Lonczak was voted Chair of the Board of Public Works Garcia, Mr. Quinn Lonczak voted chair of the board.

Commissioner Lonczak asked that the board get into the agenda. It was noted that the Chair of the Board has taken leadership of running the meetings and going through the agenda with the Board.

2. Consideration of Minutes of Previous Meeting 3/23/22: Mary Monahan stated that there were some corrections to her name that should be corrected and that both she and Quinn should be added to the votes taken at the 3/23/meeting. It was noted that Board of Public Work's Clerk would make the necessary adjustments to the minutes. Motion was made and seconded to approve the previous meeting minutes with the pending changes. Motion passed 3-0

3.Superintendents Report: Acting General Superintendent Amie Chrzanowski gave overview of the staffing situation noting that the Department was still looking to fill positions and that she would be conducting 6 interviews for 5 laborers and one HMEO job. It was noted that there are 11 job openings, but some are for upper management and HMEO. It was noted that there is a salary study being conducted that compares City of Holyoke Holyoke DPW salaries to other communities.

Chrzanowski spoke about a modified assignment for the Recycling Coordinator who is out on paid leave for personal reasons and right now the Department is hoping to get someone to fill In and take on that responsibility on a temporary basis. It was noted that the City was drafting a MOA to have the DPW Safety Inspector to take on the role of the Recycling Coordinator position.

Chrzanowski gave overview of the shut-off program and noted that the DPW has sent the letters and has now physically posted on the locations and gave the stats on how many properties have been posted on for shut-off including the final dollar figures owed.

Hazardous Waste Day: Acting Superintendent Chrzanowski stated that there are 2 hazardous waste days scheduled every year near Memorial Day weekend and Columbus weekend. It was noted that Casella pays a portion for the two hazardous days. It was noted that the price for these two hazardous waste days was almost 31,000 dollars. Chrzanowski asked if there was any appetite of the board to see about limiting hazardous waste day once a year instead of twice of year as a money saving action. Chrzanowski went on to give a few examples of surrounding communities and what they offer for hazardous waste disposal.

Commissioner Monahan noted that the City of Holyoke has already sent out calendars that have advertised the two hazardous waste days in May and October. Monahan stated that it seems that the City would have to ask the City Council for a financial transfer to fund having the hazardous waste days. Mary stated that the DPW should be looking for ways to fund the May date and then look at options for the second date. Acting Superintendent Chrzanowski spoke and stated that maybe for the 2023 the department can look at moving to only one hazardous waste day to save money. Commissioner Quinn Lonczak stated that he agrees with keeping the two dates for now especially because the dates have already been printed and handed out and advertised for. Motion made and seconded to have the two hazardous waste days this year and then move to one hazardous waste day in the next year. Motion passed 3-0

Mary Monahan spoke on the department labor shortage and noted that there was a webinar that Mass Municipal Association had put on and stated that there could be some apprenticeship programs through Dean Tech. Mary Monahan stated Bay State Roads is the program name. Mary stated that it was just a suggestion to see if it some students and a partnership with Dean to identify students that would be good for working for the City.

Quinn agreed with Mary that this could have the potential to help the department to fill these positions

Lonczak:

Garcia:

Monahan:

4. Update from Commissioner Monahan on tour of WWTP and CSO: It was noted that Commissioner Monahan had taken a tour/visit to the wastewater treatment plant and had passed on notes from her visit. It was noted that Amie would circulate the notes. Mary Monahan

stated that she has worked with the guys from wastewater treatment plant, and stated that some of her notes could be useful for contract negotiations so she would be careful of what she says publicly. Monahan stated that this waste-water treatment plant is very clean and organized and that it was impressive. Commissioner Monahan asked for a sit down with representatives with Veolia to go over all the lines of the contracts. Mary stated that she wanted to get some guidance from the Board as to how the contract could be better studied and that this contract could be explored to see how they interpret the language in the contract. Mary Monahan stated that equipment and vehicles are present on site and are no longer being used and suggested that these vehicles be declared surplus and have them be auctioned off to recoup some funds for the City. Commission Chair Lonczak said maybe the Procurement office in the City should be advised to see about going forward with making this equipment and vehicles surplus. Commissioner Lonczak agreed with Mary that the WWTP is maintained in a very good way.

Commissioner Monahan stated that the Board should look to have the Mayor attend a BPW meeting to see what his thoughts and plans are for the Department of Public Works. It was noted that she would be open to inviting him in to have him speak on some of his goals, and his vision. The rest of the Board agreed with Monahan and motion was made and seconded to invite the Mayor into the next BPW meeting for that purpose. Motion passed 3-0. It was noted that Ryan Allen would take on role of inviting the Mayor to the next meeting

5. Discuss committee procedures and protocols

- **Submitting agenda items**
- **Agendas and agenda packets**
- **Verbal and/or written updates on member activities**
- **Consider member liaisons**

Commissioner Monahan asked how topics of discussion can be submitted to get onto an agenda and wondered about the process for submitting agenda topics. Commissioner Monahan also spoke about having some volunteer liaisons for certain things such as the Waste Water treatment plant.

Acting General Superintendent Amie Chrzanowski spoke and stated that right now Commissioners should be submitting agenda items to Ryan Allen. It was noted that Ryan Allen would be the point person for submitting agenda material. It was noted that physical packets can be made and delivered to each of the commissioners or this can also be done electronically. Chrzanowski stated that she would make packets if there are materials that are lengthy to save the commissioners from having to print a lot of papers.

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 6:09PM by a 3-0 Vote

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW

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

Thursday May 5, 2022

COMMISSIONERS PRESENT

Mary Monahan: Commissioner
Quinn Lonczak: Commissioner

COMMISSIONERS ABSENT

Jose Garcia

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent
Robert Peirent: City Engineer
Ryan Allen, Board of Public Works Clerk
Libby Hernandez

1. OPENING Of Meeting: Motion was made by Commissioner Monahan and seconded by Commissioner Lonczak to open the meeting: Motion passed 2-0 (Garcia absent)

Board of Public Works Chair Quinn Lonczak stated that Commissioner Garcia was unable to attend the meeting because of a family matter.

2. Consideration of Minutes of Previous Meeting 4/7/22: Mary Monahan stated that in paragraph 3 of the previous meeting minutes, in regards to her experience, the wording should say that she had experience with the “American Public Works Association” and should be revised. Motion was made and seconded to amend the previous meeting minutes and approve them as amended: Motion passed, and meeting minutes were approved 2-0 (Garcia absent)

3. DPW Director’s Report: Acting DPW Director Amie Chrzanowski spoke and gave status of the personnel situation at the DPW noting that one employee was recently out on workman’s comp. which may require surgery and stated that the employee may be out for a while. Acting Director Chrzanowski stated that the DPW had a very good and dependable employee leave the DPW on April 1st to try to find a better career opportunity but that this did not pan out. Chrzanowski stated that the person reached out to her in an effort to get rehired. It was noted that he was a very good employee and has the backing of his former supervisor. It was also noted that the employee was on for about 8 months before departing. Chrzanowski stated that the employee would need to pass another drug screen before being able to be rehired.

Acting DPW Director Chrzanowski gave overview of the budget negotiations taking place in coordination with Mayor Garcia, and stated that she had met with the Mayor for the final round of budget negotiations. It was noted that all of the various unions are in the midst of contract negotiations. Chrzanowski stated that for the most part it seems like the budget is close to being done and proposed by the Mayor to the City Council for final cuts.

Commissioner Mary Monahan spoke about her wish to see the DPW participate in certain workshops and municipal associations in order to network and to study and see what benefits are available for the Holyoke Department of Public Works.

Commissioner Monahan spoke on potential auction of surplus equipment at the Wastewater Treatment Plant noting that it could be a good opportunity for DPW to inventory any unneeded/unused equipment and to bundle the equipment in order to see the potential benefits of an auction. Commissioner Monahan spoke about potentially looking to contract with Tom Collins to get help on appraising the value of these materials understanding the process to get this equipment to a potential auction.

Lonczak:

Garcia:

Monahan:

4. Next steps to ensure that turnover for that City Engineer position is funded:

Commissioner Mary Monahan stated that Kris Baker was offered the position and that she will accept the offer. It was noted that Barker would be looking to begin at the DPW on May 31st according to City Engineer Bob Peirent. It was noted that Bob will help assist in end of year fiscal projects into July but that he could not commit further than that at this time. Commissioner Monahan asked Bob if he was happy with the resolution and the hire and the process to onboard the new City Engineer. Bob Peirent stated that he is content with the process because he had set up this process for exiting the DPW and that he was happy to at least get someone coming in that could begin some training and have a transition process. BPW Commission Chair Lonczak stated that this seems like the best situation that could have been asked for because there is an engineer on while Bob is on and leaving. It was noted that DPW is made up of 12 budgets and that all the budgets have been requested for an overall increase with the exception of the City Engineer's budget. It was noted that in R and M lines there are increases because of the need to have prevailing wages incorporated in DPW functions.

5. Process for BPW to provide input into the budget process: Acting Director Chrzanowski spoke and stated that the DPW is currently at the end of it's budget input process as the Mayor is looking to officially present his budget to the City Council at the end of the week. Acting Director Chrzanowski stated that she is feeling good about the budget as proposed and noted that the City is still in the midst of contract negotiations which are pending. It was noted that field conditioner equipment would be a potential new equipment purchase to the department potentially a new truck for the Forestry Division. Chrzanowski gave overview of the process for submitting requests for new equipment and upgrades. It was noted that there is a new budget for the pool because it was redone and needs chemicals and it was further noted that the pool was offline for the past two years because of the pandemic. It was noted that the City is looking to other outside communities to see about chemical supplies for the redone pool.

6. Update on discussion re P3 city consulting team: Commissioner Monahan spoke and stated that the Mayor wants to present a request to City Council to begin preliminary steps in getting a consulting team together for engineering needs. It was noted that this consulting need would likely take on new importance in light of the transition taking place within the Engineering office.

7. Rules of order: Commissioner Monahan spoke and stated she just wanted to be sure that the board was compliance with all aspects of the open meeting law. Commission Chair Lonczak stated that he would ensure that the Board was in compliance with the OML and noted that he agreed that if there are any questions about OML compliance the board could look to the City Solicitor's office for guidance.

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: Motion was made and seconded to adjourn the meeting: Meeting adjourned at 6:09pm by a 2-0 vote. (Garcia absent)

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW

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

Monday June 6, 2022

COMMISSIONERS PRESENT

Quinn Lonczak: BPW Commission Chair
Jose Garcia: Commissioner
Mary Monahan: Commissioner

COMMISSIONERS ABSENT

ALSO PRESENT

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

1. Opening Of Meeting: Meeting was called to order at 5:00pm

2. Consideration of Minutes of Previous Meeting 4/7/22: Tabled

3. DPW Director's Report: (report was given in Item 7)

4. Presentation from Hazen and Sawyer to the Board of Public Works: Representatives from consulting firm, Hazen and Sawyer were present and gave presentation to the board where reps gave overview of the experience and insight that Hazen and Sawyer brings as a consulting firm. Mary Monahan spoke on the pending contract extension with Veolia and the facility and operations of the Wastewater Treatment Plant. Mary Monahan stated that Hazen and Sawyer come with a great reputation in the industry and are one of the best to be consulting on Holyoke and its relationship with the WWTP. Scott Bonett, Project Director for Hazen and Sawyer spoke and gave a brief overview of Hazen and Sawyer and some of the services that they could provide in analyzing the contract details between the City of Holyoke and Veolia North America. Ben Levin, Project Manager for Hazen and Sawyer and Ryan Nagel Utility Management Lead, were present for the meeting and Mr. Mo Abu-Orf, Biosolids and Residuals Lead, was also able to join the meeting by cell phone. It was noted that Hazen and Sawyer is an engineering firm focused exclusively on the water sector, drinking water, waste water, storm water, and reuse. It was noted that Hazen and Sawyer is not a publicly traded company and is 100 percent employee owned. Mr. Bonett, gave overview of the Hazen and Sawyer offices and it was noted that they have a fairly large presence in New England, including Boston, Lowell, Nantucket, Springfield, Danvers and Somerville.

It was noted that Hazen and Sawyer would work with the City to ensure that the City is properly developing and maintaining its assets in relation to Veolia or other potential utility companies. Ryan Nagel spoke and gave overview of the services that Hazen and Sawyer provides to preserve and maintain assets. Mr. Bonett gave overview of a 3 step approach with step one being "review and expand upon asset condition evaluation, Step 2 evaluation of the current operations contract with Veolia. The third step was to compare condition and O&M performance with contract SLAs. It was noted that additional steps include Evaluating renegotiation versus going to a competitive bid for the next contract, and lastly, proposing enhanced language for the next contract.

Jose Garcia asked about odor control at the wastewater treatment plant. Mr. Garcia stated that in certain areas there are real concerns about the odor mitigation aspect of the plant. it was noted that there are various chemicals used and Mr. Ben Levin gave overview of odor mitigation strategies and which chemicals are used. Commissioner Garcia noted that last year there were complaints about odor of the plant and noted that he would like to prioritize odor mitigation to ensure that City residents are protected from the byproducts of wastewater treatment.

Hazen and Sawyer stated that they do not have conflicts of interest with some of the big operators like Veolia and American Water, and therefore the firm is reliable to give honest and straightforward assessments and that Hazen and Sawyer have independence and autonomy and do not have corporate alliances with the big operators out there. It was noted that Holyoke has a CSO system which stands for Combined Sewer Overflow. It was noted that Hazen and Sawyer has deep experience in integrated planning for CSO cities. City Engineer Bob Peirent spoke and stated that as the contract is currently configured, Veolia (formerly Suez) takes on the majority of the liability risk in its current agreement with the City. Mr. Peirent stated that the current agreement is beneficial to the City because it has Veolia taking on a larger risk percentage than the City takes on when it comes to liability.

It was asked whether Holyoke is happy with the services of Veolia Bob Peirent gave quick rundown of the services provided and noted that there are not too many utilities that compare to Veolia in size and scope. Peirent stated that there is only one and maybe two players that could really be competitive in replacing Veolia. Talks were centered around contract with Veolia and ensuring that the Board and others in the City get the best possible deal when it comes to renewing the contract. Motion was made and seconded having Motioned to request a proposal to see each step broken out, motion passed 3-0

5. CDBG contract time extensions for Springdale Playground and Sewer Rehabilitation:

BP: spoke and gave overview of the CDBG projects. Mr. Peirent noted that two contracts are ongoing for Springdale Playground it was noted that there are some minor changes noting that the playground must have a walkway around the playscape. It was noted that the top of the tower is not meeting industry standards for safety and is climbable and it will be taken off the plan. Motion was made and seconded to approve and sign the time extension. Motion passed by a 3-0 vote.

6. Execution of CDBG sidewalk replacement funding agreement: City engineer gave overview of the Community Development Block Grant and the plan to execute the CDBG sidewalk replacement plan. Bob Peirent gave an overview of how the CDBG process works and how and where funds would be allocated to the sidewalk replacement project. Execution of CDBG sidewalk replacement funding agreement. Motion made and seconded to sign on to the execution of the CDBG funding agreement: Motion passed 3-0

Lonczak:

Garcia:

Monahan:

7. Request that Acting DPW Director review open DPW positions and pay, including length of vacancies and impacts on operations, and resulting surplus budget: Acting DPW Director Amie Chrzanowski spoke and stated that she was providing the Board with an updated organizational chart because there were some resignations and vacancies since they were last provided. Commissioner Monahan asked why people were resigning, it was noted that many of the reasons given is the salary and because DPW is not really competitive salary-wise with other communities or the private sector. Chrzanowski gave overview of all of the vacancies within the department. It was noted that there are HMEO positions that are open. Chrzanowski stated that HMEO positions have been hard to fill. It was noted that there will be a new contract with these laborers and that there is an increase in salary included but that it still may not be competitive with other companies or communities. It was noted that HMEO positions do get paid more than straight laborers and more than maintenance men. Chrzanowski stated that everything labeled green in the org chart is hurting and that things like berms, curbing, sidewalks, painting were taking a hit because of the lack of employees. It was stated that this is because workers have to cover for trash pickup. It was noted that the trash crew currently is very good and dependable but that when there is a need to take people from other things and have them do trash it can make things very challenging. Chrzanowski stated that if the budget is passed as proposed there would be more laborers for the DPW

8. BPW To review and approve letter to the Mayor regarding DPW Director Salary Cap and minimum years of experience. Final draft was submitted to the Board of Public Works to make any agreed upon changes or revisions. It was noted that the Board felt comfortable with the language and message contained in the letter. Motion was made by Commissioner Monahan and seconded by Commissioner Garcia to sign the letter and have it formally sent to the Mayor. Motion passed by a 3-0 vote.

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: Motion was made and seconded to adjourn the meeting: Meeting adjourned at 6:57pm by a 3-0 vote.

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW

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

Monday July 11, 2022

COMMISSIONERS PRESENT

Quinn Lonczak: BPW Commission Chair

Jose Garcia: Commissioner

Mary Monahan: Commissioner

COMMISSIONERS ABSENT

ALSO PRESENT

Kris Baker: City Engineer

Ryan Allen: Board of Public Works Clerk

Tanya Wdowiak: City Auditor

Mike Bissonnette: Assistant City Solicitor

1. Opening Of Meeting: Meeting was called to order at 5:00pm

2. Consideration of Minutes of Previous Meeting 4/7/22: Tabled

3. DPW Director's Report: It was noted that Acting DPW Director Amie Chrzanowski was on vacation and was unable to attend the meeting.

5. Discussion of the City of Holyoke Sewer Rate: Board of Public Works attempted to implement zoom meeting location at 63 North Canal Street in the Pellissier Building. City Auditor Tanya Wdowiak was able to call in via zoom and give some details about the sewer enterprise fund. The Board discussed the state of the sewer enterprise fund and gave some background regarding the various sewer increases that have been implemented previously by the City. Throughout the discussion there were various internet connection issues with the zoom meeting due to internet service issues within the building. BPW Chair Lonczak stated that he felt that based on the poor quality and spotty internet service of the zoom aspect of the meeting the item should be tabled in order to have the meeting in a location with better service.

Commissioners asked Clerk Ryan Allen to secure a room for the next meeting that would have a stronger internet connection and hybrid meeting access. Motion was made and seconded to table the sewer rate discussion to the upcoming meeting at the beginning of August. Motion was made and seconded to table item 5: Item 5 tabled 3-0

6. Update on Chapter 90 Projects WRAP: City Engineer Kris Baker stated that Palmer Paving will be able to pave High Street 1" mill and overlay in October, and they he is waiting on Palmer for exact schedule and also waiting for Sr. Civil to bid crackseal, microsurfacing, and finalize Palmer resurfacing list for next calendar year.

7. TIP Projects: City Center, Beech at W Franklin/Resnic: City Engineer Baker gave update stating that City Center, VHB at 75% design, moving toward 100%; Baker noted the Need to avoid cutting trees due to increased MEPA and EJ requirements that will set project schedule back and be costly for environmental documents and public outreach process.

8. Update on sidewalk projects (CDBG): City Engineer Baker stated that Procurement is required under Part 200, and may complete engineering in-house with Sr. Civil Engineer.

9. Update on Raised Crosswalks (Mass DOT Shared Streets): City Engineer Baker stated that the City is waiting for the State to return State Contract; and that MassDOT okay'd removing Homestead Ave and adding RRFBs if budget allows for Sargeant and Appleton crosswalks

10. Sewer Rehabilitation (ARPA): City Engineer Baker noted that this is going out to RFQ for engineer

11. Sewer Separation Projects- Jackson St. River Terrace: City Engineer Baker noted that paving almost complete; line painting and sidewalk work still left; possibly pave the breakdown lane on Canal St, waiting on Palmer quote for CO

Lonczak:

12. Update on sewer service repair insurance/replacement program: Commission Chair Lonczak stated that he would just need a bit more time to follow up and give a report on the sewer service repair insurance/replacement program. Mr. Lonczak stated that he would likely be able to give update at next meeting.

Hernandez: (N/A)

Monahan:

13. Update on Waste Management Improvement Plan: Commissioner Monahan updated the BPW on plans to improve trash and recycling pick up and processing in the City of Holyoke.

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: Motion was made and seconded to adjourn the meeting: Meeting adjourned at 6:57pm by a 3-0 vote.

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW

**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

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

Monday August 15, 2022

COMMISSIONERS PRESENT

Mary Monahan: Commissioner

Libby Hernandez: Commissioner

COMMISSIONERS ABSENT

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent

Kris Baker: City Engineer

Ryan Allen: Board of Public Works Clerk

Kevin Jourdain: Holyoke City Councilor

1.Opening of the Meeting: Meeting was called to order at 5:39PM

Board of Public Works proceeded out of order to take up agenda item 4:

4. HomeServe Sewer Insurance Presentation: Mike Chambers, representative of HomeServe Insurance was available for the meeting and gave a power-point presentation to the Board. City Councilor Kevin Jourdain was also present to participate in discussion surrounding the potential sewer line insurance program. In his presentation Mr. Chambers stated that a lot of residents do not realize that they are responsible for their section of the sewer lines and noted that there is an educational element to the program and that ServePro provides free education and outreach dealing with customers and other aspects.

Mr. Chambers gave overview of how the insurance program works and how HomeServe implements the insurance program for other municipalities. Mr. Chambers stated that they do sewer line maintenance and repair ranging from small items being lodged in sewer pipes to full replacement of sewer lines. It was noted that there is a 7 days a week 24/7 call center for residents to utilize when they have issues and that this service is covered by HomeServe.

Mr. Chambers noted that HomeServe operates in over 1100 municipalities and has an A- plus rating by the Better Business Bureau and gave a list of industry awards that have been given to the company. Commissioner Monahan asked how many

communities the company served in Massachusetts and Mr. Chambers answered that West Springfield is the first client from the commonwealth.

Mr. Chambers stated that the cost for the sewer line insurance program is 7 dollars and 75 cents per month and that the fee is for any resident seeking to opt in to the insurance program.

It was stated that out of the \$7.75 monthly fee that residents would pay, 50 cents from each payment comes back to the City as a royalty. It was noted that the City could then choose to start a fund with these royalty funds or waive the royalty aspect of the program and in that case HomeServe would simply deduct 50 cents from the monthly fee.

Mr. Chambers stated that there is no minimum number of sewer users for implementation of the program but that after the first notification mailing to residents about 10 percent of residents sign up, and that the participation rate typically increases to around 20 percent in the second year. Mr. Chambers said that the company does a universal mailing to the residents in the City at their expense to help spread awareness of the program and benefits of participation. It was noted that there is no deductible if a resident puts a claim in.

Kevin Jourdain spoke and thanked the Commission for setting up the presentation. Councilor Jourdain referenced the insurance program piloted by the Water Department and stated that this third party insurance system could potentially be better than what was implemented by the Water Department. Councilor Jourdain stated that residents have been blindsided by sewer line damage and that this could help with maintenance but also allow for interested residents to affordably be able to get these things repaired. City Engineer Kris Baker explained that sewer line fixes can be very costly to residents and can run up to \$20,000 dollars depending on how deep the lines are. Mr. Chambers stated that \$8,500 is the max payout to fix sewer line.

Mary Monahan asked how the City should continue the conversation discussion and receive more information on the potential service. Mr. Chambers said that he can get back to the Board with some numbers based on some further research and information gathered from the meeting. Mr. Chambers stated that that if the City went forward with the program fully and universally then the price would be cheaper. It was noted that Mr. Chambers would run some numbers based on the amount of sewer accounts the City of Holyoke has.

It was noted that the City could compel residents to all pay this insurance. Libby Hernandez stated that she thinks that compelling people to buy the insurance would likely not be well received by residents, especially those who have a tough time just paying their sewer bill. Councilor Jourdain noted that the residents who are most likely to struggle paying sewer bills would be most hurt with a repair bill for the sewer line.

Amie Chrzanowski and Kris Baker stated that one of them would speak with reps from West Springfield to learn more about their sewer line insurance program. It was also noted that the Committee would wait to hear back from Mr. Chambers with his cost

estimate. Commissioner Monahan noted that there are public procurement questions that will need to be addressed.

2.Consideration of Minutes of the past meeting: Tabled

3. Superintendents Report: Acting DPW Director Amie Chrzanowski spoke and stated that there is a new HMEO that has started and that another HMEO employee would begin employment on Monday. Chrzanowski stated that there are interviews taking place to fill 4 positions that require a CDL. Chrzanowski noted that there is an interview being set up for a Senior Civil Engineer and that Mary Monahan could be present for the interview if available. Commissioner Monahan stated that she has no concerns with only Kris and Amie doing the interview. It was noted that there could be OML considerations if more than one Board commissioner is present because of laws related to a quorum.

Amie Chrzanowski gave information on potentially moving an employee from a loader position to taking on the Construction Supervisor position that has been vacant for several months. Chrzanowski updated the Board on a custodial change that took place noting that there will be a new full time custodian for the Senior Center. Chrzanowski also gave information on the Refuse and Recycling coordinator noting that he is being placed on unpaid leave.

Commissioner Monahan spoke on potential grant funding for filling some positions and stated that the Pioneer Valley Planning Commission could be a vehicle for these types of grants. Chrzanowski stated that Rory Casey was working with the Department on putting together list of large capital items needed by the DPW. Chrzanowski stated that she spoke with supervisors and others to see what the equipment needs are for the department. It was noted that Mayor Garcia was requiring boards and commissions to approve time off for their respective department heads. That includes the Board of Public Works. The Commission agreed that email notification to the commissioners from the acting superintendent in advance of the time off would be appropriate.

Public Works Commissioner Discussion Topics:

Monahan:

5. Report from Interim Superintendent of Public Works on the problems with trash collections during the week of August 1 including

- **Why enough staff failed to report to work**
- **What were the operational impacts on collections and other DPW functions**
- **What are the additional financial costs**
- **Are there existing policies to prevent this from happening again**
- **How the Board of Public Works can help:**

Acting DPW Director Chrzanowski spoke and gave overview of the various DPW departments and how many employees had pre-approved time-off. Chrzanowski stated

that there was only one employee in the refuse disposal team that had been approved for time off but that there were several call outs including COVID-19 diagnosis and another employee out with a back strain. Chrzanowski gave overview of efforts made to draw personnel from other places within the department to staff the refuse operation. It was noted that the Department had to draw on personnel to man the refuse bay on Tuesday and Thursday which also plays a hand in compounding staffing issues when these kinds of dilemmas take place.

Chrzanowski further stated that the City utilized a DPW loader to move material from under the bridge on Water St. It was noted that this move had the effect of depriving the DPW of a loader. Chrzanowski gave read out of the various call outs that took place during the week. It was noted that there were 3 DPW workers that were tasked with assisting the “Fiesta De Patronales” festival which also drew workers away from an already scarce personnel crew for the department. This needed assistance for DPW support was the result of last-minute change in fiesta location from private property to public property. Open Square notified the organizers only days before the event that their insurance carrier would not let them host the festivities. The event location was then changed. Chrzanowski stated that the operational impact on DPW operations was delayed trash pick-up in the City. Chrzanowski stated that the DPW had a crew out to help catch up with trash on the weekend both Saturday and Sunday but that on Sunday there was no facility for the City to dump the collected refuse so once the trucks were full they stopped operation.

Chrzanowski stated that there are no written policies in place to prevent these kinds of things from happen but stated that there were several uncommon roadblocks including the festival and utilization of the loader that made things more difficult in the refuse collection operation than usual. It was noted these uncommon things in combination with pre-approved vacations helped to make the matter worse.

Chrzanowski stated that it was almost a perfect storm as far as personnel regarding the DPW despite efforts to pull staff from other jobs to do things like run the bays in order to try to keep the trash pick-up staff on pace. It was noted that the staff volunteered to come in on Sunday for refuse collection on their own. Mary Monahan stated that further work needs to be done in preventing these kinds of service delays but stated that the department seemed to have done the best it could with limited resources in a tough situation.

6. Contract with Hazen and Sawyer: Commissioner Monahan spoke and gave updates regarding the status of the contract signing with Hazen and Sawyer to review of the City’s contract with Veolia. Monahan stated that Hazen and Sawyer contract language has been approved by the Law Dept. and that a kickoff meeting for September 16th has been scheduled.

7. Project Kickoff meeting in mid-September: Mary Monahan noted that the Hazen project team will host the kickoff meeting on September 16. Invitees include the acting superintendent, city engineer, Mayor, and Veolia staff.

8. Proposed meeting of the Board of Public Works with the City Council Finance Committee: Commissioner Monahan spoke and stated that the Board is looking for a date to meet with the Finance Committee to discuss the sewer rate and the breakdown of the sewer enterprise fund.

Hernandez:

BOARD OF PUBLIC WORKS - OLD BUSINESS

BOARD OF PUBLIC WORKS - NEW BUSINESS

SEWER COMMISSION - OLD BUSINESS

SEWER COMMISSION - NEW BUSINESS

STORMWATER AUTHORITY - OLD BUSINESS

STORMWATER AUTHORITY - NEW BUSINESS

PENDING ACTIONS:

10. Sewer Abatement Policy: N/A

11. Sale of Surplus Equipment: N/A

12. Request Council to remove civil service status from laborers: N/A

13. Inquire of Baystate Roads Grant: N/A

CORRESPONDENCE: N/A

ADJOURNMENT: Motion was made and seconded to adjourn the meeting: Meeting adjourned at 8:10PM by a 2-0 vote. Respectfully Submitted,
Ryan Allen: Principal Acct. Clerk Holyoke DPW

**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

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

Monday October 17, 2022

COMMISSIONERS PRESENT

Mary Monahan: Chair

Libby Hernandez: Commissioner

Joe Kietner: Commissioner

COMMISSIONERS ABSENT: None

ALSO PRESENT

Amie Chrzanowski: Acting General Superintendent

Kris Baker: City Engineer

Ryan Allen: Board of Public Works Clerk

1. Opening of the Meeting: Meeting was called to order at 5:30PM

2. Consideration of Previous Meeting Minutes: Meeting Minutes approved 3-0

3. Acting DPW Director's Report: Acting DPW Director Amie Chrzanowski gave update on new hires, noting that the DPW has moved forward in hiring a Building Maintenance Supervisor. Chrzanowski stated that at present there is not a start date to for the new hire. Chrzanowski gave brief overview of the interview process and stated that HR Director Kelly Curran was involved and that the start date for the new employee would likely end up being in the beginning of November. Chrzanowski and Board Members discussed who would put together long-term care plans for City buildings under the DPW purview. Chrzanowski and Commissioners also discussed needed improvements to the City fuel depot.

Chrzanowski spoke to the Board about getting price quotes on a tri-fold mailing letter that would include the recycling schedule and other important information that would be mailed out to residents. Chrzanowski also updated commissioners on collection rates taking place in the sewer shut-off program.

4. City Engineer's Report: City Engineer Kris Baker gave updates and reports of several projects including 45 Lower Westfield Rd. development. Baker noted that the

applicant has requested to work on Saturdays which would need approval because of the noise ordinance. It was noted that the developer was bending rules and doing work on weekends. Baker also gave update on the Consent Decree stating that he is meeting with lawyers from EPA DEP every three weeks. It was also stated that the City Engineer is gathering info for Tighe and Bond to update 2019 economic analysis, including the affordability analysis for Holyoke Based on consensus income data and projected debt schedules. Kris also gave update on Kleinfelder Gap analysis noting that this is complete and that we are waiting on proposal to close gaps on Consent Decree time schedule.

Kris Baker gave overview of Veolia Projects: Peck School 42 inch tile drain was failing at multiple locations and replaced with 36 inch pipe. It was noted that the 36 inch piping was available in storage so there was a savings. Baker also gave an update to the Board on paving and sidewalk repairs.

5. Board review of City Auditor's response to the selection of a CPA for the financial assessment of the wastewater long term service agreement: Commissioners discussed auditor's response noting that the work would need to go through a bidding process. Commissioners expressed disagreement with the opinion of the City Auditor's position. City Engineer Kris Baker stated that he would potentially be able to send out an RFQ to hopefully satisfy the concerns of the auditor.

6. Board Interview of DPW Director Candidate: Motion was made and seconded by the Board to enter into an executive session for the purpose of interviewing a candidate for the position of the DPW Director. Motion carried by a 3-0 vote.

At the conclusion of the interview, the Board voted 3-0 to end the executive session and return to regular meeting form.

Acting Director Amie Chrzanowski noted that there is another candidate scheduled to be interviewed in the near future and that this would be scheduled within the next week. Board chose to withhold a recommendation on the applicant until all the current applicants had a chance to be interviewed.

7. Continuation of public hearing 9/19/22: Residential Development Northampton Street (Parcel ID's: 223-00-001; 223-00-005; 223-00-008 (Public Hearing 5:30pm): City Engineer Kris Baker noted that the applicant was looking to continue the public hearing: Public hearing was continued to the 11/7/22 Board of Public Works meeting.

8. Sale of Surplus Equipment: N/A

9. Request Council to remove civil service status from laborers: N/A

10. Inquire of Baystate Roads Grant: N/A

Meeting was adjourned at 8:40PM

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW

Holyoke Board of Public Works

10/17/2022

Board Members Present: Monahan, Kietner, Hernandez

Absent: None

Also Present:

Amie Chrzanowski: Interim DPW Director

Kris Baker: City Engineer

Ryan Allen: DPW Clerk

Meeting opened at 5:30pm

Meeting Minutes: Tabled

Public Hearing Continued to Residential Development: Public Hearing Continued: Kris Baker noted that the applicant was looking to get more time to address the Board of Public Works and present on their application.

Superintendent's Report: Acting DPW Director Amie Chrzanowski gave update on new hires, noting that the DPW has moved forward in hiring a Building Maintenance Supervisor. Chrzanowski stated that at present there is not a start date for the new hire. Chrzanowski gave brief update of the interview process and stated that HR Director Kelly Curran was involved and that the start date for the new employee would likely end up being in the beginning of November.

Commissioner Monahan asked who would come up with some long-term care plan for City buildings: it was noted that the new supervisor would be able to have input in developing plans and maintenance initiatives. It was noted that the supervisor would likely have a slightly relegated role because of AARPA Funds. K Baker gave overview of how AARPA funds would be allocated procedurally. Chrzanowski gave updates of vacancies in the department. Committee spoke about improvements needed for public buildings maintained under DPW purview.

AC spoke and stated that there needs to be improvements made to the fuel depot, including electric charging stations for vehicles. It was noted that new pumps and USTs and canopy cover would need to be replaced. Fuel Depot around 1.4 million dollars in Kris estimation to upgrade. Kris made some points and comparisons to the Northampton fuel depot project.

AC spoke and stated that her and the Mayor had discussed CDL HMEO positions are hard to fill. AC stated that people do not want to come to work for the DPW and throw trash if they have a CDL license. AC spoke on challenges keeping laborers. AC stated that she has 7 interviews for laborers set up for this week.

AC spoke and stated that the department still has someone out on paid leave for recycling coordinator.

It was noted that this could be the case and status for some time. AC stated that she is looking to price out a trifold letter to send to residents re: recycling and refuse information.

AC gave update on the shutoff program noting that it would end soon because of ordinance limiting seasons where water can be shut off. AC gave overview of how the shut off program works. It was noted April and November are the shut off months. It was noted that the DPW mirrored the way that HG&E

runs their shut off program. It was noted that the shutoff notices have a good collection rate, but that it is the same people cycle to cycle that struggle to pay.

AC stated that lien letters would be going out next week.

City Engineer Report: K Baker gave overview of 45 Lower Westfield Rd. development. It was noted that they had requested to work on Saturday. It was noted that the developer was bending rules and doing work outside of the acceptable hours for sound ordinance. (Baystate Behavioral Health Facility)

2. Consent Decree: Meeting with lawyers from EPA DEP every three weeks.

Gathering info for Tighe and Bond to update 2019 economic analysis, including the affordability analysis for Holyoke Based on consensus income data and projected debt schedules.

c. Kleinfelder Gap analysis complete waiting on proposal to close gaps on Consent Decree time schedule.

Veolia Projects: Peck School 42 inch tile train failed multiple locations, replacing with 36 inch pipe. K Baker said that the City had 36 inch pipe in storage which was a savings.

MS4 Permit

Jackson Street and South Holyoke: Kris Baker gave overview of the work that would be done on drainage for Peck middle school K Baker said these would be coming to a close.

K Baker also gave overview and update of roadways and sidewalks: Southampton Road would be paved next year.

EXECUTIVE SESSION FOR INTERVIEW: at 6:30pm

1. Roll Call Vote: Executive Session: Candidate Victoria Houle was interviewed in executive session.

Executive Session: MM Suggested to pause on making a vote to recommend Victoria because there is another applicant looking to interview with the board.

Wed 26 th interview with Carl Rossi

Board voted 3-0 to delay recommendation on Victoria Houle.

Executive Session ended by a 3-0 vote.

Motion to enter executive session for the purposes of discussing Item 2: Motion passed by a 3-0 vote. K Baker spoke and it was noted that the K Baker would be meeting with the City Council to discuss the Consent Decree and other CSO issues. It was noted that Mike Bissonnette would be taking the lead on the CSO litigation side of things. It was noted that K Baker would also way in on the City's non-compliance. It was noted that K Baker would like to see an integrated plan that would integrate several aspects into one comprehensive capital improvement plan.

Executive session ended at 8:12 by a 3-0 vote.

City Auditors response to CPA for Financial assessment of wastewater long term service agreement. MM stated that she is not in agreement with Tanya on this subject. It was noted that the Auditor is opposing the selection of a CPA for financial assessment of the wastewater long term service agreement. MM went over hand out that justified the hiring of a CPA for the purpose. It was noted that Tanya does not feel that the Board can go forward without her authorization. K Baker stated that he could put together emails to solicit other CPA consultants that would meet procurement laws and give other companies a chance to respond.

Motion to send out RFQ: K Baker stated that he could even though he does not really have time to do it.

K Baker to put together a draft RFQ

Meeting adjourned at 8:40pm 3-0

A G E N D A
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Meeting Minutes
November 7, 2022

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT: None

ALSO PRESENT:

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

Motion made and seconded to take up Item 3 out of order:

3.: Baystate Behavioral Health Hospital- 45 Lower Westfield Rd: Noise Ordinance and Saturday Work, DPR Construction: Dave Rojas Project Manager and Chris Rivera representatives from the development team were present and stated that their team would be looking to work on the site on Saturdays which is an exemption to the City of Holyoke noise ordinances that the Board of Public Works has the authority to allow. Mr. Rojas stated that the project has been hampered by setbacks due to inclement weather and stated that in total they have lost 17 days of work due to rain. It was noted that they were hoping to be able to make up these days by working on Saturdays. Mr. Rojas stated that the work they are doing is focused on enclosing the building so and that the construction would focus on prepping so that work done on Saturdays would not be noisy and cause complaints from neighbors. It was noted that hydraulic lifts and some beeping would some of the noises emanating from the site but nothing too heavy duty.

It was represented to the Board that the applicants for this exemption felt that they would like to work every Saturday up until the new year depending on how they are able to progress. Board discussed best ways to facilitate the timely construction at the site while balancing the need for neighbors to have peace during the Saturday hours.

Motion was made and seconded to approve the noise ordinance exemption with the following conditions:

1. That the exemption be considered a "pilot" and will be re-evaluated in a month at the December 5, 2022 BPW meeting.
2. Saturday Work Hours shall be between the hours of 9am and 5pm.
3. Employee or truck parking is not permitted on the street. All vehicles must be parked on the site, within the fenced gate.
4. No heavy equipment use is permitted (dump trucks, excavators, loaders, graders).
5. Mechanized lifts, hand tools, and power tools (non-pneumatic) are allowable.

Motion was passed by a 3-0 vote.

BOARD OF PUBLIC WORKS

Call to Order

- 1. Public Comment (no members of the public wished to speak)**
- 2. Consent Agenda**

a. Consideration of Minutes of the Past Meeting: Approved as revised

b. DPW Director Report: Acting DPW Director Chrzanowski gave report and gave details on updated organization chart to the Board. Chrzanowski gave updates on new hires including 3 new laborers. AC gave overview on the budgeting for the department and shared pictures of the new trash truck that had been acquired by the DPW. It was noted that the city would be getting new trash barrels to give out to residents. Chrzanowski stated that the new Building Maintenance Supervisor Sean Sheedy had started and that he is getting acclimated to the position. Chrzanowski also previewed a new resident information form that spells out recycling weeks and other valuable DPW information that would be mailed to residents. Examples were passed to Board members with Commissioners suggesting that writing be made bigger and available in Spanish. Chrzanowski spoke on the City's mattress disposal policy and stated that it seems a lot of the disposal policies that the City have are antiquated and that other communities are charging for these services. Chrzanowski finished by giving handouts on vehicles and equipment that gave the entire vehicle inventory but not mileage and usage.

c. City Engineer Report: City Engineer Kris Baker gave overview of CSO projects as well as status of Jackson St. and South Holyoke projects. It was noted that these projects are coming to a close, and that there is a sewer fix that would be finishing up in Jackson St. alley. Baker also gave overview of Roadways and Sidewalks, noting that Palmer Paving was finishing up on High St. It was further stated that Vadnais St. sidewalks were finished, and that Gilman and Clark St. sidewalk replacements had been started and that Westfield Rd. would be next. Updates were also given on traffic signals with Baker noting that work was underway at Down to Earth, Hampden St. and Linden St. Kris Baker also gave update on Veolia and stated that meeting frequency has been increased to bi-monthly instead of monthly meeting days. Mr. Baker also stated that new Senior Civil Engineer Dawn Nims has been working on transportation projects and that Jeff Walker the new Construction Supervisor was making good progress in his training. Kris Baker spoke about lobbying for a grant administrator position that would help with the grant writing and implementation process.

d. Commissioner's Liaison Reports: It was noted that Commissioner Joe Kietner would be taking on job of reading through and reporting back on the monthly reports given by Veolia. Mary Monahan spoke and gave updates on the Consent Decree.

e. Division Supervisor Update (first meeting of the month): Acting DPW Director Amie Chrzanowski gave updates on behalf of the supervisors.

Motion was made and seconded to accept and approve the consent agenda: consent agenda approved by voice vote of the board

4. New Regulations for Mattress Disposal: Board discussed the new regulations for mattress disposal and considered ways that the City could begin charging for disposal of mattresses.

5. Review and approve Rules of Order: Commissioners looked over template generated by Commissioner Monahan and stated that the template looked like it would be suitable for adoption. The Board reiterated the need to simplify the agenda and streamline the meeting minutes as well as develop an abatement policy. It was stated that moving forward the abatement requests would be considered for the second monthly BPW meeting. Motion was made and seconded to approve the rules of order as submitted. Motion passed by a 3-0 vote.

6. Public Hearing: Residential Development Northampton Street Stormwater Permit Application Continuation of public hearing 9/19/22. 5:45PM: Item 6 was tabled, City Engineer Kris Baker stated that the applicant was looking for the public hearing to be continued. Public hearing was continued at the request of the applicant.

Motion made and seconded to go into executive session with respect to collective bargaining and litigation: Motion passed 3-0

Board of Public Works discussed litigation in executive session.

Motion was made and seconded to exit the Executive session: Executive session was closed by a 3-0 vote.

Motion made to go into executive session to review applications to the DPW: Motion passed 3-0

Board of Public Works discussed applicants for employment for DPW

Motion was made and seconded to end the executive session: Motion passed 3-0

Motion was made and seconded to return to normal order: Motion passed 3-0

7. Sale of Surplus Equipment: N/A

8. Request Council to remove civil service status from laborers: N/A

9. Inquire of Baystate Roads Grant: N/A

ADJOURNMENT: Motion was made and seconded to adjourn the meeting: Meeting
Adjourned at 8:10PM by a 3-0 vote. Respectfully Submitted,
Ryan Allen: Principal Acct. Clerk Holyoke DPW

BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Meeting Minutes
November 21, 2022

COMMISSIONERS PRESENT:

Mary Monahan: Chair
Joe Kietner: Commissioner

COMMISSIONERS ABSENT:

Libby Hernandez: Commissioner

ALSO PRESENT:

Kris Baker: City Engineer
Ryan Allen: Board of Public Works Clerk

BOARD OF PUBLIC WORKS

1. Public Comment (no members of the public present to speak)

2. Consent Agenda:

a. Consideration of Minutes of the Past Meeting: Meeting Minutes approved

b. DPW Director Report:

c. City Engineer Report: City Engineer Kris Baker gave update on status of the City Engineer's office and gave overview of grant opportunities coming through the office including Cannabis Impact Fee applications and ARPA applications that have been submitted. Baker also gave an update on the status of active projects including CSO Projects and, Jackson St. and South Holyoke and Roadway and Sidewalk repairs. It was noted that High St. is now complete. Baker stated that a priority list was being worked on for CDBG funds for sidewalks in need of repairs. Baker also gave update on Apremont Highway/Route 202 signal.

d. Commissioner's Liaison Reports: Commissioner Monahan spoke on the need to have some outside of the box thinking/planning done to see about finding revenue streams besides just raising the sewer fee. Monahan suggested potentially allowing

outside communities to utilize the Wastewater Treatment Plant and charge fees. It was also mentioned by Monahan that there could be residents or businesses that are not being metered and going under the radar. Mary Monahan also expressed the need to appropriately setting up a sewer enterprise fund with the goal to make the sewer services sustainable and to do this the City needs to look at gaining new revenue sources. Board of Public works agreed to revisit the review of sewer rate alternatives when the acting DPW Director returns for the next meeting.

e. Division Supervisor Update (first meeting of the month): It was noted that Building Maintenance Supervisor Sean Sheedy would be present at the next meeting taking place Monday 12/5 to give Supervisor Update.

Motion was made and seconded to accept and approve the consent agenda: consent agenda approved by voice vote of the board

3. Review of sewer rates alternatives: Addressed by Commissioner Monahan under Commissioner liaison reports

4. Abatement Requests:

- a. Roseline Taylor: 68 Beacon Ave SR004027:** Rose Taylor was present for the meeting and stated that she had experienced an increase in her bill. Roseline Taylor stated that even the Water Department does not know the reason for the increase in the usage. It was noted that the property is a two- family house. It was noted that the Water Department had granted an abatement but that the Board of Public Works was looking to get more info to be able to see what took place. (Tabled 2-0 Hernandez Absent)
- b. Angel Ramos: 395 South Elm St. SR003560:** Angel Ramos was present for the meeting and detailed info to the Board of Public Works. It was noted that he had previously been denied abatement from BPW and was appealing the decision. It was noted that the issues at hand were not as a result of a misreading or mistake in the calculation, but as a result of two leaks in the toilets at the location. Motion was made and seconded to table the abatement request to see if more info could be provided by the water department as to whether the water from the leak ended up back in the wastewater treatment system. (Tabled 2-0 Hernandez Absent)
- c. Ned O'Malley: 7 Sheehan Dr.: SR007839:** Board wanted to get more information as to the nature of the issue, where the leaked water ended up and was the problem fixed.
- d. Konstantinos Sierros: 1735-1737 Northampton St. SR003294:** Board of Public Works voted to deny the request noting that there was nothing to substantiate claim that water did not go through the sewer system.
- e. Holyoke Deaf Club: 414 High St. SR002077:** Board of Public Works wanted to get more information from the applicant, especially any info that would show that the water did not reach the sewer system.

- f. **Albert Babadzhanov: 40 Lyman St. SR000466:** Board of Public Works needed more information from water department as to why the Water Abatement request was granted. (Tabled 2-0 Hernandez Absent)
- g. **Patricia Delude: 14 Columbus Ave. SR004621:** Board of Public Works read out abatement request and tabled to get additional info from the Water Department as to where did the water go and did it end up in the sewer system. Tabled 2-0 Hernandez Absent)
- h. **Sujeil Albelo: 27 Clinton Ave. SR002917:** Board of Public Works requested more information from the Water Department as to where the water ended up going and if it reached the sewer system. Tabled 2-0 Hernandez absent)
- i. **Heather Fleury: 16-18 Davis St. SR003919:** Motion was made and seconded to deny the abatement request: (Abatement denied 2-0 Hernandez absent)
- j. **Johnny Garcia: 575-577 South Bridge St. SR010283:** Motion was made and seconded to deny the abatement request: (Abatement denied 2-0 Hernandez Absent)
- k. **Patricia Gaffney: 61 Arthur St. SR003864:** Board of Public Works stated that the abatement request could be approved for \$280.50, provided the applicant provide proof that the water did not enter sewer system and show the damage inside the property. (Approved contingent on proof 2-0 Hernandez Absent)
- l. **Pablo Perez: 245 Suffolk St. SR002368:** Motion was made and seconded to deny the abatement request: (Abatement denied 2-0 Hernandez absent)

5. Review Draft Abatement Policy: Handouts were given to the Board of Public Works and it was noted that Commissioners should read over the information and develop any ideas or proposals for revisions.

6. Sidewalk Occupancy Permit – Voces Building, 348 Chestnut Street: Board discussed the application and noted that the applicant was seeking to have a dumpster out on the location long term. City Engineer Kris Baker stated that dumpster permits are very common but that dumpster permits are usually approved for short term usage and not long term. Board of Public Works discussed reaching out to the applicant to get necessary information and settled on the following questions to get back from the applicant:

- 1. Is there any other location for the dumpster to go if not why?
- 2. Is the dumpster going to be dumped? How often?
- 3. Have abutters or neighbors been notified?
- 4. Is there potential to damage the sidewalk? (What precautions and safety measures are you taking?)

Item 6 tabled until December 5th meeting 2-0 (Hernandez absent)

7. Review and accept proposal for integrated Plan Development from Hazen & Sawyer: Hazen and Sawyer introduced their team. Commissioner Monahan gave overview of the cannabis connection to the project. Hazen and Sawyer gave slide presentation to the Board. Motion was made and seconded to accept and approve the plan, motion was adopted 2-0 (Hernandez absent)

8. Engineering/DPW Policies for Review and Approval

- a. 5-Year Pavement Moratorium
- b. Standard Policy for Excavations on Newly Paved Streets

City Engineer Kris Baker handed out proposed ordinance to have a policy for pavement moratorium and policy for excavations on newly paved streets. Commissioners commended Baker on doing his due diligence and getting the boiler plate language. Motion to accept the recommendation of the City engineer to develop a pavement cut moratorium ordinance for recommendation and to refer to the City Council for approval. Motion passed 2-0 (Hernandez absent)

9. Public Hearing: Residential Development Northampton Street Stormwater Permit Application Continuation of public hearing 9/19/22. 5:45PM: Tabled per request of the applicant

10. Public Hearing: Residential Development 37 Appleton Street Stormwater Permit 5:45PM: City Engineer Kris Baker gave overview of the application noting that the permit met all the specifications and guidelines that he was seeking. Motion was made and seconded to approve the permit with the following conditions:

1. Owner shall surround any stockpiled spoils piles on-site during construction with compost filter tubes or other erosion and sediment control suitable for concrete surfaces.
2. The applicant shall comply with the operations and maintenance plan provided with the permit application and provide annual inspection logs to the City Engineer
3. Construction inspection reports, a stamped as-built certification of construction are to be submitted. Once complete, obtain a certificate of completion in accordance with Section 3.03 of the Stormwater Regulations. The Inspections described in Section 6.01 of the Stormwater Regulations are to be done in coordination with the City Engineering staff who are to be notified at least 24 hours prior to inspection
4. The applicant shall certify to the construction when complete in accordance with Section 3.03 of the Stormwater regulations.
5. Any amendment to the approved permit must be submitted to the City Engineer in accordance with Section 3.02(b) of the Stormwater Regulations
6. Prior to the start of construction, a project schedule per section 4.02 of the Stormwater regulations shall be provided to the City Engineer for the project.

Item 10 approved 2-0 (Hernandez absent)

11. Sale of Surplus Equipment: N/A

12. Request Council to remove civil service status from laborers: N/A

13. Inquire of Baystate Roads Grant: N/A

ADJOURNMENT: Motion was made and seconded to adjourn the meeting: Meeting
Adjourned at 8:50PM by a 2-0 vote. Respectfully Submitted,
Ryan Allen: Principal Acct. Clerk Holyoke DPW

BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Meeting Minutes
December 19, 2022

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

ALSO PRESENT:

Kris Baker: City Engineer
Ryan Allen: Board of Public Works Clerk
Atty. Mike Bissonnette: Asst. City Solicitor

BOARD OF PUBLIC WORKS

1. Public Comment (no members of the public present to speak)

2. Consent Agenda:

a. Consideration of Minutes of the Past Meeting: Meeting Minutes Approved

b. DPW Director Report: Acting DPW Director Amie Chrzanowski spoke and gave overview of how and why the City had moved away from dual stream recycling. Chrzanowski stated that the hope is that the DPW would be able to get back to dual stream recycling by February.

Chrzanowski gave an update on grant opportunities but noted that she has not had a lot of time on hand to actively seek out grants for the department. Chrzanowski also gave an update on the DPW clean-up of material under Rt. 391, stating that there is only salt and sand currently stored under the road.

Director Chrzanowski gave update on some safety concerns noting that she is concerned about some piping and insulation that came down in Bay 7 that had asbestos on it. Chrzanowski stated that though it was a concern the problem has been rectified and taken care of.

Director Chrzanowski gave an overview of how things went in the first snowstorm. Chrzanowski stated that the contractors were called in at 9:00am and that the Department had put down material on the streets for pretreatment. It was noted that there were a few mechanical breakdowns and concerns and that the City's private contractors were called in. Chrzanowski stated that there were pin issues on a wing plow and another pin situation on another plow.

Chrzanowski stated that there have been 5 additional snow-plow contractors added to the roster since the storm so the department should be even more prepared for the next storm.

c. City Engineer Report: City Engineer Kris Baker gave updates on cannabis impact fee applications noting that sidewalks on Lawrence School and repaving on Race St. were both priorities. Baker also gave information on ARPA applications and stated that the City is looking to potentially have the central fueling station replaced with these funds. Baker proceeded to update the Board on CSO, Jackson St., roadways and sidewalks projects. Baker stated that he would like to put together a draft to set up standard guidelines for residents seeking to petition for speedhumps. Baker stated that there should be an update to the DPW website that gives residents information on the process for requesting these speedhumps and that way the public can know that the decisions on speedhumps are not arbitrary.

d. Commissioner's Liaison Reports: Commissioner Monahan gave overview of communications with the Chair of the Cannabis Control Commission, stating that there is a serious push to having cannabis host agreement funds allocated for City infrastructure. Commissioners discussed how these funds would benefit the DPW by being designated for infrastructure in the City of Holyoke. Asst. City Solicitor Mike Bissonnette gave overview on the impact fees and how they could be implemented for infrastructure improvements. Monahan stated that there is a real opportunity for the City to brand itself as a City looking to be the leader on using these funds for infrastructure.

Commissioner Hernandez gave an update on setting up a meet and greet and offering a token of appreciation for DPW workers.

e. Division Supervisor Update (first meeting of the month): N/A

Motion was made and seconded to adopt and approve the consent agenda: Motion passed 3-0

3. Sewer Rates Discussion: Commissioners discussed the City Sewer rate detailing the need for a rate increase for the DPW to meet its budgetary goals. Commissioners discussed various increases and weighed the potential impact on the City residents and rate payers. Commissioners discussed the need to get some number projections together in order to have something to present to the City's political leadership.

4. Review Draft Abatement Policy: Commissioner Monahan gave an overview of the process that had taken place so far in the Board's efforts to come up with a cogent abatement policy. Monahan went over the abatement policy draft forms that were included in Commissioner's packets. Commissioner Kietner stated that the Water Department seemed to have an arbitrary system for reviewing abatements and that the Board of Public Works should have a standard guidelines for its abatement reviews. Commissioners agreed that as a standard policy the Board should not abate for things like running toilets and situations where excess water is processed through the sewer system.

5. Abatements New and Continued:

a. Cathleen Lee: 48-50 Gilman SR 005841: Denied 3-0

b. Elizabeth Washer: 609 Northampton St. SR 004829: Commissioners found that the water did not go into the sewer system. Motion to grant abatement based on two-year average of the billing period. Motion passed 3-0

c. Daniel Long: 193 Fairmont St. SR 006066: Denied 3-0 it was noted that the property is no longer in Mr. Long's name.

d. Roseline Taylor: 68 Beacon Ave SR004027: Abatement approved 3-0 for the interest provided that the applicant enter into a payment arrangement

e. Angel Ramos: 395 South Elm St. SR003560: Denied 3-0 Excess water was processed through the sewer system as a result of a running toilet.

f. Ned O'Malley: 7 Sheehan Dr.: SR007839: Denied 3-0 Excess water was processed through the sewer system as a result of a running toilet.

g. Konstantinos Sierros: 1735-1737 Northampton St. SR003294: It was noted that the abatement request was denied at previous meeting.

h. Holyoke Deaf Club: 414 High St. SR002077: Abatement of \$2,500. 20 cents approved 3-0 It was noted that water pipe had burst was not processed through the City sewer system.

i. Albert Babadzhanov: 40 Lyman St. SR000466: Denied 3-0 Excess water was processed through the City sewer system as a result of a running toilet.

j. Patricia Delude: 14 Columbus Ave. SR004621: Denied 3-0 Info on hand does not warrant abatement based on policy

k. Sujeil Albelo: 27 Clinton Ave. SR002917: Denied 3-0 Excess water was processed through the City Sewer system as a result of a running toilet

l. Heather Fleury: 16-18 Davis St. SR003919 Denied 3-0 Excess water was processed through the City Sewer system as a result of a running toilet

m. Patricia Gaffney: 61 Arthur St. SR003864: Tabled 3-0 Commissioners were looking to get more information on how excess water was disposed of.

6. Recycling Status/Costs: Board discussed the goal of the department to move toward getting back to dual stream recycling in order for the City to realize the financial benefits of such a program. It was noted that meeting would take place with the Pioneer Valley Planning Commission along with the Mayor and City Council President. It was further noted that the City was looking to obtain dual stream trucks that would allow for more efficient dual stream recycling implementation. Commissioners stated that there would be further updates at the next Board meeting in January.

7. Next Meeting Date: Next Board of Public Works meeting date was set for January 9th at 5:30pm

8. Public Hearing: Residential Development Northampton Street Stormwater Permit Application Continuation of public hearing 9/19/22. 5:45PM: Tabled

ADJOURNMENT: Motion was made and seconded to adjourn the meeting: Meeting Adjourned at 8:48PM by a 3-0 vote.

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW

BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Meeting Minutes
January 9, 2023

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

ALSO PRESENT:

Kris Baker: City Engineer
Ryan Allen: Board of Public Works Clerk
Atty. Mike Bissonnette: Asst. City Solicitor

BOARD OF PUBLIC WORKS

1. Public Comment (no members of the public present to speak)

2. Consent Agenda:

a. Consideration of Minutes of the Past Meeting: Meeting Minutes Tabled

b. DPW Director Report: Acting DPW Director Amie Chrzanowski spoke and gave overview of how and why the City had moved away from dual stream recycling. Chrzanowski stated that the hope is that the DPW would be able to get back to dual stream recycling by February.

Chrzanowski gave an update on grant opportunities but noted that she has not had a lot of time on hand to actively seek out grants for the department. Chrzanowski also gave an update on the DPW clean up of material under Rt. 391, stating that currently there is only salt and sand stored under the road.

Director Chrzanowski gave update on some safety concerns noting that she is concerned about some piping and insulation that came down in Bay 7 that had asbestos on it. Chrzanowski stated that though it was a concern the problem has been rectified and taken care of.

Director Chrzanowski gave an overview of how things went in the first snow storm. It was noted that the contractors were called in at 9:00am and that the Department had put down material on the streets for pretreatment. It was noted that there were a few mechanical breakdowns and concerns and that the City's private contractors were called in. It was noted that there were pin issues on a wing plow and another pin situation on another plow.

AC stated that there have been 5 additional snow plowers added since the storm so the department should be ready for the next storm.

AC also gave overview of the lien program and stated that the City liened for about \$98,000.

c. City Engineer Report: City Engineer Kris Baker stated that he did not have any updates at this time for the meeting.

d. Commissioner's Liaison Reports: Commissioner Joe Kietner gave updates on meeting that took place with Hazen and Sawyer regarding Veolia contract. It was noted that they went over all the assets Veolia is responsible for from flood control to pump stations to sewer. Kietner stated that he was able to learn about issues with the Springdale pump station and that it was a learning experience and that he would be preparing a final report. Kietner stated that there will be a meeting with the EPA on Thursday at 9:30 at the Wastewater treatment plant. It was noted that the EPA had scheduled the meeting with the purpose of looking into draft permitting. Commissioner Monahan stated that having a DPW representative should be able to set the narrative and ensure that the City is comfortable with any direction they may decide to go. Commissioners discussed ensuring that the City had adequate representation for the meeting with the EPA. Atty. Bissonnette stated that there should be observers on sight and also stated that with a new Director getting on board in a few weeks they could offer the meeting be rescheduled.

Commissioner Libby Hernandez stated that she has completed the translation for the Spanish side of the informational calendar and that this should be ready to go once it can be reformatted and mailed out. Acting Director Chrzanowski stated that the department would need to get a quote on the cost of mailing the new calendars out. Chrzanowski stated that the cost of mailing the calendars with the old format was about \$5,000 to \$7,000.

Commissioner Monahan gave update on the new DPW Director stating that Mr. Carl Rossi was hired and on track to begin his employment on January 18. It was noted that there would be a meet and greet on that Wednesday to get acquainted with Mr. Rossi.

e. Division Supervisor Update (first meeting of the month): Construction Inspector Jeff Walker was present to address the Board: Chair Monahan welcomed Jeff to the meeting and explained that the purpose of this portion of the agenda was to gain some

feedback from Supervisors within the DPW and to educate the board and to receive updates.

Mr. Walker stated that he splits his time between the Engineer's office and DPW. Jeff stated that he has been employed with the DPW for 7 years and gave information on his relevant certifications within the department.

It was noted that Jeff Walker is the eyes and ears for the department regarding permits and construction jobs and works to ensure compliance of contractors to City ordinances. Walker stated he does construction oversight but that he has not yet had a full year of the construction season under his belt.

Walker stated that when needed he fills in for other supervisors, for refuse pickup and the Highway Division. Amie Chrzanowski stated that these skills make Jeff a versatile employee. It was noted that the seasonal slowdown for construction means that Jeff does more DPW work this time of the year.

Walker stated that he sees a need for the department to purchase a new metal detector and stated that the department would benefit from more official trainings. City Engineer Baker gave info on where he sees additional training would be useful for the position. It was noted that Baystate Roads would probably be a good networking organization for him to learn and receive training.

Motion was made and seconded to accept and approve the consent agenda: consent agenda approved by voice vote of the board 3-0

3. Recycling Status/Costs: Commissioner Monahan stated that It was noted that the sewer rate would need to be set for FY 23. Monahan gave overview of the meeting that took place with City Auditor Tanya Wdowiak. Commissioners discussed the need for a rate increase and stated that the best option seems to be raising the rate to \$8.50. Commissioners stated that it is easy to suggest an \$8.50 increase but that it would be important to spell out what kind of increase this would be to the average consumers. A spreadsheet was presented that had various sewer rate increases projected and what the budgetary impact would be.

Commissioner Monahan suggested setting up a meeting with the Finance and Ordinance Committees to present the financial data and press for 8.50 dollar increase on sewer fees. Monahan noted the importance of building consensus and being proactive in getting Council support. Motion to move forward to requesting a meeting with the Ordinance and Finance Committee: Motion passed 3-0

4. Recycling Status/Costs: It was noted that there was a presentation from the Pioneer Valley Planning Commission that was disseminated in the agenda packets. Commissioner Monahan gave a summary of the power point noting that the City has been collecting in a single stream manner and noted that this is limiting the financial benefit the City would gain if it were implementing dual stream. It was noted that the City is currently contracted with Waste Management for recycling. Monahan stated that

the City needs to get its 2 new recycling trucks and return the Department back to dual stream pick up as is spelled out in the City ordinances. Commissioners stated the need to have an aggressive outreach and educational program to explain and spell out the benefits of dual stream recycling to the public. It was noted that incoming Director Carl Rossi has significant experience in developing these kinds of programs which is a good thing. Monahan proceeded to give details of a meeting that took place with the Pioneer Valley Planning Commission, City Council President Todd McGee, along with Mayor Garcia, and stated that dual stream recycling is a high priority for the City. Commissioner Monahan stated that the City needs to get a contract in place with the MRF for dual stream recycling waste. It was stated that the City got away from dual stream because of personnel issues and potentially because of COVID. It was noted that ARPA funds would be available to provide at least some recycling barrels for households in the City of Holyoke. Motion was made and seconded to move forward and reinstate dual stream recycling program for the DPW: Motion passed 3-0.

Items 5 and 6 were taken up as a package:

5. Proposed DPW Traffic Control Policies: No Parking Signs, 25 MPH Signs, Slow Children Signs:

6. Proposed Guidance Document: Speed Hump Site Considerations and Conditions for Installation: City engineer Kris Baker stated that he would like to come up with additional policies and ordinances to clarify to residence what changes are taking place and why. Baker stated that these changes would be included on the City website. Baker stated that hopefully these guidelines would inform residents and help to educate them as to how speed humps and traffic control policies are sited and implemented. Commissioner Monahan strongly suggested having any changes be approved by the City Solicitor's office just to ensure that it is all correct and legal and that it does not open up the City to any unseen liability.

Kris Baker also spoke on speed limit signs, and no parking signs, and slow children signs, and noted that this is to explain to the public the City's interest in avoiding sign clutter. It was noted that the City is looking to have set standards and to avoid confusion. Motion was made and seconded to allow City Engineer Kris Baker to submit these sheets to the solicitor's office and allow the Commissioners time to review. Motion was approved 3-0

7. Confirm next Meeting: Next Board of Public Works meeting was set for February 6th at 5:30pm.

ADJOURNMENT: Motion was made and seconded to adjourn the meeting: Meeting Adjourned at 7:30PM by a 3-0 vote.

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW

BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Meeting Minutes
February 6, 2023

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

ALSO PRESENT:

Carl Rossi: DPW Director
Kris Baker: City Engineer
Ryan Allen: Board of Public Works Clerk
Atty. Mike Bissonnette: Asst. City Solicitor

BOARD OF PUBLIC WORKS

1. Public Comment (no members of the public present to speak)

2. Consent Agenda:

a. Consideration of Minutes of the Past Meeting: Meeting Minutes Approved

b. DPW Director Report: DPW Director Carl Rossi gave Director's report including an overview of vacancies employment vacancies within the department. Mr. Rossi noted that there are 11 total openings currently. It was stated that the DPW is still looking to fill the Recycling Coordinator position and there had been some applicants to the original posting but most applicants did not meet the necessary educational and experience criteria. An update was given on the status of new vehicles that the Department was acquiring. Rossi gave overview of events coming up, noting that St. Patrick's weekend will be coming up fast. Office Manager Amie Chrzanowski gave some stats on the St. Patrick's weekend stating that parking revenue for the department is about \$10,000 for the weekend. Chrzanowski also stated that vending permits bring in close to \$600 in a typical year. Mr. Rossi stated that there is approx. \$210,000 in unspent grant money for various purposes, it was also stated that March 6 was the target date for getting new receptacles. It was suggested that the Department could augment a Gas and Electric mailing to ensure that appropriate literature gets out to residents to educate the public on Dual Stream recycling. It was stated that Forestry currently struggling for employees to help cut down trees and stated that he has been speaking with the Mayor in the hopes of bringing attention to areas in the DPW budget that need attention. It was noted that Carl would be looking for union permission to add laborers that can assist with forestry and tree removal.

c. City Engineer Report: City Engineer Kris Baker gave City Engineer Report and passed out detailed handout for the Board to Review. Baker and Commissioner Monahan spoke on using consultants for certain projects, with Monahan stating that if consultants can take on some of the work, it can help take some of the burden off the DPW for staffing. Baker gave details and overview of the grants issued to the Department, and also gave details on cannabis impact meeting he attended noting that two of the projects would be good to go forward, but that the rest are currently tabled. Engineer Baker stated that he would give out the finalized paving list soon and send it to Carl and Amie. It was stated that bids for the Robert's Field track project had come in and a contract was awarded to Campora Construction Company, a local contractor. Baker gave some information on the contractor noting that Campora was also going to be fixing sidewalks in the City. Baker stated that there would be an Ordinance Committee coming up where speed hump petitions along with other DPW business will be taken up and discussed. Baker updated the Board on replacing the drainage pipes for Peck School and stated that the cost of replacement was over \$400,000.

d. Commissioner's Liaison Reports: Commissioner Hernandez stated that she would be attending the next Ordinance meeting to address the Holyoke sewer rate. It was noted that new financial numbers were submitted for the department. It was noted that the Ord. Committee is looking to delegate authority to the Board of Public Works to set the sewer rate. Committee discussed the authority of raising the sewer rates and where that responsibility should lie. Committee members discussed how to approach discussing sewer rates and how the Department could find an appropriate rate that would be sufficient to cover DPW operations but also not unduly hurt ratepayers. Commissioner Hernandez stated that the translation for refuse mailing calendar is done. Office Manager Chrzanowski stated that there are still some tweaks that would have to be made on the mailing calendar, but they are almost finalized.

e. Division Supervisor Update (first meeting of the month: N/A

3. Next Meeting Date: Next meeting date was set for March 6 at 5:30pm

4. Sewer Rate Discussion: Commissioner Monahan stated that the Board had agreed to new sewer rate of \$8.50 for the remainder of FY23. Board of Public Works discussed the numbers from the City Auditor and Amie Chrzanowski passed out a presentation containing the financial numbers from the City Auditor. Commissioner Monahan suggested that before the Department goes into a Council meeting the Department should know the source of the numbers that have been presented by the City Auditor. It was noted that currently there is a projected \$25,000 deficit. Board members discussed various potential sewer rates and rates of collection for sewer bills. Motion was made and seconded to confer with City Auditor to confirm the source of the revenue numbers presented by Tanya Wdowiak and to confirm how the service agreement is billed. Motion passed 3-0 Motion was made to reach out to the Abrahams group to amend the contract to assist the City of Holyoke in identifying sewer rate projections. Motion passed 3-0.

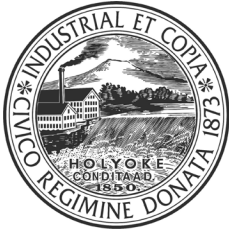
Motion was made and seconded for the Board of Public Works to go into executive session for the purposes of discussing ongoing litigation: Motion passed 3-0

Motion was made and seconded to end the executive session and reenter normal order of the meeting. Motion passed 3-0.

ADJOURNMENT: Motion was made and seconded to adjourn the meeting: Meeting
Adjourned at 8:51PM by a 3-0 vote.

Respectfully Submitted,

Ryan Allen: Principal Acct. Clerk Holyoke DPW



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
February 6, 2023

1. **Staffing** - Need stormwater coordinator position and/or grants administrator.
2. **Budget, FY24**
 - a. Budget
 - i. MS4 continuation for CD services, \$100,000
 - ii. Senior Civil Engineer Salary, \$78,780
 - iii. General Construction Inspection, \$69,069
 - iv. Engineering Department Training and Conferences, \$3,000
 1. MMA Annual Meeting & Trade Show (2-day)
 2. NEWEA Annual Conference (w Hotel) (3-day)
 3. Bay State Roads
 4. NACTO National Association of City Transportation Officials) Designing Cities Conference [depends on location]
 5. MassDOT Transportation Innovation Conference (2-day Worcester, no hotel)6. MassDOT Moving Together Conference (1-day Boston)
 - v. Professional Engineering Services, \$75,000
 - b. Capital Projects:
 - i. Sewer Rehabilitation, \$2M
 - ii. Street Acceptances, \$50,000
3. **Grant Opportunities**
 - a. CDBG Due 2/17
 - i. Sidewalks and Ramps (\$150,000 ramps (city-wide); \$250,000 sidewalks – eligible locations only)
 - ii. Wistariahurst Retaining Wall Design - \$40,000 additional engineering services
 - iii. City Hall Parking Deck Concept/Feasibility Design, \$35,000
 - b. Massachusetts Gaming Commission (MGC) 2023 - Main Street Concept Design for TIP Project, Submitted 1/31/2023, Awaiting Decision
 - c. Sewage Notification Assistance Grant Program (DEP) – SUBMITTED, Awaiting Decisions
 - i. Electronic Notification System and Flow Monitoring, \$42,100
 - ii. Translation Services, \$4,500
 - iii. Warning System at River Access Sites, \$17,439
 - d. Cannabis Impact Fee Applications, Submitted – Awaiting Decisions, Council Meeting
 - i. ~~Sidewalks at Lawrence School, Retracted due to Safe Routes to School DOT Project~~
 - ii. Race Street Repaving Cabot to Sargeant, with sidewalks (did not approve decorative fence)
 - iii. Traffic Calming Plan for downtown (not approved at this time)
 - iv. Main Street Raised Crosswalks
 - e. ARPA Applications, Submitted – Awaiting Decisions
 - i. Central Fueling Station Replacement (\$1,930,000)
 - ii. Springdale Pumping Station Assessment and Design (\$415,000)
 - iii. Capital Needs Assessment (\$170,000)
 - iv. Municipal Building Projects (\$5M per OCD)
 - v. Sidewalks (\$750,000)
 - f. SRF – River Terrace CSO – On the DRAFT List, \$10.5M SRF, \$2M earmark from Markey office
 - g. Flood Control – Possible grants for closing penetrations/gates? – EOEEA Dam and Seawall Repair and Removal Fund Program (**Open now, no capacity to compile grant application or administer**)
 - h. Culvert Replacement Grants – DCR, Meeting with DER about Keyes Road – **No Go**, Wait for FEMA grants
 - i. Long Island Sound Futures Fund 2023 Request for Proposals - ~May 2023 (**Not sure if have staff/time to prepare or administer**)
4. **Status of active projects**
 - a. **Sewer Insurance Program**
 - i. No change since last discussion at BPW meeting in the summer

- b. CSO Projects
 - i. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran
 - ii. Targeting June 2023 final design
- c. Jackson Street & South Holyoke
 - i. Projects coming to a close, final is sewer repair in Jackson alley with Ludlow Construction completed
- d. Roadways & Sidewalks
 - i. Apremont Highway / Route 202 Signal, McMahon hired to bid and CA
 - ii. Chapter 90 – 2023 resurfacing & cape seal list to be released on website in next week
 - iii. VHB \$50k on-call for Council Orders, traffic calming, etc.
 - iv. Raised Crosswalks project – Shared Streets, raised crosswalk design concept done
 - v. CDBG sidewalks, priority list being made now, bids due February 22 \$322k
 - vi. Traffic Signals - Down to Earth, Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor Office
 - vii. Center City – ongoing to 75% design VHB, FY2025 TIP
 - viii. High & Maple – DOT to design and construction, TIP
 - ix. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project
- e. ARPA Sewer Rehab
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. Tighe & Bond engineering design
 - iii. Coordination with Veolia for input
- f. ARPA Building Projects
 - i. Shifting all City building projects to the OPM, including Fire Stations, HVAC, Roofs, City Hall, Annex – Carpets, boiler, air filtration, etc.
- g. Dwight Street Sidewalk Vaults
 - i. Campora awarded, not contracted yet, working through insurance company agreement w Lisa Ball, language still being negotiated for settlement
- h. Stained Glass Windows – Phase IV awarded to Scintilla, using CPA and MPPF totaling \$155,000
- 5. Future projects
 - a. Year 2 & 3 Paving w Palmer
 - b. South Water Street Paving – DOT finally agreed on Chapter 90 allowable
 - c. Cracksealing, Microsurfacing, to be bid in a month
 - d. Main Street for TIP, maybe RAISE grant? Maybe MGM Gaming Funds?
 - e. Street Acceptances – List of connector streets
- 6. Procurement
 - a. Roberts Field Track Bid – opened Feb 1 – Mountain View Landscapes low bidder, \$550,000. Project to follow the turf repair on the field.
- 7. Contracts
 - a. Campora, Dwight Street Sidewalk Vault Repair, settlement with Gagliarducci \$432,000
- 8. City Council / Regulatory
 - a. Consent Decree EPA
 - i. Expected to be finalized by end of year, public in January, Financial civil penalty
 - b. Ordinance Committee, January 24:
 - i. Sewer Use Policy – Adopted
 - ii. Proposed Pavement Moratorium - Adopted
 - c. Ordinance Committee, February 28:
 - i. Speed hump petitions for Bemis Road, Laurel Street, MackIntosh, Hillside, and Hampshire
 - ii. Signal Warrants for Bemis Road @ Easthampton Road (Route 141) and Main Street @ Vernon Street (No Order, just an FYI on the decision)
 - iii. Whiting Farms Road "No Left Turn" into former K-Mart shopping plaza
- 9. City Permits
 - a. Stormwater Applications Pending – Northampton Residential Development
 - b. Capri Pizza pending application submittal, addition and parking lot development
- 10. Veolia updates
 - a. POTW, monthly operating reports via email only
 - b. Industrial Users – None
 - c. Flood Control – USACE training for flood operations, 8 DPW crew, Veolia to attend
 - d. Collection System – higher than normal costs for repairs this FY

- i. Average costs to City Years 1-17 has been \$193,700. Maximum \$432,900. This year at \$641,000.
- ii. **Peck School Parking Lot (9/20/2022 – 1/9/2023) - ~\$435,000**
 - 1. There was a section of old tile drain (~350') that was left on either side of the replacement of newer pipe. The project included a pumping system to maintain service. The sewer was approx. 20' deep.
 - 2. Approx. 100 homes, All lake streets, Hitchcock, Westfield Road, Carlton, parts of Northampton. Required sewer pump bypass
- iii. Sinkhole at St Jerome's sewer under church building – 181 Hampden St (10/12/2022)
 - 1. Cross country line through the church property failed causing sink hole in the front yard of the church property. 40 feet of pipe was replaced.
- iv. Sewer main failure in Beech -Pine alley between Cabot and Essex (11/12/2022), \$47,000
 - 1. A sink hole opened up in alley
 - 2. Jet rod would only go about 100' before blockage, sewer main was found to have completely disintegrated behind 230 Beech Street.
 - 3. DPW trash truck fell into a second sink hole that opened up on the same line (1/19/2023)
- v. Old San Juan / Deaf Club sewer main in alley failure
 - 1. Businesses called due to backup of sewer, Veolia jetted the main, although the crown of the pipe had failed and the jet hose came out of the ground.
 - 2. 2018-2019 repair was made, never got lined



Board of Public Works Commission Meeting Minutes

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

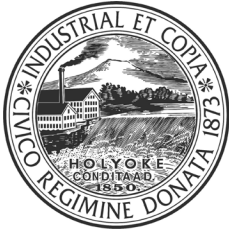


II. NEW BUSINESS

- 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



Mayor Joshua A. Garcia

Kris Baker, P.E., City Engineer

City of Holyoke

Department of Public Works

**Board of Public Works Meeting
Engineer's Report
March 20, 2023**

1. Staffing - Need stormwater coordinator position and/or grants administrator
2. Grant Opportunities
 - a. **CDBG – Allocations (DGR Subcommittee recommendations to Mayor)**
 - i. **Sidewalks and ADA Ramps (requested \$500,000, proposed \$406,295)**
 - ii. **Wistariahurst Retaining Wall Design (requested \$40,000, proposed \$0)**
 - iii. **Hadley Mills District Improvements (requested \$340, proposed \$0)**
 - b. **Massachusetts Gaming Commission (MGC) 2023 - Main Street Concept Design for TIP Project, Submitted 1/31/2023, Awaiting Decision**
 - c. **Sewage Notification Assistance Grant Program (DEP) – SUBMITTED, Awaiting Decision**
 - i. **Electronic Notification System and Flow Monitoring, \$42,100**
 - ii. **Translation Services, \$4,500**
 - iii. **Warning System at River Access Sites, \$17,439**
 - d. **Cannabis Impact Fee Applications, Submitted – Awaiting Decisions, Council Meeting**
 - i. **Race Street Repaving Cabot to Sargeant, with sidewalks (Approved without decorative fence)**
 - ii. **Main Street Raised Crosswalks (Approved)**
 - iii. **Traffic Calming Plan for downtown (not approved at this time)**
 - e. **ARPA Applications, NOI Submitted, Full applications open**
 - i. **Central Fueling Station Replacement (\$1,930,000)**
 - ii. **Springdale Pumping Station Assessment and Design (\$415,000)**
 - iii. **Municipal Building Projects (\$5M per OCD)**
 - iv. **Municipal Employees Training and Education funding**
 - f. **SRF – River Terrace CSO – On the DRAFT List, \$10.5M SRF, \$2M earmark from Markey office possible**
 - g. **Flood Control – Possible grants for closing penetrations/gates? – EOEEA Dam and Seawall Repair and Removal Fund Program (Open now, no capacity to compile grant application or administer)**
 - h. **Culvert Replacement Grants – DCR, Meeting with DER about Keyes Road – No Go, Wait for FEMA grants**
 - i. **Long Island Sound Futures Fund 2023 Request for Proposals - ~May 2023 (Not sure if have staff/time to prepare or administer)**
3. Status of active projects
 - a. Integrated Plan, Hazen
 - i. **Project kick-off was 2/1**
 - ii. **Meeting with Kris Baker to discuss available data was 2/3**
 - iii. **Site visit scheduled with Veolia for 3/9**
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. **Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, review of existing GIS database was delivered to Veolia and several meetings have occurred**
 - ii. **Working toward delineation of catchments in MS4 area, they do not currently exist**
 - iii. **Ordinance and code review is drafted, to be delivered shortly**
 - iv. **SWPPP review for City-owned facilities drafted**
 - v. **Delivered draft IDDE SOP documentation for Veolia to use**
 - vi. **Delivered draft outline for the SWMP document**
 - c. Contract Operations
 - i. **Hazen – completed on-site workshop for conditions and risk assessments**
 - ii. **Abrahams – \$16,500 additional scope for sewer rate study**
 - d. ARPA Sewer Rehabilitation
 - i. **\$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions**
 - ii. **Tighe & Bond engineering design, bidding for lining project next few weeks**
 - e. ARPA City Building projects

- i. Shifting all City building projects to the OPM, including Fire Stations, HVAC, Roofs, City Hall, Annex – Carpets, boiler, air filtration, etc
 - ii. Building envelope improvements, interior flooring and some office upgrades
 - iii. Windows at Fire Station #3 and #6, Architecture EL and Lizotte Glass
 - iv. Boiler project at FD HQ complete, RW Hall and B-G Mechanical
 - v. Need to rebid the boiler at #6 and the mini splits
 - vi. Annex Fire Alarm, no movement lately
 - f. CSO River Terrace Sewer Separation Project
 - i. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, Targeting June 2023 final design
 - ii. Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - iii. HWW to add non-eligible water main replacement on parts of Central Park and Mountain View
 - g. Jackson Street & South Holyoke
 - i. Projects coming to a close, final is sewer repair in Jackson alley with Ludlow Construction completed
 - h. Apremont Highway / Route 202 Signal, McMahon hired to bid and CA, Bidding in March
 - i. Chapter 90 – 2023 resurfacing & cape seal list released on DPW-Engineering website; Cracksealing and microsurfacing contract bid open
 - j. Race Street Repaving Cabot to Sargeant, with sidewalks (Approved without decorative fence)
 - k. Raised Crosswalks
 - i. **Main Street Raised Crosswalks (approved cannabis funds)**
 - ii. **Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle**
 - l. VHB \$50k on-call for Council Orders, traffic calming, etc.
 - m. Traffic Signals - Down to Earth, Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
 - n. Center City – ongoing to 75% design VHB, FY2025 TIP
 - o. DOT-lead TIP projects
 - i. High & Maple – DOT to design and construction, TIP
 - ii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project
 - iii. Beech & Resnic Intersection
 - p. Dwight Street Sidewalk Vaults
 - i. **Campora awarded, contract signed, \$432,000 received from Travelers**
 - q. Sewer Insurance Program
 - i. No change since last discussion at BPW meeting in the summer
 - r. Stained Glass Windows – Phase IV awarded to Scintilla, using CPA and MPPF totaling \$155,000
 - s. Municipality - Online Permits for DPW, entering phase 2, likely online by end of year
4. Future projects
- a. River Terrace CSO Separation (Area 21A) Construction 2024-2026, SRF Funding approved
 - b. Main Street for TIP, possibly MGM Gaming Funds
 - c. Street Acceptances – connector streets priority
 - d. Downtown Traffic Calming Project
 - e. Springdale Pumping Station Replacement
 - f. Sidewalk conditions assessment, no funding source identified
5. Procurement
- a. **Bid Crack sealing and Cape Seal contract out to bid, due 3/27**
 - b. Bid for Apremont Highway, date TBD, likely April
 - c. Bid for Sewer Rehabilitation contractor, CCTV and CIPP lining, date TBD, likely April
6. Contracts (being executed)
- a. **Roberts Field Track Bid –Mountain View Landscapes low bidder, \$550,000. Project to follow the turf repair on the field, City Appropriation; SLR for engineering services**
 - b. **Detour Construction, CDBG (or any funds) sidewalks, 3-year contract**
 - c. **Campora, Dwight Street Sidewalk Vault Repair**
7. City Council / Regulatory
- a. Reappropriate City bond money for City-wide sidewalks to other sidewalk locations outside of CDBG-eligible areas. Working with Treasurer
 - b. Consent Decree EPA

- i. Expected to be public in March, financial civil penalty
- c. Ordinance Committee, Next Meeting
- d. Public Safety Committee, (April):
 - i. Signal Warrants for Bemis Road @ Easthampton Road (Route 141) and Main Street @ Vernon Street (No Order, just an FYI on the decision)
 - ii. Main Street in Springdale install a raised crosswalk with ped signal instead of replacing traffic signal, maybe part of the Main Street corridor project to Springdale Park
 - iii. Whiting Farms Road "No Left Turn" into former K-Mart shopping plaza
 - iv. Funding crosswalk repairs at the main gate to H.C.C. – VHB design, funding unknown
 - v. Road safety review at Queen and Cherry St. - Trucks exiting Queen St. making illegal left
 - vi. City engineer evaluate the intersection of Evergreen and Bray Park Drive for improvements due to safety concern
 - vii. Installing dividers at the top of Saint Vincent St.
 - viii. Review of collisions at Linden/Hampshire St. and Linden/Locust St.
 - ix. discuss the possibility of making Corser St one way traffic.

8. City Permits

- a. Stormwater Application (Small / City Engineer Approval) – 1 Cabot Street, Life Safety Upgrades for Cannabis Manufacturing
- b. Stormwater Application (Large / BPW Approval) – 18 Cabot Street, Proposed Restaurant Addition
- c. Stormwater Application (Large / BPW Approval) – Northampton Residential Development (continued)

9. Veolia updates

- a. NPDES Permit Renewal
 - i. Based on the data collected in the three-year period, the City of Holyoke is requesting the EPA maintain the following metals limits in the release draft of the City of Holyoke NPDES permit MA0101630 or delay the release draft permit until a full 5 years of data can be collected to compare years 2010-2014 versus 2020-2024.
 - ii. The permittee will meet a monthly average lead interim limit of 2.7 ug/l, a monthly average copper interim limit of 62.4 ug/l, and a maximum daily copper interim limit of 80.3 ug/l. Reviewing the Aluminum criteria calculator for freshwater aquatic life.
- b. POTW, monthly operating reports via email only
- c. Industrial Users – None
- d. Flood Control – USACE training for flood operations, 8 DPW crew, Veolia to attend
- e. Collection System – higher than normal costs for repairs this FY
 - i. **Inflation-adjusted average costs to City Years 2-17 has been \$239,565. Maximum \$ 474,527. This year at \$651,733.26, not including item ii.**
 - ii. **Highland Park Pumping Station (3/17) SSO at force main, CCTV pipe 3/21 for investigation**
 - iii. Peck School Parking Lot (9/20/2022 – 1/9/2023) - ~\$442,808
 - 1. For Peck School the total cost including all rentals is \$442,808.
 - a. JSC Construction \$26,977.93
 - b. Federal Rent a Fence \$5,917.59
 - c. Xylem (Pump Rental) \$60,569.81
 - d. Geeleher \$349,349.39
 - 2. Deep tile drain (~350') , approx. 100 homes, - required sewer pump bypass
 - iv. Sinkhole at St Jerome's sewer under church building – 181 Hampden St (10/12/2022)
 - 1. Cross country line through the church property failed causing sink hole in the front yard of the church property. 40 feet of pipe was replaced.
 - v. Sewer main failure in Beech -Pine alley between Cabot and Essex (11/12/2022), \$47,000
 - 1. A sink hole opened up in alley; Jet rod would only go about 100' before blockage, sewer main was found to have completely disintegrated behind 230 Beech Street.
 - 2. DPW trash truck fell into a second sink hole that opened up on the same line (1/19/2023)
 - vi. Old San Juan / Deaf Club sewer main in alley failure
 - 1. Businesses called due to backup of sewer, Veolia jetted the main, although the crown of the pipe had failed and the jet hose came out of the ground.
 - 2. 2018-2019 repair was made, never got lined

MASSACHUSETTS STREETS AND WAYS FOR SURVEYORS

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MASSACHUSETTS STREETS AND WAYS FOR SURVEYORS
BY
F. SYDNEY SMITHERS

1. DEFINITIONS AND CLASSIFICATION OF MASSACHUSETTS STREETS AND WAYS.

1.1 PUBLIC WAYS

"Public ways" as a generic term includes state highways, county highways, town ways and statutory private ways.

Generally speaking an existing way in a city or town in the Commonwealth is not a "public way" - that is, one which a city or town has the duty to maintain free from defects (see Massachusetts General Laws ("G.L." hereafter) c. 84, §§1, 15 and 22 and First National Bank of Woburn v. Woburn, 192 Mass. 220 (1906)) - unless it has become public in character by one of three ways: (i) a laying out by public authority in the manner prescribed by statute (for example, M.G.L. c. 82, §§1-32); (ii) prescription; and (iii) prior to 1846, a dedication by the owner to public use, permanent and unequivocal (see Longley v. Worcester, 304 Mass. 580 at 587-589 (1939)), coupled with an express or implied acceptance by the public. McLaughlin v. Town of Marblehead, 68 Mass. App. Ct. 490, 495 (2007); Fenn v. Town of Middleborough, 7 Mass.App.Ct. 80, 83-84 (1979).

For the creation of a public way by prescription, see G.L. c. 187, §2, Carmel v. Baillargeon, 21 Mass.App.Ct. 426, 429-31 (1986); . Fenn v. Town of Middleborough, 7 Mass.App.Ct. 80, 83-84 (1979); Schulze v. Huntington, 24 Mass.App.Ct. 416, 417 (1987). For the creation of public ways by dedication, see G.L. c. 84, §23, 1846 Mass. Acts 203, §1; Loriol v. Keene, 343 Mass. 358, 360-61 (1961). Given the unavailability

of dedication as a means of establishing a public way after the effective date of 1846 Mass.Acts 203, §1 and the difficulties in establishing a public way by prescription, most public ways now assume their public character by laying out by a public authority under statute.

Public ways in Massachusetts consist of state highways, highways/county ways, town ways and statutory private ways, each of which is governed by statute.

The manner of layout, alteration, acquisition of land and easements, discontinuance, construction, maintenance and repair of state highways is set forth in G.L. c. 81, which dates from 1893. G.L. c. 82 (which dates to 1693) governs the method of layout of town and county ways. Unlike the usual situation in state highways, a town or county way is usually a mere easement. This is so because of a long standing judicial doctrine that there will not be created a greater interest or estate than is essential for the public use. Thus an easement for travel is to be presumed unless otherwise stated.

When a public street or highway is laid out and constructed under the general laws of this Commonwealth, the public acquires an easement in the land, which includes a right to occupy it for every kind of travel and communication of persons and every movement of property, that is reasonable and proper in the use of a public street. [Citation omitted]. Subject to this paramount right, the owner of the fee retains his ownership of every valuable interest in the land, and he may use it in any way that does not interfere with the right of the public to the enjoyment of its easement.

Opinion of the Justices, 208 Mass. 603, 605 (1911).

It has been the presumption of the courts that a public way is limited to an easement. In City of Boston v. Richardson, 95 Mass. (13 Allen), 146, 159 (1866), the court made a declaration of public policy by stating:

"the right of the public in a highway, even when so ancient that its origin is unknown, is ordinarily limited to an easement for the purposes of travel; and upon the taking of land for a highway by authority of the

legislature, very clear words are necessary in order to vest in the public the fee in soil."

This theory of law was explained in Smith v. Slocomb, 75 Mass. (9 Gray), 36, 37 (1857) as follows:

"in this commonwealth,...by taking land for a highway the public take an easement only, and not a fee; and that the fee must be in somebody, and not in abeyance, and remains in the abutter; and that the public easement so completely takes all that can be made serviceable to the owner, that what remains cannot be considered of much value;..."

It should also be noted that the term "highway" in Massachusetts is an expansive term, including not only the paved surfaces of a roadway but areas other than and outside of those surfaces, so long as the purpose of the area is to assist in travel.

The term 'highway', as generally understood, does not have a restrictive or static meaning. It denotes ways laid out or constructed to accommodate modes of travel (and other related purposes) that change as customs change and as technology develops. [Citations omitted.] 'In the most primitive state of society the conception of highway was merely a footpath; in a slightly more advanced state it included the idea of a way for pack animals; and, next, a way for vehicles drawn by animals. . . And thus the methods of using public highways expanded with the growth of civilization until today our urban highways are devoted to a variety of uses not known in former times, and never dreamed of by the owners of the soil when the public easement was acquired.' [Citation omitted].

Because of this view of the scope of the term 'highway', a footpath has been considered to be a part of a highway [citation omitted], and a sidewalk beside a roadway has been deemed part of that way [citation omitted] . . . The same reasoning has led to the inclusion of bicycle paths along roadways within the scope of those ways. [Citation omitted.]

Opinion of the Justices, 370 Mass. 895, 901-902 (1976). [This case held that highway trust fund moneys could be expended on the construction and maintenance of bicycle pathways in Massachusetts].

Thus, "the word 'highway' in a popular sense includes all public traveled

ways, whether county or town ways [citation omitted]. So, of the word 'road.'" Clark v. Hull, 184 Mass. 164, 166 (1903). But see the technical distinction between "highways" and town ways in Newburyport Redevelopment Authority v. Commonwealth, 9 Mass. App. Ct. 206, 223 (1980) where it is stated:

The distinction between highways and town ways, which has existed since at least 1693, lies in the fact that the former are and have been laid out under G.L. c. 82, Section 1, or its statutory predecessors, while the latter are and have been laid out under G.L. c. 82, Section 21, or its predecessors. [While now a city council or board of aldermen may, if their city charter so provides, lay out highways, previously G.L. c. 82] Section 1 provided for the laying out of highways by authorities having jurisdiction throughout a county [now county commissioners], while the predecessors of Section 21 provided for the laying out of town ways by a board of selectmen with the approval of the town meeting.

An important distinction between highways and town ways is that highways may not be discontinued without notice to towns and abutters and concurrence of the county commissioners (G.L. c. 82, Sections 1 and 3), while town ways may be discontinued by town meeting vote or vote of a city council without notice to abutters (G.L. c. 82, Section 21). Upon discontinuance, a state highway becomes a town way. As to the effect of a discontinuance, see Section 6 herein on Discontinuances and the discussion of Nylander v. Potter, 423 Mass. 158 (1996).

1.1.A STATE HIGHWAYS

A state highway, as distinguished from other streets and ways, is laid out and maintained by the Massachusetts Department of Transportation, Division of Highways ("MDT"). See G.L. c. 6c. The layout or assumption of maintenance of a state highway can be by petition of county commissioners or selectmen (G.L. c. 81, Section 4) or on MDT's own determination that the public convenience and necessity require the

layout (G.L. c. 81, Section 5). Although MDT may abandon any land or rights in land which may have been taken or acquired by it provided that it follow the procedures required under G.L. c. 81, Section 12, after layout and construction of a state highway, MDT has no authority to abandon any portion of such highway once the same has been committed to the charge of the Commonwealth. See 2 Op. Atty. Gen. 378 (1902). See also, general discussion in Gillis v. Bonelli-Adams Co., 284 Mass. 176, 178-79 (1933).

The statute also provides for limited access ways (G.L. c. 81, Section 7C) and grants to the MDT very expansive powers, to acquire needed land outside the existing way (G.L. c. 81, Section 7), alteration of connecting ways, be they town or county ways (G.L. c. 81, Section 7A), to dispose of excess lands or rights in land (G.L. c. 81, Section 7E), to enter on private property for surveys and test borings (G.L. c. 81, Section 7F), to relocate public utilities and to acquire land and easements to do so (G.L. c. 81, Section 7G) and the right to acquire land to provide road building materials (G.L. c. 81, Section 11).

When the MDT lays out a limited access highway it is sometimes necessary, in order to provide access to a public way for abutting properties whose access has been cut off by the limited access highway, for it to take land, not needed for the highway itself but rather to provide private access to a public way (G.L. c. 81, Section 7A). While originally not viewed as constitutional by some because such a taking was viewed as the expenditure of public funds for private benefit, a challenge to this aspect of the law failed in the case, Luke v. Massachusetts Turnpike Authority, 337 Mass. 304 (1958). In the Luke case, the Court acknowledged that the eminent domain power may not be exercised for private purposes but found that the public purpose was served by taking easements for

private use, because to do otherwise the Turnpike might have had to be laid out "over a length of miles" to avoid a taking which would otherwise landlock a parcel of land.

Landowners who had frontage on a state highway have a cause of action for damages for diminution in value of their holdings if the highway is thereafter made a limited access highway. Petitioners in such a situation are entitled to recover the damage to what remains of their real estate after the appurtenant easement is taken away from them and as a result of losing the easement. G.L. (Ter. Ed.) c. 79, §12. Nichols v. Commonwealth, 331 Mass. 581 (1954). "Nothing turns on the fact that the petitioners' acreage was the same before the taking [citations omitted]." Wenton v. Commonwealth, 335 Mass. 78, 80-81 (1956).

Section 12 of G.L. c. 81 deals with discontinuances or abandonment, about which there is later discussion at Section 6 et seq of these materials.

Sections 13-21 of G.L. c. 81 set forth the obligation of the state to maintain its highways including snow removal, at its expense and, for the purposes of maintenance, "state highways" includes "such public roads in state forests, parks and reservations outside of the metropolitan parks district, and such public roads within the limits of any property [under the control of the Commonwealth] as may . . . be designated . . . as roads for public use" (G.L. c. 81, Section 13). The Commonwealth is liable to motorists damaged by its failure to maintain its highways (G.L. c. 81, Section 18). Section 21 of G.L. c. 81 was amended in 1975 to add a new provision, as follows:

In the case of a driveway opening on a state highway, the said department shall not grant a permit for a driveway location or alteration if the board or department in a city or town having authority over public ways and highways has notified the department by registered mail, return receipt requested, of their objection to the

driveway; provided, that such objection shall be based on highway safety and accepted by the said department.

In April, 1988 G.L. c. 81, Section 21 was substantially revised, creating a further requirement for state highway access. Prior to such amendment, the section had provided that an abutting land owner wanting to build or expand a business or residential use which would generate a substantial increase in or impact on traffic, could be required to bear the expense of up to 75% of the cost of necessary highway improvements.

Now Section 21 of G.L. c. 81 requires an abutting landowner, whether intending to use an existing or a new access to a state highway ("curb cut"), to obtain a permit from the state before building or using the access and the landowner can be required to bear 100% of the cost of improvements installed by the department.

Depending upon the administration then in office, the MDT has on occasion had a very expansive view of its powers under this amendment to the extent of imposing a year long curb cut moratorium on at least one highway and strictly regulating the number and location of curb cuts in many other locations.

Section 22 of G.L. c. 81 was amended in 1985 and now provides in part: "No length of possession, or occupancy of land within the limits of a state highway, by an owner . . . of adjoining land shall give him any title thereto . . . [and any encroaching objects] other than a building used for residential purposes [may be removed by the state if not removed by the owner]." This amendment is designed, obviously, to protect dwellings against summary removal to the nearest MDT maintenance area; presumably a dwelling may be removed only after further process.

By G.L. c. 81, Sections 24-28 the MDT is given the right to expend public funds on town or county, as opposed to state, highways.

Under G.L. c. 85, Section 2, municipalities must seek the approval of MDT with reference to (1) a way which intersects a state highway; (2) any project which is or was federally aided, in whole or in part; (3) any traffic control signal or flasher in any city or town which does not employ a registered professional engineer to design, redesign or change the timing and sequence of signal or flasher; (4) any sign excluding heavy commercial vehicles; (5) any school zone establishment or signing in relation to which a city or town intends to seek reimbursement from the Commonwealth; and (6) certain one-way street signs.

If any city or town installs and maintains any of the above control devices without requesting and obtaining the required approval, MDT may withhold or withdraw the unexpended balance of any funds assigned to the city or town for certain highway purposes.

G.L. c. 81A established the Massachusetts Turnpike Authority and authorized it to issue revenue bonds for the purpose of constructing a "toll express highway" from Boston to the New York State line and this was later amended to permit the take over of the Sumner Tunnel and the construction of the Callahan Tunnel, and now the Third Harbor Tunnel under Boston Harbor. Chapter 81A of the General Laws has been repealed by Chapter 3 of the Acts of 1997 and the operations formerly of the Turnpike Authority are now vested in the Department of Transportation.

Nowhere in G.L. c. 81 is it required that the state acquire the fee in land over which it lays out the state highway, and in earlier times, it may be some state highways were mere easements, where the fee remained in the land owner over whose land the

highway was laid out. It is now usual, however, that the MDT makes an eminent domain (G.L. c. 79) taking of the underlying fee for the purpose of state highway construction.

1.1.B COUNTY WAYS/ HIGHWAYS

G.L. c. 82, Section 1 gives authority to the county commissioners, councils of governments or other duly authorized councils committees or boards to "lay out, alter, relocate and discontinue highways and order specific repairs thereon" Such highways are commonly known as "county ways". Section 1 of c. 82 was amended to provide jurisdiction to additional entities as follows: "A council of governments shall have authority to designate the powers of the council with relation to county roads to a subgroup of the council, duly constituted under its charter. In counties abolished in Chapter 34B or by Section 567 of Chapter 151 of the Acts of 1996 where no council of governments exists, the designated regional planning agency shall create a regional adjudicatory board comprised of four members of the regional planning agency advisory board and the district highway director of the Department of Highways or his designee, to act as county commissioners under this Chapter. County roads in Berkshire County shall be exempt from the foregoing provisions and shall be subject to Section 364 of Chapter 159 of the Acts of 2000."

The commissioners may on their own motion (G.L. c. 82, Section 1) or on a petition by others (G.L. c. 82, Section 2), after hearing (G.L. c. 82, Section 3) and a view (G.L. c. 82, Section 4), adjudicate that public convenience and necessity requires the layout, alteration, relocation or discontinuance of a highway. Inhabitants of Pembroke v. County Commissioners of Plymouth, 66 Mass. 351 (1853). A court cannot overturn a factual determination of common convenience and necessity. Denman v. County of

Barnstable, 346 Mass. 412, 415 (1963), citing Blackstone v. County Comm'rs., 108 Mass. 68, 69 (1871).

As is the case with state highways, specific statutory authority is given to the commissioners (G.L. c. 82, Section 11A) and their agents, including surveyors, to enter on private land without creating a trespass, for the purposes of "reconnaissances, surveys, soundings, inspections or examinations to obtain information for the layout and construction of highways".

G.L. c. 82, Section 1 highway construction is performed by towns, the county apportions the expense between the county and the town or towns within which the highway is constructed, or with the state as well (G.L. c. 82, Section 8).

Towns thereafter have the responsibility to maintain highways and can be required to make specific repairs (G.L. c. 82, Section 10) in addition to routine maintenance, repairs and snow removal.

If a town refuses to construct a highway laid out by the commissioners, the commissioners may contract with another party to have it constructed, at the expense of the town (G.L. c. 82, Section 14), and prior to 1917, commissioners could be compelled, in a mandamus action, to complete a highway laid out by them (Richards v. County Commissioners of Bristol, 120 Mass. 401 (1876)). Section 14 of G.L. c. 82 was subsequently amended to provide that the commission "may" complete a highway and mandamus will not lie (Marcus v. County Commissioners of Norfolk, 344 Mass. 749 (1962)) to compel construction of a highway.

Prior to Chapter 276, Acts of 1985, which repealed Sections 26 and 27 of G.L. c. 82, the county commissioners could override the refusal of the selectmen to lay out a

town way (G.L. c. 82, Section 26) or the refusal of the town meeting to accept such a way (G.L. c. 82, Section 27). Interestingly, the county still has the power (G.L. c. 82, Section 30) to override the will of a town and discontinue a town way or statutory private way.

It should be noted that with the abolition of certain county governments pursuant to G.L. c. 34B, and in particular, Section 6(d) thereof, responsibilities for the maintenance, method of layout, relocation and discontinuance of ways laid out by those counties shifted to either a council of governments or, if none, to the towns within which such county way is located.

1.1.C TOWN WAYS

The selectmen of a town or city council of a city may lay out a town way in accordance with G.L. c. 82, Sections 21-23 and, upon acceptance by the city council or town meeting, the way becomes a city or town way. Only a town meeting may discontinue a town way (see further discussion, at Section 6 herein).

Each step of the process must be followed or the layout or acceptance is invalid. In Loriol v. Keene, 343 Mass. 358 (1961), Mrs. Loriol owned land at the end of a way known as Fairfax Street. The Keenes owned land adjoining Mrs. Loriol, on either side of Fairfax Street. The Keenes blocked off Fairfax Street so Mrs. Loriol could not use it to get to her property and she sued.

A map of Fairfax Street leading to plaintiffs' property had been recorded in 1913, and in 1929 the Town voted to "accept" Fairfax Street without stating which portions or whether all of it was to be accepted. No plan of Fairfax Street was filed with the town clerk prior to the acceptance vote in accordance with Section 23 and no "notice of intention" was given defendants in accordance with Section 22.

The giving of notice and filing of a layout required by the provisions of G.L. c. 82, Sections 22 and 23 are not mere procedural technicalities. [Citation omitted]. The requirement that a layout be filed ' . . . was manifestly not intended to prescribe a mere formality, but to lay down the indispensable conditions upon compliance with which the right of appropriating private property to public uses of this kind can lawfully be exercised. As one [safeguard against inconsiderate or capricious action on the part of municipal authorities, it establishes a rule to secure precision and exactness of description on the part of the selectmen as to the changes which they propose to make.

Loriot v. Keene, 343 Mass. at 361 (emphasis supplied). But see, Reed v. Mayo, 220 Mass. 565 (1915), discussed below.

1.1.D STATUTORY PRIVATE WAYS

Note that Sections 21 through 24 of G.L. c. 82 refer as well to "private ways." Massachusetts is alone, so far as the authors know, in having this anomalous creature called a "private way" which is laid out by public authority. The existence, in the statutes, of this creature has been the cause of much litigation and uncertainty.

A statutory private way is open to use by the public. It is laid out by the selectmen by the same procedure as a town way, although usually on the petition of one or more persons to whom the way will be of most benefit. The costs of the layout, necessary land acquisition, construction, maintenance and repairs are chargeable to "the persons upon whose application such way is laid out, relocated, altered or discontinued or upon whose application specific repairs are made" (G.L. c. 82, Section 24). The town has no obligation to maintain a statutory private way and, while such a way is laid out upon the petition of individual(s), it is not only he (they) who have the right to use the way; the public likewise has an easement of passage over statutory private ways.

A private way laid out across land of Denham from a public way to land of Slade, which Denham alleged to be for the "use of a single individual, and not for any public use; that the effect [of the layout was] to compel them to sell an easement in their land [to

Slade, and was therefore an unconstitutional action]" led to the Supreme Judicial Court in Denham v. County Commissioners of Bristol, 108 Mass. 202, 204 (1871) to say:

It is true that ways of this description are denominated 'private ways' [by the predecessor statute, and they are allowed] to be laid out for the use of one person, who may be, and in this case is, ordered to pay the whole amount of land damages thereby incurred. It appears to us however that such a way is not distinguishable in any other respect from a town way, properly so called. The easement or right of passage, created by laying it out, is not the private right of the individual whose for special accommodation it may have been laid out, nor is it meant exclusively for his individual travel. It is laid out on his petition; but it is not his way, in the sense of belonging to him personally, or as one of the appurtenances or easements of the farm or estate with which it communicates. He has no power to close, alter, widen or control it; and he has no right in it, except in common with all others who have occasion to pass over it. The public easement is exactly the same as it is in all other ways laid out by public authority.

All the different ways, which towns are authorized by law to lay out, are in truth public highways, for the public without discrimination has the right to use them. It is wholly immaterial by what name they are called [citation omitted]. Our system for the laying out and establishment of public roads recognizes three different kinds: 1. Highways, technically and properly so called, which are laid out by county officers, and in which the land damages are paid from the county treasury; 2. Town ways, which may be laid out by town authorities, and in which the town is required to pay the land damages; and 3. Private or particular ways, in which the selectmen (or in case of appeal, the county commissioners) may order the whole or part of the land damages, as they deem reasonable, to be paid by the persons or persons specially and peculiarly benefited by the laying out. In all these different kinds of ways, the towns are to pay all the expense of construction with their respective limits; and as has been shown, all are public roads.

A distinction has existed between three types of "public roads" since the laws of the Province of Massachusetts for the years 1693-94 and 1713-1714. It has been claimed that the statutory private way "descends" from the third of these type of ways.

First, there were highways, laid out and paid for by the county. Prov. Laws 1693-1694 ch. 6 §3. Second, there were town ways, laid out and paid for by the town. Prov. Laws 1693-1694 ch. 6 §3. Third, there were certain "particular ways" necessary for access to "the lands of particular persons or proprietors". These were also laid out by the town, but they

might be paid for by either the town or the “inhabitants or proprietors who desire and reap the benefit of the same”. Prov. Laws 1713-1714 ch. 8 §1. Such a road is public in the sense of providing access, but its latter day descendant is the “statutory private way”, a kind of road for which neither town, county nor Commonwealth bears upkeep responsibility.

United States v. 125.07 Acres of Land, More or Less, 707 F.2d 11, 14-15 (1st Cir. 1983).

Thus, a "statutory" private way is a way laid out by a town, but the land damages occasioned by the layout, are charged to the petitioner (G.L.c. 82, Section 24). In other words:

The “private way” known to the modern statutes differs from a “town way” only in the fact that the selectmen may assess the whole or a portion of the damages of laying out, altering, or discontinuing such way upon the individuals for whose use it is laid out or altered, or by whose application it is discontinued. In other respects, it is a part of the system of town ways.

Butchers Slaughtering and Melting Ass’n v. Boston, 139 Mass. 290, 292 (1885), citing Flagg v. Flagg, 82 Mass. (16 Gray) 175, 178-179 (1860).

A "statutory" private way is not a "public way" or a way "maintained and used as a public way" for the purposes of the subdivision control law (G.L. c. 41, Sections 81L and 81P), Casagrande v. Town Clerk of Harvard, 377 Mass. 703 (1979), and hence the division of land abutting on a statutory private way requires compliance with the definitive subdivision process and frontage on a statutory private way does not qualify for an ANR endorsement.

In passing upon whether the legislature could pass a law permitting the expenditure of public funds to remove ice and snow from "private ways open to the public use" the Supreme Court said, in Opinion of the Justices, 313 Mass. 779 (1943) that while the words "'private' may occasionally be used in the statutes with a different

meaning [citing G.L. c. 84, Sections 12-14], they commonly mean ways of a special type laid out by public authority for the use of the public [citing G.L. c. 82, Sections 21-32A and Denham]. Such 'private ways' are private only in name, but are in all other respects public." The Court then went on to discuss ways open to the public use by virtue of dedication (discussed infra) and then added to the confusion by saying:

But the words 'private ways,' as commonly understood and as sometimes used in the opinions of this court, have a broader meaning than either of the meanings here mentioned [citations omitted]. The words may well mean or include defined ways for travel, not laid out by public authority or dedicated to public use, that are wholly the subject of private ownership, either by reason of the ownership of the land upon which they are laid out be the owner thereof [citations omitted] or by reason of ownership of easements of way over land of another person.

Opinion of the Justices, 313 Mass. at 782.

1.2 DETERMINING WHETHER A WAY IS "PUBLIC"

As discussed at the outset of this chapter, a way does not become public unless (1) by layout by a public authority in the manner prescribed by statute, (2) by prescription, or (3) by dedication, if prior to 1846. McLaughlin v. Town of Marblehead, 68 Mass. App. Ct. 490, 495 (2007), Fenn v. Middleborough, 7 Mass.App.Ct. at 83-84 (1981). Determining whether a way has become public under the first of these three methods can require a great deal of circumstantial evidence where direct evidence only establishes that the way in question was laid out as a "highway" under the colonial laws.

The courts are unwilling to merely assume that ways are "public" and require a quantum of proof that such is the case to avoid the consequences attendant to a way being

public, such as liability for failure to maintain, the expense of maintenance and snow removal and, not coincidentally, ready divisibility of land by ANR plans.

In Reed v. Mayo, which was a registration petition in the Land Court, there was no laying out of the way and no plan showing the boundaries and measurements of the way prior to the 1852 town meeting which voted to accept Mayo Road as petitioned by James Roy.

It does not necessarily follow, however, that the provisions of the statute were not complied with. The main purpose of giving seven days' notice of the intention to lay out the way was to inform the landowner as to what portion of his land was to be taken. [Citation omitted.] In this instance the only owner interested was James Roy who had petitioned the town to lay out Mayo Road and had given the land needed for the purpose. Even though evidence of notice and filing does not appear in the town records, it may be presumed or inferred after 60 years that the statutory requirement was complied with. All reasonable presumptions are to be taken in favor of such ancient records.

Reed v. Mayo, 220 Mass. at 568.

It should be noted that the Land Court found that since 1852 Mayo Road had been used by the public and had been maintained by the town. It may have been that uninterrupted adverse use of Mayo Road since 1852 was enough to establish a way by prescription.

The distinction between the Loriot case discussed earlier, and its requirement for exactly following the statutory scheme, and the Reed and Clark v. Hull cases, cited above, deserves mention here.

Both the Reed and Clark cases found a public way on evidence which would not now be sufficient. In Reed there was no evidence of notice and filing of the layout but its

existence was "presumed." In Clark, based upon "ancient records" and "ancient deeds referring to the 'road'" the Court found a public way.

Loriot is the first case where strict evidence of compliance with the statute was required, but not the last. The burden of proof is on the party claiming a public way who must show that the way:

has become public in character in one of three ways: (1) a laying out by public authority in the manner prescribed by statute (see G.L. c. 82, Sections 1-32); (2) prescription; and (3) prior to 1846, a dedication by the owner to public use, permanent and unequivocal [citations omitted], coupled with an express or implied acceptance by the public.

Fenn v. Town of Middleborough, 7 Mass. App. Ct. 80, 83-84 (1979); See also Schulze v. Huntington, 24 Mass. App. 416, 417 (1987), and Rivers v. Town of Warwick, 37 Mass. App. Ct. 593, 594 - 95 (1994).

The trial lawyer in the Fenn case had obviously read the Clark case as he put into evidence the same type of evidence as had satisfied the Supreme Court, in 1903, that the "road leading to Jeffries Neck" was a public way. The same evidence was insufficient in 1979 to convince the Appeals Court that Tispaquin and Short Streets in Middleborough were public. The Court observed rather acidly that "[a]ge by itself is a neutral factor, there being ancient private, as well as ancient public ways" Fenn, 7 Mass. App. Ct. at 85.

Reference is made to a helpful small pamphlet by Attorney Alexandra Dawson, ANRs Ancient Ways and the cases selected therein at Appendix A. This helpful pamphlet is available at www.thetrustees.org/putnamconservationinstitute.cfm and was prepared for the Putnam Conservation Institute of The Trustees of Reservations.

A 1995 Appeals Court decision confirms that although mere age and use are insufficient, the courts may nonetheless show some leniency in their interpretations of the

types of evidence that will satisfy the statutory requirements, even where the court acknowledges that the evidence may support "different and possibly contrary inferences." Martin v. Building Inspector of Freetown, 38 Mass. App. Ct. 509, 512 (1995). In Martin, the court found that a public way was validly established where the evidence included (1) plans dating back to June 7, 1763, (2) testimony of an experienced local surveyor who was also director of the town's historical society, (3) minutes of a town meeting in 1764 including as among those items of business that required action the decision as to "what they think proper in respect of highways laid out by the selectmen of Freetown on June 7, 1763" and a notation in the margin stating "voted", and (4) a high degree of congruence between the 1763 plans and the town's assessors maps and the 1979 U.S. Geological Survey map. Martin; 38 Mass. App. at 511.

In Moncy v. Planning Board of Scituate, 50 Mass.App.Ct. 715 (2001), which upheld a Land Court decision by the same name, 6 LCR 322 (Lombardi, J., Nov. 18, 1998), the bar was raised substantially concerning the quantity and quality of evidence required of those parties claiming a way to be public. Although both the judge in the lower Land Court decision and the appeals court had found that the way in question had been laid out as a "highway" by the town selectmen in 1725, this evidence was inconclusive as to the public status of the way. Moncy, 50 Mass.App.Ct. at 716.

Despite the fact that the plaintiff had produced evidence that (1) the way in question, Bates Lane, was laid out as a "highway" by the selectmen in 1725, (2) the town had voted to accept the layout in 1726, (3) Bates Lane was shown on an 1831 map as a highway in Scituate, and (4) all town ways in Scituate were historically public ways during that time period; the Court in Moncy found that Bates Lane, as a matter of law,

could be deemed to constitute a statutory private way, thereby disqualifying it as a “public way” under the Subdivision Control Law. Moncy, 50 Mass.App.Ct. at 720.

In reaching this finding, the court analyzed each of the forms of evidence submitted by the plaintiff. The first of such evidence discussed by the Court was actually evidence that the plaintiff had failed to submit; evidence addressing why the way had been laid out in the first place. This type of evidence can be shown, according to the Court in Moncy, by proving who paid for the layout. Id. at 716, citing United States v. 125.07 Acres of Land, More or Less, 707 F.2d at 14. Without proof that damages were paid to anyone for the layout of the way, the Court in Moncy upheld the Land Court’s conclusion that “it was just as probable that the 1725 layout was intended as a private way.” Id. at 716.

Evidence that the Town had appointed someone in 1858 to ascertain if Bates Lane belonged to the Town and evidence that the Town assessed fees for the rental and use of Bates Lane during the 1800’s were also pieces of circumstantial evidence that the Court found as being “inconsistent with its use as a public way.” Id. at 717, citing Cohasset v. Moors, 204 Mass. 173, 176-177 (1910).

Because acceptance by the Town was required for both private and public ways under a 1718 Town meeting vote, the Town’s acceptance of Bates Lane in 1726 was discounted by the Court as being insignificant evidence in proving whether the way was private or public. Id. at 717-718. The depiction of the way on a map, by itself, was also held by the Court as failing to prove that the way was public. Id. at 718.

The Court in Moncy further found that “the mere fact that the selectmen in the 1725 layout stated that they “laid out a high way in Scituate” does not in and of itself

denote a public way....the term ‘highway’ is susceptible of many meanings. It can refer generally to a road or way, including a county, town or private way.” Id. at 718, citing Jones v. Andover, 6 Pick 59, 60 (1827).

The application of the colonial laws in place at the time Bates Lane was laid out received much discussion in Moncy. The Land Court had stated in its decision the it “consider[ed] Bates Lane to have been laid out as a ‘particular or private way’; now known as a statutory private way.” 6 LCR 322, at 326. The plaintiff in Moncy, on appeal, argued that a “private way” did not exist before 1836, and that Bates Lane could not, therefore, have been laid out as a private way. The appeals court held, however, that because there was “no difference in the power granted to the selectmen to lay out town and private ways by the Revised Statutes of 1836, §§66-69, and by the Province Laws 1693-1694, c. 6, §4, and 1713-1714, c. 8, §1,” the Land Court could properly conclude that “Bates Lane constituted a private way, now known as a statutory private way.” Id. at 719-720.

Therefore, in order to establish that a way laid out prior to the enactment of the Revised Statutes of 1836 is public, several types of evidence should be shown. First, it should be proven that the way was laid out by the selectmen and accepted by a vote at a town meeting. If the actions taken by the selectmen and the town are ambiguous as to whether the intention was to lay out a public or private way, “evidence of use, construction, or repair, from which a court could infer whether the road was laid out as a town or private way” should be gathered. United States v. 125.07 Acres of Land, More or Less, 707 F.2d at 15. In addition to submitting maps depicting the way as a public way, survey work should be done to show the exact location of the way, identifying (a) owners

of the land traversed by the way over its course during the time period in which the way was laid out, and (b) any important location likely to have been frequented by the public to which the way in question provides access. Such evidence would be helpful in establishing why the way was laid out. Any evidence of attempts to discontinue the way could also be helpful in proving whether or not a way is private or public in nature.

In any event, the law has shown that it is wise for a party seeking to prove that a way is public to gather as much direct and circumstantial evidence as possible in its favor if that party hopes to establish that the party's land does in fact have frontage on a public way.

1.3 PRIVATE WAYS

In distinguishing the "statutory" private ways from the more commonly understood private way last referred to in the Opinion of the Justices, supra, it can be seen that there is also in Massachusetts a "private way" which is not available for public use.

In W.D. Cows, Inc. v. Woicekoski, 7 Mass. App. 18 (1979), the plaintiff sought to enjoin the defendants from interfering with its use of Old Stage Road in Belchertown, claiming that Old Stage Road was a public way and defendants could not maintain a barrier across it.

"If a road has never been dedicated and accepted, laid out by public authority, or established by prescription, such a road is private [citations omitted]. If any road could be made public solely by acts of the landowners, with no accompanying act by public authorities, the municipality would be responsible for the maintenance and repair of countless roads."

W.D. Cows, 7 Mass. App. Ct. at 19.

After reviewing the facts in the case including words in deeds describing the way as a "town road" and "the highway" and an 1830 map showing Old Stage Road, the Court held "no conclusive evidence was presented which would have shown that the road came, under the 'public', rather than the 'private' designations . . ." Id., at 20. See also Witteveld v. City of Haverhill, 12 Mass. App. Ct. 876 (1981).

The W.D. Cows case and several of its progeny, including Fenn v. Town of Middleborough, 7 Mass. App. Ct. 80 (1979), Casagrande v. Town Clerk of Harvard, 377 Mass. 703 (1979), Rivers v. Town of Warwick, 37 Mass. App. Ct. 593 (1994), Moncy v. Planning Board of Scituate, 50 Mass.App.Ct. 715 (2001), and McLaughlin v. Town of Marblehead, 68 Mass. App. Ct. 490 (2007), make it clear that: (1) the burden of proof as to whether a way is public or private can no longer be met, as it was in 1915 in Reed v. Mayo, by a "presumption" that all necessary public actions were accomplished; (2) that there can be ancient private ways as well as public ways; (3) that the burden of proof as to the status of the way as public or not is on he or she who claims it is public (Rivers v. Town of Warwick, 37 Mass. App. Ct. 593 (1994), Witteveld v. City of Haverill, 12 Mass. App. 876 (1981)); (4) that the proponent that a way is public must prove it "conclusively"; and (5) that a statutory private way (G.L. c. 82, Section 21) is not a "public way" or a "way maintained and used as public way" under the Subdivision Control Law, G.L. c. 41, Sections 81K-81G.

Private ways most commonly known to us in our practice are subdivision ways; private ways are in all respects private, being laid out, constructed and maintained by private individuals for their private purposes. The public uses such ways only with the consent of the owner, although such consent is so often given in the case of residential

subdivisions it is often assumed by laymen that subdivision roads are "public" long before they are accepted by town meetings.

2. ESTABLISHMENT AND ACCEPTANCE OF STREETS AND WAYS

2.1 STATE HIGHWAYS

G.L. c. 81, Section 4, permits the county commissioners, aldermen or selectmen to petition the MDT to lay out a highway to be taken charge of by the Commonwealth," and Section 5 provides that the MDT may, on its own motion, lay out a state highway after a public hearing and a determination that the public necessity and convenience require it.

The MDT then files with the appropriate county commissioners' and town clerks' offices a certified copy of the highway plan and a certificate to the effect "that it has laid out and taken charge of said way" whereupon the proposed highway becomes a state highway. "[T]hereafter said way . . . shall be constructed at the expense of the Commonwealth [unless] abandoned or discontinued as provided in section twelve."

2.2 COUNTY HIGHWAYS

The procedure for layout of county highways is more cumbersome (see generally G.L. c. 82, Sections 1 through 7). The commissioners (G.L. c. 82, Section 1) or another party by petition in writing to the Commissioners (G.L. c. 82, Section 2) start the process to layout, alter, relocate or discontinue highways. If a petition commences the process the commissioners may require a suitable bond to assure reimbursement of the county's expense if the petitioners do not prevail (G.L. c. 82, Section 2). The procedures by county commissioners can be exercised by other boards and commissioners. G.L. c.82, §1, G.L. c.34B.

The commissioners must hold a hearing regarding the layout to "adjudicate" whether common convenience and necessity require the layout (G.L. c. 82, Section 4). On their own motion, or if requested by any party interested, the commissioners will hold a "view" of the premises (G.L. c. 82, Section 4).

Notice of the hearing (and view, if applicable) must be given to the town clerk 15 days before the date of each, together with a copy of the petition, and also publish and post notice of the proceeding seven days before the hearing or view (G.L. c. 82, Section 3).

G.L. c. 82, Section 3 also requires notice by regular mail to the "recorded owners of land subject to a taking" seven days before the hearing, with copies of the layout plan, if prepared, or if not prepared, copies must be provided at least seven days before the final approval of plans.

After hearing, G.L. c. 82, Section 5 provides that if "no person interested objects, the commissioners may, within twelve months thereafter, lay out" the highway, but if such a person objects another hearing, with new notice, must be held.

Obviously, if the layout is the subject matter of private petition the expense, if the petitioners do not prevail, can be substantial.

If it is adjudicated that public convenience and necessity do require the layout, the commissioners must make the requisite takings (G.L. c. 82, Section 7) and determine the sharing of expenses thereof (G.L. c. 82, Sections 8 and 12) and shall order the construction to be undertaken by the respective towns within which the layout is made "unless other provision is made."

Finally, the commissioners must file with each town clerk description and a plan of the location and bounds of the highway (G.L. c. 82, Section 8).

2.3 TOWN WAYS AND STATUTORY PRIVATE WAYS

G.L. c. 82, Sections 21 through 24 set forth the manner in which selectmen (and certain other parties if authorized) lay out and have the town meeting accept town ways and statutory private ways, which can be on their own motion or upon petition.

Chapter 41, Section 81I provides (in towns not having adopted an official map) that "no public way shall be laid out, altered, relocated, or discontinued" unless the proposed action has been referred to the planning board for its report or the passage of 45 days without a report.

Seven days prior to adopting a layout the selectmen must give notice of their intention to do so to land owners whose land will be taken for such purpose (G.L. c. 82, Section 22).

After the selectmen vote to accept the layout, it is not established until the layout, with the boundaries and measurements of the way, if filed with the town clerk "not less than seven days thereafter", is accepted by the town meeting (G.L. c. 82, Section 23).

The town meeting vote to accept a layout requires only a majority vote, but if funds for construction are to be appropriated, or land taken, those votes require a two-thirds vote.

Section 24 of G.L. c. 82 requires that the selectmen adopt an order of taking for the layout within 120 days of the town meeting vote accepting the layout; obviously, this is not required if the way is to be given to the town as would be the case with a private subdivision way.

NOTE: There is no statutory requirement for the MDT, county or towns, to record highway plans at the registry of deeds!

2.4 PRIVATE WAYS

Private ways, if they are intended to constitute frontage for zoning purposes, must be laid out and constructed in accordance with the provisions the Subdivision Control Law, G.L. c. 41, Sections 81K-81GG, otherwise a landowner may create such private ways crossing his property as he wishes.

A landowner whose interests will be served by the layout and acceptance of a public way may make a voluntary gift of the land or an easement in the land over which the way is constructed or to be constructed. All governmental entities are authorized to accept gifts of land or interests in land, but must do so by some objective, overt act (such as accepting a deed of the land at the time the layout is accepted by the town meeting or city council); mere acquiescence to a purported gift is insufficient. A common form of voluntary transfer is the conveyance to a town of an approved subdivision way and the town's acceptance of the developer's layout of such way by town meeting vote.

A town clerk's certificate that a parcel of land is maintained and used as a way pursuant to G.L. c.41, §81L, twelfth par (of the subdivision control law; an endorsement, "subdivision approval not required" pursuant to c.41, §81P shall not be withheld unless the plan shows a subdivision and the word "subdivision" is defined to exclude a parcel if, inter alia, "every lot within the tract so divided has frontage on (a) a public way or a way which the clerk of the city or town certifies is maintained and used as a public way." c.41, §81L twelfth par) is not conclusive, irrebuttable evidence that a parcel is maintained and used as a public way for purposes of obtaining an ANR Endorsement. Facts in the

clerk's certificate may be genuinely disputed and susceptible of different interpretations; the clerk's records do not necessarily reflect how a particular parcel is maintained and used. Such a certificate is merely prima facie evidence that a parcel of land is so maintained. Matulewicz v. Planning Board of Norfolk, 438 Mass. 37 at 44 (2002).

3. MAINTENANCE

Public ways are maintained at public expense. Chapter 81 state highways must be maintained by the state and G.L. c. 82 highways and town ways must be maintained at town expense (some of which may be reimbursed by the state). For taking gravel for roads, see G.L. c. 82, Section 38; G.L. c. 81, Section 11.

Failure to maintain a state highway results in the imposition of liability on the state (G.L. c. 81, Section 13) and such is also the case as to G.L. c. 82 highways and town ways for a town (G.L. c. 84, Sections 1, 15, 22).

G.L. c. 84 sets the obligations of a town, not only to maintain, repair and remove snow and ice from highways and town ways, but also dedicated (see discussions infra) ways (G.L. c. 84, Sections 23-25) in certain circumstances.

Section 23 of G.L. c. 84 states in part: "A way opened and dedicated to the public use, which has not become a public way, shall not except as provided in the following two sections, be chargeable upon a town as a highway or town way unless laid out and established in the manner prescribed by statute."

G.L. c. 84, Section 24 imposes liability for failure to maintain dedicated ways where the town fails to maintain barriers between a public way and an unsafe dedicated way, and Section 25 imposes liability if it can be proven that the town maintained the dedicated way at any time within six years prior to the accident.

Private ways and statutory private ways are maintained at the expense of abutters (G.L. c. 84, Section 12 and see, United States v. 125.07 Acres of Land More or Less, 707 F.2d 11 (1st Cir. 1983); and see Popponesset Beach Association, Inc. v. Marchillo, 39 Mass. App. Ct. 586 (1996), review denied, 422 Mass. 1104 (1996), which suggests that c. 84, Section 12 is the proper and adequate legal remedy for a homeowners' association to collect road maintenance costs from reluctant non-members) but public monies may, if the town so votes, be expended on private ways for removal of snow and ice (G.L. c. 40, Sections 6C and 6D) and temporary repairs of private ways may be authorized in municipalities adopting a bylaw pursuant to G.L. c. 40, Section 6N. The expenditure of public funds to remove ice and snow does not make the private way become public. Bruggeman v. McMullen, 26 Mass. App. Ct. 963 (1988), Rivers v. Warwick, 37 Mass. App. Ct. 593, 597 (1994).

United States v. 125.07 Acres of Land More or Less, 707 F.2d 11 (1st Cir. 1983) assists in understanding the distinctions among ways. There, the issue was whether the Town of Truro or private parties had the burden of maintenance of a way (the estimated cost of upgrading Pond Road was subtracted from an eminent domain damage award in a Cape Cod National Seashore taking). The Court said that the fact that Pond Road is public for purposes of access, does not show that Truro has an obligation to maintain it. The court observed that a statutory private way (G.L. c. 82, Section 21) is a kind of road for which neither town, county nor Commonwealth bears upkeep responsibility.

The ancient statutes make clear that whether a road is public or private for upkeep purposes depends, not just upon whether it was laid out, but upon why it was laid out. The 'why' of it is best indicated by who paid for it, [the town or the private petitioner]"

125.07 Acres of Land, 707 F.2d at 14 (emphasis added).

The court went on to state:

Whether the town has an obligation to pay for its upkeep, however, depends, at a minimum, upon whether the layout was made under [present G.L. c. 82 town and county ways statutory authority] and, if under the [latter] who was meant to pay for it. The landowners presented no . . . evidence [on this issue] [citations omitted]. Since the landowners had the burden of showing that the town had an upkeep obligation, the District Court correctly ruled against them.

Id at 14.

4. INSTALLATION OF UTILITIES IN WAYS

The installation of utility lines in public ways is not often a matter of controversy as such installations have been made since the advent of such utilities. Installations are governed by G.L. c. 82, §§40 through §40E governing installation of underground utilities, G.L. c. 166, §22, and §§22A through 22N relative to the removal of overhead lines and G.L. c. 166, §25 relative to underground utility lines and are largely under control of local government.

The matter of installation of utilities in private ways is governed by G.L. c. 187, §5 and the right to install utility lines in private ways depends upon how the parcel of land along the private way in question was conveyed to the property owner seeking such installation. Where a lot bounded on private ways is conveyed “together with the right to use ‘Private Street’ for all purposes for which streets or ways are now or may hereafter be used in the ‘Town of Locus’”, this conveys a perpetual, non-exclusive appurtenant easement to use the entire width and length of “Private Street” for the installation and maintenance of pipes, wires and lines for all commonly used utilities, including cable TV and cable modem. See Hovey, William V., Utility Lines In Private Ways: An Overview, Massachusetts Lawyers Weekly, September 25, 2000, p. B3, 29 MLW 215.

If the lot abutting a private way is simply conveyed with “a right of way to use ‘Private Street’”, the property owner would have to utilize G.L. c. 187, section 5 in order to get the necessary utility lines to the parcel. Section 5 of G.L. c. 187 provides, in relevant part, that:

The owner or owners of real estate abutting on a private way who have by deed existing rights of ingress and egress upon such way or other private ways shall have the right by implication to place, install or construct in, on, along, under and upon said private way or other private ways pipes, conduits, manholes and other appurtenances necessary for the transmission of gas, electricity, telephone, water and sewer service.

G.L. c. 183, section 5 is retroactive in its application. Nantucket Conservation Foundation, Inc. v. Russell Management, Inc., 380 Mass. 212 (1980).

Therefore, in order for this statute to apply: (1) the rights of ingress and egress must be “by deed”; (2) the way must be a “private way”; and (3) the property must be “abutting” the private way.

The term “abutting” as used in the statute has been defined to mean “to touch at the end; ... end at; ... reach or touch with any end.” Barlow v. Chongris, 38 Mass.App.Ct. 297, 299 (1995); quoting Black’s Law Dictionary 11 (6th ed. 1990). Compare G.L. c. 183, Section 5 and Emery v. Crowley, 371 Mass. 489, 494 (1976), where the term “abutting” property means property abutting along the length of the way.

Accordingly, if an abutter to a paper street which is definitely laid out on a recorded plan is granted easement rights over such way in a deed then such abutter has the authority to install utilities in such way pursuant to G.L. 183, Section 5, provided that such utilities do not unreasonably obstruct or interfere with the way or are not inconsistent with the use thereof. See Ciejka, Gerald P., Paper Streets, Feb. 18, 1998. It also appears that a holder of an express driveway easement would likewise be entitled to

the benefit of G.L. c. 187, Section 5. See Barlow v. Chongris, 38 Mass.App.Ct. 297 (1995).

As case law has developed to date, both an easement in a private way arising by implication or necessity (Adams v. Planning Board of Westwood, 64 Mass. App. Ct. 383, 392 (2005)) and by estoppel (Lane v. Zoning Board of Falmouth, 65 Mass. App. Ct. 434, 439 (2006), and Post v. McHugh, 76 Mass. App. Ct. 200, 206-207 (2010)) have been held to be easements "by deed" as required by c.187, §5. Only an easement by prescription is not an easement "by deed." Cumbe V. Goldsmith, 387 Mass. 409 (1982).

Where a grantee of lots abutting on a private way has an easement by estoppel due to the fact that the lots were conveyed with a description bounding on a way, or by reference to a plan depicting a boundary on a way, such grantee would be deemed to have rights of access by deed whereby G.L. c. 187, Section 5 would apply to provide an implied easement for utility lines. See Hovey, Supra. Any prescriptive access rights, however, can never be transferred into "deeded rights" and accordingly cannot benefit from G.L. c. 187, Section 5. Id., see also Cumbe v. Goldsmith, 387 Mass. 409 (1982).

5. OBTAINING FEE TITLE OR EASEMENTS OF PASSAGE FOR PUBLIC WAYS

5.1 EMINENT DOMAIN

Usually, common convenience and necessity requires the lay out or alteration of a public way where a voluntary transfer is impossible, either because the landowner is unwilling to make a gift or because of the numbers of landowners who have to be dealt with. In this situation, the Massachusetts Constitution, Pt. 1, Art. 10, amend. Art. 39 authorizes takings for highway purposes:

"Art. X. . . [A]nd whenever the public exigencies require that the property of any individual should be appropriated to public uses, he shall receive a reasonable compensation therefor.

"The legislature may by special acts for the purpose of laying out, including or relocating highways or streets, authorize the taking in fee by the commonwealth, or by a county, city or town, of more land and property than are needed for the actual construction of such highway or street"

G.L. c. 79 provides the mechanism by which a landowner is paid compensation for the taking. A landowner is entitled to recover the market value of the property taken at the highest and best use to which the land could reasonably be put. The Nantucket County Superior Court has found that damages may be awarded under G.L. c. 79 even where the plaintiff is unable to prove that she is the owner of a way taken by a town provided that the plaintiff has suffered "special and peculiar injuries" that differ from those "of the general public" as a result of such taking. Soeder v. DeSrocher, Sup. Ct. Civ. Action No. 97-018, J. Volterra, Sept. 1, 1999.

Although several plaintiffs who have had portions of their property taken have attempted to claim an easement by necessity over the taken portion where the remainder of their land has become landlocked due to a taking by eminent domain, the Massachusetts courts have essentially held that the only relief such a plaintiff may receive is in the form of monetary damages. See Darman v. Dunderdale, 362 Mass. 633 (1972); Morse v. Benson, 151 Mass. 440 and New England Continental Media, Inc. v. Town of Milton, 32 Mass.App.Ct. 374 (1992). See also Mugar v. Massachusetts Bay Transportation Authority, 28 Mass.App.Ct. 443, 445 (1990), where it was held that "[t]he principles of interpretation designed to give effect to the express or implied intent

of parties contracting for or acquiring an interest in land...are, in general, inapplicable to eminent domain proceedings.”

But see, Flax v. Smith, 20 Mass.App.Ct. 149 (1985), further review denied, 396 Mass. 1102 (1985) where the court found that property adjacent to a parcel which has been taken for nonpayment of taxes was burdened by easements for water and sewer lines in favor of an adjacent parcel. The court in Flax stated that where there are such involuntary conveyances as those resulting from a taking, “the degree of necessity required must be greater than in the case of a voluntary conveyance.” Id. at 154. Because the court believed that continued water and sewer services to occupants of residential property constituted the required higher degree of necessity, an easement of necessity was found despite the taking for nonpayment of taxes.

A full discussion of G.L. c. 79 and damages is beyond the scope of these materials, but it should be pointed out that there are restrictions on the taking of land already dedicated to other public purposes for highway purposes (G.L. c. 79, Section 5) and, fortunately, a taking cannot be made without recordation of the order of taking at the appropriate registry of deeds (G.L. c. 79, Section 3). (But see Boston Water & Sewer Commission v. Commonwealth, 64 Mass. App. Ct. 611 (2005) where special legislation authorized the University of Massachusetts to take land by eminent domain for its campus and “fulfill all other requirements of Chapter 79....” An order of taking of a parcel of land on Columbia Point, Boston, was not recorded with the Suffolk Registry of Deeds within thirty days of taking, but the Court found title had already vested in the Commonwealth, Id., at 616-617.) The state's power of eminent domain as to state highways is set forth in G.L. c. 81, Sections 7, 7A, 7C, 7G and 7M. Where parcels of

land are deprived of all or some means of access to an existing public way by construction of a turnpike, the taking authority has the power to take easements over other parcels for the purpose of access. See Luke v. Massachusetts Turnpike Authority, 337 Mass. 304 (1958). Damages can be awarded to the owner of a parcel of land not taken if there is "special and peculiar injury to such parcel" (G.L. c. 79, Section 12. Compare this statute with Nylander v. Potter, 423 Mass. 158, at 163, fn. 10 (1996), discussed infra).

G.L. c. 40, Section 14 permits municipalities to take land, not already appropriated to public use, for any municipal purpose. See also G.L. c. 82, Section 7 for authority for county commissioners to make eminent domain takings and G.L. c. 81, Section 24 for similar authority for towns. Under G.L. c. 40, Section 14, the taking must be approved by the city council or town meeting, the appropriation of money damages must be approved by a two-thirds majority of the city council or town meeting and a taking for highway purposes must be for the "public convenience and necessity."

5.2 DEDICATION

In Hemphill v. Boston, 62 Mass. 195 (8 Cush. 195) (1851), dedication was described as "the gift of land by the owner, for a way, and an acceptance of the gift by the public, either by some express act of acceptance, or by strong implication arising from obvious convenience, or frequent and long continued use, repairing, lighting or other significant acts, of persons competent to act for the public in that behalf." Hemphill, at 196. The gift must also be permanent. Hobbs v. Lowell, 19 Pick. 405 (1837). The burden of establishing that a way is public as the result of a dedication by a land owner and

acceptance by the municipality is upon he who avers the way is public. Witteveld v. City of Haverhill, 12 Mass. App. Ct. 876.

Since St. 1846, G.L. c. 203, now appearing as G.L. c. 84, Sections 23 and 24, "a public highway or town way cannot be created in this Commonwealth by dedication and acceptance." Longley v. Worcester, 304 Mass. 580, 585 (1939). The reason for the statute is to prevent municipalities from being charged with the responsibilities of maintenance of ways which may not be laid out and constructed in a manner prescribed by law.

Cases decided construing the state of the law prior to 1846 (Hemphill v. Boston, supra, and Morse v. Stocker, 83 Mass. 150 (1 Allen 150) (1861)), approved the dedication of land by a landowner where he prescribed terms and limitations on his gift and, if it were given for a special and limited use or purpose, as for a footway, it must be accepted and held for that purpose only. See Longley v. Worcester, supra, at 587.

Obviously such a set of circumstances would be unthinkable now, for to permit a landowner to subject the municipality to liability for failure to maintain a way (particularly where conditions limiting the way's usefulness to the public are present) would soon bankrupt municipalities.

But dedication is one of the means by which public ways can exist and, particularly with ancient ways, this should not be dismissed where one wishes to prove, for ANR divisions of land or other purposes, that a way is "public". Unlike prescription, proof of a public highway by dedication requires no minimum period of time. Abbott v. Cottage City, 143 Mass. 521 (1887).

5.3 ADVERSE POSSESSION/PRESCRIPTION

It is well settled that the creation of a public way by adverse use depends upon a showing of 'actual public use, general, uninterrupted, continued for [the prescriptive period].' Jennings v. Tisbury, 5 Gray, at 74 (1855) [other citations omitted]. It is sometimes said that 'to establish such a use the further fact must be proved, or admitted, that the general public used the way as a public right; and that it did must be proved by facts which distinguished the use relied on from a rightful use by those who have permissive right to travel over the private way.' Bullukian v. Franklin, 248 Mass. 151, 155 (1924) [other citations omitted] . . . Other cases indicate that the necessary adversity and lack of permissiveness may be inferred by the finder of fact from the uninterrupted use by the public, unexplained for the prescriptive period. See, Bassett v. Harwick, 180 Mass. 585, 585, 587 (1902).

Fenn v. Town of Middleborough, 7 Mass. App. Ct. 80 (1979).

The common law relating to prescriptive use is reviewed in detail in Edson v. Munsell, 92 Mass. 557 (1865).

The party seeking to establish that a way is public by virtue of prescriptive use of the way by the public has the burden of establishing the same. “When the fact of a public way is disputed, the burden of proof falls on the party asserting the fact. [citations omitted]” Witteveld v. City of Haverhill, 12 Mass. App. Ct. 876, at 877 (1981).

Establishing a public way by prescription is extraordinarily difficult: to meet her burden of proof a claimant must show not only that the use of the way was open, continuous and notorious for 20 years but also that the use was non-permissive and by the public generally - not simply by users who may have gained their own prescriptive rights but whose use did not constitute a “public” use. See Rivers v. Warwick, 37 Mass. App. Ct. 593 (1994).

The public adverse use must constitute the corporate action of the municipality, which usually takes the form of some kind of ratification, expenditure of public funds for improvement, or other corporate acknowledgment that the way in question is public. See Cerel v. Framingham, 342 Mass. 17 at 21 (1961), Reed v. Inhabitants of Northfield, 30

Mass. 94 (1832) (maintenance and repair of the way) and Teague v. City of Boston, 278 Mass. 305 (1932) (maintenance of utilities within the way).

That a highway may be proved by long and continued use and enjoyment by the public, upon the ground that a conclusive presumption arises from such use that it had been originally laid out or established by competent authority, is well settled in the Commonwealth.

Commonwealth v. Coupe, 128 Mass. 63 (1880).

While St. 1846, c. 203 prevented the creation of public ways by dedication, that statute (now G.L. c. 84, Section 23) has no application to the creation of public ways by prescription. See Coupe, 128 Mass. 63.

It should be noted that in each of the cases of eminent domain, dedication and adverse possession/prescription, the quality of title, whether it is fee simple or a mere easement of passage, is a separate and distinct question.

As stated earlier, unless there is clear evidence to the contrary, an easement of passage (which comprehends within it expansive rights to use and occupy the way for every kind of travel) is to be presumed. In the Coupe case, cited above, it is clear that the Court focused on the distinction when it held that "[w]ays by prescription . . . [are] established upon evidence of user by the public, adverse and continuous for a period of twenty years or more; from which use arises a presumption of a reservation or grant, and the acceptance thereof, or that it has been laid out by the proper authorities, of which no record exists." Id. at 65.

5.4 BOUNDARY ON A WAY

5.4.A Fee Interest In A Way

G.L. c. 183, Section 58, or the “derelict fee statute”, was enacted as an aid in the construction of deeds bounding on a way (and water courses, walls, fences and other linear monuments). This statute provides that such conveyance will include any fee interest of the grantor in such way unless (a) the grantor retains other real estate abutting the way, in which case (i) if the retained real estate is on the same side of the way, the division line between the conveyed land and retained land extends into the way to the extent the grantor owns the fee, or (ii) if the retained estate is on the other side of the way between the division lines extended, the title conveyed shall be to the center line of the way, if the grantor owns so far, or (b) the instrument evidences a different intent by an express exception. The statute is retroactive. See e.g., Tattan v. Kurlan, 32 Mass. App. Ct. 239 (1992), review denied, 412 Mass. 1105, where the way was as yet unconstructed.

As subsequently amended, the derelict fee statute reads:

Every instrument passing title to real estate abutting a way, whether public or private, watercourse, wall, fence or other similar linear monument, shall be construed to include any fee interest of the grantor in such way, water-course or monument, unless (a) the grantor retains other real estate abutting such way, watercourse or monument, in which case, (i) if the retained real estate is on the same side, the division line between the land granted and the land retained shall be continued into such way, water-course or monument as far as the grantor owns, or (ii) if the retained real estate is on the other side of such way, watercourse or monument between the division lines extended, the title conveyed shall be to the center line of such way, watercourse or monument as far as the grantor owns, or (b) the instrument evidences a different intent by an express exception or reservation and not alone by bounding by a side line.

Section 2 of c. 684 provides in part:

[The Derelict Fee Statute] shall apply to instruments executed on and after said effective date and to instruments executed prior thereto, except as to such prior executed instruments this act shall not apply to land registered and confirmed under the provisions of chapter one-hundred and eighty-five before said effective date or to the extent that any person or his predecessor in title has changed his position as a result of a decision of a court of competent jurisdiction.

The Derelict Fee Statute is thus retroactive in its application, as well as prospective, governing the construction and interpretations of deeds whenever executed, with the exceptions noted.

The statute was adopted to end confusion which existed as a result of generations of judicial decisions construing the effect of deeds employing words such as “bounded by” a way and “bounded on” a way as contrasted with bounded on or by the “side line” of a way. The common law was that a parcel described as bounding “on” or “by” a way, without restricting words conveyed title to the center line of the way if owned by the grantor, but a parcel boundary on or by a “side line” of the way conveyed no fee interest in the way. Casella v. Sneierson, 325 Mass. 85, 89 (1949). The statute was also adopted to “clarify ownership and ease the difficulty of identifying the owners of the small strips of land that lay beneath highways, streams, walls, and other similar boundaries” and to “quiet title to sundry narrow strips of land that formed the boundaries of other tracts.” Rowley v. Mass. Elec. Co., 48 Mass. 798, 799, 803 (2003).

The derelict fee statute constitutes a rule of construction of deeds and other instruments. As was said in Tattan v. Kurlan, 32 Mass. App. Ct. 239, at 242-243 (1992),

“General Laws c. 183, §58, establishes an authoritative rule of construction for all instruments passing title to real estate abutting a way, whether public or private and whether in existence or merely contemplated (so long as it is sufficiently designated, see Murphy v. Mart Realty of Brockton, Inc., 348 Mass. 675, 677-678 (1965); Brennan v. DeCosta, 24 Mass. App. Ct. 1968 (1987) (Footnote and additional citations omitted). Section 58 mandates that every deed of real estate abutting a way includes the fee interest of the grantor in the way-to the center line if the grantor retains property on the other side of the way or for the full width if he does not-unless ‘the instrument evidences a different intent by an express exception or reservation and not alone by bounding by a side line.’ The statute incorporates the basic common law principle of presumed intent with regard to conveyed land abutting an actual or contemplated way owned by the grantor. The common law presumed that the grantor intended to pass title to the center of the way.”

Similarly, the effect of the derelict fee statute is to “strengthen ‘the common law ... presumption that “a deed bounding on a way conveys the title to the centre of the way if the grantor owns so far.’ (citations omitted.)” Hanson v. Cadwell Crossing, LLC, 66 Mass. App. Ct. 497, at 499 (2006).

In a case decided not long after the adoption of the derelict fee statute, the Supreme Judicial Court, Smith v. Hadad, 366 Mass. 106 (1974), was called upon to determine the beginning point of a deed of parcel of land excepted from a conveyance where the excepted parcel was bounded in part as follows:

Thence turning southerly by Main Street to a point on Main Street distant eight hundred (800) feet north of the junction of Main and Short Streets; thence turning at a right angle to said Main Street and running westerly one hundred seventy five (175) feet; thence turning and running southerly and parallel to Main Street and distant one hundred seventy-five (175) feet therefrom, eight hundred (800) feet more or less to said Short Street.

Nichols thus reserved a 175 foot-wide parcel fronting on Main Street to the east, which was later conveyed to the respondents’ common predecessor in title. Left ambiguous in the deed was whether the 175 foot measurement begins at the western edge or in the center of Main Street. Since the street is sixty-six feet wide, the answer affects a 33-foot wide strip at the boundary between petitioners’ and respondents’ land. It is the dispute over the ownership of this strip has brought the issue to this court. Id., at 107.

Main Street, a state highway, was taken as an easement and thus the fee to the underlying land remained in the adjoining private owners but, as the court observed, unless the way were discontinued, the fee ownership rights underlying the easement were "effectively useless".

The Court restated the common law as follows:

The presumption has long been that, even where the specified boundary line is clearly at the side of the way (as where it runs between two stakes, each of necessity at the side rather than in the center), the deed was intended to transfer the abbreviated rights to the fee of the way as well [citations omitted]. The rationale of such decisions is apparently that the grantor is unlikely to want to

reserve title to the fee of the way; if he does, he may avoid the effect of the presumption by contraindicating.

The ultimate issue here the distinct question of the starting point for a measurement, which was dealt in Dodd v. Whitt, 139 Mass. 63, 65-66 (1885); 'A majority of the court is of the opinion, that it is a common method of measurement in the country, where the boundary is a stream or a way, to measure from the bank of the stream or the side of the way; and that there is a reasonable presumption that the measurements were made in this way, unless something appears affirmatively in the deed to show that they began at the centre of the stream or way.' We believe this is dispositive of the instant case. That a grantor probably had no intention to retain the fee under the adjoining way does not make it at all likely that he would therefore make a measurement from the center of the way affecting the placement of the boundary at the opposite end of the property....

the Dodd case clearly implies that the presumption shall be operative in the absence [of evidence of the grantor's contrary intent.] It is significant that the Dodd case recognized that such a presumption was widely made. It has been ever since. To change it now would create chaos in land titles, defeat the reasonable expectations of conveyancers, and cause substantial financial hardship to many innocent landowners....

Accordingly, we hold that in the absence of a clear showing of a contrary intent, a measurement given from a stream or a public or private way shall be presumed to begin at the side line of that stream or way. Id., at 437-438.

The derelict fee statute first came to the Supreme Judicial Court in the 1976 case of Emery v. Crowley, 376 Mass. 489 (1976). There the Emerys petitioned the Land Court to register title to three parcels of land in North Weymouth pursuant to G.L. c. 185, §1. The defendant Crowley took issue with the petitioners' claims with respect to two of the parcels sought to be registered and, when he lost at trial at the Land Court, took an appeal to SJC. His appeal required that the Court construe the derelict fee statute for the first time.

At issue were the property rights in a paper street running perpendicular to a public way, known as North Street. The paper street was labeled on one plan as "Parcel 2" and on another "Mount Vernon Road East." At the time of trial, plaintiff Crowley was

the sole owner of land abutting the paper street and claimed that the derelict fee statute operated to give him fee ownership of the paper street.

Emery's predecessor in title had conveyed to Crowley's predecessor in title land abutting the paper street, but in the deeds of conveyance described the paper street not as a way or street but as "other land of the grantor" and "land of Elsie C. Emery."

Not only did Crowley's property abut the "other land of the grantor" and "land of Elsie C. Emery" but it abutted the paper street at its end and indeed, Crowley owned the fee in an extension of the paper street labeled "Mount Vernon Road East" extending from the end of Parcel 2 easterly. The Court stated that the derelict fee statute "sets out an authoritative rule of construction for instruments passing title to real estate abutting a way" (*Id.* at 492) but pointed out that the statute didn't define the terms "abutting" and "way" so it turned to the established rules of judicial definition to do that.

The Court held:

We conclude that parcel 2 did not constitute a 'way' in the instruments passing title to the property abutting its north and south boundaries from grantor Emery to [Crowley's predecessor in title]. Both the metes and bounds descriptions of the lots conveyed and the plans incorporated in the deeds clearly delineate the property now known as parcel 2 as belonging to the grantor or his spouse. The parties obviously intended and understood that this land was retained by the grantor....A prospective purchaser examining the deeds to the land abutting parcel 2 on its north and south boundaries would have no reason to think he would acquire any interest in parcel 2 beyond the express easements [stated elsewhere in the deeds]. Thus, §58 does not apply to those instruments.

One of the deeds to Crowley's predecessor in title conveyed land that abutted parcel 2, the paper street, at its end. The Court held:

By its terms [the derelict fee statute] includes, in 'abutting' real estate, land 'on the same side' of the way in question, see G.L. c. 183, §58 (a)(i) and land 'on the other side of such way,' see G.L. c. 183, §58(a)(ii). The statutory silence with regard to real estate at the end of the way signifies that such real estate does not 'abut' the way in the traditional or statutory sense of the word. Indeed, logically

the owner at the end of way cannot acquire any fee interest in the way without encroaching on the property rights, if any, of the abutting side owners. The term 'abutting' in the context of fee ownership of ways after conveyance of property bounded on a way, thus refers to property with frontage along the length of the way (emphasis supplied). Id., at 494.

See Boudreau v. Coleman, 29 Mass. App. Ct. 621, at 622, fn. 3. See also, McGovern v. McGovern, 77 Mass. App. Ct. 688 (2010).

Most important case construing the Derelict Fee Statute to date is Tattan v. Kurlan, 32 Mass. App. Ct. 239 (1992).

Tattan owned a substantial parcel of land which abutted two older subdivisions. The original subdivision developers had designated connector streets, as many subdivision regulations required, providing possible access from internal subdivision roads to adjacent properties which might be subdivided in the future. Tattan had acquired the two connector strips described in the opinion as they were described on plans of record, one being referred to as a "future roadway" and the second as a "prospective street", for \$500.00 from the original subdivider. Shortly afterward Tattan informed the defendants that he intended to build connector streets over the reserved streets to connect his adjoining tract of land with the public way. In determining that the lot owners abutting the two "future streets" owned those future streets to the center line thereof the Court held, at 242-243:

"General Laws c.183, § 58, establishes an authoritative rule of construction for all instruments passing title to real estate abutting a way, whether public or private and whether in existence or merely contemplated (so long as it is sufficiently designated [interior citations omitted]. §58 mandates that every deed of real estate abutting a way includes the fee interest of the grantor in the way...." (emphasis supplied)

In discussing the common laws presumption that in such circumstances a grantor intended to pass title to center of the way, the Court stated: "this presumption was strong

but could be overcome by clear proof of a contrary intent of the parties....[interior citations omitted]

Section 58's mandate that title in the way is conveyed to the abutting grantee, however, is stricter than the common law rule which it codified and superceded. The statutory presumption is conclusive when the statute applies, unless (for the purposes of this case) the 'instrument passing title' evidencing a different intent (by an express...reservation.' Other 'attended' evidence of the parties' intent is no longer probative." Id., at 243-244.

A rescript opinion from the Appeals Court in Brennan v. DeCosta, 24 Mass. App. Ct. 968 (1987) arose in the context of a paper street and a dispute among neighbors abutting on the paper street as to who had the rights to use it. The Court stated "as a general rule, the title of persons who acquire land bounded by a street or way runs to the center line of the way, G.L. c.183, §58, and carries with it the right to use the way along its entire length. Goldstein v. Beal, 317 Mass. 750, 755 (1945). Casella v. Sneierson, 325 Mass. 85, 89 (1949). Murphy v. Mart Realty of Brockton, Inc., 348 Mass. 675, 677-678 (1965). The rule is applicable even if the way is not physically in existence, so long as it is contemplated and sufficiently designated. Id. at 968.

For many years Brennan occasioned some confusion among practitioners arising out of its brief statement of the law, quoted above.

Adams v. Planning Board of Westwood, 64 Mass. App. Ct. 383 (2005) put to rest confusion as to the effect of the Derelict Fee Statute on title and easement rights. In Adams, a confusing case arising out of the exchange of a number of deeds among three landowners adjoining a private way which created varying ownership rights in the way

under the Derelict Fee Statute the parties contested one lot owner's easement rights in the disputed way for the purposes of access to and utilities for his interior, otherwise landlocked, parcel. The Adams court held:

"while it is true that since passage of the derelict fee statute... 'extrinsic evidence may not be used to prove the grantor's intent to retain [a] fee in [a] right of way,' Rowley v. Massachusetts Elec. Co., 438 Mass. 798, 804 (2003), extrinsic evidence is available to determine the existence, nature, scope and extent of easement rights in a way; the Derelict Fee Statute pertains only to the question of ownership of the fee. With respect to the existence of an easement, we look, rather, to the intention of the parties regarding the creation of the easement or right of way, determined from 'the language of the instruments when read in light of the circumstances intending their execution, the physical condition of the premises, and the knowledge which parties had or with which they are chargeable,' Boudreau v. Coleman, 29 Mass. App. Ct. 621, 629 (1990), to determine the existence and attributes of a right of way." (emphasis added)

See also BTR Ventures, LLC v. Raptopoulos 18 LCR 73 (2010), fn. 24, at 76, where Justice Sands observed:

"I am aware of the general rules stated in Brennan v. DeCosta [citation omitted], stating that:

'the title of persons who acquire land bounded by a street or way runs to the center line of the way, G.L. c.183, § 58, and carries with it the right to use the way along its entire length [citations omitted].

I read Brennan's rule as two separate assertions based on two distinct doctrines. The first is grounded in Section 58, and relates only to the title of a street or way to its center line. The second assertion involves rights appurtenant to land bounded by a way or street and is grounded in the doctrine of easement by estoppel. It is noteworthy that Goldstein, Casella, and Mart Realty, as cited above in Brennan, all involve easements by estoppel and not easements by Derelict Fee. In some, I do not read Brennan as stating that Section 58 automatically confers easement rights. Rather, I agree with Adams, which states that Section 58 applies to fee ownership only.

Silva v. Planning Board of Somerset, 34 Mass. App. Ct. 339 (1993) involved the application of the derelict fee statute in the context of a definitive subdivision plan where

the subdivider proposed to construct a definitive subdivision road over a strip of land title to one-half of which was in an abutter, Silva, who did not join in the definitive subdivision application. As such, he claimed that the Board's approval of the subdivision was a nullity because he was not an applicant or named as an owner of the premises being subdivided.

The Silva court found that Silva did indeed own to the center line of the strip of land proposed to be developed as a definitive subdivision road and as such he either should have been named in the application as a "subdivider" or the Planning Board should have waived strict compliance with its regulations requiring that all owners of record to the proposed site be subdivided be named in the application, which it did not do. That didn't mean that the subdivider couldn't use the strip of land for its proposed street. The Court held "[I]n this case, unlike the Bachelder case, where the abutter challenges the applicant's title to the entire locus, the plaintiff claims an interest only in the proposed street. Even if the plaintiff owns a fee simple interest in the proposed street, at the very least the [subdividers] as grantees of land abutting the proposed street would have an easement in the way and the right to make reasonable improvements in the way without the consent of plaintiff."

Rowley v. Massachusetts Elec. Co., 438 Mass 798 (2003) is another important case in the line of cases construing and applying the derelict fee statute.

In Rowley, the plaintiffs were owners of land abutting a former railroad location, later acquired by the defendant, Massachusetts Electric Company.

When Massachusetts Electric Company proposed to permit the railroad location be used as a bicycle trail, plaintiffs sued alleging ownership rights in the former railroad location and sought to prevent the use of the former railroad as a public bicycle path.

The former New Haven and New Hampton Railroad Company had obtained legislative authority to extend its tracks from New Hampton to Williamsburg, Hampshire County, and filed "location plans" with the County Commissioners identifying the location for its new tracks. The railroad acquired some of its track layout by deeds from abutters but most of the railway location was acquired by filing location plans for the County Commissioners which automatically result in the railroad obtaining an easement over the land required to extend the route with the fee interests in the land remaining in the owners of the parcels affected by the taking. Hazen v. Boston & M.M.R., 68 Mass. 574 (1854) and Agostini v. North Adams Gas Light Co., 265 Mass. 70, 72-73 (1928).

In the Rowley case, the determination of the case turned on two issues: whether a railway location is such a "way" or "other similar monument" as will implicate the application of the derelict fee statute and, secondly, whether the plaintiffs deeds, which would described their respective properties as either bounded by "land of the [railroad]" or as "land now or formerly of said [railroad]," is the same as deed descriptions describing the lands as bounded by the "railroad". Expressed another way, the Court stated: "the only issues we must decide are whether G.L. c. 183, §58, applies to property which in fact abuts a 'way' or 'other similar linear monument' even if the language in the deed does not specifically describe it in those terms; and, if so, whether a railway is a 'way' or 'other similar monument' within the meaning of §58." After restating the Emery v. Crowley rule that "abutting" means "property with frontage along the length of the

way" the Court stated, "a plain reading of the statute is that it applies to instruments that convey real estate that in fact that has frontage along the length of a way or other similar monument. There is nothing in the statutory language itself that suggests its effect is limited only to instruments that describe the real estate conveyed as bounded by 'way' or 'other similar linear monument'. If that was the legislative intent, the wording of the statute could have easily reflected it [fn. 9 Language such as '[e]very instrument passing title to real estate *described in such instrument as* abutting a way' would have been adequate to accomplish such a purpose (emphasis added).] It does not.

Stating again that the derelict fee statute embodies an even stronger presumption in favor of vesting title in ways in abutters than did the common law, the Court stated, at 804:

"If we were to construe §58 not to apply to instruments conveying real estate parcels abutting ways or similar linear monuments that failed to describe their boundaries as such, the ownership of the small strips that make up such ways and linear monuments which would once again be derelict. In the present case, that would mean that the fee interests in the railway would reside with the unknown heirs of those who owned the parcels when the railroad filed its location plans more than 125 years ago. Such a result would defeat the very object of the statute and leave in place the imperfection it intended to remedy."

The Court went on to hold, at 805:

"We conclude that the plain meaning of G.L. c.183, §58, consistent with the words used and considered in connection with the imperfection to be remedied, applies to real estate, such as the plaintiffs' that in fact abuts a 'public or private [way]...or other similar monument,' regardless of how it is described in the instrument of its conveyance."

The Court had little difficulty in determining that a railroad is a "way" or "other similar monument" for the purposes of the derelict fee statute, finding that railroads had long historically been akin to highways and turnpikes in Massachusetts providing for

"similar means for linear travel along a defined course, for the convenience of the public and private parties alike." Id., at 805. See also, McGovern v. McGovern, 77 Mass. App. Ct. 688 (2010).

The case of Hanson v. Cadwell Crossing, LLC, 66 Mass. App. Ct. 497 (2006) discusses another variation on the Rowley theme, that is that the derelict fee statute applies to every deed conveying property which in fact is bounded by a way, "regardless of how it is described in the instrument of its conveyance."

In Hanson, a dispute arose as to the ownership of Lot A as shown on a definitive subdivision plan known as Falcon Heights in Wilbraham, Massachusetts. Lot A was a narrow strip of land between abutting Lots 3 and 4 on the subdivision plan extending from a cul de sac on that plan to the boundary line of an adjacent parcel of land later owned by Cadwell Crossing, LLC. The strip of land, 50 feet in width, was labeled on the plan "not a building lot."

The deeds of Lots 3 and 4 to abutting owners, conveyed those lots by reference to the lot number and subdivision plan of record and made no reference to Lot A.

Defendant Cadwell Crossing, LLC acquired title to Lot A and used it as a connector road from the Falcon Heights subdivision into its new subdivision for which it obtained definitive subdivision approval in August 2004. Immediately the plaintiffs filed suit claiming ownership to Lot A pursuant to the derelict fee statute.

Finding no ambiguity in the deeds and plans of record the Land Court held did not permit the plaintiffs to introduce extrinsic evidence that in fact Lot A was intended to be used as a street or way even though it was not so identified on the plan. The plaintiffs, had they been permitted to do so, would have introduced evidence from surveyors that

Lot A had been shown as a connector road from the Falcon Heights subdivision to a new subdivision to the north on office work plans, that the chairman of the Planning Board had described Lot A as a strip "put there with the potential of becoming a road," and that the Wilbraham subdivision regulation required an inference that Lot A was intended to be a street because those regulations provided that satisfactory provision for access to property not yet subdivided shall be shown on each subdivision plan.

The Appeals Court upheld the Land Court's determination that extrinsic evidence should not be admitted, that there was no ambiguity in the relevant plans and documents, that none of the relevant plans and documents referred to Lot A as a proposed way and therefore the plaintiffs did not own Lot A under the Derelict Fee Statute and could not prevent its use as a connector road to a new subdivision road.

The plaintiffs claimed that the derelict fee statute applies to every deed conveying property which is in fact bounded by a way, "regardless of how it is defined in the instrument of its conveyance." (Rowley, 438 Mass. at 805) Quoting then from Rowley, the Hanson Court stated, at

"a plain reading of the statute is that it applies to instruments that convey real estate that in fact has frontage along the length of a way or other similar monument. There is nothing in the statutory language itself that suggests that its effect is limited only to instruments that describe the real estate conveyed as bounding on a 'way' or other similar linear monument." Rowley, 438 Mass. at 802 (Hanson, at 501).

"For G.L. c.183, §58, to apply, the way need not be in existence on the ground, as long as it is contemplated and sufficiently designated. Contrary to the plaintiffs' contention, it is not enough that the metes and bounds of a strip are described; 'the strip has [to be] sufficiently defined as a proposed street.' Murphy v. Mart Realty of Brockton, Inc., 348 Mass. 675, 678 (1965). In making that determination, 'reference may be made to the plan.' Ibid. In contrast to the record evidence in Rowley, the documents of record here (deeds and plan) designate no proposed way. They do not indicate that Lot A was intended as anything other than a small lot

retained by the developer for any number of possible purposes such as open land, additional parking, a road, or other permissible use."

Hanson, 66 Mass. App. Ct. at 502

That the derelict fee statute relates only to determination of title in streets, ways and other linear monuments, but not easement rights or compliance with zoning, is pointed out by the case of Sears v. Building Inspector of Marshfield, 73 Mass. App. Ct. 913 (2009).

There, Sears, the owner of a 4,800 square foot parcel of land, appealed the denial by the town's building inspector of his application for designation that his lot was a residential lot of record which, under the town's zoning bylaw, required a minimum lot area of 5,000 square feet. There was no doubt that Sears owned the fee to the center line of a private way abutting his land to the southeast. If the land underlying the private way could be counted as his minimum lot area his lot would have totaled 5,700 square feet in area.

In holding that the Derelict Fee Statute could not operate to provide the plaintiff with additional buildable area the Court pointed out that ownership of the fee underlying a private way did not include the right to build thereon. Indeed, since there could be rights of passage in others to use the full width of the private way. Further, the Court held that the plaintiffs construction conflicted with the purpose of the statute which is to clarify ownership of small strips of land underlying highways, streams, walls and other similar boundaries. A statute designed to deal with enforcement of property rights was not intended by the legislature to apply to add lot area for zoning purposes. The Court held that the Marshfield Zoning Board of Appeals acted reasonably in construing the bylaw to exclude from the calculation of minimum lot size, fee ownership interest

underlying private ways. The Court did not, but could have pointed to the definition of "lot" in G.L. c. 41, §81L, the Subdivision Control Statute, where a lot is defined as "an area of land in one ownership, with definite boundaries, used, or available for use, as the site of one or more buildings." The requirement that lot area be available to be used as the site of a building would obviously preclude lot area underlying private ways as being included in the calculation of minimum lot size.

G.L. c. 183, Section 58 is retroactive in its application and applied to paper street provided that the street has been sufficiently designated on a recorded plan. Tattan, 32 Mass.App.Ct. at 240, fn 2; Silva v. Planning Board of Somerset, 34 Mass.App.Ct. 339, 341-43 (1993); and Brennan, 24 Mass.App.Ct. at 968. This is true as long as the grantor has not reserved his or her right in the fee of the roadway. Note however that reference on a plan marked "reserved for a future roadway" does not constitute a sufficient reservation of rights to prevent the application of G.L. c. 183, Section 58. Tattan, 32 Mass.App.Ct. at 245. The reservation must be contained in the deed. Id. at 247.

Application of G.L. c. 183, Section 58 creates obvious difficulties in the event of a discontinuance. It is not at all certain that G.L. c. 183, Section 58 improves the situation too much, since the underlying title at the time of the layout and the extent of the property interest taken by the laying out authority will still have to be determined.

5.4.B Easements by Estoppel and by Implication

The early case, Farnsworth v. Taylor, 75 Mass. 162 (1857) stands for the proposition that an appurtenant right of way is created by necessary implication where a parcel of land is conveyed by a deed description bounding on a way or by reference to a plan which shows a boundary on a way. That case established the doctrine "that where

land is conveyed which is situate on a street or way, and reference is made in the deed of conveyance to a plan on which said street is delineated, the plan exhibited at the sale, and subsequently recorded by the grantor in the registry of deeds, is made a part of the deed, and estops the grantor and those claiming under him to deny the existence of the street as delineated on the plan, is well maintained by authority and sound in principal." Farnsworth, 75 Mass. at 166.

Such an easement exists even if there are other streets or ways providing access to the land (Hill v. Taylor, 296 Mass. 107 (1936)), and there is created by implication, or estoppel, a perpetual easement appurtenant to the premises conveyed providing the owner of such premises with a right of passage over such streets or ways as shown on the plan for the entire distance of the way, as it is then actually laid out or clearly indicated and described. See Oldfield v. Smith, 304 Mass. 590 (1939). The easement by implication is created even if the way is not then in existence, so long as it was clearly contemplated and sufficiently designated. See Murphy v. Mart Realty of Brockton Inc., 348 Mass. 675 (1965). In the Murphy case, the way shown on the plan was, in fact, treed and overgrown, stoney and rocky; it was not passable by motor vehicle or on foot and was entirely undeveloped. The court found that the way had been sufficiently delineated as a proposed street on a plan and was thus "adequately designated" and the owner of the adjacent parcel had the right to develop the formerly unusable way for ingress and egress by blacktopping it.

Therefore, an easement by estoppel can apply where (1) a property description contains a course either bounding on a way or refers to a plan showing that the property

bounds on a way; (2) the way is laid out or clearly indicated on a plan; (3) the chain of title is out of the same grantor; and (4) rights in the way are not reserved by the grantor.

A property description which describes the property bounding along “other land of the grantor” when such “other “ land is a paper street is not a sufficient course description to invoke the principle of easement by estoppel. Emery, 371 Mass. At 495. Easements in "paper streets" can be abandoned. See, e.g., Sindler v. William M. Bailey Co., 348 Mass. 589 (1965).

Not only may there arise an implied easement to use a street abutting upon a parcel of land, but by further implication a property owner can use other streets and ways shown on a plan to the extent that such use is necessary to reach a public way. See Fox v. Union Sugar Refinery, 109 Mass. 292 (1872). In a case which probably would not now be decided in the same way, the Supreme Judicial Court held in 1909, in Downey v. H.P. Hood and Sons, 203 Mass. 4 (1909), that an owner whose property is bounded by a way which connects at each end with a road leading to the highway, is entitled to have access going in either direction if all roads appear on the plan. Later cases have limited the doctrine established by Downey which is, in essence, that a property owner, although having access (by virtue of an implied easement arising by conveyance of a lot by reference to a plan) can elect to take either of two means, including a less convenient one, to reach a public way. Now, it is the general rule that an implied easement of this type will be implied only to the extent necessary for the enjoyment of the land conveyed, in the absence of a clear intent to the contrary. See, e.g., Prentiss v. City of Gloucester, 236 Mass. 36 (1920) and, Wellwood v. Havrah Mishna Anshi Sphard Cemetary Corp., 254 Mass. 350 (1926)

More recent cases, Murphy v. Donovan, 4 Mass. App. Ct. 519, 527 (1976) and Boudreau v. Coleman, 29 Mass.App.Ct. 621, 628 (1990), have held, notwithstanding the doctrine of implied easements arising by virtue of conveyance by reference to a plan, that the intent of the parties is determined from (1) the language of the instrument “when read in light of the circumstances attending” at the time the deed was given; (2) the physical condition of the premises; (3) knowledge of the parties; (4) reasonable necessity of the easement; and (5) whether there existed open and obvious use of the street prior to conveyance.

A mere reference in a deed to a plan and a lot number which bounds on a street or roadway does not give the grantee an easement in all ways shown on the plan. Walter Kassuba Realty Corp. v. Akeson, 359 Mass. 725, 727 (1971). Nor does it prevent the grantor of the property from utilizing his or her property or making changes as long as such use or changes are not inconsistent with the rights of the easement holders. Id.

Prentiss v. Gloucester also held that no easement can arise by implication where the rights of way appurtenant to the premises conveyed are expressly described and defined in the deed of conveyance. Further, an easement by implication, as it is appurtenant to the parcel conveyed, may not be used for the benefit of other land adjacent to the original tract without overloading the easement. See Murphy v. Mart Realty of Brockton Inc., 348 Mass. 675 (1965).

Anderson v. Healy, 36 Mass. App. Ct. 131 (1994) reveals an interesting dilemma for the defendant who abuts a town highway layout and had a right of access to the town way which, at that point was not wrought on the ground and existed only as an easement,

on plaintiff's land; the defendant was found to have exceeded his easement rights in constructing a driveway to his land.

6. DISCONTINUANCE OF STREETS AND WAYS

6.1 STATUTORY

Section 12 of G.L. c. 81 sets forth the procedure for discontinuance of state highways as requiring concurrence of the county commissioners and the filing by the MDT of a plan of the way so discontinued and a certificate of discontinuance with the commissioners and town clerk; "and thereafter the way or section of way so discontinued shall be a town way."

Assume the Commonwealth had taken the fee in the way, then discontinued it. Does the fact that the way thereafter is a town way mean that the town now owns the fee? We think not; the town now has the maintenance obligation, but not the fee interest.

G.L. c. 81, Section 12 goes on to provide that the MDT "may also abandon any land or rights in land which may have been taken or acquired by it . . ." by the same filing of plans and certificates procedure, and also by filing in the registry of deeds "a description and plan of the land so abandoned; and said abandonment shall revert the title to the land or rights abandoned in the persons in whom it was vested at the time of the taking, or their heirs or assigns."

In the event of the discontinuance a state highway resulting from an alteration in the state highway layout, it would be better practice that the discontinuance be accompanied by an abandonment of the former layout if the two routes substantially parallel each other, as where the new layout straightens and widens the former layout. Many such new layouts, in our experience, are not coupled with an abandonment,

however, which has the legal effect of leaving a town liable for maintenance of portions of the former layout. A town by its meeting vote may discontinue a way which became a town way by virtue of a state highway discontinuance, and may do so without notice; it is not an "alteration" requiring a layout. See Boyce v. Town of Templeton, 335 Mass. 1 (1956).

Chapter 82, Section 1 gives authority to the county commissioners (and now other entities) to discontinue (note, not "abandon") highways, and G.L. c. 82, Section 21 gives the same authority to town meetings. In Mahan v. Rockport, 287 Mass. 34 (1934) where the Land Court judge found the Town of Rockport had taken an easement for layout of a highway forty years previously but never entered on the portion of the land in question nor constructed a way thereon, and consequently ruled the Town had abandoned its easement, the Supreme Judicial Court held,

It is settled that a public way once duly laid out continues to be such until legally discontinued. . . . A town way may be discontinued by vote of the town and not otherwise The rights of the public in the whole width of the way as laid out by the selectmen, and accepted by the town in town meeting, were not lost by using less than the whole width of the way.

Mahan, 287 Mass. at 37. Contrast this holding with Perry v. Planning Board of Nantucket, 15 Mass. App. Ct. 144 (1983) discussed infra. Nylander v. Potter, 423 Mass. 158 (1996).

An alteration of a county highway or town way automatically constitutes a discontinuance of the portions of the former layout no longer needed. Inhabitants of Cohasset v. Moors, 204 Mass. 173 (1919)¹; Commonwealth v. Westborough, 3 Mass. 406 (1807). The fact that specific portions of the old road are officially discontinued by

¹ The Moors case cited above is one of only a very few cases holding that an individual can obtain title as against the Commonwealth or its political subdivisions by adverse possession. See generally G.L. c. 260, Section 31, as most recently amended by G.L. c. 654 of the Acts of 1987. Massachusetts is in the distinct minority on this rule.

direct action of the county commissioners will not save the remaining portions of the old road from discontinuance as well. Recore v. Town of Conway, Land Court Misc. Case No. 248455 (Sept. 18, 2000) (Green, J.) upheld on appeal in Recore v. Town of Conway 59 Mass. Ct. 1 (2003).

In Recore, the plaintiffs attempted to meet the Town's frontage requirements by utilizing a certain road which they claimed was a public way. In 1845, a new road was laid out by the county commissioners which essentially replaced the portion of the road being utilized by the plaintiffs, and in 1847, other portions of the old road were officially discontinued by the county commissioners. The Land Court held that the "subsequent actions of the county commissioners to discontinue portions of the old road do not establish that it remained an active county highway at the time of such discontinuance," and that whether or not the portion of the old road utilized by plaintiffs was within the portion specifically discontinued by the 1847 discontinuance, the construction of the new road "just to the west of the locus effected a discontinuance of that portion of [the old road] by operation of law." Id. The Land Court further held that an official discontinuance action on the part of the county commissioners was not necessary to effect a discontinuance by law, that the old road could no longer be considered a public way, and that the plaintiffs could not employ the old road to meet frontage requirements. Id.

Better practice, however, would require an actual discontinuance of the unneeded portions.

It is obvious that there remains much confusion about the distinction between a "discontinuance" and an "abandonment." Many towns vote to "discontinue and abandon"

town ways; some do one, some do the other. At least one Berkshire County town has voted to "close" town ways. The town which voted to "close" a town way, a 1946 vote of the Town of Hancock to close Tower Mountain Road from the driveway of Norman McVeigh to the Hancock-Pittsfield town line, was held by the Appeals Court, in an unpublished decision (Meudt v. Dus, 75 Mass. App. Ct. 1109 (2009)), not sufficient to discontinue the way as a town road. The Land Court trial judge had found the use of the word to "close" to be ambiguous and thus admitted extrinsic evidence in the form of other town meeting votes where the Town of Hancock voted properly to "discontinue" town roads pursuant to G.L. c.82, §21. Because the town had employed the word "discontinuance" in other votes, its vote to "close" the road was insufficient to discontinue Tower Mountain Road.

It is helpful to contrast three statutory sections, G.L. c. 81, Section 12, G.L. c. 82, Section 21 and G.L. c. 82, Section 32A.

G.L. c. 81, Section 12 relates to state highways reads as follows:

Discontinuance or abandonment. The department, with the concurrence of the county commissioners, may discontinue as a state highway any way or section of way laid out and constructed under the provisions of section five by filing in the office of the county commissioners for the county and in the office of the clerk of the town in which such way is situated a certified copy of a plan showing the way so discontinued and a certificate that it has discontinued such way; and thereafter the way or section of way so discontinued shall be a town way. Said department may also abandon any land or rights in land which may have been taken or acquired by it by filing in the office of the county commissioners for the county and in the office of the clerk of the town in which such land is situated a certified copy of a plan showing the land so abandoned and a certificate that it has abandoned such land, and by filing for record in the registry of deeds for the county or district in which the land lies a description and plan of the land so abandoned; and said abandonment shall revest the title to the land or rights abandoned in the persons in whom it was vested at the time of the taking, or their heirs and assigns.

This section was originally enacted in 1900 and has not been amended since 1931; it speaks of discontinuing state highways as ways which the state is obliged to maintain and, secondarily (and not always) to the process of relinquishing the Commonwealth's interest in land.

G.L. c. 82, Section 21 reads as follows:

Authority to lay out ways. The selectmen or road commissioners of a town or city council of a city may lay out, relocate or alter town ways for the use of the town or city, and private ways for the use of one or more of the inhabitants thereof; or they may order specific repairs to be made upon such ways; and a town, at a meeting, or the city council of a city, may discontinue a town way or a private way.

This section was originally enacted in 1693 and has not been amended since 1917; it speaks of laying out and discontinuing town ways, generally easements.

Section 32A of G.L. c. 82, prior to a 1983 amendment, read as follows:

Discontinuance of public ways. Upon petition in writing to the board or officers of a town having charge of a public way, the county commissioners may, whenever common convenience and necessity no longer require such way to be maintained in a condition reasonably safe and convenient for travel, adjudicate that said way shall thereafter be a private way and that the town shall no longer be bound to keep the same in repair, and thereupon such adjudication shall take effect; provided, that sufficient notice to warn the public against entering thereon is posted where such way enters upon or unites with an existing public way. This section shall not apply to ways in cities.

This section was adopted in 1924 and remained the same until amended, first in 1983, and then in 2006, so it now reads:

The board or officers of a city or town having charge of a public way may, after holding a public hearing, notice of which shall be sent by registered mail, return receipt requested, to all property owners abutting an affected road and notice of which shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of hearing and by posting in a conspicuous place in the office of the city or town clerk for a period of not less than fourteen days

before the day of the hearing, upon finding that a city or town way or public way has become abandoned and unused for ordinary travel and that the common convenience and necessity no longer requires said town way or public way to be maintained in a condition reasonably safe and convenient for travel, shall declare that the city or town shall no longer be bound to keep such way or public way in repair and upon filing of such declaration with the city or town clerk such declaration shall take effect, provided that sufficient notice to warn the public that the way is no longer maintained is posted at both ends of such way or public way, or portions thereof. Upon petition in writing of the board or officers of a city or town in which a county highway is located, the county commissioners, whenever common convenience and necessity no longer require such way to be maintained in a condition reasonably safe and convenient for public travel, after giving notice in the manner prescribed in section 3, and after viewing the premises and hearing the interested parties in the manner prescribed in section 4, may adjudicate that the town shall no longer be bound to keep the way in repair, and thereupon the adjudication shall take effect; provided, that sufficient notice to warn the public that the way is no longer maintained is posted at both ends of the way, or portions thereof.

The use of the word "abandonment" in the caption of G.L. c. 82, Section 32A may simply be a mislabelling of the statute.

Because of the presumption that only an easement for public passage is acquired by towns and counties (See Opinion of the Justices, 208 Mass. 603 (1911)), there is no provision in G.L. c. 82 (except for the misleading section heading in Section 32A) relating to "abandonment." A discontinuance does three things: first, the public's easement of passage disappears and the underlying fee reverts to the owners thereof, free of such easement. Nylander v. Potter, 423 Mass. 158 (1996)). Second, the town's obligation of maintenance ceases. And third, abutting owners on the former highway have a cause of action for damages to the value of their land occasioned by the fact that they have lost a valuable bundle of rights (G.L. c. 82, Section 24. Rivers v. Warwick, 37 Mass. App. Ct. 593 (1994)). Damages consist, obviously, of the loss of subdivisability of land, the loss of assurance of town maintenance and snow plowing and

the attendant increase in private expenditure and the probable loss of access by emergency vehicles, together with any particular loss which they may be able to show.

Coombs v. Board of Selectmen of Deerfield, 26 Mass. App. Ct. 379 (1988), review denied, 403 Mass. 1104 (1988) contains a helpful discussion of the statutory history and application of G.L. c. 82, Section 32A in holding that Section 32A does not permit the selectmen of a town to discontinue maintenance of county highways.

Prior to Nylander v. Potter, 423 Mass. 158 (1996), a practitioner had to assemble several cases to satisfy oneself that there was no private easement of passage over a discontinued road. Now we know, absent a private easement of passage in the road location which predates the layout of the way, by grant, prescription or implication, upon discontinuance of a way an interior landowner has no so-called "abutters easement" to travel over the discontinued road. Id. at 162.

In deciding Nylander the Court upheld long settled Massachusetts law and struck down a novel right of passage which was argued would have been very disruptive to real estate titles and, not unimportantly, to long settled municipal practice. In the latter connection, for example, it was pointed out in an amicus brief (Brief Amici Curiae, The Massachusetts Conveyancers Association, Inc. and the Abstract Club, p. 18), that if the Appeals Court was correct in finding an "abutters' easement" in a discontinued town way,

municipalities now must do something more than a simple discontinuance if they wish to insure that what was a public way will not be used for passage by abutters. In the case of a new discontinuance, the municipality presumably must both discontinue the way (under M.G.L. c. 82, §21), and take, under M.G.L. c. 79, the subsisting private right of passage that otherwise still would exist in favor of the abutters. In the case of a discontinuance made years ago, the municipality may well need to act anew to take the abutters' right of passage, if the municipality desires to complete a process it felt it had been done with long ago. Doing so would reopen municipalities to damages for this later taking, a prospect few municipalities will have anticipated or contemplated in their budgets.

The novel right of passage fashioned by the Appeals Court in its decision, Nylander v. Potter, 38 Mass. App. 605, at 609 (1995), was that although a "discontinuance of a public way terminates the public easement of travel, we hold that the discontinuance does not terminate the private easement of travel which abutters enjoy."

The Supreme Judicial Court disagreed "and conclude[d] that Potter does not have an easement of travel over the Nylander stretch of [the discontinued] road. We reject both the Appeals Court's theory of a so-called 'abutters easement' and the Superior Court's theory of a 'public access' private way as contrary to settled Massachusetts law." Nylander, 423 Mass. at 162.

Although the Supreme Judicial Court's decision is viewed as a vindication of what had long been thought settled law, several features of the Court's decision leave a few questions unanswered. For example, in footnote 7 at 161 of the decision, the Court states in dicta that "a discontinuance of maintenance under [G.L. c. 82] §32A would create a 'public access' private ways" (emphasis added). However, it could be argued that a discontinuance under G.L. c. 82, Section 32A of maintenance does not change the status of the way as a public way, it merely avoids town liability for maintenance.

Although it is true that the Nylanders owned the fee in the first 100 foot stretch of the disputed Bachellor Road, but they also owned the fee in the westerly half of the next 788 feet of the road (Nylander, 423 Mass. at 161) the Court's remand to the Superior Court, dealing as it does with only the first 100 feet of the road also appears to leave some issues unresolved. It may have been more helpful to have a clear enunciation of the principle that Potter couldn't travel over any part of Bachellor Road owned by Nylander.

Finally, the Court stated, again only in dicta in fn. 10, at 163 of the decision that "[a] claim for monetary damages is only available if a parcel is rendered landlocked by the discontinuance of a public way" (emphasis added). Under G.L. c. 82, Section 24 and G.L. c. 79, Section 12, it appears that an action for damages lies for a taking which does less than landlock a parcel.

While not explicitly holding that abutting landowners continue to have some easement of passage over a discontinued town way, the Land Court and later the Appeals Court in Schuffels v. Bell, 21 Mass. App. Ct. 76 (1985), preserved for such landowners a right of access to parcels without other frontage on the ground that the plaintiff's predecessors in title had gained prescriptive rights to use "Old County Road" for access. The Land Court in its decision clearly reached very far to come to the conclusion; there was none of the usual detailed evidence of continuous and uninterrupted adverse use of the way discussed in Judge Randall's decision. The Appeals Court merely noted "in stating the facts, we avoid details. The opinion of the Land court, with which we agree in substance, has a fuller and more graphic statement." Id. at 77. It is probable that both courts were offended by the defendants efforts to impede plaintiff's efforts to reach their land and even though plaintiff's could not (and did not) prove adverse use by persons in the 1840s and '50s, the courts said they had. Contrast Lynch v. Town of Groton, 11 Mass. App. Ct. 1008 (1981).

If a town acquired the fee in the location of a town way or county highway prior to its discontinuance, and if the fee interest in land were considered surplus and unnecessary to the municipality after discontinuance, affirmative action by town meeting

(M.G.L. c. 40, §15) is required before that interest in land can be abandoned and conveyed .

6.2 ADVERSE POSSESSION/PRESCRIPTION

The simple answer to a claim that a public highway can be lost by adverse possession or prescription is that such is not the law in Massachusetts, with the exception hereafter noted. See G.L. c. 81, Section 22 as to state highways, discussed above, and G.L. c. 86, Section 3 as to public ways, both providing in essence that if the boundaries of the way are known or can be established, no length of possession within the limits of the way gives any title in the way to an abutter except in the case of a building used as a residence (G.L. c. 81, Section 22). It is interesting to note that there is no comparable exception for dwellings in c. 86, §3. We conclude that the residential exception in G.L. c. 81, Section 22 is not authority to continue to maintain the encroachment represented by the dwelling, but rather protection against summary removal.

A certain few cases arising before the 1917 enactment of the latter statute, and turning, it seems to me, more on a difficulty in determining the location of the way, did allow a claimant to establish a street line by the location of his abutting fence. See, e.g., Holt v. Sargent, 81 Mass. 97 (1860).

Another early case which permitted adverse possession of a "highway" as against a town, was Cohasset v. Moors, 204 Mass. 173 (1919). There, in the original division of lots in Cohasset in 1670 there was a reservation of land for highways in various places, and, among others, along the shore, between the nearest lot laid out for an individual, and the sea, which reservation covered locus. Cohasset sought to register title to locus (a thirty acre parcel described by the Court as being "the rough, rocky, irregular indented

shore of the sea") while Mrs. Moors claimed title to it by adverse possession. In 1867 the county commissioners altered, improved and directed repairs on Jerusalem Road and defined it on a plan (containing much less than 30 acres of land). The court held that by so doing the county commissioners automatically discontinued so much of any highway as might have been reserved previously and that "at least since 1867, the title of the town [to the area reserved for a highway in 1670] has been like that of any other private owner" and went on to hold that Mrs. Moors had disseized the Town.

6.3 DAMAGES FOR DISCONTINUANCE

Because a state highway discontinuance creates a town way, it is only upon the subsequent discontinuance of the town way that a right to damages vests in an abutter (G.L. c. 82, Section 24). An action for monetary damages is the exclusive remedy for a landowner damaged by the discontinuance of a public way. Nylander v. Potter, 423 Mass. at 163, n. 10. G.L. c. 82, Section 7 provides for damages in the event of the discontinuance of a county highway. Note that a person damaged by a G.L. c. 82, Section 24 discontinuance of a private way is entitled to damages and an indemnity can be required by the town prior to discontinuing.

Damages for discontinuance, like damages for a taking, are governed by G.L. c. 79 and vest upon recordation of the discontinuance order.

In the first instance, a determination must be made as to whether the public convenience and necessity requires that a way be discontinued as no longer needed for the public use or convenience. See Newburyport Redevelopment Authority v. Commonwealth, 9 Mass. App. Ct. 206 (1980), "the question whether to discontinue a town way is political or legislative rather than adjudicatory." (Emphasis supplied.) (we

think a G.L. c. 82, Section 32A decision is adjudicatory in nature as certain findings must be made before maintenance can be discontinued).

Because the closing of a public highway is a "taking" of some portion of the value of an abutter's land he becomes entitled to damages (G. L. c. 82, Section 24, G.L. c. 79, §12). It has been held that damages are not allowed if the plaintiff's land "does not abut on the portion of the way discontinued if there is access by any public way, because in such a case the damage suffered is only from loss of the enjoyment of a public right which is also suffered in greater or less degree by every member of the community." Harte v. Town of Dartmouth, 45 Mass.App.Ct. 779, 782 (1998); quoting Rand v. Boston, 164 Mass. 354, 363 (1895) (Knowlton, J., dissenting). Compensability in such cases turns on "the distinction between, on the one hand, impairment of access which if substantial may figure as a special and peculiar injury deserving compensation, and on the other hand, diversion of traffic which lies outside the compensable category even if it results in a decline in the property's market value." Harte, 45 Mass.App.Ct. at 781, quoting Malone v. Commonwealth, 378 Mass. 74, 78 (1979). The measure of damages is outside the scope of these materials.

6.4 TITLE TO DISCONTINUED PORTIONS

Since the beginning of reported cases in the Commonwealth, it has been black letter law that an easement for public travel over a person's land leaves the underlying soil in the individual. "By the location of a way over the land of any person, the public have acquired an easement, which the owner of the land cannot lawfully extinguish or unreasonably interrupt. But the soil and freehold remain in the owner although

encumbered with a way." Perley v. Chandler, 6 Mass. 454, 455 (1810). Nylander v. Potter, 423 Mass. 158, 161 (1996).

A natural corollary to this proposition is that if the way is discontinued, the freehold, free of the encumbrance of the highway, reverts to the owner. Title reverts in abutters to the center line of the way.

But if the authority laying out the way took the fee, upon discontinuance, title remains in the public. Hence the necessity, in G.L. c. 81, Section 12 for an abandonment by the state in the event of a discontinuance of a state highway.

A discontinuance relieves the laying out authority of its obligation to maintain a way; an abandonment relinquishes the interest of the authority in any rights to land.

It is curious that no words of "abandonment" are used in G.L. c. 82 relating to county highways and town ways except, as noted previously, in the section caption of Section 32A. An important distinction between highways and town ways is that highways may not be discontinued without notice to towns and abutters and the concurrence of county commissioners (G.L. c. 82, Sections 1 and 3), while town ways may be discontinued by town meet or city council vote without notice to abutters (G.L. c. 82, Section 21).

Before a town can discontinue a town way it must refer the contemplated action to its planning board for its recommendation and give the board 45 days to respond (G.L. c. 41, §81I). In those few municipalities that have not established a planning board under G.L. c. 41, Section 81A, and that have a board of survey, see G.L. c. 41, Section 73, which regulates the opening of private ways for public use.

Previously, a town way could be converted to a private way by the county commissioners by G.L. c. 82, Section 32A; as amended, I suggest that Section 32A leaves the way a public way, but absolves the town of its maintenance obligations.

Pursuant to G.L. c. 40, Section 15 a town may vote to abandon "any land, easement or right taken for such . . . town, otherwise than by purchase . . ." upon a two-thirds vote of the town, and authorize its conveyance upon such terms and conditions as the town may fix.

7. SUBDIVISION CONTROL, PLANS AND PUBLIC WAYS

Under G.L. c. 41, Section 81L, an endorsement of "Approval Under Subdivision Control Law Not Required" will only be given to a division plan where all of the lots which result from the division of a tract of land have frontage on a "public way or a way which the clerk of thetown certifies is maintained and used as a public way." The question of what constitutes legal frontage on a public way has become quite complex to resolve.

The Subdivision Control Law, G.L. c. 41, Sections 81K-81GG, was enacted as a "comprehensive statutory scheme", Nantucket Land Council, Inc. v. Planning Board of Nantucket, 5 Mass. App. Ct. 206 (1977), requiring "adequate access" (G.L. c. 41, Section 81M) to lots within a subdivision and lots having frontage on an inaccessible way (limited access highway) do not have frontage on a "public way" as those words are used in the Subdivision Control Law. Hrenchuk v. Planning Board of Walpole, 8 Mass. App. Ct. 949 (1979).

It was always assumed, until the Tristam's Landing case, Gifford v. Planning Board of Nantucket, 376 Mass. 801 (1978), Hrenchuk, Casagrande (discussed previously)

and Perry, discussed hereafter, that a "public way" was a public way, for the purposes of considerations of title, status, laying out, etc., and for Subdivision Control Law. Such is not the case (and see, LeBlanc v. Board of Appeals of Danvers, 32 Mass. App. Ct. 760 (1992) which holds that an unconstructed, paper street can provide the necessary "frontage" to afford a lot abutting thereon a G.L. c. 40A, §6 zoning dimensional freeze).

Whether a way provides the required legal frontage for lots which may be divided without planning board approval ("ANR Plans") is no longer the sole question.

Rather, the question has become, by a series of decisions, whether the way provides vital access to the buildable area of the lot. The transition from a mere question of frontage to a much more subjective issue of actual accessibility can be traced in the following cases: Rettig v. Planning Board of Rowley, 332 Mass. 476 (1955), Malaguti v. Planning Board of Wellesley, 3 Mass. App. Ct. 797 (1975), Casagrande (supra), Spalke v. Board of Appeals of Plymouth, 7 Mass. App. Ct. 683 (1979), Perry v. Planning Board of Nantucket, 15 Mass. App. Ct. 144 (1983), and Hutchinson v. Planning Board of Hingham, 23 Mass. App. Ct. 416 (1987), Sturdy v. Planning Board of Hingham, 32 Mass. App. Ct. 72 (1992), Ball v. Planning Board of Leverett, 53 Mass. App. Ct. 513 (2003), all dealing with the adequacy of the way; and Cassani v. Planning Board of Hull, 1 Mass App. Ct. 451 (1973), Gifford v. Planning Board of Nantucket, 376 Mass. 801 (1978), McCarthy v. Planning Board of Edgartown, 381 Mass 86 (1980), Gallitano v. Board of Survey and Planning Board of Waltham, 10 Mass. App. Ct. 269 (1980), DiCarlo v. Planning Board of Wayland, 19 Mass. App. 911 (1984), Fox v. Planning Board of Milton, 24 Mass. App. Ct. 572 (1987), and Corcoran v. Planning Board of Sudbury, 406 Mass. 248 (1989) and Stefanick v. Planning Board of Uxbridge, 39 Mass.App.Ct. 418

(1996), review denied, 422 Mass. 1104 (1996), to adequacy of access from the way to the buildable portion of the lot. [We are greatly indebted to Donald J. Schmidt, Editor of the Land Use Manager, a publication of the Executive Office of Communities and Development for his insightful analysis entitled "THE ANR HANDBOOK", May, 2000, Department of Housing and Community Development].

The Perry court added an additional, judicial, requirement for approval of ANR plans, saying "we conclude that whatever status might be acquired by ways as 'public ways' for the purposes of other statutes by virtue of their having been 'laid out' . . . such ways will not satisfy the requirements of the 'public way' exemption in Section 81 . . . unless they in fact exist on the ground in a form which satisfies the previously quoted goals of Section 81M." Perry, 15 Mass. App. Ct. 392.

In effect, two categories of access on public ways come into focus out of this decisional history. "There is the 'could be better but manageable' category and the 'illusory' category. The first category warrants an [ANR] endorsement; the second does not." Gates v. Planning Board of Dighton, 48 Mass.App.Ct. 394 (2000), review denied 726 NE 2d 414 (2000). In Gates, notwithstanding technical compliance with frontage requirements, the planning board could deny an ANR endorsement where access to lots is "nonexistent" for the purposes of the statute.

An example of the first category of cases is Sturdy v. Planning Board of Hingham, 32 Mass.App.Ct. 72 (1992). In this case, Robert Sturdy was confronted with a not uncommon dilemma; his land fronted on a way which had not been maintained by the town and was not passable. He proposed an ANR division of land abutting Side Hill Road. Whether Sturdy was entitled to the endorsement depended upon whether Side Hill

Road was a public way and whether the access it afforded was illusory. The Hingham Planning Board denied the endorsement. On appeal to the Superior Court the judge found Side Hill Road to be a public way but in its then condition it did not afford safe access to the lots in question and thus the Board's decision was not in excess of its authority.

Sturdy moved for a new trial and, relying on G.L. c. 84, Sections 1 and 4, brought an action in the nature of mandamus seeking to compel the town to make Side Hill Road accessible. The two cases were consolidated and the Superior Court judge reconsidered his earlier ruling, now ruling that Sturdy was entitled to the ANR endorsement, notwithstanding deficiencies in Side Hill Road and allowed the town's motion for summary judgment in the mandamus action. Both sides appealed.

After restating the Fox v. Planning Board of Milton (24 Mass. App. Ct. 572, 574 (1987)) test as to whether or not access provided by a public way is "illusory in fact" (Sturdy, at 75), the Court held:

Deficiencies in a public way are insufficient ground for denying the endorsement. The ANR endorsement for lots fronting on a public way, provided for in G.L. c. 41, Section 81L (note 3, supra), is a legislative regulation that ordinarily 'lots having such a frontage are fully accessible, and as the developer does not contemplate the construction of additional access routes there is no need for supervision by the planning board on that score.' Gifford v. Planning Board of Nantucket, 376 Mass. App. Ct. 807. Moreover, since municipal authorities have the obligation to maintain such ways, there is already public control as to how perceived deficiencies, if any, in such public ways are to be corrected.

Sturdy, 32 Mass. App. Ct. at 76.

The Appeals Court affirmed the trial court's denial of mandamus. In doing so, it noted that public officials are presumed to do their duty, particularly when it is pointed

out to them (Sturdy, 32 Mass. App. fn.15 at 78) but if not, there is at least the possibility of criminal sanctions (Sturdy, 32 Mass. App. at 77).

An example of the second category of cases is Poulos v. Planning Bd. of Braintree, 413 Mass. 359 (1992) where the owner presented a plan that showed twelve lots with the required frontage along an existing paved public way. Parallel to that way was a guardrail installed by the Department of Public Works to keep vehicles from pitching down a steep slope. Practical access was barred until the DPW took down the guardrail which it would not do unless the owner filled in the grade that produced the dangerous slope. Although removal of the guardrail and regrading might occur, in the sense the neither was an impossible task, the court held that “in absence of present adequate access from the public way of each of the plaintiff’s lots,” the planning board had rightly refused endorsement under G.L. c. 41, Section 81P. Id. at 362.

A case similar to Poulos was decided by the Appeals Court in 2000 with a different result. In Hobbs Brook Farm Property Company Limited Partnership v. Planning Board of Lincoln, 48 Mass.App.Ct. 403 (2000), review denied, 726 N.E. 2d 414 (2000), the planning board denied ANR approval to the plaintiff’s plan because frontage on a state highway for 4 out of 5 proposed lots was partially obstructed by a metal guardrail or concrete Jersey barrier and curb cut permits had not been obtained from MHD. The court found that “it is simply not correct...that the entire frontage required for a lot under [the town’s] zoning by-law must be unobstructed....As to guardrails, Jersey barriers, and Cape Cod berms, those partial obstructions do not have the physical barrier effect described in Poulos v. Planning Board of Braintree.” Hobbs, 48 Mass. App. Ct. at 406.

The court in Hobbs also went on to state that “the requirement that one obtain permission from the commission to make a curb cut and to build a driveway across the green did not constitute a physical or legal barrier to access. Securing permission is a necessary step to be taken in the development process, but it is not the business of the planning board to anticipate that the grant of the requisite permit by the responsible governmental body would be improvident or might not occur.” Id. at 405. Likewise, as MHD has exclusive authority to regulate driveway openings on a state highway, a town planning board may not, as a condition for its approval of a definitive subdivision plan, prohibit curb cuts on a state highway, Sullivan v. Planning Board of Acton, 38 Mass. App. Ct. 918 (1995).

It should also be noted that a "public way" properly laid out, is not necessarily a "public way" for Subdivision Control Law purposes. Proving that a way is in fact public can be extremely difficult for an applicant seeking subdivision approval.

In Matulewicz v. Planning Board of Norfolk, 438 Mass. 37 (2002), the Supreme Judicial Court dealt at some length with the provisions of M.G.L. chapter 41, section 81L which permits a planning board to grant an ANR endorsement for a lot having frontage on "a public way or a way which the clerk of the city or town certifies is maintained and used as a public way."

In Matulewicz, a landowner sought an ANR endorsement for two parcels of land shown with frontage on Frederickson Road in Norfolk. The applicant accompanied the ANR plan to the planning board with a town clerk's certification to the effect: "that according to the records of Norfolk, Frederickson Road from Grove Street to the dwelling

of...Matulewicz as shown on assessor's map 13, a total distance of 2,415 feet, more or less, is maintained and used as a public way in the Town of Norfolk."

The planning board declined to issue its ANR endorsement on the basis that the town had only accepted 1,953 feet of Frederickson Road at town meeting with the remaining 462 feet being a driveway to the Matulewicz home which had never been accepted as a public way.

The applicant appealed to Superior Court and, unusually, the planning board filed its own action in Superior Court seeking the annulment of the clerk's certificate and a declaration by the Court that the plaintiff's plan in fact showed a subdivision.

The town clerk's certification was based upon a conversation with the town highway department superintendent who apparently confirmed that the town maintained the road by paving, snow removal and repair. The Superior Court judge concluded, based on the certificate, that the road was maintained and used as a public way and thus ordered the board to make the ANR endorsement.

The applicants argued to the Supreme Judicial Court that the town clerk's certificate, absent fraud, misrepresentation, or duress, should be considered conclusive, irrebuttal evidence that the way in question was used and maintained as a public way. Holding that the plaintiff had established a prima facie case that the way in question was used and maintained as a public way by introducing the clerk's certificate, the Court held that the planning board may rebut the prima facie effect of the certificate by introducing evidence and warranting a finding that the way was not so maintained and used.

While the Court held that the clerk's certificate should be rebutted, it found that the Superior Court's decision that Frederickson Road was, in fact, maintained and used as

a public way was warranted by the evidence which she heard at trial including that the town's maintenance of the road was uniform throughout and that the way had significant width for its entire length and that the town maintained it in all seasons of the year. The matter was remanded with an order that the plaintiff's plan did not require approval under the subdivision control law and that the planning board should issue that endorsement.

In Duddy v. Mankewich, 66 Mass. App. Ct. 789 (2006) it was determined that an ANR endorsement by two members of a five member board was insufficient to constitute an endorsement even though those two members constituted a majority of the three members of a five member board who were present at the planning board meeting. This was so because the statute contemplates action by a full majority of the board's members.

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. ARPA

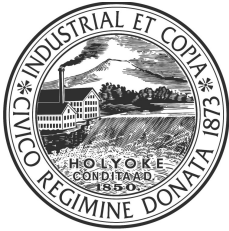
Mike Sullivan was invited to provide information about the proposed project.

- 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.



City of Holyoke

Department of Public Works

**Board of Public Works Meeting
Engineer's Report, abbreviated
April 3, 2023**

1. Staffing
 - a. General Construction Inspector – position open
2. ARPA Applications, Full applications Due 4/14
 - a. Central Fueling Station Replacement (\$1,930,000)
 - b. Springdale Pumping Station Assessment and Design (\$415,000)
 - c. Municipal Building Projects (\$5M per OCD)
 - d. Municipal Employees Training and Education funding
 - i. Conferences:
 1. MMA Annual Meeting & Trade Show (2-day)
 2. NEWEA Annual Conference (w Hotel) (3-day)
 3. Bay State Roads
 4. NACTO National Association of City Transportation Officials) Designing Cities Conference [depends on location]
 5. MassDOT Transportation Innovation Conference (2-day Worcester, no hotel)
 6. MassDOT Moving Together Conference (1-day Boston)
 - ii. Memberships:
 1. MMA Massachusetts Municipal Association
 2. NEWEA New England Water Environment Association/WEF
 3. American Public Works Association (APWA), 6 people with City membership
 4. AGOL license (for Veolia data viewer)
3. Status of active projects
 - a. Integrated Plan, Hazen & Sawyer
 - i. Internal Kick-off meeting 3/10
 - b. Consent Decree Released, publicly available
 - c. NPDES Permit to be released Thursday, 4/6, City will comment, appears to have lower metals
 - d. Contract Operations
 - i. Hazen – Draft delivered for City review
 - ii. Abrahams – Waiting on data, Auditor
 - e. Chapter 90 – 2023 resurfacing & cape seal list released on DPW-Engineering website; Cracksealing and microsurfacing contract to be awarded to Indus (aka Sealcoating)
4. Procurement
 - a. ARPA Sewer Rehabilitation
 - i. Tighe & Bond engineering design, bidding open, due 4/21
 - b. Bid for Sewer Rehabilitation contractor, CCTV and CIPP lining, date TBD, likely April
5. Contracts (being executed)
 - a. Bid Crack sealing and Cape Seal, Indus/Sealcoating
6. City Permits
 - a. Stormwater Application (Large / BPW Approval) – Northampton Residential Development (continued)
7. NPDES Permit Renewal
 - a. Based on the data collected in the three-year period, the City of Holyoke is requesting the EPA maintain the following metals limits in the release draft of the City of Holyoke NPDES permit MA0101630 or delay the release draft permit until a full 5 years of data can be collected to compare years 2010-2014 versus 2020-2024.
 - b. The permittee will meet a monthly average lead interim limit of 2.7 ug/l, a monthly average copper interim limit of 62.4 ug/l, and a maximum daily copper interim limit of 80.3 ug/l. Reviewing the Aluminum criteria calculator for freshwater aquatic life.

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

FOR 2023 09

ACCOUNTS FOR:
6000 SEWER ENTERPRISE

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0000							
5 REVENUES							
60005 41420 SEWER LIEN REVENUE	0	0	0	.00	.00	.00	.0%
60005 41430 SEWER TAX TITLE REV	0	0	0	.00	.00	.00	.0%
60005 41440 SEWER FORECLOSURE R	0	0	0	.00	.00	.00	.0%
60005 42400 SEWER USE REVENUE			-8,950,067	.00	.00	-8,950,067.00	.0%
60005 42401 SEPTAGE/WASTE FEE R	0	0	0	-10,400.00	.00	10,400.00	100.0%
60005 42402 SEWER ENTRANCE FEE	0	0	0	-825.00	.00	825.00	100.0%
60005 46800 STATE GRANT REVENUE	0	0	0	.00	.00	.00	.0%
60005 46801 SEWER RATE RELIEF R	0	0	0	.00	.00	.00	.0%
60005 48200 EARNINGS ON INVESTM	0	0	0	-9,962.82	.00	9,962.82	100.0%
60005 48201 AMORT. OF DEBT PREM	0	0	0	.00	.00	.00	.0%
60005 48500 MISCELLANEOUS RECEI	0	0	0	-1,750.00	.00	1,750.00	100.0%
60005 49100 PROCEEDS FROM BOND	0	0	0	.00	.00	.00	.0%
60005 49710 TRANS.FROM GENERAL	0	0	0	.00	.00	.00	.0%
60005 49720 TRANS.FROM SPEC. RE	0	0	0	.00	.00	.00	.0%
60005 49750 TRANS.FROM TRUST/AG	0	0	0	.00	.00	.00	.0%

4210 DPW-ADMIN.

000 UNCLASSIFIED

6000 41405 SEWER ADMIN FEES	0	0	0	-3,950.00	.00	3,950.00	100.0%
6000 49710 TRANS.FROM GENERAL F	0	0	0	-24,919.00	.00	24,919.00	100.0%
6000 49740 TRANS.FROM ENTERPRIS	0	0	0	.00	.00	.00	.0%
6000 49770 TRANS. FROM CANNABIS	0	0	0	-402,000.00	.00	402,000.00	100.0%
6000 59740 TRANS. TO ENTERPRISE	0	293,000	293,000	293,000.00	.00	.00	100.0%

4400 SEWER ADMINISTRATION

1 PERSONAL SERVICES

60401 51101 PAY-TREATMENT PLANT	0	0	0	.00	.00	.00	.0%
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FOR 2023 09

ACCOUNTS FOR:
6000 SEWER ENTERPRISE

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60401 511102 PAY-HEAD TREAT'T PL	0	0	0	.00	.00	.00	.0%
60401 511103 PAY-PLANT MAINT. SU	0	0	0	.00	.00	.00	.0%
60401 511104 PAY-SUPERVISING LAB	0	0	0	.00	.00	.00	.0%
60401 511105 PAY-PRICIPAL CLERK/	101,176	3,657	104,833	74,706.53	.00	30,126.47	71.3%
60401 511106 PAY-GEN CONSTRUCTIO	0	0	0	.00	.00	.00	.0%
60401 511107 PAY-PRIN.SANITARY E	0	0	0	.00	.00	.00	.0%
60401 511108 PAY-SAFETY INSPECTO	0	0	0	.00	.00	.00	.0%
60401 51201 PAY-GEN'L SUPERINTE	0	0	0	.00	.00	.00	.0%
60401 51300 PAY-OVERTIME	2,500	0	2,500	1,618.53	.00	881.47	64.7%
60401 51400 PAY-LONGEVITY	2,100	0	2,100	2,100.00	.00	.00	100.0%
60401 51450 PAY-SETTLEMENT/SIGN	0	0	0	.00	.00	.00	.0%
60401 51480 PAY-SHIFT DIFFERENT	0	0	0	.00	.00	.00	.0%
60401 51500 PAY-VACATION BUYBAC	0	0	0	.00	.00	.00	.0%
60401 51510 PAY-SICK LEAVE BUYB	0	0	0	.00	.00	.00	.0%
60401 51520 PAY-HOLIDAY DIFFERE	0	0	0	.00	.00	.00	.0%
60401 51830 PAY-CLOTHING ALLOWA	650	0	650	650.00	.00	.00	100.0%
60401 51900 PAY-IN-SERVICE TRAI	0	0	0	.00	.00	.00	.0%
60401 51950 COLLECT. BARGAINING	0	0	0	.00	.00	.00	.0%
60401 51999 RETIREMENT & BENEFI	35,000	-3,657	31,343	39,827.53	.00	-8,484.53	127.1%
2 EXPENSES							
60402 52420 R & M - SEWERS	7,500	0	7,500	.00	.00	7,500.00	.0%
60402 52700 EQUIPMENT/BLDG. REN	0	0	0	.00	.00	.00	.0%
60402 53010 PROF. SERVICES - AU	13,000	0	13,000	8,000.00	.00	5,000.00	61.5%
60402 53011 PROF.SERVICES-OTHER	48,000	0	348,000	116,743.90	.00	3,000.00	99.1%
60402 53012 MANAGEMENT SERVICE	7,050,000	300,000	7,050,000	5,256,451.85	228,256.10	.00	100.0%
60402 53017 LOAN ORIGINATION &	50,153	0	50,153	8,299.66	.00	41,853.34	16.5%
60402 53100 SEWER CHG. -WHITNEY	30,000	0	30,000	16,613.85	-16,613.85	30,000.00	.0%
60402 53101 USER CHARGE ADMIN.	100,000	0	100,000	100,000.00	.00	.00	100.0%
60402 53102 SLUDGE DISPOSAL	0	0	0	.00	.00	.00	.0%
60402 53103 GRIT DISPOSAL	0	0	0	.00	.00	.00	.0%
60402 53106 SHUT OFF PROGRAM	20,000	0	20,000	.00	.00	20,000.00	.0%
60402 53190 EDUCATION & TRAININ	0	0	0	.00	.00	.00	.0%
60402 53210 MEDICAL COSTS	0	0	0	.00	.00	.00	.0%
60402 53410 TELEPHONE USAGE CHA	0	0	0	.00	.00	.00	.0%
60402 53430 ADVERTISING	0	0	0	.00	.00	.00	.0%
60402 54200 OFFICE & PROF. SUPP	1,500	0	1,500	763.43	224.21	512.36	65.8%
60402 54220 SUPPLIES - OTHER	0	0	0	.00	.00	.00	.0%
60402 55140 SUPPLIES-FIRST AID	0	0	0	.00	.00	.00	.0%
60402 55830 UNIFORMS RENTAL SER	0	0	0	.00	.00	.00	.0%
60402 57100 IN-STATE TRAVEL	0	0	0	.00	.00	.00	.0%
60402 57200 OUT-OF-STATE TRAVEL	0	0	0	.00	.00	.00	.0%



FOR 2023 09

ACCOUNTS FOR:
6000 SEWER ENTERPRISE

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60402 57400 INSURANCE	0	0	0	.00	.00	.00	.0%
60402 57630 CLAIMS & DAMAGES	0	0	0	.00	.00	.00	.0%
60402 57660 PAYMENTS IN LIEU OF	0	0	0	.00	.00	.00	.0%
60402 59133 PRINCIPAL-MCWT JACK	0	0	0	.00	.00	.00	.0%
60402 59710 TRANS. TO GENERAL F	0	0	0	.00	.00	.00	.0%
60402 59720 TRANS. TO SPECIAL R	0	0	0	.00	.00	.00	.0%
60402 59730 TRANS. TO CAPITAL P	0	0	0	.00	.00	.00	.0%
60402 59999 TAX RECAP ITEMS	0	0	0	.00	.00	.00	.0%
3 CAPITAL OUTLAY							
60403 58000 CAP. OUTLAY-LAND	0	0	0	.00	.00	.00	.0%
60403 58001 CAP. OUTLAY-EQUIPMEN	0	0	0	.00	.00	.00	.0%
60403 58002 CAP. OUTLAY-GEO. INFO	0	0	0	.00	.00	.00	.0%
60403 58003 CAP. OUT. -MOTOR VEHI	0	0	0	.00	.00	.00	.0%
60403 58004 CAP. OUTLAY-SEWER/DR	0	0	0	.00	.00	.00	.0%
4 DEBT SERVICE							
60404 59101 PRINCIPAL-CSO/PLANT	300,000	0	300,000	.00	.00	300,000.00	.0%
60404 59102 PRINCIPAL-WPAT CSO	592,625	0	592,625	592,625.00	.00	.00	100.0%
60404 59103 PRINCIPAL-1993 BOND	0	0	0	.00	.00	.00	.0%
60404 59104 PRINCIPAL-2002 REFU	0	0	0	.00	.00	.00	.0%
60404 59105 PRINCIPAL-2002 CSO	0	0	0	.00	.00	.00	.0%
60404 59106 PRINCIPAL-2013 WPAT	43,751	0	43,751	.00	.00	43,751.00	.0%
60404 59107 PRINCIPAL-2012 REFU	0	0	0	.00	.00	.00	.0%
60404 59108 PRINCIPAL-2013 SEWE	40,000	0	40,000	.00	.00	40,000.00	.0%
60404 59132 PRINCIPAL-2017 REFU	135,000	0	135,000	.00	.00	135,000.00	.0%
60404 59201 INTEREST-CSO/PLANT	47,250	0	47,250	.00	.00	47,250.00	.0%
60404 59202 INTEREST-WPAT CSO A	239,960	0	239,960	123,453.62	.00	116,506.38	51.4%
60404 59203 INTEREST-1993 BOND	0	0	0	.00	.00	.00	.0%
60404 59204 INTEREST-2002 REFUN	0	0	0	.00	.00	.00	.0%
60404 59205 INTEREST-2002 CSO P	0	0	0	.00	.00	.00	.0%
60404 59206 INTEREST-2013 WPAT	10,743	0	10,743	5,371.17	.00	5,371.83	50.0%
60404 59207 INTEREST-2012 REFUN	0	0	0	.00	.00	.00	.0%
60404 59208 INTEREST-2013 SEWER	17,512	0	17,512	.00	.00	17,512.00	.0%
60404 59232 INTEREST-2007 REFUN	21,525	0	21,525	.00	.00	21,525.00	.0%
60404 59233 INTEREST-MCWT JACKS	40,122	0	40,122	.00	.00	40,122.00	.0%
60404 59290 INTEREST-SHORT TERM	0	0	0	.00	.00	.00	.0%
60404 59295 AMORT. OF DEBT DISC'	0	0	0	.00	.00	.00	.0%
60404 59299 BANS PRINCIPAL PAYD	0	0	0	.00	.00	.00	.0%
60404 59621 PRINCIPAL-DEBT SERV	0	0	0	.00	.00	.00	.0%



FOR 2023 09

ACCOUNTS FOR:
6000 SEWER ENTERPRISE

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60404 59622 INTEREST-DEBT SERV.	0	0	0	.00	.00	.00	.0%
4410 SEWER PLANT OPERATIONS							
1 PERSONAL SERVICES							
60411 51101 PAY-TREATM'T PLANT	0	0	0	.00	.00	.00	.0%
60411 51102 PAY-TREATM'T PLANT	0	0	0	.00	.00	.00	.0%
60411 51103 PAY-TREATM'T PLANT	0	0	0	.00	.00	.00	.0%
60411 51104 PAY-FILTER OPERATOR	0	0	0	.00	.00	.00	.0%
60411 51105 PAY-LAB TECHNICIAN	0	0	0	.00	.00	.00	.0%
60411 51106 PAY-M.E.O. LABORERS	0	0	0	.00	.00	.00	.0%
60411 51107 PAY-PRETREATM'T INS	0	0	0	.00	.00	.00	.0%
60411 51201 PAY-TEMP.SUMMER EMP	0	0	0	.00	.00	.00	.0%
60411 51300 PAY-OVERTIME	0	0	0	.00	.00	.00	.0%
60411 51400 PAY-LONGEVITY	0	0	0	.00	.00	.00	.0%
60411 51480 PAY-SHIFT DIFFERENT	0	0	0	.00	.00	.00	.0%
60411 51500 PAY-VACATION BUYBAC	0	0	0	.00	.00	.00	.0%
60411 51510 PAY-SICK LEAVE BUYB	0	0	0	.00	.00	.00	.0%
60411 51520 PAY-HOLIDAY DIFFERE	0	0	0	.00	.00	.00	.0%
60411 59132 PRINCIPAL-2017 REFU	0	0	0	.00	.00	.00	.0%
60411 59232 INTEREST-2007 REFUN	0	0	0	.00	.00	.00	.0%
2 EXPENSES							
60412 52101 ENERGY-BERKSHIRE ST	0	0	0	.00	.00	.00	.0%
60412 52300 WATER/SEWER-BERKSHI	0	0	0	.00	.00	.00	.0%
60412 52420 R & M - PLANT SYSTE	0	0	0	.00	.00	.00	.0%
60412 53100 OTHER PURCHASED SER	0	0	0	.00	.00	.00	.0%
60412 54220 SUPPLIES - CHEMICAL	0	0	0	.00	.00	.00	.0%
60412 54221 SUPPLIES - LABORATO	0	0	0	.00	.00	.00	.0%
3 CAPITAL OUTLAY							
60413 58000 CAP. OUTLAY-BLDG. & G	0	0	0	.00	.00	.00	.0%
60413 58001 CAP. OUTLAY-PLANT SY	0	0	0	.00	.00	.00	.0%
4420 SEWER PLANT MAINTENANCE							
1 PERSONAL SERVICES							

03/31/2023 11:32
wdowiakt

CITY OF HOLYOKE
REVENUE, EXPENSES AND FUND BALANCE



P 5
glytdbud

FOR 2023 09

ACCOUNTS FOR:
6000 SEWER ENTERPRISE

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60421 51101 PAY-MECHANIC/MILLWR	0	0	0	.00	.00	.00	.0%
60421 51300 PAY-OVERTIME	0	0	0	.00	.00	.00	.0%
60421 51400 PAY-LONGEVITY	0	0	0	.00	.00	.00	.0%
60421 51480 PAY-SHIFT DIFFERENT	0	0	0	.00	.00	.00	.0%
2 EXPENSES							
60422 52400 R & M - OFFICE EQUI	0	0	0	.00	.00	.00	.0%
60422 52410 R & M - VEHICLES	0	0	0	.00	.00	.00	.0%
60422 52420 R & M - OTHER EQUIP	0	0	0	.00	.00	.00	.0%
60422 52500 R & M - BLDGS. & GR	0	0	0	.00	.00	.00	.0%
60422 53100 OTHER PURCHASED SER	0	0	0	.00	.00	.00	.0%
60422 54220 SUPPLIES - OTHER	0	0	0	.00	.00	.00	.0%
60422 54221 SUPPLIES - SPARE PA	0	0	0	.00	.00	.00	.0%
60422 54800 MOTOR VEHICLE FUEL	0	0	0	.00	.00	.00	.0%
60422 54830 SUPPLIES - MOTOR VE	0	0	0	.00	.00	.00	.0%
3 CAPITAL OUTLAY							
60423 58000 CAP.OUTLAY-MOTOR VE	0	0	0	.00	.00	.00	.0%
4430 SEWER REMOTE STATIONS							
1 PERSONAL SERVICES							
60431 51101 PAY-PUMP STATION OP	0	0	0	.00	.00	.00	.0%
60431 51102 PAY-MAINTENANCE MAN	0	0	0	.00	.00	.00	.0%
60431 51103 PAY-WORKING FOREMAN	0	0	0	.00	.00	.00	.0%
60431 51300 PAY-OVERTIME	0	0	0	.00	.00	.00	.0%
60431 51400 PAY-LONGEVITY	0	0	0	.00	.00	.00	.0%
60431 51480 PAY-SHIFT DIFFERENT	0	0	0	.00	.00	.00	.0%
60431 51500 PAY-VACATION BUYBAC	0	0	0	.00	.00	.00	.0%
60431 51510 PAY-SICK LEAVE BUYB	0	0	0	.00	.00	.00	.0%
2 EXPENSES							
60432 52101 ENERGY-CABOT ST.	0	0	0	.00	.00	.00	.0%



FOR 2023 09

ACCOUNTS FOR:
6000 SEWER ENTERPRISE

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60432 52102 ENERGY-HIGHLAND PAR	0	0	0	.00	.00	.00	.0%
60432 52103 ENERGY-JACKSON ST.	0	0	0	.00	.00	.00	.0%
60432 52104 ENERGY-JONES FERRY	0	0	0	.00	.00	.00	.0%
60432 52105 ENERGY-MOSHER ST.	0	0	0	.00	.00	.00	.0%
60432 52106 ENERGY-SMITHS FERRY	0	0	0	.00	.00	.00	.0%
60432 52107 ENERGY-SPRINGDALE P	0	0	0	.00	.00	.00	.0%
60432 52108 ENERGY-SOUTH ST.	0	0	0	.00	.00	.00	.0%
60432 52109 ENERGY-FLOOD WALL S	0	0	0	.00	.00	.00	.0%
60432 52110 ENERGY-STANDBY SERV	0	0	0	.00	.00	.00	.0%
60432 52301 WATER/SEWER-CABOT S	0	0	0	.00	.00	.00	.0%
60432 52302 WATER/SEWER-HIGHLAN	0	0	0	.00	.00	.00	.0%
60432 52303 WATER/SEWER-JACKSON	0	0	0	.00	.00	.00	.0%
60432 52304 WATER/SEWER-JONES F	0	0	0	.00	.00	.00	.0%
60432 52305 WATER/SEWER-MOSHER	0	0	0	.00	.00	.00	.0%
60432 52306 WATER/SEWER-SMITHS	0	0	0	.00	.00	.00	.0%
60432 52307 WATER/SEWER-SPRINGD	0	0	0	.00	.00	.00	.0%
60432 52308 WATER/SEWER-SOUTH S	0	0	0	.00	.00	.00	.0%
60432 52309 WATER/SEWER-FLOOD W	0	0	0	.00	.00	.00	.0%
60432 52420 R & M-REMOTE STA. S	0	0	0	.00	.00	.00	.0%
60432 52500 R & M - BLDGS. & GR	0	0	0	.00	.00	.00	.0%
60432 53100 OTHER PURCHASED SER	0	0	0	.00	.00	.00	.0%
60432 54220 SUPPLIES - OTHER	0	0	0	.00	.00	.00	.0%

3 CAPITAL OUTLAY

60433 58000 CAP. OUTLAY-BLDG. & G	0	0	0	.00	.00	.00	.0%
60433 58001 CAP. OUTLAY-STATION	0	0	0	.00	.00	.00	.0%
60433 58002 CAP. OUTLAY-MOTOR VE	0	0	0	.00	.00	.00	.0%

4440 SEWER LINES MAINTENANCE

1 PERSONAL SERVICES

60441 51101 PAY-FOREMAN/SEWER	0	0	0	.00	.00	.00	.0%
60441 51102 PAY-WORKING FOREMAN	0	0	0	.00	.00	.00	.0%
60441 51103 PAY-HEAVY MACH.EQUI	0	0	0	.00	.00	.00	.0%
60441 51104 PAY-LABORERS	0	0	0	.00	.00	.00	.0%
60441 51105 PAY-HOISTING EQUIP.	0	0	0	.00	.00	.00	.0%
60441 51106 PAY-SPEC.HMEO-SWEEP	0	0	0	.00	.00	.00	.0%
60441 51300 PAY-OVERTIME	0	0	0	.00	.00	.00	.0%

FOR 2023 09

ACCOUNTS FOR:
6000 SEWER ENTERPRISE

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60441 51400 PAY-LONGEVITY	0	0	0	.00	.00	.00	.0%
60441 51480 PAY-SHIFT DIFFERENT	0	0	0	.00	.00	.00	.0%
60441 51500 PAY-VACATION BUYBAC	0	0	0	.00	.00	.00	.0%
60441 51510 PAY-SICK LEAVE BUYB	0	0	0	.00	.00	.00	.0%
2 EXPENSES							
60442 52420 R & M - SEWERS	0	0	0	.00	.00	.00	.0%
60442 52700 EQUIPMENT/BLDG. REN	0	0	0	.00	.00	.00	.0%
60442 53100 OTHER PURCHASED SER	0	0	0	.00	.00	.00	.0%
60442 54200 OFFICE & PROF. SUPP	0	0	0	.00	.00	.00	.0%
60442 54220 SUPPLIES-SEWER LINE	0	0	0	.00	.00	.00	.0%
60442 54900 SUPPLIES-SMALL TOOL	0	0	0	.00	.00	.00	.0%
60442 57630 CLAIMS & DAMAGES	0	0	0	.00	.00	.00	.0%
3 CAPITAL OUTLAY							
60443 58000 CAP.OUTLAY-MOTOR VE	0	0	0	.00	.00	.00	.0%
60443 58001 CAP.OUTLAY-EQUIPMEN	0	0	0	.00	.00	.00	.0%
60443 58002 CAP.OUTLAY-SEW/DRAI	0	0	0	.00	.00	.00	.0%
9440 CANNABIS IMPACT							
2 EXPENSES							
69442 53007 INTEGRATED PLAN- CO	0	402,000	402,000	2,980.24	399,019.76	.00	100.0%
TOTAL SEWER ENTERPRISE	0	995,000	995,000	6,189,398.49	2,404,434.37	-7,598,832.86	863.7%
TOTAL REVENUES	-8,950,067	0	-8,950,067	-453,806.82	.00	-8,496,260.18	
TOTAL EXPENSES	8,950,067	995,000	9,945,067	6,643,205.31	2,404,434.37	897,427.32	

FOR 2023 09

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	995,000	995,000	6,189,398.49	2,404,434.37	-7,598,832.86	863.7%

** END OF REPORT - Generated by Tanya Wdowiak **

REPORT OPTIONS

Field #	Total	Page Break
Sequence 1	Y	Y
Sequence 2	N	N
Sequence 3	N	N
Sequence 4	N	N

Report title:
REVENUE, EXPENSES AND FUND BALANCE

Includes accounts exceeding 0% of budget.
 Print totals only: N
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: N
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2021/ 1
 To Yr/Per: 2021/13
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 9
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria
Field Name Field Value

Fund 6000
 FUNCTION
 DEPARTMENT
 ACTIVITY
 Character Code
 Org
 Object
 Account type
 Account status
 Rollup Code

Sewer Enterprise FY23 Projected Deficit March 2023

To date: \$651,733

Requested: >\$651,733

BPW Understanding and Position

FY23 sewer rate not yet determined for recommendation to Council.

Financial data is either incomplete or lacking understanding and justification. When the Commissioners realized that the quality or integrity of data was not going to improve to the point where we were comfortable recommending a rate, the Commissioners voted to contract with Mark Abrahams CPA to review data (Council just approved financial transfer \$16,500), meet with FinCon, recommend rate and policies for FY23 and beyond. Access to individual billing electronic data (to confirm existing revenues and create future scenarios) and delayed posting of revenues (as of two weeks ago posting of revenues is only through November 2022) are impeding this audit. Enterprise account is cash based, so this data is critical.

Assumption: sewer rate was always predetermined; thus, budget was manipulated to make it seem like it's in balance. FY23 budget for emergency repairs is \$7,500.

Background

It seems that past practice included invoicing the costs exceeding the annual obligation of Veolia (now about \$140,000) in the final bill of the fiscal year. It's no wonder that there is always a deficit in the enterprise fund. In FY21 the surplus was a function of significant increase in collection of multiple years of arrears.

The Board of Public works became aware of the growing deficit about four weeks ago. MLM had a brief conversation with Councilor McGivern.

Recommended Actions

City Council and the Board of Public Works establish a policy to respond to these emergency breaks when funding is not already appropriated.

Emergency expenses, when funding is not appropriated, need approval from City Council along with a funding source. MGL recognizes that the emergency still needs to be addressed and allows for emergency expenditures specific to the emergency response – no more. Awareness of the emergency/expense, not the invoicing, kicks in MGL.

MLM note: none of this assumes that anyone was doing anything nefarious. It just seems that bad practices went unchecked for a long time.

----- Forwarded message -----

From: bettergov@aol.com <bettergov@aol.com>
Date: Sun, Apr 2, 2023 at 3:54 PM
Subject: Re: March 31
To: Mary Monahan <marylmonahan@gmail.com>
Cc: Matt Abrahams <bettergov2@aol.com>, Mark Abrahams <bettergov@aol.com>

Thanks.

1. Hopefully Tanya will send me this file in Excel.
2. I have reached out to Rori this past week but have not heard from him.
3. Matt has spoken with Joe in the water dept regarding the billing analysis per Carl's request.
4. Have not heard back from DOR.

Mark

On Sunday, April 2, 2023 at 03:26:50 PM EDT, Mary Monahan <marylmonahan@gmail.com> wrote:

I found the attached in the City Council agenda packet for their meeting this Tuesday, April 4, 2023.

Hopefully

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

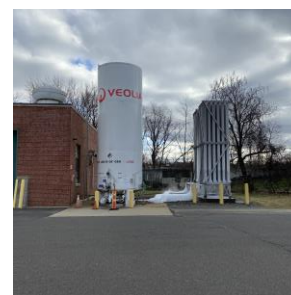
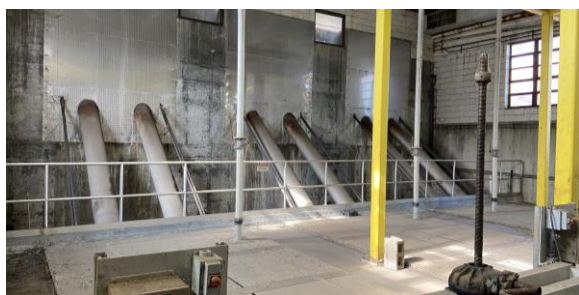
On Sun, Apr 2, 2023 at 2:35 PM bettergov@aol.com <bettergov@aol.com> wrote:

Hi Tanya

Can you please email me the March 31 budget to actual report in Excel for wastewater and note through what date the receipts are?

Thank you.

Mark



Contract Operations Evaluation

Draft Technical Report
March 31, 2023

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Appendix L: Holyoke WPCF Toxicology Report

1. Introduction

The City of Holyoke (the “City”) currently hold an agreement with Veolia North America (“Veolia”) to operate, maintain, repair, and improve the City’s wastewater and flood control system. This City has held this agreement since 2006 with several Contract Operators that were ultimately purchased by Veolia. The City has procured the Professional Services of Hazen and Sawyer (“Hazen”) to review how Veolia has performed related to their contractual responsibilities. It was agreed that the scope of the evaluation would cover the following areas:

1. Validation of Condition Assessment and Remaining Useful Life
2. Maintenance Program
3. WPCF, CSO and Flood Control Operations Evaluation
4. Contract Operations Agreement Review

The following technical report and associated appendices presents the results of the evaluation.

2. Validation of Condition Assessment and Remaining Useful Life

As stated in the Service Contract, the “Managed Assets” that Veolia is responsible for include the Water Pollution Control Facility (“WPCF”), the wastewater pumping stations, the force mains, the interceptors, the collection sewers, the combined sewer overflows, and the flood control system. In addition, the City engages a third-party engineering firm to periodically assess the condition of the assets, which was done in 2012 and most recently conducted by Wright-Pierce (“W-P”) in 2021. W-P provided the City with an updated version of the asset evaluation report that was originally developed in association with the 2012 assessment. As such, the City has asked Hazen to objectively evaluate the findings of the most recent asset evaluation as well as the current maintenance and operation procedures. The objectives of this project are to:

1. Provide a validation of asset condition and final remaining life estimates.
2. Provide recommendations for repair and replacement.
3. Verify that the Contract Operator is performing in accordance with the agreement.

W-P conducted a series of site visits to the WPCF, pumping and flood stations, as well as flood structures where each asset (valued over \$5,000) was physically inspected, photographed, and ranked. Inspections included visual assessment of condition of coatings, signs of wear or corrosion, and evidence of fluid leakage. Any abnormal vibrations, noise, and temperatures were also noted. The Veolia’s Operations Staff accompanied W-P and provided insight into the status of equipment. Additionally, Veolia provided W-P with work order information to help determine maintenance renewals completed.

Both staff insights and work order data contributed to the understanding of the remaining life of the assets. Performance of each asset, as well as preventive maintenance, contributes to the asset’s expected remaining life. Evaluations were tailored to asset types, such that structural assets were given a structural integrity rating, while a functionality rating was given to motorized and manually operated assets. Weighted Average Useful Life (WAUL) calculations were tabulated based on age and cost of the equipment. The WAUL calculations were performed for equipment valued greater than \$5,000, or assets considered process critical. A Weighing Factor was assigned considering the replacement value for each asset. The replacement value includes material costs and the cost of installation. The Weighing Factor multiplied by the Final Remaining Life determines the Weighted Remaining Life. Hazen was asked to provide a review of the condition assessment and remaining useful life of a sample of assets across all City facilities.

2.1 Review Asset Condition and Final Remaining Life Estimates

The protocol set forth in **Appendix 2** (included in **Appendix I** for reference) of the Operations and Maintenance (O&M) contract provides detail to the process of visually assessing the condition of the managed assets as well as the scoring methodology. The following are the minimum questions reviewed for the managed assets along with the possible answers and score in parentheses.

- Operation. Does the asset run? (Y/N) or (1/5)
- Installation problems? (Y/N) or (1/5)
- Excessive vibration? (Y/N) or (1/5)

- Abnormal temperature? (Y/N) or (1/5)
- Condition of coatings? (Poor/Fair/ Excellent) or (1/3/5)
- Signs of wear or corrosion? (Major/ Minor/None) or (1/3/5)
- Leakage of fluids? (Major/Minor/None) or (1/3/5)
- Wall finish? (Structural Assets) (Poor/Fair/Excellent) or (1/3/5)
- Ceiling finish? (Structural Assets) (Poor/Fair/Excellent) or (1/3/5)
- Structural observations? (Major/Minor/Excellent) or (1/3/5)

The average for each of the individual answer scores is calculated to establish an overall condition score for each managed asset. The condition score ranking is defined as:

- 5 - Excellent overall condition.
- 4 – Good overall condition
- 3 - Fair overall condition
- 2 - Poor overall condition
- 1 - Inoperable or missing

Hazen utilized an Excel-based random number generator to select a sample of assets to review. Hazen selected 94 individual assets of the 283 that W-P performed full condition assessments on during their 2021 asset management evaluation. During the week of November 28, 2022, Hazen O&M experts visited the WPCF, associated pumping and flood stations, and flood structures to provide a review of asset condition utilizing the same methodology as W-P to ensure a comparison that is consistent with protocols set forth in the current contract between the City and Veolia. Hazen answered the same questions for each asset type and scored those on a one to five scale to develop an overall condition score.

Appendix A-2021 Wright-Pierce Condition Assessment provides the complete list of assets that W-P assessed during the 2021 evaluation. The information on this list is condensed to contain only the relevant information needed to facilitate an easier comparison of the 2021 W-P evaluation and the Hazen review. The 2021 W-P assessment indicated that 76.8% of the assets rated three or higher (fair to excellent condition) which is consistent with Hazen's experience at wastewater facilities similar to the City. **Figure 2.1.1** illustrates the condition ranking profile of the 2021 W-P asset management evaluation.

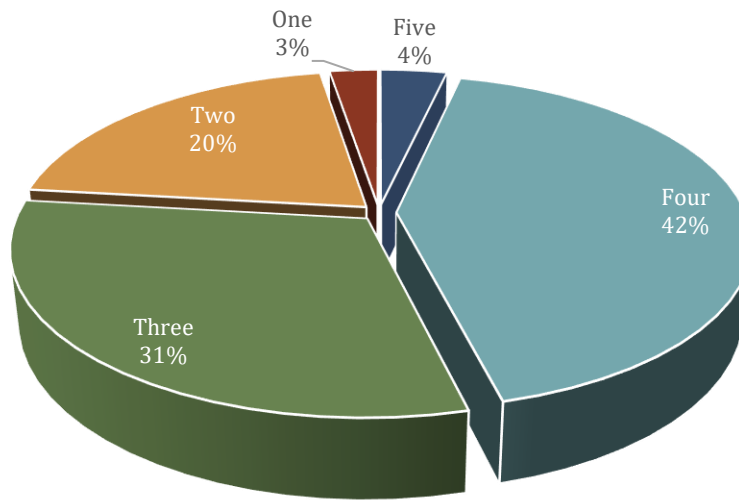


Figure 2.1.1: 2021 Asset Condition Ranking

Appendix B-2022 Hazen Condition Assessment Review contains the randomized assets that were reviewed by Hazen, and the resulting condition and performance rating. Within this appendix are additional comments for assets from both the 2021 W-P evaluation and 2022 Hazen review for comparison. Overall, 87% of the 94 assets reviewed had an overall condition and performance rating variance of 2 or less, when compared to the 2021 W-P evaluation, and 12% had a variance of greater than 2. **Figure 2.1.2** illustrates the profile of the Hazen-reviewed assets as compared to the 2021 W-P asset management evaluation.

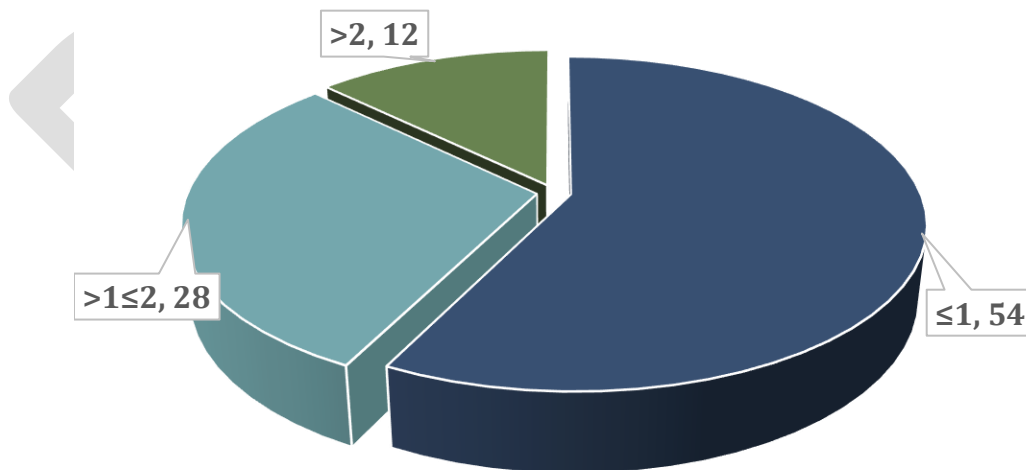


Figure 2.1.2: 2021 to 2022 Asset Condition Score Variance

For most of the assets reviewed, Hazen’s consensus is that the assets were assessed fairly by W-P and followed the protocols set forth in **Appendix 2** of the current O&M contract. It is understandable and expected that there will be changes in asset scoring over time. For the assets that had a remarkable variance in scoring (>2), Hazen has provided those assets in **Table 2.1.1** below.

Table 2.1.1: Asset Condition Rankings with a condition ranking difference of two or more

Asset Number	Asset Description	2021 W-P Score	2022 Hazen Score	Comments
200-JON-COMM	Comminutor 36", (Muffin Monster)	4	1	Unit is still out for rebuild. W-P score was based on installation of rehabilitated unit
200-JON-P-02	Pump # 2, Jones Ferry (47HP)	4	1	Unit is out of service and removed for repair
200-JAC-COMM	Comminutor 50", Muffin Monster	3.5	1	Unit is out of service
105-MCC-2A	MCC, Motor Control Center 2A (MCC-2A)	2	4.2	Previous score was primarily age-based but remains functional
130-MCC-3	MCC, Motor Control Center 3 (MCC-3)	2	4.2	Previous score was primarily age-based but remains functional
135-MCC-7A	MOTOR CONTROL CENTER 7A	2	4.2	Previous score was primarily age-based but remains functional
305_TRANS2	TRANSFORMER 2, FLOOD STAT # 5	2.5	5	Previous score was primarily age-based but remains functional
120-P-02	MCC, Motor Control Center 2B (MCC-2B)	2	4.6	Previous score was primarily age-based but remains functional
105-MCC-2B	MCC, Motor Control Center 2B (MCC-2B)	2	5	Previous score was primarily age-based but remains functional
120-PRUI-01	Unheated Intake Fan (PRUI-01/M-415) (Effluent Wet well)	2	5	Unit is now functional
120-REF-03	Exhaust Fan (REF-3/M-412) (Chlorinator Storage Room)	2	5	Unit is now functional
103-PC-04	CLARIFIER, PRI # 4 (SYSTEM) (SE TANK)	2	5	Unit is now functional

2.1.1 Asset Evaluation Protocol Review

The condition assessment protocol outlined in **Appendix 2** of the current (O&M) Contract provides a high-level snapshot-in-time of the condition of assets can be used for trending over time. A disadvantage of the assessment questions being high-level and primarily visual is the difficulty in fully understanding the actual condition of the assets from a likelihood of failure perspective. Many assets can be visually diminishing but may remain in very good condition from an internal component perspective. The internal component condition is the true measure of asset condition and in turn, the likelihood of failure. An example of this would be a visual assessment of a motor. Some of the current questions relate to the

conditions of coatings and evidence of vibration. These two questions are subjective and carry the same weight in the current assessment protocol. **Appendix 2** states:

“For Managed Asset Equipment with an installed cost of \$100,000 or greater (as indicated in the Registry) or Managed Asset Equipment designated as “Critical Assets” (as designated by the parties), diagnostic testing will be performed to supplement and enhance the information obtained through the visual inspections and review of repair and replacement records. Such diagnostic testing may include, but is not limited to, vibration analysis on rotating equipment, oil sampling and testing, infrared thermography on electrical equipment and motor circuit analysis. In such cases, the diagnostic testing shall be conducted by manufacturer-approved personnel or other appropriate qualified technicians. If the City and Veolia, after consulting with the Independent Evaluator, agree that such diagnostic testing is unwarranted for any asset, then they may instruct the Independent Evaluator to determine the Remaining Life without performing such tests.”

Hazen did not view evidence of diagnostic (predictive) testing activities being conducted and included in the overall condition assessment process, or documented reasoning why it wasn’t conducted. Hazen recommends including and enforcing diagnostic testing be conducted on managed asset assessments. The results from the diagnostic testing outweigh the results of a visual inspection process.

For future contracts, Hazen recommends that the City develop a new condition assessment protocol to include the following:

- Development of asset type-specific questions that focus on how each asset can fail (failure modes) versus generic questions utilized by all rotating equipment.
- Specification of predictive technologies such as vibration, infrared, oil sampling, ultrasonic, and/or other technologies to be used for baseline equipment condition scores and subsequent assessments. The City and Contract Operator should collaboratively establish individual asset CoF scores to determine which assets received diagnostic testing as well as the type of diagnostic testing to ensure consensus and expectations.
- Development of weighting factors for diagnostic (predictive technology) questions and visual assessment questions reflective of importance to assessment.

Hazen has reviewed the methodology for calculating Weighted Average Useful Life (WAUL) both in the protocol established in **Appendix 2** of the O&M Contract and the alternative methodology established in the 2012 Paul Doran Updated Asset Evaluation Report. Hazen agrees with the initial protocol and alternatives introduced by Paul Doran in 2012. Hazen recommends continuing with the initial protocol including Paul Doran alternatives in future contracts with the addition of one modification to the Weighting Factor calculations used in Weighted Average Useful Life (WAUL) calculations.

The Weighted Average Useful Life calculation methodology specified in the O&M contract protocol is performed for all Managed Asset Equipment assembled into one large group. Once the Final Remaining Life of an individual asset is obtained, the Weighting Factor is calculated. The Weighting Factor is computed by dividing the Replacement Value for an individual asset by the total Replacement Value sum for all assets in the aggregate group. Next, the Weighting Factor for an individual asset is multiplied by the Final Remaining Life of that asset to arrive at the Weighted Remaining Life. Finally, all the individual

asset Weighted Remaining Life values in the aggregate group are summed to arrive at the Weighted Average Useful Life value for all the Managed Assets Equipment.

Paul Doran's alternative method used to calculate the Weighted Average Useful Life of the aggregate group is divided into three major Managed Asset Equipment sub-groups, namely: the wastewater treatment plant group, the wastewater pump station group, and the flood pump station group. Using the procedures described in the Protocol as a basis, Paul Doran developed an alternative methodology to calculate the Weighted Average Useful Life within each of the three major Managed Assets Equipment groups presented above. Providing the ability to monitor the Weighted Average Useful Lives of the three individual equipment groups provides the City and Veolia the ability to track how the Weighted Average Useful Life varies over time within each major Managed Asset Equipment group. The City would be able to observe how the Contract Operator is distributing its equipment renewal budgets and if equipment renewals and replacements are being invested more often in one group at the detriment of the equipment in the other remaining groups.

Hazen recommends including asset types (Centrifugal Pumps, Generators, Motors, Valve, etc.) for these calculations in addition to the group (Pump stations, Flood Stations, WPCF Assets) methodology recommended by Doran and accepted by the City and Veolia. Currently, Weighting Factor is calculated using the current replacement value divided by the sum of the replacement values of **all** the managed asset types within the three groups (Pump stations, Flood Stations, WPCF Assets). Hazen recommends that the City further break this category into the individual asset types for the three groups. This would change the weighting factor calculation to use the current replacement value divided by the sum of the replacement values of **only** the same managed asset types within each of the three groups. Hazen believes that comparing assets with other assets within their specific group along with a more detailed condition assessment methodology will provide enhanced insight as to the health of the managed assets.

2.2 Risk Assessment

During the week of December 19, 2022, Hazen facilitated two (2) half-day workshops with Veolia's O&M staff and City stakeholders to quantify the Consequence of Failure (CoF) at a process area level for the WPCF and individual locations for the remote facilities. Process area level scoring was conducted using the CoF criteria that was collaboratively established with the workshop attendees. The criteria included direct and indirect impacts of an asset failure against the triple bottom line factors (Environment, Economic, and Social). Asset redundancy is also included in the CoF analysis. Coupling CoF with the available W-P condition / performance data (Likelihood of Failure) provides a Total Risk score which will help the City further identify where the organization is most exposed, and to target investments to reduce that exposure most effectively. Total Risk is calculated using the classical risk equation.

$$\text{Total Risk} = \text{Consequence of Failure} \times \text{Condition \& Functionality Rating in W-P report}$$

Table 2.2.1 illustrates the final Consequence of Failure rubric developed during the workshop and utilized to score the process areas, locations, and individual assets.

Table 2.2.1: Consequence of Failure Rubric

Consequence of Failure				Holyoke	
Category	Wt.	Negligible = 10	Low = 7	Moderate = 4	Severe = 1
Safety of public and employees	30%	No injuries or adverse health effects	No lost-time injuries or medical attention required	Lost-time injury or medical attention required,	Loss of life, significant property damage or widespread outbreak of illness
Financial impact	20%	<\$5,000	>\$5,000 >=\$50,000	>\$50,000 <\$100,000	Greater than \$100,000
Public confidence	10%	No social or economic impact on the community. No reactive media coverage. Any media coverage is a result of proactive announcements by Utility. No complaints.	Minimal disruption (e.g., traffic, dust, noise, odor). No adverse media coverage. Some complaints.	Substantial but short-term disruption. Adverse media coverage due to public impact. Localized media coverage.	Potential long-term impact. Area-wide disruption. Regional media coverage.
Regulatory compliance	25%	No state local codes or Federal permit violations. No SSO's	Possible technical violation (Inspection finding)	Probable enforcement action, but fines unlikely (Admin Order)	Enforcement action with fines or surcharge. Legal action, Consent decree
System restoration	15%	No impact to process or Adequate redundancy or Can be repaired immediately with spare parts on hand	Minor impact to process or Out of service less than 4 hours. No loss of service Redundancy or work around available	Significant impact to process, out of service >4 <8 hours. Loss of service No built-in redundancy but back-up available	Major impact to process, out of service >8 hours, outside services required, Loss of service No redundancy or back up available

Table 2.2.2 illustrates the CoF ranking of the individual process areas within the WPCF and the CSO Treatment facility. **Appendix C -WPCF Consequence of Failure Ranking** provides detailed individual asset CoF rankings which can be used as a foundation for maintenance and repair to capital investment planning. From a ranking perspective, a few of the key drivers for the O2 generation area being the highest consequence of failure were the lack of redundancy, restoration time, financial burden of a failure, and the safety aspect of the electrical equipment within the building. The electrical equipment not only supplies power for the O2 building, but other process areas as well.

Table 2.2.2: WPCF Consequence of Failure Ranking by Process Area

Process Area	Consequence of Failure Score
O2 Generation	3.4
Secondary Treatment	3.4
Headworks	3.85
CSO Treatment	4
Effluent Pumping	4.3
Solids Dewatering	5.05
Sludge Thickening	5.5
Primary Treatment	5.65
Aeration (Suspended Growth)	6.55
SCADA	6.7
Disinfection	7.15

Table 2.2.3 illustrates the CoF ranking for pump stations in order of criticality with one (1) being most critical and ten (10) being least critical in comparison to each other. **Appendix D – Pump Station Consequence of Failure Ranking** provides detailed individual asset CoF rankings for each pump station. Overall, the scoring indicates that the pump stations are reasonably equal in criticality to the system should a failure occur.

Table 2.2.3: Pump Station Consequence of Failure Ranking

Process Area	Consequence of Failure Score
Cabot St	4.6
Springdale Park	4.75
Jackson St	5.05
Jones Ferry	5.35
Mosher St	5.35
Smiths Ferry	5.35
Highland Park	5.65

Table 2.2.4 illustrates the CoF ranking for flood stations in order of criticality with one (1) being most critical and ten (10) being least critical in comparison to each other. **Appendix E – Flood Stations Consequence of Failure Ranking** provides detailed individual asset CoF rankings for each flood station. Overall, the scoring indicates that the flood stations are equally critical to the system should a failure occur. The primary drivers for the relatively high criticality scores are due to the financial impact and time to restore service should an asset failure. Most of the equipment within these flood stations is several decades old and obsolete. The transformers that supply electricity to each station are broken out separately from the stations themselves. The reason for this is some of the transformers may provide electricity to adjacent flood stations. During Hazen’s review, it was not possible to distinguish individual transformer numbers from one another as they reside behind locked gates, identification tags are not visible, and entering the gated area is a safety concern. The condition of the transformers and risk ranking were conducted collectively to determine ranking. While the transformer CoF scores do not reflect the most critical of assets, it is Hazen’s opinion that these assets pose some of the highest risk should one fail.

Table 2.2.4: Flood Station Consequence of Failure Ranking

Process Area	Consequence of Failure Score
Flood Station 2	3.55
Flood Station 6	3.55
Flood Station 7	3.55
Flood Station 1	3.85
Flood Station 3	3.85
Flood Station 4	3.85
Flood Station 5	3.85
Flood Station Transformers	5.35

Table 2.2.5 illustrates the CoF ranking for the tailgate assets in order of criticality with one (1) being most critical and ten (10) being least critical in comparison to each other. **Appendix F – Tailgate Structures Consequence of Failure Ranking** provides detailed individual asset CoF rankings for each tailrace asset. Overall, the scoring indicates that the tailgate assets are equally critical to the system should a failure occur. Currently, three of the 21 tailgates are in operation. Several of the units are permanently closed or were never in operation as indicated by not having a gate physically installed. While a failure of one of these assets is unlikely, Hazen recommends developing a proactive inspection process that is compliant with the Corp of Engineers recommendations to ensure the structural integrity of these assets is sustained.

Table 2.2.5: Tailgate Flood Structures Consequence of Failure Ranking

Process Area	Consequence of Failure Score
GATE # 11, TAIL RACE, MT TOM	2.5
GATE # 07, TAIL RACE, CROCKER	2.5
GATE # 09, TAIL RACE, ALBION	2.5
GATE # 05, TAIL RACE	2.5
GATE # 18, TAIL RACE	2.5
GATE # 15, TAIL RACE, GILL	2.5
GATE # 13, TAIL RACE, NONOTUCK	2.5
GATE # 02, TAIL RACE	2.5
GATE # 10, TAIL RACE, ALBION	2.5
GATE # 08, TAIL RACE, CROCKER	2.5
GATE # 17, TAIL RACE	2.5
GATE # 06, TAIL RACE, CROCKER	2.5
GATE # 03, TAIL RACE	2.5
GATE # 19, TAIL RACE	2.5
GATE # 01, TAIL RACE	2.5
GATE # 16, TAIL RACE, GILL	2.5
GATE # 04, TAIL RACE	2.5
GATE # 12, TAIL RACE, NONOTUCK	2.5
GATE # 14, TAIL RACE, GILL	2.5
I-391 Slide Gate	3.1
GATE #24, TAIL RACE	3.7

2.3 Renewal and Replacement Recommendations

As part of this task, Hazen organized a preliminary 10-year Renewal and Replacement (R&R) schedule using the CoF scores from the December 2022 workshops and Condition/Performance ranking and Remaining Useful Life from Wright-Pierce's 2021 assessment. **Appendix G 10-Year R&R Schedule** includes all assets that have a total risk score between 1 and 50. The table in the appendix is sorted from highest to lowest total risk of the assets that have a renewal or replacement in the next 10 years. The lower the total risk score value, the higher the risk. Hazen utilized the estimated replacement costs developed in the 2021 Wright-Pierce assessment as a basis for the projected investment.

The highest-risk assets revolve around electrical infrastructure, which in many cases, is original equipment to the flood and pump stations, and WPCF. It is Hazen's opinion that these assets should be prioritized over the next several years to be replaced. Due to the age of the equipment, many assets are projected for a renewal or replacement in Year One which would require a substantial increase in investment versus subsequent years. Making this large investment in a single year is not practical so Hazen recommends reviewing the individual asset risk scores and combining this with additional knowledge of the system and/or future planning initiatives, to make the best decisions possible.

This R&R projection is a snapshot in time and should be updated annually by updating asset condition scores. This will help the City determine which assets are deteriorating more rapidly and require some form of renewal or replacement.

2.4 Summary of Recommendations

Table 2.4.1: Summary of Recommendations

Section	Recommendations
Asset Evaluation Review	Development of asset type-specific questions that focus on how each asset can fail (failure modes) versus generic questions utilized by all rotating equipment.
Asset Evaluation Review	Specification of predictive technologies such as vibration, infrared, oil sampling, ultrasonic, and/or other technologies to be used for baseline equipment condition scores and subsequent assessments. The City and Veolia should collaboratively establish individual asset CoF scores to determine which assets received diagnostic testing as well as the type of diagnostic testing to ensure consensus and expectations.
Asset Evaluation Review	Development of weighting factors for diagnostic (predictive technology) questions and visual assessment questions reflective of importance to assessment.
Asset Evaluation Review	Hazen recommends continuing with the initial protocol including Paul Doran alternatives in future contracts with the addition of one modification to the Weighting Factor calculations used in Weighted Average Useful Life (WAUL) calculations. Hazen recommends including asset types (Centrifugal Pumps, Generators, Motors, Valve, etc.) for these calculations in addition to the group (Pump stations, Flood Stations, WPCF Assets) methodology recommended by Doran and accepted by the City and Veolia. Currently, Weighting Factor is calculated using the current replacement value divided by the sum of the replacement values of all the managed asset types within the three groups (Pump stations, Flood Stations, WPCF Assets). Hazen recommends that the City further break this category into the individual asset types for the three groups. This would change the weighting factor calculation to use the current replacement value divided by the sum of the replacement values of only the same managed asset types within each of the three groups. Hazen believes that comparing assets with other assets within their specific group along with a more detailed condition assessment methodology will provide enhanced insight as to the health of the managed assets.
Task 2.3 Renewal and Replacement Recommendations	Update R&R schedule annually by updating asset condition scores

3. Maintenance Program Evaluation

3.1 Computerized Maintenance Management System (CMMS)

Per the contract between The City and Veolia, Veolia “*shall perform all normal and ordinary maintenance of the machinery, equipment, structures, improvements and all other property constituting the Managed Assets, shall keep the Managed Assets in good working order, condition and repair, in a neat and orderly condition and in accordance with the Contract Standards, and shall maintain the aesthetic quality of the Managed Assets as originally constructed and in accordance with the Design Requirements, and shall comply with the operation and maintenance requirements as set forth in Appendix 5*”.

Hazen performed a review of maintenance records in Veolia’s MVP Plant Computerized Maintenance Management System (CMMS) associated with the assets that were included in the 2021 W-P Asset Management Evaluation and subsequent 2022 Hazen risk assessment. The records analyzed contained a list of the specific asset or asset assemblies, preventive maintenance (PM) plans, PM descriptions, schedule basis (calendar or meter-based), last completed date, next due date, completion time window (days), and the number of times completed. Hazen also reviewed the detail of the preventive maintenance plans. **Appendix H CMMS Preventive Maintenance Review** provides a detailed description of the Asset ID, Asset Description, Consequence of Failure ranking, associated preventive maintenance task(s), frequency, frequency adherence, and additional recommendations or comments. In total 281 assets were reviewed for this task.

Figure 3.1.1 illustrates a profile of the assets reviewed, that currently have preventive maintenance plans assigned. Overall, 52% of the assets reviewed have at least one preventive maintenance plan assigned. 19% of the assets have more than one PM plan assigned which is consistent with assets requiring different activities at different frequencies. The remaining assets do not have a PM plan directly assigned. Due to the complexity of the program and exporting CMMS data, there may be instances where preventive maintenance plans are assigned to a higher-level assembly or location and not the asset specifically. This will need to be reviewed with Veolia to confirm if PM activities are being conducted for those assets without PM plans directly assigned in the CMMS.

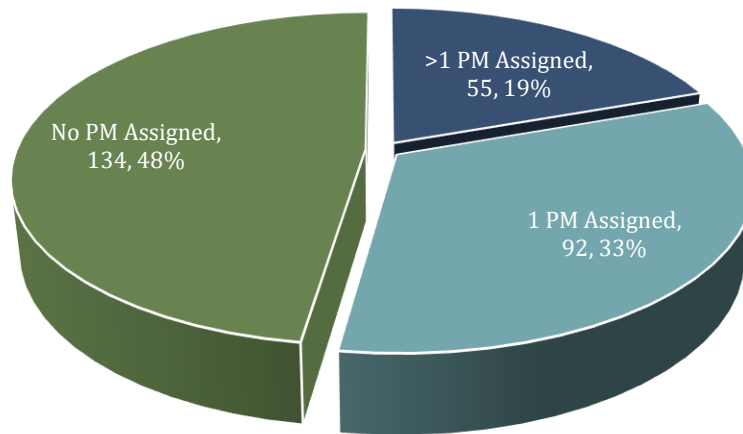


Figure 3.1.1: Assigned Preventive Maintenance

Over time, it is normal to move away from Original Equipment Manufacturers (OEM) recommended tasks as studies have shown that about 50% of those recommendations do not mitigate asset failure. In addition, a run-to-failure strategy is an acceptable strategy provided all consequences of failure are considered and acceptable.

Hazen's review of frequency adherence is documented in **Appendix H CMMS Preventive Maintenance Review** and illustrated in **Figure 3.1.2** below. Frequency adherence was determined by the PM plan description (Monthly, Quarterly, Semi-annually, etc.), the last completed date, and next due date. In total, the analysis indicates 222 individual PM plans assigned across the 147 assets with PM's. Of these 222 PM plans assigned, 118 (53%) appear to be executed less frequently than the frequency identified in the PM plan title. It is recommended to understand and document the reasoning when any PM plan frequency changes are made. A key aspect to consider when adjusting a PM frequency is an understanding of the timeframe between first indications of failure and a functionally failed point. This knowledge is gained through PM repetition and corrective maintenance that occurs randomly. Based on the data gathered through these activities, PM tasks and frequencies can be adjusted and optimized.

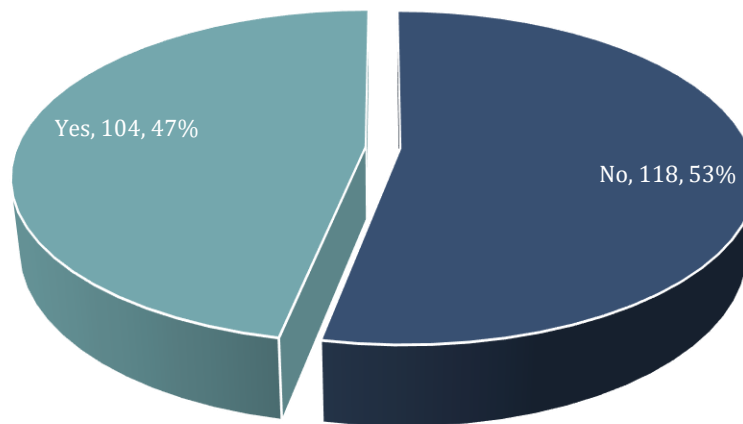


Figure 3.1.2: Adherence to PM Frequency

3.2 Operations and Maintenance Manual

Per the operation and maintenance contract, Veolia is required to establish and update an O&M Manual. Hazen has reviewed the provided 2017 version of the O&M Manual regarding equipment maintenance. Section 8 of the O&M Manual focuses on the maintenance of assets and provides a high-level description of the following aspects of maintenance management:

- Equipment records system
- Planning and scheduling
- Inventory system
- WPCF personnel
- Costs and budget for maintenance operations
- Housekeeping
- General pump maintenance

Overall, the O&M Manual focuses more on the operations aspects of process equipment with little detail on the preventive maintenance activities that should be executed on the equipment. The expectation is that Veolia follows Original Equipment Manufacturer's recommended maintenance tasks or "Prudent Industry practices" to effectively maintain the managed assets. The following tables describe the intent of each of the above O&M Manual categories and Veolia's compliance to those categories.

Table 3.2.1: Equipment Records System

O&M Manual Language	Findings
The maintenance records are kept using the Preventive Maintenance MVP Plant Work Order System	MVP Plant currently in use
The Facilities Coordinator and Operators/Mechanics will be responsible, initially, to see that the various forms are completed and that the entries for required maintenance are made on the appropriate date in the records and on the calendar for the year	Preventive Maintenance activities are assigned a frequency in the CMMS and work orders generate at a determined number of days ahead of the due date for completion.
At the beginning of each day, or as determined by the Operator, the calendar is checked to see what maintenance is due at that time. When the maintenance has been performed, a brief note is made to that effect in the calendar and a complete description is entered in the MVP Plant system. Cost records should also be kept - actual time and material costs for each piece of equipment. Adequate spare parts should be kept on hand	Documentation of actual hours are entered on work orders. In many cases, costs for the associated work is also being captured. There appears to be some inconsistencies on the level of documentation of the different work types as illustrated in Figures 3.2.1 and 3.2.2, from year to year. An analysis of work order data from 2012 to 2021 shows some inconsistencies on work type documentation
All repairs and maintenance performed should be recorded on work orders and closed after completion. The CMMS system stores all dates for future reference.	Overall, repair and maintenance work appear to be documented on work orders in the CMMS system. There appears to be some inconsistencies on the level of documentation of the different work types as illustrated in Figure 3.2.1 and 3.2.2, from year to year. An analysis of work order data from 2012 to 2021 shows some inconsistencies on the work type designation.

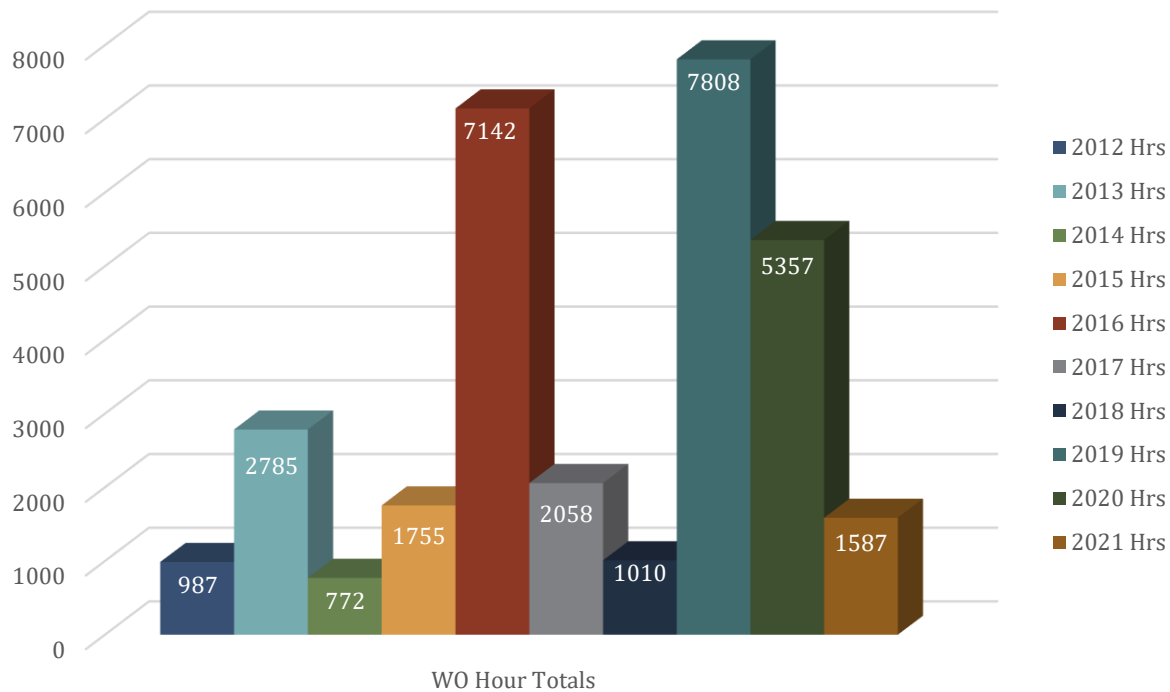


Figure 3.2.1: total Work Order Hours 2012-2021

Table 3.2.2: Planning and Scheduling

O&M Manual Language	Findings
A schedule chart with priorities of maintenance tasks is a convenient aid to reduce impulse searches for work for idle personnel	A numerical work order priority code is in use in the CMMS
A CMMS work order system is also a good means of identifying the corrective maintenance to be accomplished. It establishes procedure priority and information on any special aspect of the job. A log of the work orders will provide a record of when the work was initiated and completed. The work orders should be numbered to provide a means of accountability	Corrective maintenance work is being captured in the CMMS using different work type codes. Figure 3.2.2 illustrates the actual hours for each work order type for the period of 2012-2021.
When non-scheduled work is to be done, the CMMS system should be used to order the work. The work completed should be entered into MVP Plant when completed with complete notes and records.	Non-scheduled maintenance work is being captured in the CMMS using different work type codes. Figure 3.2.2 illustrates the actual hours for each work order type for the period of 2012-2021.

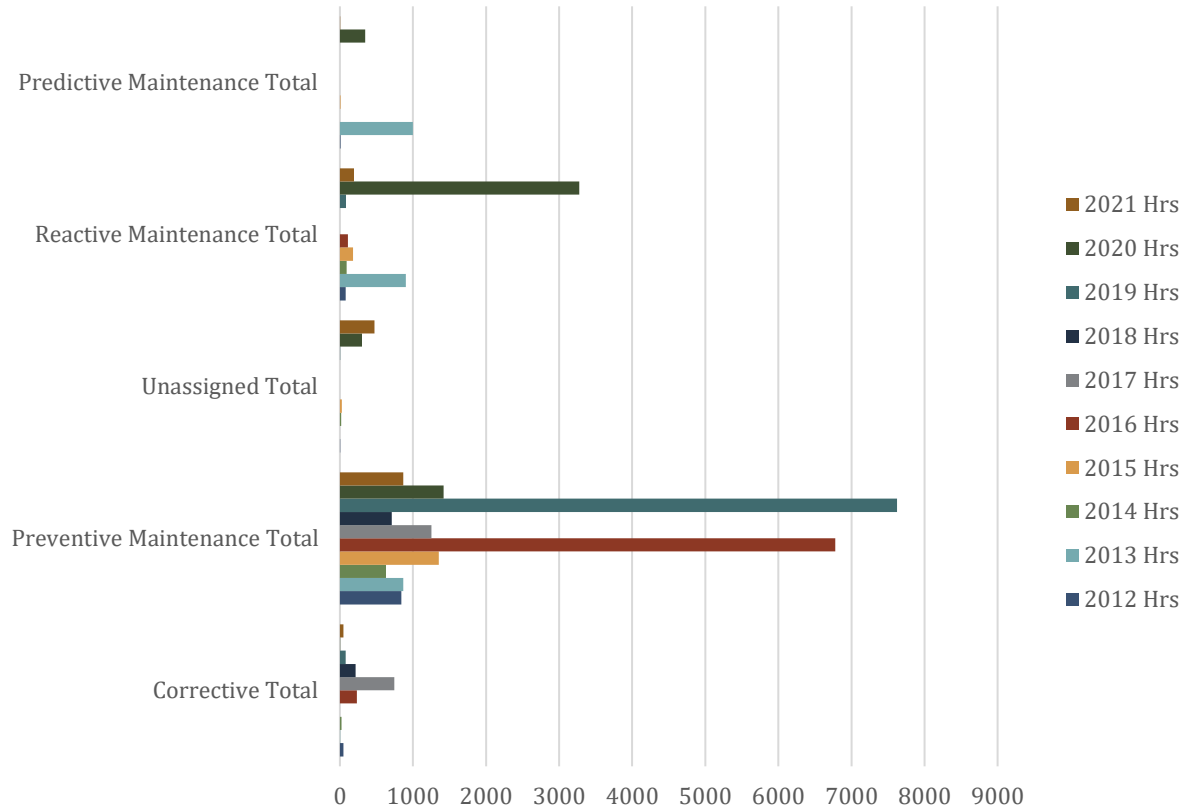


Figure 3.2.2: Work Order Hours by Work Type 2012-2021

Table 3.2.3: Inventory System

O&M Manual Language	Findings
A review of the equipment and the manufacturer's recommendations will aid in determining what spare parts and miscellaneous supplies should be maintained. For more details on this, refer to the major equipment information section. The spare parts and components should be listed in a catalog, and the minimum and maximum quantity to be stocked should be established.	The inventory module of MVP Plant is being utilized but there are inconsistencies on the level of usage when compared to the hours of work documented in Figure 3.2.3 and 3.2.4. In general, there is an expectation that parts usage will increase as maintenance hours increase.
The MVP Plant System also records information on quantity, description, when last purchased, cost, date, supplier, and other information and is very helpful in maintaining an adequate inventory of parts.	Entries in the MVP Plant inventory module contain this information
Some items require a long lead-time; therefore, a reorder point should be established to aid in resupply. This is especially true of items such as clarifier chains and the like whose lead times have been known to approach a year's time.	There appears to be limited use of the min/max/reorder point functionality in MVP Plant.
The purchase order module in MVP Plant is used to record the date an item was ordered and when received, quantity, unit cost, total cost, supplier, and item destination.	The Purchase Order module does not appear to be actively used. The last entries were in 2015. PO's are likely executed in Veolia's financial system or via Purchase Credit Cards

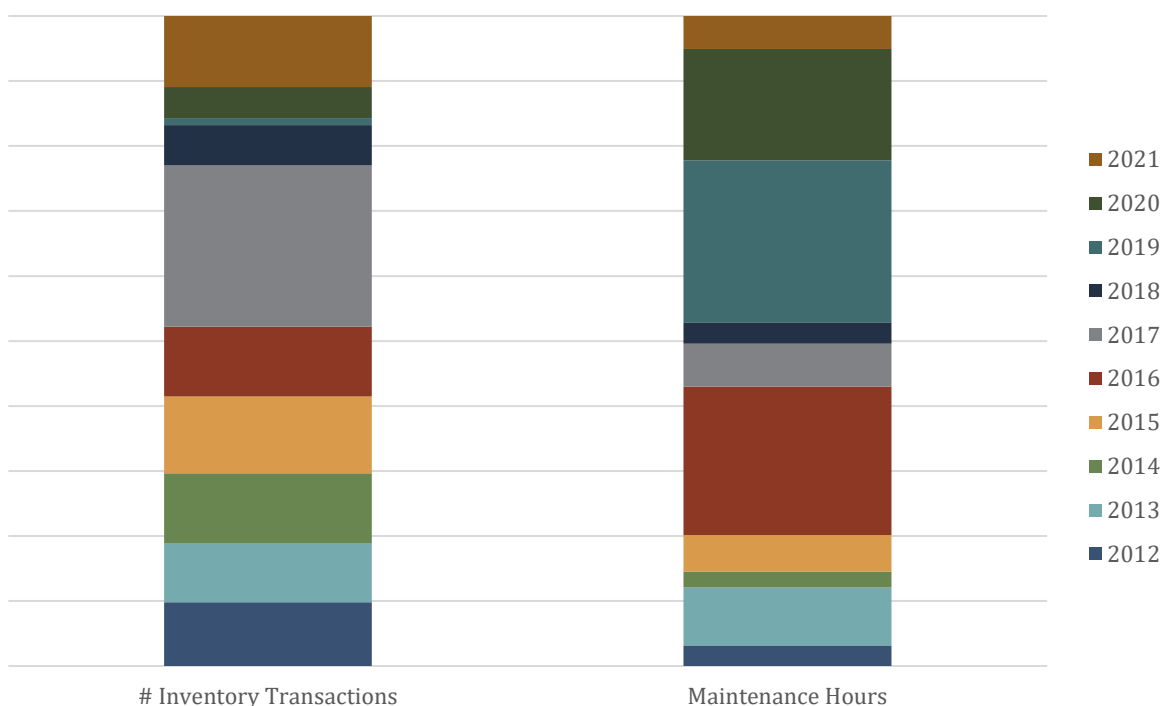


Figure 3.2.3: Parts Inventory Transactions vs. Total Maintenance Hours

Figure 3.2.4 illustrates the number of work order hours logged per inventory transaction.

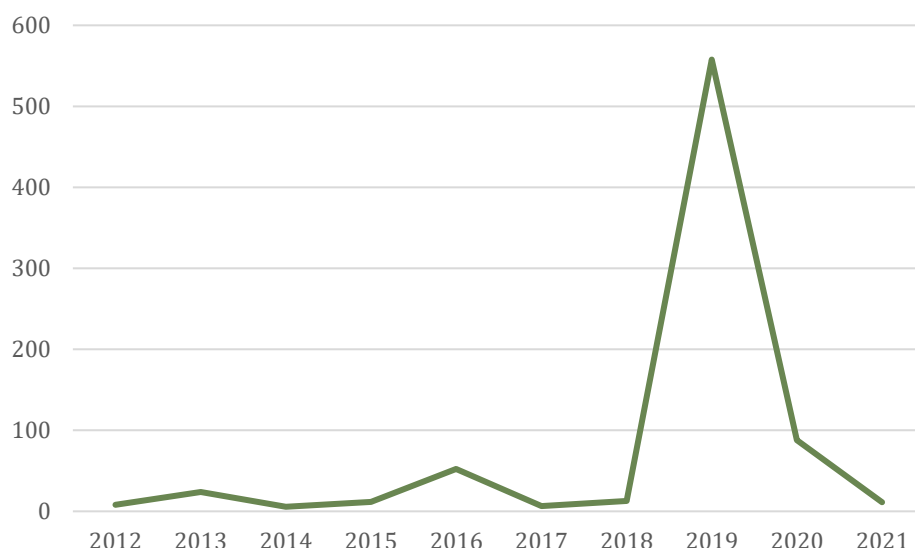


Figure 3.2.4: Work Order Hours per Inventory Transaction

Table 3.2.4: WPCF Personnel

O&M Manual Language	Findings
It is the duty of the Operator to see that only properly trained personnel conduct inspections, repairs and preventive maintenance tasks. Properly trained personnel should possess a thorough knowledge of the functions and operations of their equipment and the procedures for servicing it.	In speaking with the staff and through the visual observations of the facilities, it appears that Veolia is staffed with knowledgeable employees and provides adequate training as required for maintenance and repair. Those activities that are outside of their core knowledge base are subcontracted out to specialists

Table 3.2.5: Costs and Budgets for Maintenance Operations

O&M Manual Language	Findings
Maintenance costs and a maintenance budget are a necessary and integral part of the WPCF's total budget. Before an accurate estimate of maintenance costs can be made or a sound maintenance budget can be prepared, it is necessary to divide the maintenance operations into service categories such as preventive and predictive maintenance, corrective maintenance, and major repairs, replacements or alterations. With the maintenance operations defined, the information in the equipment record system can be used to compile total maintenance costs. Items such as work performed, work contracted out, items used from storeroom stock, items purchased, and a breakdown on the man-hours of work performed, are helpful in preparing these costs. Using these costs and making allowances for equipment replacement, expansion, and information on maintenance history for the WPCF, the maintenance budget can be developed. Adequate files must be set up and maintained for cataloging purchase orders, receipts, and other pertinent budget related items.	Maintenance costs are currently captured in the MVP Plant CMMS. It is unclear whether enough data is being captured to accurately develop budgets

Table 3.2.6: Housekeeping

O&M Manual Language	Findings
Process equipment should be cleaned as required to minimize odor sources. Painting should also be done as necessary for both equipment protection and appearance. Doors, windows, floors, walls, and other areas should be kept clean and in good repair. Outside maintenance work such as mowing, snow removal, painting, cleaning gutters and drains should be scheduled as required	Within the CMMS there are monthly housekeeping PM's for the WPCF and Bi-monthly PM's for the flood and pump stations.

3.3 Additional Work Order Analysis

Additional analysis of work order data from the period of 2012 to 2021 illustrates 17.8% of maintenance work order hours are not assigned to a specific asset type. There could be many reasons for this issue and should be evaluated and mitigated as soon as possible. Of the documented work order hours not including the work orders with unassigned work order types, nearly 80% of the work is executed on 43% (36) of the 82 asset types, 70% is executed on 19.5% (16) of the asset types, 50% is executed on 7% (6) of all asset types. **Figure 3.3.1** illustrates the total work order hours from 2012 to 2021 by asset type. This information is useful to begin optimization of a maintenance program by understanding where personnel are spending the most time and therefore, reviewing the activities both proactive and reactive that are occurring, to make adjustments for more effective maintenance and use of personnel.

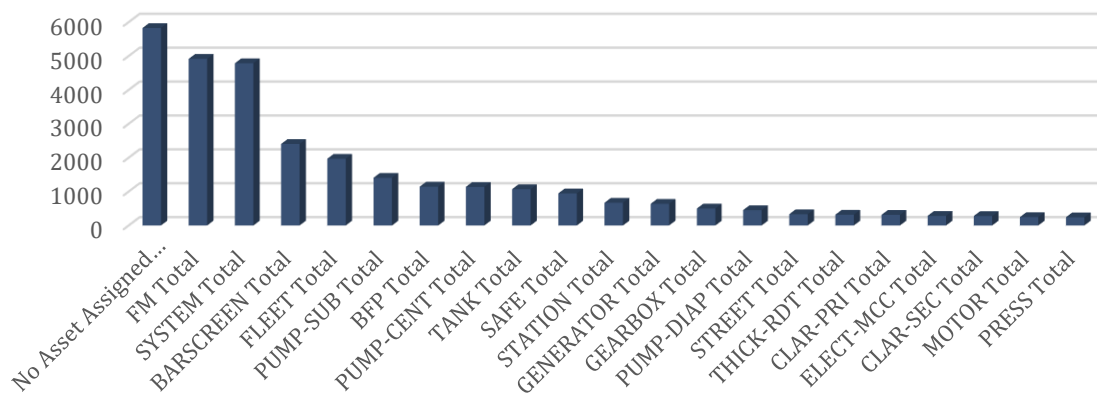


Figure 3.3.1: Work Order Hours by Asset Type 2012-2021

Further breakdown of this data shows that 80% of the work hours are assigned to 64% of all assets in the CMMS register, 70% of the work order hours are assigned to 26% of all assets, 50% of the work order hours are assigned to 12% of the assets. **Figure 3.3.2** illustrates the assets and asset count where over 75% of the work hours are assigned between the years 2012 and 2021. **Figure 3.3.3** illustrates the average asset type condition score and percentage of the work hours assigned.

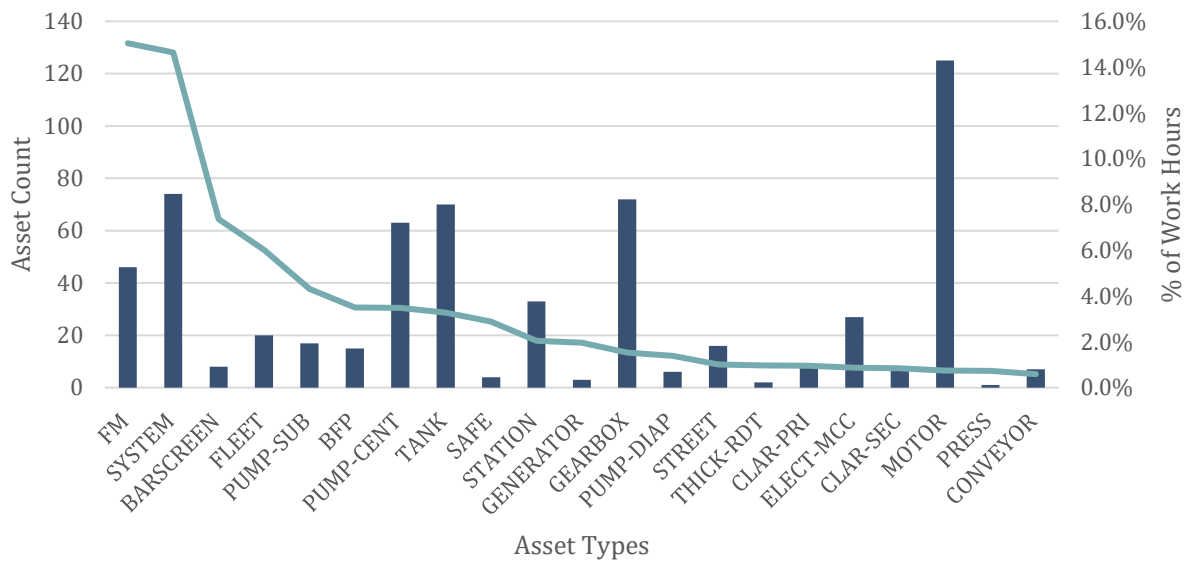


Figure 3.3.2: Asset Count by Type vs. % Work Order Hours 2012-2021

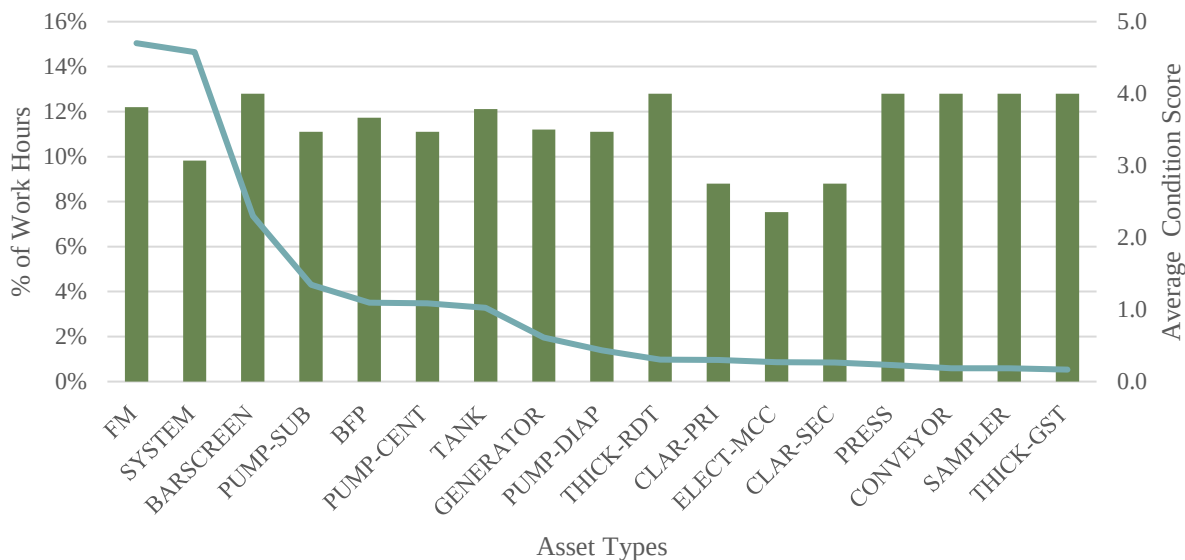


Figure 3.3.3: Average Asset Type Condition Score vs. % Work Order Hours 2012-2021

3.3.1 Recommendations

Recommendations derived from this data include:

- A thorough review of the preventive, predictive, and corrective maintenance that is occurring on the following asset types to optimize both asset lifecycle and staff utilization while maintaining the assets level of service

- Flow Meter (FM)
- System
- Bar Screens
- Fleet
- Submersible Pumps
- Review internal processes for assigning work orders to the appropriate asset.
 - Is “System” the most granular level of the asset hierarchy to assign work orders?
- Review all assets within the asset register to ensure they have an assigned asset type.
 - 17.8% (5828 hours) of the work order hours logged from 2012-2021 were assigned without assets or assigned to assets/locations without an asset type
 - Currently 29 Asset Id’s without an asset type assignment

3.4 Summary of Recommendations

Table 3.4.1 on the following page provides a summary of recommendations.

Table 3.4.1: Summary of Recommendations

Section	Recommendations
Task 3.1 Computerized Maintenance Management System	Due to the complexity of the program and exporting CMMS data, there may be instances where preventive maintenance plans are assigned to a higher-level assembly or location and not the asset specifically. This will need to be reviewed with Veolia to confirm if PM activities are being conducted for those assets without PM plans directly assigned in the CMMS.
Task 3.1 Computerized Maintenance Management System	It is recommended to understand and document the reasoning when any PM plan frequency changes are made.
Additional Work Order Analysis	A thorough review of the preventive, predictive, and corrective maintenance that is occurring on the following asset types to optimize both asset lifecycle and staff utilization while maintaining the assets level of service •System •Bar Screens •Fleet •Submersible Pumps
Additional Work Order Analysis	Review internal processes for assigning work order to the appropriate asset
Additional Work Order Analysis	Review all assets within the asset register to ensure they have an assigned asset type

4. WPCF and CSO Evaluation

The City has held an agreement with Veolia to operate, maintain, repair, and improve the City's wastewater and flood control system since 2006. The "Managed Assets" include the WPCF, the wastewater pumping stations, the force mains, the interceptors, the collection sewers, the combined sewer overflows, and the flood control system. The City has asked Hazen to objectively evaluate the operation procedures. The objectives of this task are to:

- Identify and Review Contract Operation Requirements
- Evaluate Current Operations / Performance
- Discuss short and long-term recommendations for improvement/optimization.

The WPCF is a permitted 17.5 mgd activated sludge WPCF utilizing pure oxygen reactors as the main secondary treatment process. A WPCF flow schematic from the SCADA system is shown in **Figure 4.0.1**.

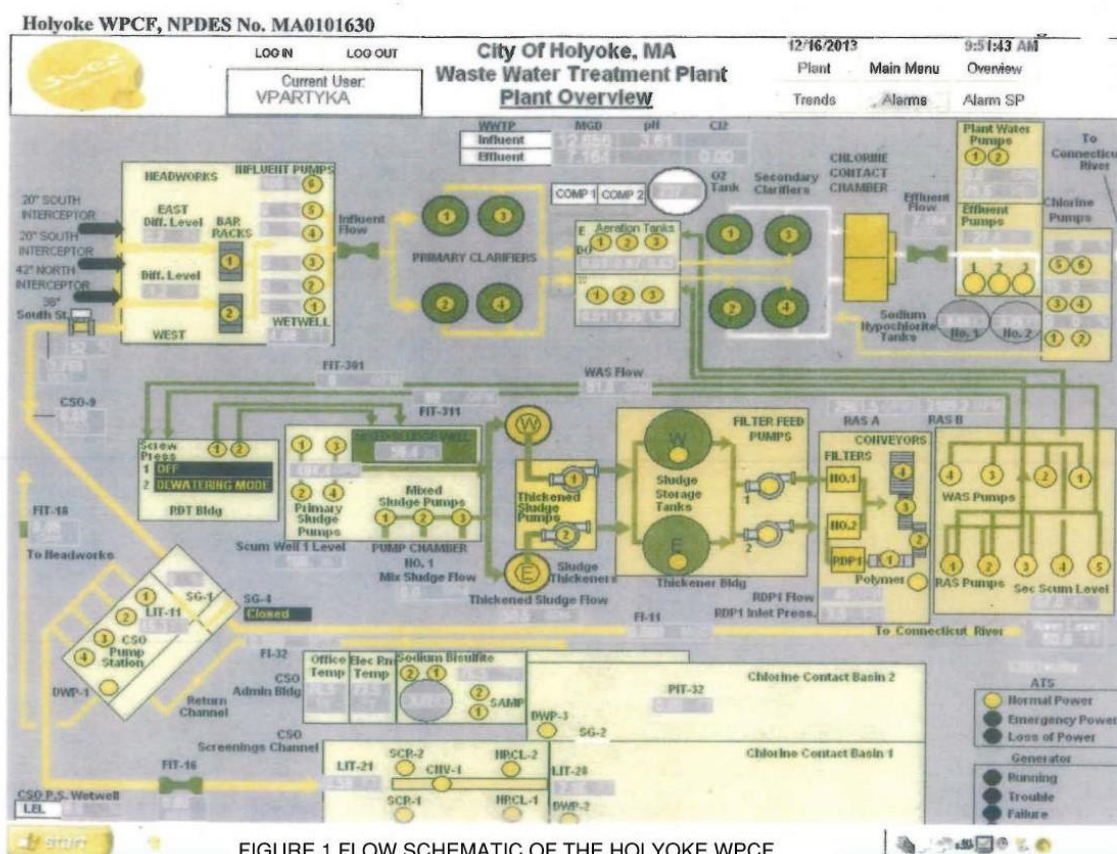


FIGURE 1 FLOW SCHEMATIC OF THE HOLYOKE WPCF

Figure 4.0.1: Flow Schematic of the WPCF

WPCF influent passes through two bar screens and two aerated grit chambers before entering the raw sewage wet well. Six raw sewage pumps send the screened and dewatered flow to four primary settling

tanks where floating and settling occur. Primary effluent flows into two pure oxygen aeration tanks, which are segregated into three zones. Return Activated Sludge (RAS) is mixed with the primary effluent flow in Zone 1 and the Mixed Liquor (MLSS) follows a plug flow pattern into ones 2 and 3. All three zones contains a mixer, and pure oxygen is pumped into zones two and three. Zone 1 is operated in anoxic mode where the nitrite and nitrate in the RAS is denitrified.

The MLSS from the aeration tanks flows to four final settling tanks where floating and settling occur. The settled effluent flows to the chlorine contact chamber and the settled RAS is pumped back to the pure oxygen aeration tanks or wasted to the solids handling facility. Effluent chlorination is only required from April 1 through October 31. Flow from the chlorine contact chamber flows by gravity to the Connecticut River except when the river is at a high-water level or flood stage. Under these circumstances, the chlorine contact chamber effluent is pumped via the effluent pump station.

Primary Sludge is pumped to the two gravity thickeners. RAS wasted to the solids handling facility, known as Waste Activated Sludge (WAS) is thickened in two rotary drum thickeners. Thickened Primary and WAS are sent to a mixed sludge well that feeds the dewatering press. Dewatered cake from the press is trucked from the WPCF. Gravity thickener overflow and filtrate from the rotary drum thickeners and dewatering press are returned into the WPCF.

4.1 Contract Operation Requirements

Appendix 4 of the Service Contract, “PERFORMANCE GUARANTEES AND LIQUIDATED DAMAGES” sets forth the performance guarantees for the Managed Assets.

4.1.1 WPCF Effluent Requirements

Table 4.1.1 presents certain WPCF Effluent limitations set forth in the NPDES permit.

Table 4.1.1: Certain WPCF Effluent Limitations Set Forth in the NPDES Permit

Parameter	Performance Values		
	Maximum Daily	Monthly Average	Weekly Average
BOD ₅		30	45
mg/l		4,739	6,568
lb/day			
Percent Removal		85%	
TSS		30	45
mg/l		4,739	6,568
lb/day			
Percent Removal		85%	
pH, SU	6.0 to 8.3		
Fecal Coliform ⁽¹⁾	400	200	
(cfu/100ml)			
Total Residual Chlorine ⁽²⁾	1.00	0.74	
mg/l			

Notes to Table 4-1:

Parameter	Performance Values		
	Maximum Daily	Monthly Average	Weekly Average
1. Fecal coliform monitoring is seasonal from April 1 through October 31. The monthly average limit shall be expressed as a geometric mean and measured and reported in colony forming units (CFU).			
2. Total Residual Chlorine monitoring is seasonal from April 1 through October 31.			

Table 4.1.2 sets forth the Enhanced Standards that Veolia shall meet in addition to Applicable Law.

Table 4.1.2: WPCF Effluent Enhanced Standards

12-Month Average WPCF Influent Flow	12-Month Average WPCF Effluent Parameter
< 11.0 MGD	BOD ₅ : 15 mg/l TSS: 15 mg/l
>11.0 MGD	BOD ₅ : 30 mg/l TSS: 30 mg/l

Notes

1. Veolia may seek relief from the Enhanced Standards relating to the WPCF Effluent Guarantee if Veolia has demonstrated (through a detailed WPCF data and operations evaluation with which the City and MADEP concur) that the WPCF is not capable of meeting these standards without the implementation of a Capital Modification at the WPCF.
2. Veolia is entitled to relief from the Enhanced Standards pursuant to subsection 9.2(C) of the Service Contract.

In addition to the parameters above, the current permit, attached as **Appendix J**, has monthly limits for additional parameters shown in **Table 4.1.3**.

Table 4.1.3: Additional NPDES WPCF Effluent Requirements

Parameter	Units	Performance Values	
		Average Monthly	Maximum Daily
Escherichia Coliform (Ecoli) Bacteria CFU/100ml		126	409
Aluminum Totally Recoverable	ug/l	87	Report
Copper Totally Recoverable	ug/l	3.5	4.7
Lead Totally Recoverable	ug/l	0.73	Report

4.1.2 CSO Abatement Requirements

Veolia shall design, construct, operate, and maintain the Managed Assets, particularly the CSO Abatement Facility, to accept and process combined sewer flows from the CSO 9 Berkshire Street interceptor to meet Applicable Law and the CSO Abatement Guarantee set forth below and in **Table 4.1.4**.

Veolia guarantees that System Influent conveyed to the CSO No. 9 regulator structure will receive treatment for all System Influent flowrate less than or equal to the flowrate predicted by the SWMM Model (Base Case) using the 1976 design year rainfall data which is 128 mgd (88,900 gpm). The first 25 mgd (17,400 gpm) of System Influent flow shall be diverted through the Front Street interceptor to the WPCF for treatment and the remaining System Influent flow, up to or equal to 103 mgd, shall be diverted

to the CSO Abatement Facility for treatment in accordance with the CSO Effluent standards set forth in **Table 4.1.4.**

Further, Veolia guarantees that for the System Influent flows predicted by the SWMM Model (Base Case) using the 1976 design year rainfall data received at the CSO 9 regulator structure:

- No more than four untreated overflows will occur at CSO No. 9 on an annual basis; and a minimum of 235 million gallons of System Influent received at the CSO 9 regulator structure will be treated with at least 35 percent of this flow conveyed to the WPCF for primary and secondary treatment.
- The CSO Abatement Guarantee includes the requirement that the CSO Effluent shall meet the water quality parameters set forth in **Table 4.1.4.**

Table 4.1.4: CSO Effluent Standards

Parameter	Concentration	
	Monthly Geometric Average	Maximum Daily
CSO Effluent Fecal Coliform	200 CFU/100 ml	400 CFU/100 ml
CSO Effluent Total Residual Chlorine	0.74 mg/l	1.00 mg/l

CFU — Colony forming units

All sampling and reporting shall be conducted in accordance with Applicable Law and in accordance with a sampling and reporting plan approved by the City and Governmental Bodies. This plan shall set forth the frequency and method of sample collection and method of analysis. All analytical methods used to demonstrate compliance shall be approved by Governmental Bodies. If a particular parameter does not have a method approved by EPA, methods currently accepted by Governmental Bodies, or contained in the most current edition of "Standard Methods for the Examination of Water and Wastewater", shall be acceptable. All testing and analytical procedures, except for on-site testing, shall be performed by a laboratory certified by EPA. All sample results shall be reported.

Veolia shall report the CSO Abatement Facility results in a CSO Annual Report as set forth in Appendix 5 and in any other monthly or other reports required by Applicable Law.

4.1.3 System Residuals Performance Guarantee

Subject to the limitations set forth in Article XI of the Service Contract, Veolia shall operate and maintain the System Residuals treatment processes such that all System Residuals are processed at the Managed Assets and is ready for delivery to an Acceptable Disposal Site in compliance with Applicable Law and the Sludge Contract. The Sludge moisture content shall be sufficiently reduced to meet a minimum total solids concentration of 20 to 40 percent.

All System Residuals sampling and reporting required to demonstrate compliance with Applicable Law shall be conducted in accordance with the Contract Standards and a sampling and reporting plan approved by the MADEP. This plan shall set forth the location for each sample to be collected, the frequency, volume and method of sample collection (i.e., grab, composite, etc.), sample storage procedures, and

method of analysis. All analytical methods used to demonstrate compliance shall be approved by EPA. All testing and analytical procedures shall be performed by a laboratory certified by GPA.

4.1.4 Trucked in Material Guarantee

Veolia shall accept Trucked-In Material in amounts up to 40,000 gallons per month delivered to the WPCF and shall treat all Trucked-In Material in accordance with Applicable Law.

The maximum Trucked-In Material quantity may be revised by the City and Veolia pursuant to the results of any studies performed on the Tricked-In Material processing capacity at the WPCF.

4.2 Current Operations Performance Evaluation

4.2.1 WPCF Effluent Requirements

WPCF data was reviewed for 2018- 2022 and compared to the effluent requirements summarized in **Section 4.1.1**. The WPCF, which has a sanitary and combined sewer collection system, was originally designed for conventional treatment for removal of TSS and BOD. As total nitrogen has been identified as an issue in the Long Island Sound, the WPCF has been operated to remove some nitrogen.

The WPCF is operated based on a seasonal target Mean Cell Residence Time (MCRT). The MCRT target sets the MLSS inventory in the aeration and final tanks. Nitrification, the first step in Nitrogen removal, is performed by bacteria which grow considerably slower than the bacteria that remove BOD and TSS. To operate in a Nitrogen removal mode, the target MCRT and corresponding MCRT must be considerably higher than for TSS and BOD removal.

4.2.1.1 TSS and BOD

Since there is a combined system component to the collection system, higher wet weather flows can cause solids washout due to solids overload of the final clarifiers at these flows. **Table 4.2.1** lists the Weekly TSS Permit violations which have occurred in the last five years. As shown on the table, WPCF operation procedures have allowed the WPCF to operate without a Weekly TSS violation since November of 2019. The WPCF has experienced high flow events since that time but various strategies, such as shutting the oxygen to the aeration tanks 30 minutes before the high flow event and leaving it off for an additional 90 minutes, have allowed the WPCF to reduce the occurrence of effluent TSS washouts. **Table 4.2.2** lists the days in the five-year data period that had an effluent TSS or BOD above the 45 mg/l weekly limit.

Table 4.2.1: Weekly TSS Permit Violations

Date	Weekly TSS value	Permit Limit
6/27/2018	74.2	45 mg/l
1/5/2019	50.0	45 mg/l
11/30/2019	49.1	45 mg/l

Table 4.2.2: Effluent TSS and/or BOD values 45 mg/l and above

Date	BOD ₅ (mg/l)	TSS (mg/l)	Flow (mgd)	Maximum Flow (MGD)
2/11/2018	22.0	46.0	19.1	38.2
2/25/2018	22.0	46.0	16.1	38.1
4/5/2018	63.0	12.0	6.6	9.4
4/16/2018	25.0	52.0	17.2	36.9
5/15/2018	43.0	67.0	9.7	36.2
6/27/2018	30.0	240.0	6.8	39.2
6/28/2018	50.0	49.0	15.3	39.1
7/17/2018	49.0	91.0	10.7	39.7
8/30/2018	68.0	6.0	5.7	8.1
10/2/2018	28.0	75.0	14.1	38.5
10/10/2018	60.0	10.0	6.9	11.6
11/26/2018	47.0	100.0	12.9	37.1
11/27/2018	54.0	110.0	16.3	29.2
12/16/2018	31.0	91.0	10.2	37.7
12/31/2018	76.0	210.0	11.0	37.3
1/1/2019	44.0	53.0	13.0	28.3
1/24/2019	36.0	45.0	18.0	36.7
7/22/2019	100.0	92.0	10.9	35.0
11/18/2019	24.0	66.0	6.5	8.9
11/19/2019	23.0	48.0	10.5	35.8
11/24/2019	23.0	48.0	17.3	36.6
9/2/2020	69.0	150.0	6.8	27.0
10/12/2020	41.0	79.0	5.6	10.4
10/13/2020	71.0	26.0	14.6	35.2
5/30/2021	24.0	71.0	11.8	37.7
7/8/2021	24.0	55.0	13.0	34.9
11/16/2022	14.0	53.0	12.2	10.6
11/27/2022	27.0	94.0	8.6	9.3

As can be seen in the table, most values above 45 mg/l are for TSS.

Figure 4.2.1 shows the monthly Average TSS and BOD from January 2017 through December 2022. As can be seen in the figure, the WPCF has met the enhanced standards of below 15 mg/l for TSS and BOD consistently since October 2020. The WPCF has also met the monthly permit limit of 30 mg/l for TSS and BOD throughout the data set time frame.

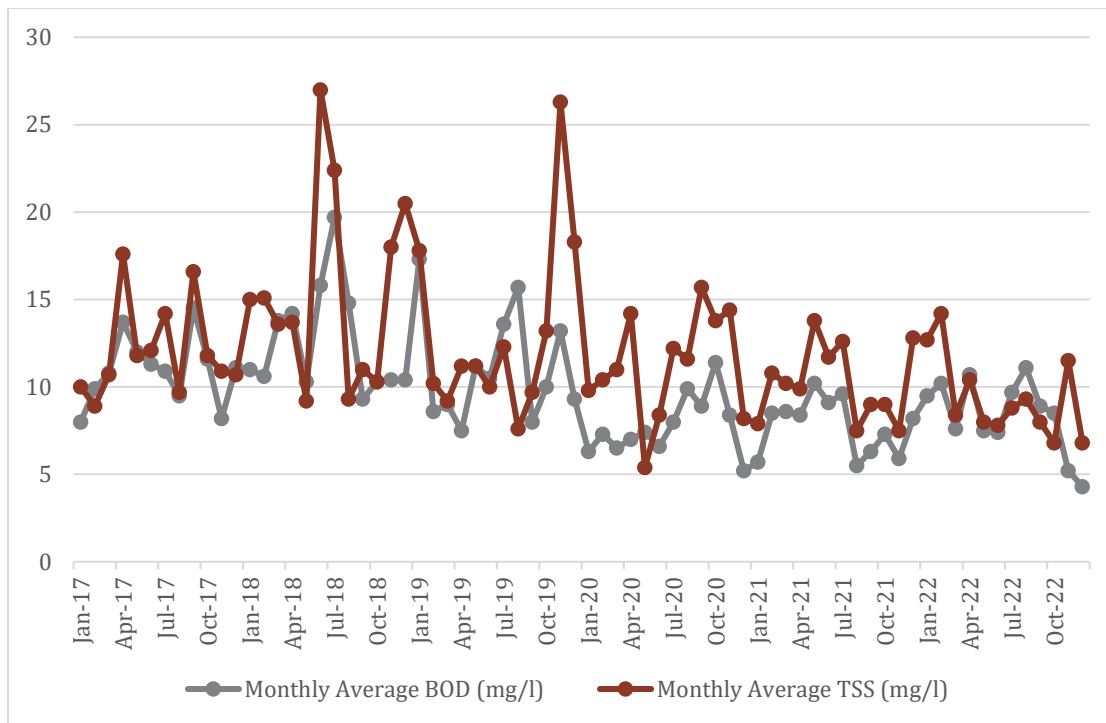


Figure 4.2.1: Monthly Average Effluent TSS and BOD

4.2.1.2 Metals

As indicated in **Section 4.1.1** above, the WPCF also has permit limits for Aluminum, Copper, and Lead. Although the permit limits are 80 ug/l, 4.7 ug/l and 0.73 for aluminum, copper and lead, respectively, copper and lead have monthly interim limits of 62.4 ug/l and 2.7 ug/l, respectively.

The WPCF has met all permit limits of aluminum except for April 2022, when the effluent aluminum was 96 ug/l. Copper and lead have both been below the interim limits in the 5 years of data that were reviewed.

4.2.1.3 Total Nitrogen

The maximum Monthly Effluent Total Nitrogen from January 2017 to December 2022 is shown in **Figure 4.2.2**.

As seen in the Figure, the Maximum Monthly Effluent Total Nitrogen was regularly above the baseline of 696 pounds/day prior to October of 2021. In October 2021, one Primary Tank was taken out of service to increase the carbon load to the aeration tanks. This process change has resulted in effluent values consistently below the baseline level.

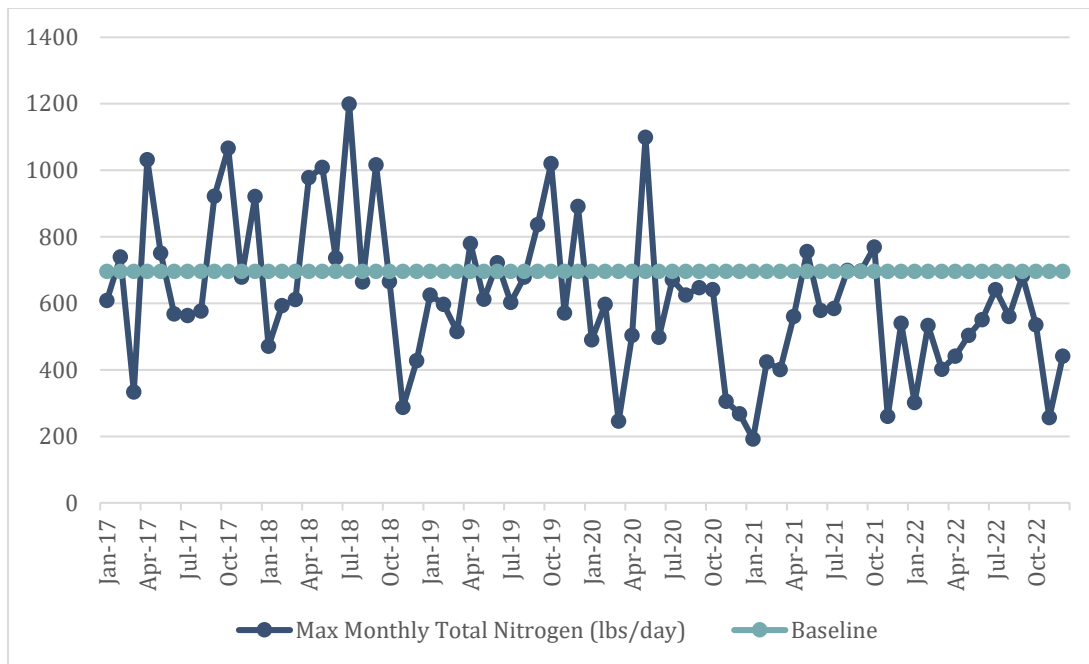


Figure 4.2.2: Maximum Monthly Effluent Total Nitrogen

4.2.2 CSO Abatement Requirements

Standard Operating Procedure (SOP) CSO #9, attached as **Appendix K**, has the following procedures:

- Monitor Effluent flow, (as well as number of Influent Pumps operating and pump speeds, headworks wet well level and Primary Clarifier weir levels). The goal is to reach 37 MGD to the WPCF measured at the Effluent Flow Meter or 25 MGD on the South St. flow meter.
- Once Effluent flow reaches 37 MGD, South St. meets 25 MGD, or the other indicators monitored in step 8 are deemed critical enough to start closing the South St Gate even though the WPCF and South St. may not have reached peak flow, start closing the South Street Gate to maintain 17.5 MGD into the WPCF. It is helpful to change the RTU Communication setting for the South St Grit Chamber, Go to Station Control Mode at bottom of the screen and set it to 1, this will allow the gate to respond quicker to the closing settings.

Following the procedures listed above meets the requirements for CSO abatement with regards to flow through the WPCF. **Figure 4.2.3** shows the maximum flow reached at the WPCF for calendar 2022 as an example of meeting the flow requirement. The 37 mgd maximum flow requirement has been reached several times during the five years of data that was reviewed.

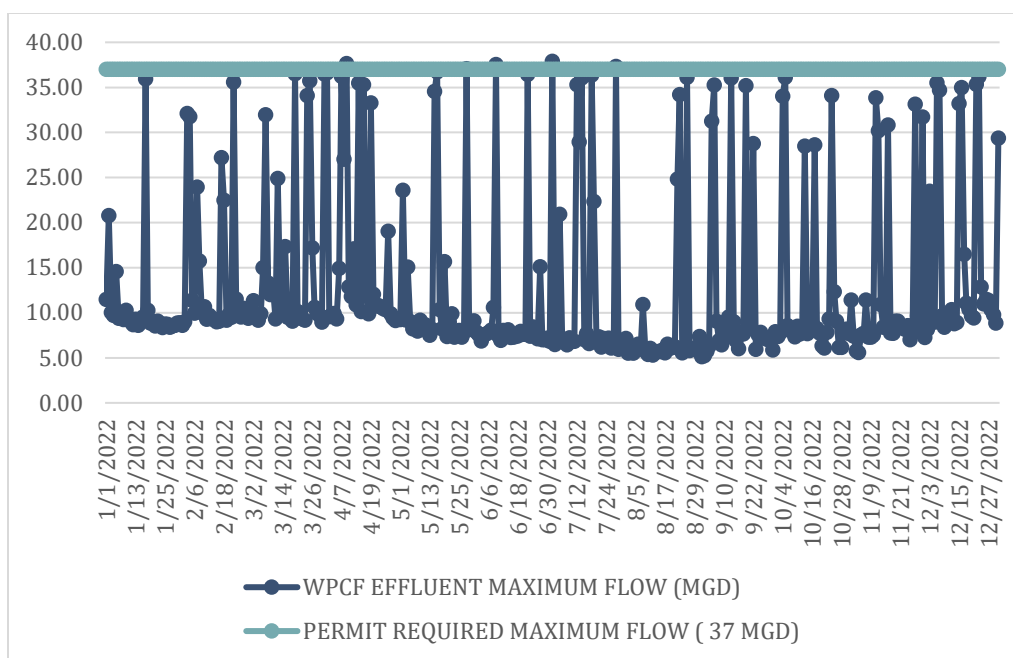


Figure 4.2.3: Maximum Daily Effluent flow versus 37 MGD

In addition to the flow requirements above, the SOP spells out the required NPDES permit CSO sampling for the wet weather event. Data for 2018-2022 was reviewed for NPDES parameters listed in **Table 4.1.3** above. **Table 4.2.3** lists the wet weather events that exceeded the NPDES permit limits. As shown in the table, there were two events in 2018, January 12 and April 16, where the E coli maximum daily (409 cfu/100 ml) and monthly geometric mean (126 cfu/100ml) were exceeded. There have been no permit limit exceedances since then.

Table 4.2.3: CSO E Coli Permit Violations

Date	E Coli Monthly Geometric Mean	E coli Daily Maximum
1/12/2018	208/100 ml	658/100 ml
4/16/2018	658/100 ml	1150/100 ml

In addition to the wet weather event sampling, the WPCF is required by permit to perform a whole effluent toxicity report 2 times a year. A copy of the most recent report is included as **Appendix L**.

4.2.3 System Residuals Performance Guarantee

Figure 4.2.4 shows the Rotary Drum Press percent solids for October 1, 2019, through December 31, 2022. As shown in the Figure, there is some variability in the dewatered sludge cake above and below the 20% minimum. From June 1, 2022, through August 29, 2022, the cake percent solids were consistently below 20% due to a failure of the Rotary Thickeners, which thicken the Waste Activated Sludge (WAS) prior to sending it to the mixed sludge well that feeds the Rotary Drum Press. Mixing the thin WAS with the thickened primary sludge results in a very thin feed sludge, which is more difficult to dewater.

Starting in September, when the thickener was repaired, the values have been consistently above 20%, averaging 21%. The long-term average for the data period is 20.7%.

As seen in the figure, there are day to day variations in the percent solids of the Rotary Drum Press. These variations can also be linked to the feed solids. The WAS to Primary sludge ratio in the mixed sludge well that feeds the Rotary Drum Thickener. Thinner feed solids result in a thinner dewatered cake.

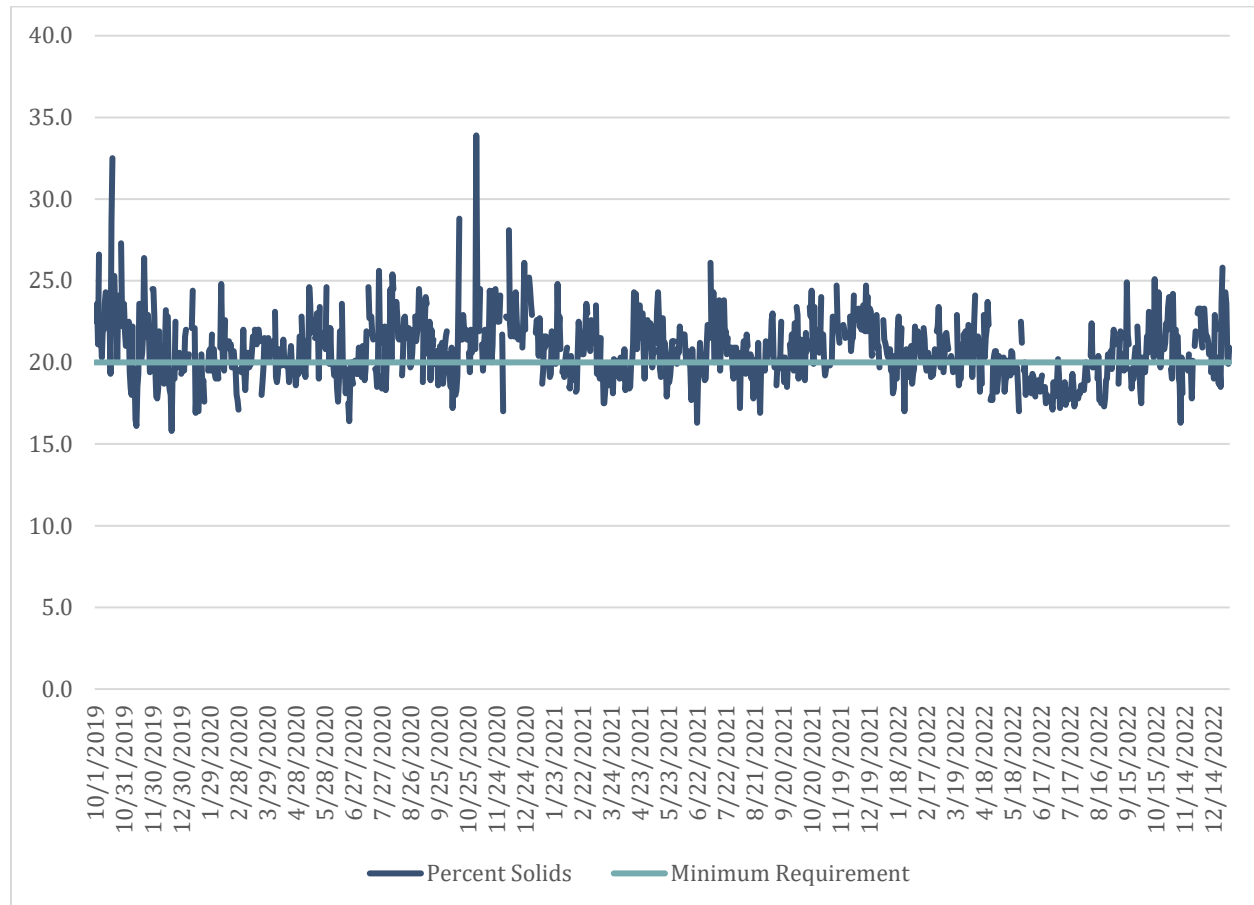


Figure 4.2.4: Rotary Drum Press Percent Solids Versus 20% Minimum Requirements

4.2.4 Trucked in Material Guarantee

The contract stipulates that the WPCF will accept up to 40,000 gallons per month of septage. Data for 2018-2022 indicates that the WPCF received more than 40,000 gallons in 30 of the 60 months (50%).

The highest monthly total was 71,000 gallons in October of 2018. The lowest monthly total was 4,000 gallons in February 2021. The last month to accept more than 40,000 gallons was March of 2022.

4.3 Short and Long-term Recommendations for Improvement/optimization

4.3.1 Short Term Recommendations

4.3.1.1 RAS operation

The WPCF O&M manual states that RAS flow pacing can be performed. Flow pacing sets a RAS percentage of the influent or effluent flow. The RAS flow then adjusts at the set point percentage with the influent or effluent flow. Currently, the RAS flow pacing control is not available, although Veolia is investigating what is required to make it functional again. WPCF Operations sets a RAS flow that is constant throughout the 24-hour period. Although this is a common operating mode in the industry, operating at a constant RAS flow causes the solids in the aeration tanks to increase during the low flow periods. The higher solids loading in the aeration tanks are then pushed into the final clarifiers when the flow increases during the day. Since the WPCF is operating at a very low F/M, the blankets in the final tanks are normally in the 3–5-foot range. When a storm event occurs during the same time that the heavier aeration tank solids are reaching the final clarifiers, the loading rate to the final clarifiers gets very high and has resulted in high TSS levels in the WPCF effluent. It is recommended that the RAS flow pacing be made functional and used to allow for more even loading of the solids to the final clarifiers. This should reduce the TSS levels in the final effluent during storm events.

4.3.1.2 Supplemental Alkalinity Addition

As noted in **Section 4.2.1.3**, the Maximum Monthly Effluent Total Nitrogen has been consistently below the baseline level of 696 pounds/day since October 2021. It is expected that the monitoring requirement for effluent nitrogen will become an enforceable permit limit in the next permit. The target MCRT for the WPCF is adjusted seasonally and has been successful in meeting the baseline requirement. If the permit limit is below the baseline level, the Target MCRT can be increased to remove some additional nitrogen. Since the aeration basins are open to the atmosphere, they do not have an issue with additional oxygen addition causing pH drops from increases in carbon dioxide. However, the nitrification-denitrification process results in an alkalinity deficit and only additional nitrification due to carbon limitations will require more alkalinity. Additional nitrogen removal will further lower the WPCF effluent alkalinity, which is currently averaging 100 mg/l and could result in lower effluent pH values. Effluent pH values typically range between 6.4–6.8 with an occasional value of 6.2. The permit minimum effluent pH is 6.0. If the effluent alkalinity drops below 50 mg/l, the minimum pH could fall below the permit limit. Supplemental alkalinity addition to the aeration tanks will prevent any pH excursions below the minimum permit limit.

4.3.1.3 Supplemental Carbon Addition

If the MCRT is increased with a resultant decrease in the TKN and Ammonia but the effluent Nitrate and nitrite increase, the amount of available carbon in the Primary Effluent BOD is limiting the denitrification reaction. Supplemental carbon addition to the aeration tanks will be required to reduce the effluent nitrite and nitrate.

4.3.1.4 *Metals*

The current NPDES permit has interim limits for aluminum, copper, and lead. The permit is currently under review and a new permit will be issued soon. It is anticipated that the new permit will require significantly lower effluent requirements for the three metals. The City's pretreatment program will need to identify the sources of these metals. If the metal dischargers have already been identified, then the discharge levels for these will require more stringent requirements to allow the WPCF to meet the new NPDES limits.

4.3.1.5 *BioWin Model/Digital Twin*

With an expectation of Total Nitrogen becoming an enforceable permit limit, a calibrated BioWin Model and Digital twin should be constructed to allow WPCF personnel to model various operating scenarios to determine the expected effluent parameters. If a permit limit for total nitrogen is established, a BioWin Model and Digital twin should be developed now so that the long-term capability of the WPCF process can be determined.

4.3.2 **Long Term Recommendations**

4.3.2.1 *Wet Weather Flow Diversion*

The aeration basins operate in a plug flow mode, which means that the RAS and the Primary Effluent are mixed at the beginning of the first zone and then flow through the reactor. The WPCF SVI is consistently in the range of 130 ml/g, which is higher than the design value of 75-100 used to size the clarifiers. An SVI value of 130 is indicative of a lighter, slower settling sludge, which can be more prone to washout during high flow events. As mentioned earlier regarding constant RAS flow and wet weather events, when the high flow pushes the high solids at a much faster rate the final clarifiers can be overloaded. As shown in **Table 4- 6**, wet weather flow events have resulted in daily effluent TSS and/or BOD values greater than 45 mg/l, which is the permit limit for weekly sampling. It should be noted that the 24-hour flow for most of the days in the table is below the WPCF design flow of 17.5 mgd.

4.3.2.2 *Nitrogen Removal Retrofit*

At the current time, the total nitrogen "baseline" of 696 pounds/day in the effluent is a reportable but not enforceable permit limit. It is expected that the new permit will have an enforceable Total Nitrogen Limit. As indicated in the WPCF O&M manual, the WPCF was not designed for nitrogen removal. The WPCF design F/M ratio is 0.7. To remove nitrogen, the WPCF is operated at an average F/M of 0.1. Also, at design flow the hydraulic detention time (HDT) is 1.6 hours with dry weather WPCF flows in the range of 6 mgd, the HDT is 4.6 hours, which is sufficient to partially nitrify the incoming nitrogen load. At this F/M ratio and HDT, the WPCF can treat below the 696 pounds/day baseline. However, if the effluent Total Nitrogen Permit limit is considerably lower than the "baseline", the current WPCF may not be able to meet this limit. If the WPCF can operate at a lower F/M (higher MLSS) to meet the lower limit, weekly TSS violations during extremely wet weather conditions may occur more frequently as the solids loading on the final clarifiers will be increased. In addition, at the higher solids loading rate to the clarifiers, the WPCF may have trouble consistently meeting the 15 mg/l enhanced standard for TSS and BOD.

If the WPCF is unable to meet the new Total Nitrogen Limit, modifications to the bioreactors and/or a retrofit technology such as a Membrane Bioreactor (MBR), which can be constructed where the final clarifiers are currently, should be considered.

DRAFT

5. Contract Operations Agreement Evaluation

5.1 Overview

Hazen assessed the current Service Contract between the City and Veolia, to determine if compliance was maintained throughout the current term. This was performed by outlining Service Level Agreements (SLAs) within the contract, specifically, regarding the Levels of Service (LOS) provided for the Operations and Maintenance of the Assets in said contract. Hazen reviewed the Contract in its entirety, identifying the items that could be assessed, and analyzed them against the information from the task orders completed by Hazen, by the documentation supplied by the City, and through conversations with City Officials.

Hazen applied reasonable assumptions where it was applicable, based on the SLAs that could not be fully analyzed from the information available and were not discoverable during the other task orders. Recommendations were provided for some of the Articles, Sections and Sub-Sections that were included in the agreement. The recommendations provided were in addition to the scope of services conducted by Hazen and were considered while the SLAs were being evaluated.

Hazen provided a matrix, breaking down articles, sections and sub-sections of the agreement relating to the performance and management of the assets. Hazen reviewed the entirety of the contract and evaluated its articles and appendices against the data and information for completeness. Articles, sections, and sub-sections determined to be outside the scope of services that were being provided were not included in the matrix. Within the matrix there were some sub-sections that were not applicable to the evaluation provided or did not allow for Hazen to provide reasonable assumptions, they are identified as N/A (not applicable). Those items were still included in the attached matrix and should be considered by the City when evaluating next steps, in addition to the information supplied by Hazen and other consultants.

5.2 Assessment for Compliance

Through the assessment stated above, Hazen believes that Veolia did adhere to the agreement executed between Veolia and the City. Those conclusions are directly regarding the performance and maintenance of the Managed Assets only.

Hazen identified six permit violations throughout the agreement term. These were assessed during the task order for evaluating WPCF operations. Four of the violations were for TSS violations at the WPCF effluent level. While the other two were for CSO violations for E-Coli bacteria. Aside from those violations the performance of the managed assets throughout the contract term was determined to be representative of the agreement.

The Validation of the Condition Assessment and Maintenance Program Evaluation determined that the Veolia did adhere to the agreement terms and conditions. The managed assets were determined to be maintained within their intended use as outlined in the Contract, and within the remaining useful life as determined by baseline analysis.

A summary of Contract compliance is included in **Table 5.2.1**

Table 5.2.1: Assessment of Compliance with Contract Operations Agreement

Article / Subsection	Contractual Obligations	Did Comply	Did "Not" Comply	To Be Reviewed Further	Current Obligation	Recommended Change	Incentive And / Or Penalty
Article I: Definitions and Interpretations							
Article II: Representations and Warranties							
Article III: Term							
Article IV: Transition Period							
Article V: Designated Employees							
Article VI: Preliminary Design Period and the Design/Build Date							
Article VII: Management and Operation							
7.1	Use: Assets in working order as intended	X					
	Administrative Space: Supply City with space at the facility			X			
	Administrative Space: Company will lease admin space in the downtown area for 2 years to handle all customer service needs			X			
	Use of Transferred Property in accordance with Appendix 16			X			
	Liens and Encumbrances			X			
7.2	Company Obligations: Operate managed assets on 24/7 basis	X					
7.3	City Obligations Generally			X			
7.4	Managed Assets Condition Confirmation			X			
7.5	Service Coordination and Contract Administration: Appoint a full-time "System Manager"	X					
	Notify the City for changes in "System Manager"			X			
	City's Contract Administrator: work with the City appointed Contract Administrator			X			
	City Approvals and Consent: All approval and Consent needed will be submitted through the contract administrator.			X			
	Communications and Meetings: System Manager will submit monthly Operations reports to the city	X					
	Meet monthly with the city to go over the Operations reports.			X			
	Damage to Customers			X			
7.6	Operations and Maintenance Manuals: Provide and maintain for the Managed Assets Appendix 5	X					
	The Operation and Maintenance Manual shall be developed and maintained in a manner that is fully consistent with the computerized maintenance management system installed and utilized by the Company pursuant to Section 10.5.	X					
	The Company shall keep the Operation and Maintenance Manuals current and shall supply the City with appropriate updates.	X					
7.7	Systems Operations Plan: The Company shall prepare a Plan in accordance with Appendix 5.	X					
7.8	Staffing and Personnel Training: The Company shall train and staff the Managed Assets during the Term of this Service Contract with qualified personnel in accordance with Appendix 5.	X					
7.9	Energy Supply and Consumption	X					
7.10	Safety and Security: The Company shall maintain the safety of the Managed Assets at a level consistent with the Contract Standards in accordance with Appendix 5.	X					
7.11	Compliance with Applicable Law: The Company shall perform the Contract Services in accordance with Applicable Law with regard to but not limiting, Sampling, Testing and Laboratory Work, Investigations of Non-Compliance, Fines, Penalties and Remediation and the No Nuisance Covenant.	X					

Article / Subsection	Contractual Obligations	Did Comply	Did "Not" Comply	To Be Reviewed Further	Current Obligation	Recommended Change	Incentive And / Or Penalty
7.12	Operating Governmental Approvals: The Company, in a timely manner, shall make on behalf of the City all applications necessary to obtain and maintain the NPDES Permits, and all other Governmental Approvals required to be made, obtained or maintained under Applicable Law in order to operate the Managed Assets and perform the Management Services. In accordance with Appendix 5.	X				Payment of any fine/penalty plus 10% due to the violation of Compliance Performance Guarantee, assessed in a manner consistent with the Performance Agreement Section 9.	Variable based on the Co. ability to stay compliant with the agreement
7.13	City Access to Managed Assets			X			
7.14	Customer Service: The Company shall provide service for the performance standards set forth in Appendix 5.			X		\$500 for each documented untimely customer response. Reimbursement to the region for all uncollected amounts under the target percentage. \$500 per unmatched account per billing cycle. \$1000 for every 100 bills not issued within five days.	Variable based on the Co. ability to issue and collect on billable accounts
7.15	Asset and Financial Records: The Company, on and after the Commencement Date, shall establish and maintain computerized information systems with respect to the Managed Assets for operations and maintenance data and process control, including the information necessary to verify calculations made pursuant to this Service Contract and demonstrate compliance with the Contract Standards.	X					
	The Company shall prepare and maintain proper, accurate, complete, and current financial books, records and accounts, in accordance with generally accepted accounting principles, with respect to all aspects of the Managed Assets and Contract Services, including direct and indirect personnel expenses, Subcontractor costs, the costs of material, equipment and supplies, maintenance, repair and replacement items, operating expenses and overhead.	X			An overpayment to the Company of \$5,000 or more of the total amount that should have been properly paid by the City for the item audited, then the Company shall, in addition to the reimbursement or credit of such overstated amount, with interest, reimburse the City for any and all Fees and Costs incurred in connection with the inspection or audit. The foregoing remedies shall be in addition to any other remedies the City may have, including remedies for an Event of Default by the Company.	\$500 for each successful audit that reports no discrepancies or overpayments. (assuming five audits per year, one per quarter and one annual comprehensive audit)	Max \$50,000 20-Yr Contract
7.16	Periodic Reports: The company shall furnish periodic reports to the City, including monthly operations, annual O&M, default reports and permit communications and reports.	X					
7.17	Emergencies: Within 60 days following the Commencement Date, the Company shall provide the City with a Emergency Response Plan in accordance with Appendix 5.	X					
7.18	Cost Reduction and Service Improvement			X			
Article VIII: Municipal/Industrial Pretreatment Program							
8.1	Company IPP Participation Generally	X					
	IPP Administration Generally			X			
	General SIU Compliance Monitoring			X			
	Transition Program Administration Duties			X			
	Ongoing Program Administration Duties			X			
	Field Inspection, Flow Monitoring and Flow Sampling			X			
	Laboratory Analyses of Wastewater Samples			X			
	Preparation of Annual Pretreatment Report	X					
	IPP Violation Investigations			X			
	Notice to City of Violations			X			
	Company Enforcement Assistance			X			
	Fines and Penalties			X			
8.2	Industrial Discharge Permits: The company will prepare and forward all recommended draft permits for Federal and Commonwealth compliance to the City.			X			
	Enforcement			X			
Article IX: Performance							
9.1	Reliance	X					

Article / Subsection	Contractual Obligations	Did Comply	Did "Not" Comply	To Be Reviewed Further	Current Obligation	Recommended Change	Incentive And / Or Penalty
	Maximum Capacity Utilization	X					
	Curtailments and Shutdowns	X					
	Wastewater Ownership and Limitations on Company Rights	X					
9.2	Plant Effluent Guarantee	X					
	Applicable Law and Enhanced Standards			X			
	Liquidated Damages for Non-Compliance with Plant Effluent Guarantee			X			
	Indemnity for Loss-and-Expense from Non-Complying Plant Effluent	X					
9.3	Odor Guarantee	X					
	Applicable Law Limits	X					
	Contract Limits	X					
	Odor Control Practices Report	X					
	Preventing Recurrence of Violations Generally	X					
	Preventing Recurrence of Violations at Plant Site	X					
	Sustained Odor Condition	X					
	Liquidated Damages for Odor Citations	X					
	Liquidated Damages for Sustained Odor Condition Determination	X					
	Concurrent Odor Incidents and Sustained Odor Conditions	X					
9.4	Trucked-In Material Guarantee in accordance with Appendix 5	X					
	Treatment of Trucked-In Material			X			
	Trucked-In Material Delivery Protocol in accordance with Appendix 5			X			
	Alternative Disposal of Trucked-In Material in accordance with Appendix 5			X			
	Failure of Alternative Disposal			X			
9.5	System Residuals Performance Guarantee	X					
9.6	Environmental Guarantee	X					
9.7	Collection System Performance Guarantee: Applicable Law Limits in accordance with Appendix 5	X					
	Contract Limits in accordance with Appendix 4	X				Every 12-months (Fiscal or Calendar) for no dry weather overflows, system backups or street flooding, the company receives \$10,000 (not applicable during contract extensions)	Max \$200,000 20-Yr Contract
9.8	CSO Abatement Guarantee Generally in accordance with Appendix 4	X					
	Liquidated Damages for Non-Compliance with CSO Abatement Guarantee in accordance with Appendix 4	X					
	Sampling and Analysis in accordance with Appendix 5	X					
	CSO Annual Report in accordance with Appendix 5	X					
9.9	Failure to meet the CSO Abatement Guarantee in accordance with Appendix 4	X					
9.10	City Remedies for Non-Compliance with Performance Guarantees	X					
	Performance Testing	X					
9.11	Upsets and Excessive Influent Affecting Company Compliance with Performance Guarantees	X				Every excessive influent event that the Company maintains compliance for the total system (conveyance and treatment plant). \$500 per Occurrence. Excessive flow constitutes rain events that have sustained flows for 8-hours equal to or greater than double the average daily flow (treatment plant) according to NPDES. (assuming 10 events per year successfully managed)	Max \$100,000 20-Yr Contract
9.12	Testing, Metering and Weighing in accordance with Appendix 5			X			

Article / Subsection	Contractual Obligations	Did Comply	Did "Not" Comply	To Be Reviewed Further	Current Obligation	Recommended Change	Incentive And / Or Penalty
9.13	Administrative Sanctions			X	1. \$500 for the first failure to perform in any Contract Year. 2. \$1,000 for the second failure to perform in any Contract Year. 3. \$2,000 for the third failure to perform in any Contract Year. 4. \$4,000 for each fourth and any subsequent failure to perform in any	\$500 per year for no failures to perform in accordance with items listed in section 9.13 and all supporting sections and appendices mentioned.	Max \$10,000 20-Yr Contract
9.14	Releases, Leaks and Spills	X					
9.15	Pre-Existing Environmental Conditions and Special Subsurface Conditions			X			
Article X: Maintenance Repair and Replacement							
10.1	Ordinary Maintenance in accordance with Appendix 5	X					
	Inspections, Cleaning and Blockage Removal			X			
	Repair and Maintenance of Site Grounds in accordance with Appendix 5	X					
	Major Maintenance, Repair and Replacements	X					
	Underground Piping Repair and Replacements			X	Replace \$100,000 of piping per year.	10% penalty per year on any amount under \$100,000, for failing to maintain replacement schedule as stipulated. Allowing for a 6-month grace period to complete carryforward from the previous year.	Max \$200,000 20-Yr Contract
10.2	Managed Asset Evaluation: Initial Evaluation of the Managed Assets in accordance with Appendix 2	X					
	Required Condition of Managed Assets Upon Return to the City	X			90% of baseline Remaining Useful Life.	\$1,000 for every 1% over the 90% baseline RUL for managed assets at the end of the contract term.	Max \$10,000 20-Yr Contract
	Final Evaluation of the Managed Assets in accordance with Appendix 2	X					
10.3	Periodic Maintenance Inspections	X					
10.4	Collection System Monitoring and Performance Reporting in accordance with Appendix 5			X			
10.5	Computerized Maintenance Management System in accordance with Appendix 5	X					
10.6	Maintenance, Repair and Replacement Plan in accordance with Appendix 5	X					
10.7	Disposal of Surplus Equipment			X			
10.8	Warranties			X			
10.9	Loss, Damage or Destruction to the Managed Assets	X					
10.10	City's Annual Collection System Assessment			X			
Article XI: System Residuals Disposal							
Article XII: City Financing of CSO Design/Build Price							
Article XIII: Company Financing of Wastewater System Improvements							
Article XIV: Design/Build of the Initial Capital Improvements							
Article XV: Acceptance of the Initial Capital Improvements							
Article XVI: Capital Modifications							
Article XVII: Service Fee and Other Payments							
Article XVIII: Breach, Default, Remedies, and Termination							
Article XIX: Insurance, Uncontrollable Circumstances, and Indemnification							
Article XX: Security for Performance							
Article XXI: Miscellaneous Provisions							

5.3 Recommendations

For future contract purposes, Hazen recommends building out a repository of information that the City and the contracted parties can use to assess contract fulfillment. Such a document can be used as a baseline for determining basic performance throughout the contracted period. This will allow both parties to monitor obligations agreed to by both parties and correct deviations early on or take necessary corrective actions as outlined in the agreement. Actively monitoring progress will lead to the successful execution of the agreement by parties throughout the contracted period. Additionally, by tracking information, the process of making addendums to the agreement in the future is simplified. This allows the parties to adjust its agreement to better fulfill the needs of the community for which the agreement ultimately serves.

Articles and clauses relating to items to be addressed at, before, and or within 6 months of contract acceptance could be amended, should the City renew its current agreement with Veolia. Articles related to transition periods would not need to be taken into consideration. The City can also amend Article V and VI sections on the transfer of previous city employees and the CSO abatement facility respectively. Should the City decide to go in a new direction they would want to amend those conditions accordingly.

Hazen reviewed Article XVII and found the service and fees to be well structured and intricate by design. However, based on the feedback from the city regarding performance of the contracted services, Hazen felt there could be a better alignment of strategic goals. This would include using incentivized recommendations provided by Hazen as an example and should be directly linked to the performance of the contracted services above and beyond LOS. By tying additional compensation to the agreement, it incentivizes the contracted parties to align with those strategic objectives important to the City.

In considering incentives, the City needs to address desired performance beyond permitted and contracted agreements. They should provide an opportunity for the Contract Operator to achieve a financial gain by fulfilling said requirements. Those requirements need to be clear and concise and consider potential changes throughout the term. They need to incentivize at a scalable rate, i.e., difficult performance metrics need to carry a higher financial incentive for the contract operator.

Appendix A: 2021 W-P Asset Condition & Performance Ranking

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Appendix A-2021 W-P Asset Condition Performance Ranking

Asset Number	Asset Description	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Conditions/ Performance Adjustment (YRS)	Final Remaining Life (YRS)	Comments
140-MCC-8	MCC, Motor Control Center (MCC-8A)	25	2	-7.5	0	Zero life due to age, However Unit Functional. Repaired in 2015.
200-JON-MCC	MCC, Motor Control Center (Jones Ferry)	25	2	-7.5	0	Expected condition for age. Transfer switch replaced 2013.
200-MOS-MCC	MCC, Motor Control Center (Mosher St)	25	2	-7.5	0	Compressors no longer used, replaced with submersible pressure transducer. Secondary power cabling from pole to transformer replaced in 2020
101-ATS	SWITCH, AUTO TRANSFER 1	25	2	-7.5	0	Wear due to age. Components were replaced in repair in 2012
101-MCC-6	MOTOR CONTROL CENTER # 6 (MCC # 6)	25	2.5	-3.75	0	Old MCC most equipment is no longer in use.
101-MCC-6E	MOTOR CONTROL CENTER # 6E (MCC # 6E)	25	2.5	-3.75	0	Wear due to age.
102-MCC1	MCC, Motor Control Center (MCC-1A) (Primary Sludge Side)	25	2	-7.5	0	
102-MCC2	MCC, Motor Control Center 1 (MCC-1) (Mixed Sludge Side)	25	2	-7.5	0	
102-REF-09	Air Handling Unit	20	3	0	0	
102-FE-10X	Venturi, Primary Sludge Flow (FE/FIT-10X)	20	3	0	0	Mag meter not venturi.
103-PC-03	CLARIFIER, PRI # 3 (SYSTEM) (NE TANK)	20	2	-6	0	Replacing lower section.
103-PC-04	CLARIFIER, PRI # 4 (SYSTEM) (SE TANK)	20	2	-6	0	NEW MOTOR and drive 2011, New skimmer arm, Functional
	MOTOR CONTROL CENTER (MCC-5)	25	2	-7.5	0	Wear apparent from age.
104-SWTH/GR	SWITCH GEAR	25	3	0	0	Main disconnect failed new one installed in 2019. Old disconnect was rebuilt and kept as a spare.
105-MCC-2A	MCC, Motor Control Center 2A (MCC-2A)	25	2	-7.5	0	Breaker for MCC-2 replaced in 2021.
105-MCC-2B	MCC, Motor Control Center 2B (MCC-2B)	25	2	-7.5	0	Zero life due to age, However Unit Functional.
105-FIT-201	Flow Meter Transmitter, RAS West System A (FE/FIT-201)	20	3.5	5	0	
105-FIT-203	Flow Meter Transmitter, RAS East System B (FE/FIT-203)	20	3.5	5	0	
105-FIT-WAS-A	Flow Meter Transmitter, WAS Sys A (Tunnel) (FE/FIT)	20	3.5	5	0	
105-FIT-WAS-B	Flow Meter Transmitter, WAS Sys B (Tunnel) (FE/FIT)	20	4.5	12	0	
105-P-09	Pump, Return Sludge 1 (RAS 1)	20	4	9	0	New Drive 2012, pump rebuilt 2015 original install 1980
105-P-08	Pump, Return Sludge 2 (RAS 2)	20	3	0	0	Rebuilt 2015, original install 1980
105-P-01	Pump, Waste Sludge 1 (WAS 1)	20	3	0	0	Rebuilt 2015, original install 1980
110-SC-04	CLARIFIER, SECONDARY # 4 (SYSTEM)	20	3	0	0	Original drives but operator say runs well.
115-SKIM-1	SCUM SKIMMER, CL2 CONTACT CHAMBER # 1	20	1	-10	0	Not operational
115-SKIM-2	SCUM SKIMMER, CL2 CONTACT CHAMBER # 2	20	1	-10	0	Not operational
120-ATS	Auto Transfer Switch (120-ATS)	20	3	0	0	Components were replaced in 2013.
120-GEN	Generator/Engine, Emergency, Plant	20	3	0	0	
120-P-04	Pump # 2 Plant Water	20	3	0	0	Rebuilt pump and motor in 2016, original install 1980
120-P-05	Pump # 1, Plant Water	20	4	9	0	Pump rebuilt and motor replaced in 2018.
120-PRUI-03	Heated Intake Fan (PRUI-03/M-417)	20	2	-6	0	Could not physically locate fan. Condition assumed the same.
120-REF-02	Exhaust Fan (REF-2/M-411) (Basement)	20	3	0	0	
120-REF-03	Exhaust Fan (REF-3/M-412) (Chlorinator Storage Room)	20	2	-6	0	
120-REF-04	Exhaust Fan (REF-4/M-413) (Chlorinator Room)	20	3	0	0	Could not visually inspect, condition based on age.
130-ATS	Auto Transfer Switch (ATS)	25	3	0	0	2 manual transfer switches for the street feeds not automatic. There is an automatic transfer switch in another building that flips if both these feeds go down.
130-EF-14	Air Handling Unit (REF-14/M-90)	25	3	0	0	
130-MCC-1	MCC, Motor Control Center 1 (MCC-1) (MAIN SWITCHGEAR)	25	2	-7.5	0	Zero life due to age, However Unit Functional.
130-MCC-3	MCC, Motor Control Center 3 (MCC-3)	25	2	-7.5	0	Zero life due to age, However Unit Functional.
110A-THCK	THICKENER # 1 (E)	20	3	0	0	Chain making irregular noise, corroded and needs to be replaced. Chain and sprockets replaced 2018.
135-BFP-01	Backflow Preventer, 1.50" (Thickener Building)	20	3	0	0	Pipe supports and isolation valve is extremely corroded and needs to be replaced.
135-BOIL03	Boiler # 3	25	3	0	0	
135-CMP	Plant Air Compressor # 1	20	3	0	0	Zero life due to age, However Unit Functional.
135-T-SH-01	Tank, Sludge Holding # 1 (West - Left Side of Room)	25	3	0	0	
135-T-SH-02	Tank, Sludge Holding # 2 (East - Right Side of Room)	25	3	0	0	
135-MCC-7	MOTOR CONTROL CENTER 7	25	2	-7.5	0	Old MCC near the end of its life.
135-MCC-7A	MOTOR CONTROLK CENTER 7A	25	2	-7.5	0	Old MCC near the end of its life.
140-MCC-8B	MCC, Motor Control Center (MCC-8B)	25	2	-7.5	0	Zero life due to age, However Unit Functional.
	Sweeper	10	4	4.5	0	Old one
200-JON-P-03	Pump # 3, Jones Ferry	15	3.5	3.75	0	Rebuilt 2014. Seals have been replaced.
200-JON-FIT	Flow Meter, Jones	20	3.5	5	0	No plugging issues noted.
200-MOS-P-01	Pump # 1 MOSHER	15	2	-4.5	0	Corrosion apparent.

Appendix A-2021 W-P Asset Condition Performance Ranking

Asset Number	Asset Description	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Conditions/ Performance Adjustment (YRS)	Final Remaining Life (YRS)	Comments
200-MOS-P-02	Pump # 2 MOSHER	15	3	0	0	Motor was replaced in 2014. Pump rebuilt and being installed by end of April.
200-MOS-P-03	Pump # 3 MOSHER	15	2	-4.5	0	
200-CAB-MCC	MOTOR CONTROL CENTER (CABOT ST)	25	2	-7.5	0	No MCC just individual panels. SCADA panel is newer.
200-CAB-P-01	Pump # 1, Cabot Street	15	2.5	-2.25	0	Apparent leak from seal.
200-CAB-P-02	Pump # 2, Cabot Street	15	3.5	3.75	0	Rotating assembly rebuilt 2014, original install 1980. Leaking at seal.
200-JAC-MCC	MCC, Motor Control Center (Jackson St)	25	3	0	0	Compressors no longer used, replaced by submersible pressure transducer. Abandoned in place.
200-JAC-P-02	Pump # 2, Jackson	15	4	6.75	0	Rebuilt rotating assembly 2017, original install 1980.
200-JAC-P-03	Pump # 3, Jackson	15	4	6.75	0	New rotating assembly install 2017, original install 1980.
200-JAC-FIT	Flow Meter, Jackson	20	4	9	0	Venturi original but all pressure gauges and tubing replaced
200-SMI-COMM	Communitor	15	2	-4.5	0	Expected condition for age.
200-SMI-MCC	MCC, Motor Control Center (Smiths Ferry)	25	2	-7.5	0	Old MCC sections but all still functional.
200-SMI-FE	Venturi (12" X 5.8')	20	3	0	0	No issues with tubes getting plugged. Venturi original but all pressure gauges and tubing replaced
300-TRANS05	Transformer TC # 5	25	3	0	0	Photos of all transformers under this form.
300-TRANS06	Transformer TC # 6	25	3.5	6.25	0	See transformer #5 for photos.
300-TRANS07	Transformer TC # 7	25	3	0	0	See transformer #5 for photos.
300-TRANS11	Transformer TC #11	25	3	0	0	See transformer #5 for photos.
300-TRANS12	Transformer TC #12	25	3	0	0	See transformer #5 for photos.
300-TRANS13	Transformer TC #13	25	3	0	0	See transformer #5 for photos.
300-TRANS14	Transformer TC #14	25	3	0	0	See transformer #5 for photos.
300-TRANS15	Transformer TC #15	25	3	0	0	See transformer #5 for photos.
300-TRANS16	Transformer TC #16	25	3	0	0	See transformer #5 for photos.
300-TRANS20	Transformer TC #20	25	3	0	0	See transformer #5 for photos.
300-TRANS21	Transformer TC #21	25	3	0	0	See transformer #5 for photos.
300-TRANS25	Transformer TC #25	25	3	0	0	See transformer #5 for photos.
300-TRANS26	Transformer TC #26	25	3	0	0	See transformer #5 for photos.
300-TRANS27	Transformer TC #27	25	3	0	0	See transformer #5 for photos.
300-TRANS28	Transformer TC #28	25	3	0	0	See transformer #5 for photos.
300-TRANS29	Transformer TC #29	25	3	0	0	See transformer #5 for photos.
300-TRANS30	Transformer TC #30	25	3	0	0	See transformer #5 for photos.
300-TRANS31	Transformer TC #31	25	3	0	0	See transformer #5 for photos.
300-TRANS32	Transformer TC #32	25	3	0	0	See transformer #5 for photos.
300-TRANS33	Transformer TC #33	25	3	0	0	See transformer #5 for photos.
300-TRANS34	Transformer TC #34	25	3	0	0	See transformer #5 for photos.
300-FS1-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 1)	25	2	-7.5	0	
300_PMP_01	PUMP # 1, FLOOD STATION # 1 (#1)	30	4	13.5	0	
300_PMP_02	PUMP # 2, FLOOD STATION # 1 (#2)	30	4	13.5	0	
300_HOIST	HOIST, FLOOD STATION # 1	30	4	13.5	0	
301_TRANS1	TRANSFORMER 1, FLOOD STAT # 1	25	3	0	0	Zero life due to age, However Unit Functional.
301_TRANS2	TRANSFORMER 2, FLOOD STAT # 1	25	3	0	0	Zero life due to age, However Unit Functional.
301_TRANS3	TRANSFORMER 3, FLOOD STAT # 1	25	3	0	0	Zero life due to age, However Unit Functional.
300-FS2-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 2)	25	2	-7.5	0	
300-FS2-P-01	PUMP # 1, FLOOD STATION # 2 (#3)	30	3	0	0	
300-FS2-P-02	PUMP # 1, FLOOD STATION # 2 (#4)	30	3	0	0	
300-FS2-HST	HOIST, FLOOD STATION #2	25	4	11.25	0	
300-FS3-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 3)	25	2	-7.5	0	
300-FS3-P-01	PUMP # 1, FLOOD STATION # 3 (#5)	30	4	13.5	0	
300-FS3-P-02	PUMP # 2, FLOOD STATION # 3 (#6)	30	4	13.5	0	
300-FS3-HST	HOIST, FLOOD STATION # 3	25	4	11.25	0	
300-FS4-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 4)	25	2	-7.5	0	
300-FS4-P-01	PUMP # 1, FLOOD STATION # 4 (#7)	30	4	13.5	0	
300-FS4-P-02	PUMP # 2, FLOOD STATION # 4 (#8)	30	4	13.5	0	
300-FS4-HST	HOIST, FLOOD STATION #4	25	4	11.25	0	
304_TRANS1	TRANSFORMER 1, FLOOD STAT # 4	25	2	-7.5	0	Zero life due to age, However Unit Functional.

Appendix A-2021 W-P Asset Condition Performance Ranking

Asset Number	Asset Description	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Conditions/ Performance Adjustment (YRS)	Final Remaining Life (YRS)	Comments
304_TRANS2	TRANSFORMER 2, FLOOD STAT # 4	25	2	-7.5	0	Zero life due to age, However Unit Functional.
304_TRANS3	TRANSFORMER 3, FLOOD STAT # 4	25	2	-7.5	0	Zero life due to age, However Unit Functional.
300-FS5-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 5)	25	2	-7.5	0	
300-FS5-P-01	PUMP # 1, FLOOD STATION # 5	30	4	13.5	0	
300-FS5-HST	HOIST, FLOOD STATION # 5	25	4	11.25	0	
305_TRANS1	TRANSFORMER 1, FLOOD STAT # 5	25	2	-7.5	0	Zero life due to age, However Unit Functional.
305_TRANS2	TRANSFORMER 2, FLOOD STAT # 5	25	2	-7.5	0	Zero life due to age, However Unit Functional.
305_TRANS3	TRANSFORMER 3, FLOOD STAT # 5	25	2	-7.5	0	Zero life due to age, However Unit Functional.
300-FS6-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 6)	25	2	-7.5	0	Very old.
300-FS6-HST	HOIST, FLOOD STATION # 6	25	4	11.25	0	
300-FS6-P-01	PUMP # 1, FLOOD STATION # 6	30	4	13.5	0	
300-FS6-P-04	PUMP # 4, FLOOD STATION # 6	30	4	13.5	0	
306_TRANS1	TRANSFORMER 1, FLOOD STAT # 6	25	2	-7.5	0	Zero life due to age, However Unit Functional.
306_TRANS2	TRANSFORMER 2, FLOOD STAT # 6	25	2	-7.5	0	Zero life due to age, However Unit Functional.
306_TRANS3	TRANSFORMER 3, FLOOD STAT # 6	25	2	-7.5	0	Zero life due to age, However Unit Functional.
300-FS7-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 7)	25	2	-7.5	0	Condition rating due to age
300-FS7-HST	HOIST, FLOOD STATION # 7	25	4	11.25	0	
300-FS7-P-01	PUMP # 1, FLOOD STATION # 7	30	4	13.5	0	
300-FS7-P-02	PUMP # 2, FLOOD STATION # 7	30	4	13.5	0	
300-FS7-P-03	PUMP # 3, FLOOD STATION # 7	30	3	0	0	Wear due to age
307_TRANS1	TRANSFORMER 1, FLOOD STAT # 7	25	2	-7.5	0	Zero life due to age, However Unit Functional.
307_TRANS2	TRANSFORMER 2, FLOOD STAT # 7	25	2	-7.5	0	Zero life due to age, However Unit Functional.
307_TRANS3	TRANSFORMER 3, FLOOD STAT # 7	25	2	-7.5	0	Zero life due to age, However Unit Functional.
105-P-07	Pump, Return Sludge 3 (RAS 3)	20	3	0	1	New VFD 2016, pump rebuilt in 2015.
105-P-02	Pump, Waste Sludge 2 (WAS 2)	20	3	0	1	
105-P-04	Pump, Waste Sludge 4 (WAS 4)	20	3	0	1	
207-GEN	GENERATOR, SMITH FERRY Stand-by, Diesel	20	3	0	1	6800 hrs
120-MCC-4	MCC, Motor Control Center 4 (MCC-4)	25	3	0	2	Zero life due to age, However Unit Functional. Main breaker replaced in 2014.
120-MCC-4E	MCC, Motor Control Center 4E (MCC-4E)	25	3	0	2	Zero life due to age, However Unit Functional. Breaker replaced in 2014.
200-HIG-MCC	MOTOR CONTROL CENTER (HIGHLAND PARK)	25	3	0	4	Zero life due to age, However Unit Functional. Three new bus bars installed in 2012, secondary power incoming breaker was replaced, and motor starter for pump 2 was replaced
101-PBU1	SYSTEM, POLY BLEND UNITS # 1 (L)	15	3	0	6	Replaced motor in 2019
101-PBU2	SYSTEM, POLY BLEND UNITS # 2 (U)	15	3	0	6	Replaced mixing chamber in 2018
200-SPR-P-02	Pump # 2, Springdale P/S	15	1.5	-6	6	Missing plug and leaking from seal.
200-HIG-P-01	Pump #1, Highland Park	30	2.5	-4.5	6.5	Surface corrosion and coatings failing. Seals repacked.
	GATE # 01, TAILRACE	50	2	-15	7	
	GATE # 02, TAILRACE	50	2	-15	7	
	GATE # 03, TAILRACE	50	2	-15	7	
	GATE # 04, TAILRACE	50	2	-15	7	
	GATE # 05, TAILRACE	50	2	-15	7	
500-G-06-TR	GATE # 06, TAILRACE, CROCKER	50	2	-15	7	Gate kept closed, no longer used.
500-G-07-TR	GATE # 07, TAILRACE, CROCKER	50	2	-15	7	Gate kept closed, no longer used.
500-G-08-TR	GATE # 08, TAILRACE, CROCKER	50	2	-15	7	Gate kept closed, no longer used.
500-G-09-TR	GATE # 09, TAILRACE, ALBION	50	2	-15	7	Gate kept closed, no longer used.
500-G-10-TR	GATE # 10, TAILRACE, ALBION	50	2	-15	7	Gate kept closed, no longer used.
500-G-11-TR	GATE # 11, TAILRACE, MT TOM	50	2	-15	7	Gate kept closed, no longer used.
500-G-12-TR	GATE # 12, TAILRACE, NONOTUCK	50	2	-15	7	Gate kept closed, no longer used.
500-G-13-TR	GATE # 13, TAILRACE, NONOTUCK	50	2	-15	7	Gate kept closed, no longer used.
500-G-14-TR	GATE # 14, TAILRACE, GILL	50	2	-15	7	Gate kept closed, no longer used.
500-G-15-TR	GATE # 15, TAILRACE, GILL	50	2	-15	7	Gate kept closed, no longer used.
500-G-16-TR	GATE # 16, TAILRACE, GILL	50	2	-15	7	Gate kept closed, no longer used.
	GATE # 17, TAILRACE	50	2	-15	7	Gate kept closed, no longer used.
	GATE # 18, TAILRACE	50	2	-15	7	Gate kept closed, no longer used.
	GATE # 19, TAILRACE	50	2	-15	7	Gate kept closed, no longer used.

Appendix A-2021 W-P Asset Condition Performance Ranking

Asset Number	Asset Description	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Conditions/ Performance Adjustment (YRS)	Final Remaining Life (YRS)	Comments
105-P-03	Pump, Waste Sludge 3 (WAS 3)	20	3	0	8	Pump rebuilt in 2020
105-P-10	Pump, Secondary Scum	15	3	0	9	Puddle of water under pump, visible dripping.
120-REF-01	Exhaust Fan (REF-1/M-410) (Effluent Pump Room)	20	3	0	9	Motor was replaced on this fan in 2020.
120-REF-05	Exhaust Fan (REF-5/M-414) (Effluent Wetwell)	20	3	0	9	This fan had a new motor installed in 2020.
	Effluent Gate	25	3	0	9	
150-MX-T-01	Mixer, Sodium Hypo (Tank 1) HERCL (20HP)	20	1	-10	9	Broken and too expensive to replace so other options are being researched.
200-SMI-P-02	Pump # 2	20	4	9	11	Rotating assembly rebuilt in 2012, original install 1980.
200-HIG-P-02	Pump #2, Highland Park	30	2.5	-4.5	11.5	Surface corrosion and coatings failing. Grit and rocks below pump cleanout. Seals repacked. Motor was replaced in 2012.
101-P-01	PUMP # 1, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	20	3	0	12	Pump rebuilt in 2017, original install 2007
103-PC-02	CLARIFIER, PRI # 2 (new cage) (SW TANK)	20	3	0	12	All mechanical equipment replaced in 2009. Rubber sweeps replaced 2015.
200-MOS-FIT	Flow Meter, Mosher (Venturi and FIT)	20	4	9	12	Not venturi, it is a mag meter.
200-JAC-COMM	Communitor 50" (Muffin Monster)	15	3.5	3.75	12.75	Something is wrong with the gears and it is supposed to be pulled and fixed. Franklin Miller unit replaced muffin monster in 2014.
101-P-03	PUMP # 3, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	20	3	0	13	Major repair completed 2020, original install 2007
120-P-01	Pump, Effluent # 1 (HIGH RIVER WATER USE)	35	2.5	-5.25	13.75	
120-P-02	Pump, Effluent # 2 (HIGH RIVER WATER USE)	35	2.5	-5.25	13.75	
120-P-03	Pump, Effluent # 3 (HIGH RIVER WATER USE)	35	2.5	-5.25	13.75	
102-GR-P-05	GRINDER, PRIMARY SCUM PUMP #1	20	3	0	15	New Franklin Miller unit installed 2016
104-MX-STG-1-B	Mixer Aerator Unit (1-B) (West)	20	3.5	5	15	Could not visually inspect. Impeller replaced 2013, original install 2007
104-MX-STG-2-A	Mixer, Aerator Unit (2-A) (East)	20	3.5	5	15	Could not visually inspect
105-P-05	Pump, Return Sludge 5 (RAS 5)	20	3	0	15	Rebuilt 2015.
120-P-06	Pump, Sodium Hypo, Metering 1 WWTP Effluent	20	4	9	15	
120-P-08	Pump, Sodium Hypo, Metering 3, RAS Sludge Wells	20	4	9	15	
200-MOS-COMM	Communitor (Macerator)	15	4	6.75	15.75	Replaced with Dimminutor.
101-P-02	PUMP # 2, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	20	3	0	16	Pump rebuilt in 2010, original install 2007, new drive 2019
101-P-05	PUMP # 5, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	20	3	0	16	VFD replaced 2016.
110-SC-01	CLARIFIER, SECONDARY # 1 (new drives)	20	3	0	16	Recently replaced RAS box seal. Weir is warped, creating squeaking noise.
110-SC-02	CLARIFIER, SECONDARY # 2 (SYSTEM)	20	3	0	16	Gearbox and drive replaced 2012. Center seal and scraper blades replaced 2016
110-SC-03	CLARIFIER, SECONDARY # 3 (new drives)	20	3	0	16	Center seal and scraper blades replaced 2016
135-SCALE-TRK	TRUCK SCALE	20	3	0	16	
140-FB	Sweeper Vehicle	10	4.5	6	16	
101-P-04	PUMP # 4, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	20	3	0	17	
103-PC-01	CLARIFIER, PRI # 1 (SYSTEM) (NW TANK)	20	4	9	17	All mechanical equipment replaced in 2009
	SODIUM HYPOCHLORITE TANK 1	20	4	9	17	
	SODIUM HYPOCHLORITE TANK 2	20	4	9	17	
110B-THCK	THICKENER # 2 (W)	20	2.5	-3	17	Out of service for cleaning. Thickener rebuilt in 2013, original install 1980.
200-SMI-P-01	Pump # 1	20	3	0	17	REBUILD 2009, original install 1995
150-SMP	Sampler, CSO Effluent Composite	15	4	6.75	17.75	
101-SMP	Sampler, Influent Composite, Refrigerated	20	4	9	18	
120-BFP	Backflow Preventer, 6" (Effluent Pump Station Basement)	20	4	9	18	
120-STRN-01	Strainer, Plant Water (8") SINGLE BASKET	20	3.5	5	18	Leaking from gearbox shaft. New screen installed 2015.
120-HWH	Electric Hot Water Heater (119 Gallons), in Hypo Pump Room	20	4	9	18	
102-CP	Control Panel, Grinder (Muncher)	20	4	9	19	Located in primary gallery next to grinder not in RDT building.
102-CP-RDT-01	Control Panel, RDT 1	20	4	9	19	
102-CP-RDT-02	Control Panel, RDT 2	20	4	9	19	
102-FIT-RDT1	Flow Meter, RDT # 1 w/Flow Tube (FE/FIT-301)	20	4	9	19	
102-FIT-RDT2	Flow Meter, RDT # 2 w/Flow Tube (FE/FIT-311)	20	4	9	19	
120-CMP	Plant Air Compressor # 2 (10 HP M-424) (Engine&Tank)	20	4	9	19	Replaced in 2007
120-P-07	Pump, Sodium Hypo, Metering 2 WWTP Effluent	20	4	9	19	VFD replaced in 2019.
120-P-09	Pump, Sodium Hypo, Metering 4, RAS Sludge Wells	20	4	9	19	
120-P-10	Pump, Sodium Hypo, Metering 5, CSO Screenings Channel	20	4	9	19	VFD replaced in 2019.
120-P-11	Pump, Sodium Hypo, Metering 6, CSO Screenings Channel	20	4	9	19	VFD replaced in 2018.
135-P-01	FILTER FEED PUMP #1 (FFP #1) 4" PENN VALLEY	20	4	9	19	
	Influent Gate	20	3	0	19	

Appendix A-2021 W-P Asset Condition Performance Ranking

Asset Number	Asset Description	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Conditions/ Performance Adjustment (YRS)	Final Remaining Life (YRS)	Comments
104-MX-STG-3-A	Mixer, Aerator Unit (3-A) (East)	20	3.5	5	20	Could not visually inspect. Motor replaced 2017
104-MX-STG-3-B	Mixer, Aerator Unit (3-B) (West)	20	3.5	5	20	Could not visually inspect. Motor replaced 2015
115-FIT	Parshall Flume,effluent (includes FE/FIT)	20	3	0	20	Replaced in 2017 when new shed and sampler was installed.
	Effluent Sampler	15	4.5	9	20	
	OCS-2	20	4	9	20	This is odor control system. Carbon could be replaced. Wrong description update from CMMS.
200-SPR-P-01	Pump # 1, Springdale P/S	15	3	0	20	Excess grease should be cleaned off seal. Rebuilt rotating assembly in 2019.
200-SPR-P-03	Pump # 3, Springdale P/S	15	3	0	20	In service now. Motor replaced and pump rebuilt in 2019.
101-FE-02	PARSHALL FLUME, Recycle Flow 1'	30	3.5	7.5	20.5	Capacitance strip replaced in 2012.
200-JON-P-02	Pump # 2, Jones Ferry (47HP)	15	4	6.75	20.75	Rebuilt 2010.
102-P-03	PUMP, PRIMARY SLUDGE # 3, MOTOR, REDUCER	20	3	0	21	Motor is corroded. New 15 HP Drive, 2009, pump rebuilt 2018, original install 1980. New check valve installed 2018.
	PUMP, BULK TRANSFER, POLYMER SYSTEM	20	3	0	21	Not mothballed as noted in previous evaluation.
200-JON-COMM	Communitor 36", (Muffin Monster)	15	4	6.75	21.75	Out for rebuild. Condition based on rebuilt unit being installed.
200-JON-P-01	Pump # 1, Jones Ferry (75HP)	15	3.5	3.75	21.75	Rebuilt 2014. Seals have been replaced.
105-REF-06	Air Handling Unit (REF-06/M-220)	20	4	9	22	
102-P-05	PUMP, PRIMARY SCUM # 1 (Penn Valley)	15	3.5	3.75	22.75	Surface corrosion on pump.
101-B-SCR1	BAR SCREEN # 1 (E) (MECHANICAL BAR RACK)	20	4	9	23	Upgraded rakes in 2019 and new trash bins 2015.
101-B-SCR2	BAR SCREEN # 2 (W) (MECHANICAL BAR RACK)	20	4	9	23	Upgraded rakes in 2019 and new trash bins in 2015.
104-MX-STG-2-B	Mixer, Aerator Unit (2-B) (West)	20	3.5	5	23	Could not visually inspect. Mixer was replaced with the spare in 2019.
	DEHUMIDIFIER	20	4	9	23	
	Backup Dialer SCADA System	15	5	10.5	24.5	
	SCADA System	15	5	10.5	24.5	New system
101-P-06	PUMP # 6, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	20	3	0	25	Major repairs completed in 2016.
135-COMM-P-01	MACERATOR, FILTER FEED PUMP # 1 (PENN VALLEY)	20	3	0	25	Macerator replaced in 2018, motor in fair condition.
135-COMM-P-02	MACERATOR, FILTER FEED PUMP # 2	20	3	0	25	Macerator replaced in 2018, motor appears a bit older.
140-CP-RP-02	Control Panel, Rotary Press # 2	20	5	14	25	
101-ROTOMAT	ROTOMAT (Gearbox, Motor, VFD) Scum Concentrator	20	4	9	27	Crack in pipe water leaking see video.
140-PBU	Polymer Blending System Velodine-FOURNIER)	20	4	9	27	Some spillage, pipe held up by wooden block. Motor replaced 2015.
200-SPR-MCC	MCC, Motor Control Center (Springdale Park)	25	4	11.25	27.25	Not MCC, individual panels.
102-RDT-1	ROTARY DRUM THICKENER 1	20	4	9	28	New breakers, solenoid , roller bearings, spray nozzles
102-RDT-2	ROTARY DRUM THICKENER 2	20	4	9	28	New breakers, solenoid , roller bearings, spray nozzles
140-RP	Rotary Press (FOURNIER) Including 4 SS Conveyors	20	4	9	28	All six channels replaced 2018
150-ATS	Switchgear, Auto Transfer (SWBD-3)	20	4	9	28	Control Panel replaced 2016.
150-B-SCR-01	Bar Screen 1 (S-Side) (Bar Rack - SCR-1)	20	4	9	28	
150-B-SCR-02	Bar Screen 2 (N-Side (Bar Rack - SCR-2)	20	4	9	28	
150-CNV-B-SCR	Conveyor, Bar Screen (CNV-1)	20	4	9	28	
150-EF-01	Exhaust Fan (EF-1) (Utility Room)	20	4	9	28	
150-EF-02	Exhaust Fan (EF-2) (Men's Room)	20	4	9	28	
150-EF-03	Exhaust Fan (EF-3) (Utility Room)	20	4	9	28	In electrical room not utility room.
150-EF-05	Exhaust Fan (EF-5) CSO Pump Station Deck	20	4	9	28	
150-AC-01	Air Conditioner (Rooftop AC Unit)	20	4	9	28	
150-FIT-16	Flow Meter Transmitter, CSO Influent Flow(60") (FE/FIT-16)	20	4	9	28	
150-FIT-18	Flow Meter Transmitter, CSO Recycle >Headworks (6") (FE/F	20	4	9	28	
150-HST-01	Hoist, CSO Pump Station (1-T) Orange	20	4	9	28	
150-HST-02	Hoist, CSO Screenings Basin Yellow	20	4	9	28	
150-HST-03	Hoist, CSO Pump Station (1/2-T Gantry) stainless steel	20	4	9	28	
150-T-BKT-01	Tipping Bucket # 1	20	4	9	28	
150-T-BKT-02	Tipping Bucket # 2	20	4	9	28	
101-HST-01	Hoist, 2-T (SO# HCS10110)	20	4	9	29	
200-JAC-P-01	Pump # 1, Jackson	15	4	6.75	29.75	Rebuilt rotating assembly 2017, previous rebuild 2009.
102-P-08	PUMP, MIXED SLUDGE # 3 (Penn Valley)	20	4	9	30	Gearbox was replaced in 2016. Motor is corroded but pump looks to be in good condition.
130-FM	Flow Meter, Thickened Sludge (6" Mag)	25	4.5	15	30	
150-EF-04	Exhaust Fan (EF-4) (Sodium Bisulfate Room)	20	4	9	30	

Appendix A-2021 W-P Asset Condition Performance Ranking

Asset Number	Asset Description	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Conditions/ Performance Adjustment (YRS)	Final Remaining Life (YRS)	Comments
	Bypass Gate	20	4	9	30	
130-P-01	Pump, Thickened Sludge (TSP 1)	25	3.5	6.25	30.25	Regular disk replacement and deragging done. Rebuilt in 2017.
135-BOIL02	Boiler # 2	25	4	11.25	31.25	Good condition, some corrosion on bolts and piping.
102-P-02	PUMP, PRIMARY SLUDGE # 2, MOTOR, REDUCER	20	4	9	32	Shaft has surface corrosion on it, not stainless steel. Pump rebuilt 2017, original install 1980. New check valve installed 2018.
135-P-02	Penn Valley Pump #2, Filter Feed (FFP #2)	25	4	11.25	32.25	New disconnects installed. Penn Valley double disc pump installed in 2013, no longer a plunger pump.
104-SYS-O2	SYSTEM, LIQUID OXYGEN (LOX)	20	4	9	33	Vaporizers are new. New flowmeters installed 2021.
150-MX-T-02	Mixer, Sodium Hypo (Tank 2) HERCL (20HP)	20	4	9	33	Rebuilt 2013, original install 2008.
150-P-05	Pump, Dewatering, CSO Pump Station (DWP-1)	20	4	9	33	Located behind pump 4, not visible. Reported to be in good condition. New impeller installed.
150-P-10	Pump, Dewatering, CL2 C/T 1 (DWP-2)	20	4	9	33	New impellers
150-P-11	Pump, Dewatering, CL2 C/T 2 (DWP-3)	20	4	9	33	New impellers
102-P-04	PUMP, PRIMARY SLUDGE # 4, MOTOR, REDUCER	20	4	9	34	Rebuilt pump installed 2012. New check valve installed 2018.
105-P-06	Pump, Return Sludge 4 (RAS 4)	20	3	0	34	Drypit submersible style pump used for RAS. New VFD 2021
130-P-02	Pump, Thickened Sludge (TSP 2)	25	3.5	6.25	35.25	Some corrosion and wear. Rebuilt in 2019, with existing parts. Regular disk replacement and deragging done.
135-BFP-02	Backflow Preventer, 4.00" (Thickener Building)	20	4	9	36	Rebuilt in 2019, original install 1980.
	CONVEYOR, BELT FILTERPRESS SHUTTLE	20	4	9	36	Not mothballed as noted in previous evaluation. Base on vertical conveyor 2 replaced in 2021, gearbox replaced 2019.
102-FE-101	Venturi, Mixed Sludge Flowmeter (FE/FIT-101)	20	5	14	37	Mag meter not venturi.
150-MCC-10A	MCC, Motor Control Center (MCC-10A)	25	4	11.25	38.25	
150-MCC-10B	MCC, Motor Control Center (MCC-10B)	25	4	11.25	38.25	
150-P-01	Pump, CSO Influent 1 (CSOP-1) (248HP)	25	4	11.25	38.25	350 HP
150-P-02	Pump, CSO Influent 2 (CSOP-2) (248HP)	25	4	11.25	38.25	350 HP
150-P-03	Pump, CSO Influent 3 (CSOP-3) (248HP)	25	4	11.25	38.25	350 HP
150-P-04	Pump, CSO Influent 4 (CSOP-4) (248HP)	25	4	11.25	38.25	350 HP
150-T-SBST-01	Tank, Storage, Sodium Bisulfite (SBST-1)	25	4	11.25	38.25	
102-P-01	PUMP, PRIMARY SLUDGE # 1, MOTOR, REDUCER	20	4	9	39	Pump replaced with a spare with new mechanical seal in 2021. New check valve installed 2018.
101-P-SPARE	Pump, Influent Submersible (Spare) (Rebuilt #6	20	4.5	12	41	On order, currently being rebuilt. Condition based on pump being finished with rebuild.
	Crane/ Hoist	30	4	13.5	41.5	
150-GEN	Generator, CSO # 9 Pump Station (ENGINE AND GENERATOR)	25	4	11.25	43.25	
101-FE-01	PARSHALL FLUME, Influent (FE/FIT-601) 4'	30	4	13.5	44.5	
	Tideflex Valve	30	5	21	50	New valve, installed last year, no issues
300-FS5-P-02	PUMP # 2, FLOOD STATION # 5	30	4	13.5	54.5	Motor was rebuilt in 2011, impeller and shaft still original (1948) no signs of defects
300-FS6-P-02	PUMP # 2, FLOOD STATION # 6	30	4	13.5	54.5	Motor was rebuilt in 2011, impeller and shaft still original (1945) no signs of defects
300-FS6-P-03	PUMP # 3, FLOOD STATION # 6	30	4	13.5	54.5	Motor was rebuilt in 2011, impeller and shaft still original (1945) no signs of defects
104-TNK-O2	TANK, LOX	25	4.5	15	56	Tank relined in 2015.
	Recirculation Pump	30	4	13.5	56.5	Temperature is higher then expected but not out of range. Pump rebuilt in 2017, original install 2008
	I-391 Slide Gate	50	4	22.5	112.5	New stem and actuator. Gate was sandblasted and painted.

Appendix B: 2022 Hazen Condition Assessment Review

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Appendix B- 2022 Hazen Condition Assessment Review

Asset Number	Asset Description	2022 Hazen Condition / Performance Rating (5.0-1.0)	2021 W-P Condition/ Performance Rating (5.0-1.0)	Hazen/W-P Condition Score Variance	Hazen Comments (deficiencies not covered by questions)	Wright-Pierce Comments
200-JON-COMM	Communitor 36", (Muffin Monster)	1	4	-3	Still out for rebuild	Out for rebuild. Condition based on rebuilt unit being installed.
200-JON-P-02	Pump # 2, Jones Ferry (47HP)	1.2	4	-2.8	Unit is out of service for repair	Rebuilt 2010.
200-JAC-COMM	Communitor 50" (Muffin Monster)	1	3.5	-2.5	Not in Service	Something is wrong with the gears and it is supposed to be pulled and fixed. Franklin Miller unit replaced muffin monster in 2014.
120-REF-04	Exhaust Fan (REF-4/M-413) (Chlorinator Room)	1	3	-2		Could not visually inspect, condition based on age.
102-GR-P-05	GRINDER, PRIMARY SCUM PUMP #1	1	3	-2		New Franklin Miller unit installed 2016
200-CAB-P-02	Pump # 2, Cabot Street	2.5	3.5	-1	Did not access can station, No known Issues	Rotating assembly rebuilt 2014, original install 1980. Leaking at seal.
200-SPR-P-01	Pump # 1, Springdale P/S	2	3	-1	Can Station, did not access. Seal is leaking and slated for rebuild	Excess grease should be cleaned off seal. Rebuilt rotating assembly in 2019.
500-G-11-TR	GATE # 11, TAILRACE, MT TOM	1.6	2	-0.4	Permanently closed, Factory no longer exists	Gate kept closed, no longer used.
500-G-07-TR	GATE # 07, TAILRACE, CROCKER	1.6	2	-0.4	Permanently closed, Factory no longer exists	Gate kept closed, no longer used.
500-G-09-TR	GATE # 09, TAILRACE, ALBION	1.6	2	-0.4	Permanently closed, Factory no longer exists	Gate kept closed, no longer used.
	GATE # 05, TAILRACE	1.6	2	-0.4	Climbing ladder over water required for access	
	GATE # 18, TAILRACE	1.6	2	-0.4	Permanently closed, Nevrr opened up or in service	Gate kept closed, no longer used.
500-G-15-TR	GATE # 15, TAILRACE, GILL	1.6	2	-0.4	Permanently closed, Factory no longer exists	Gate kept closed, no longer used.
500-G-13-TR	GATE # 13, TAILRACE, NONOTUCK	1.6	2	-0.4	Permanently closed, Factory no longer exists	Gate kept closed, no longer used.
	TANK, BULK STORAGE, 3000 GAL, POLYMER	0	0	0	Could not see, possible usage?	No longer used
200-CAB-P-01	Pump # 1, Cabot Street	2.5	2.5	0	Did not access can station, No known Issues	Apparent leak from seal.
150-HST-01	Hoist, CSO Pump Station (1-T) Orange	4.2	4	0.2		
150-MX-T-02	Mixer, Sodium Hypo (Tank 2) HERCL (20HP)	4.2	4	0.2		Rebuilt 2013, original install 2008.
150-P-10	Pump, Dewatering, CL2 C/T 1 (DWP-2)	4.2	4	0.2	Recent Impeller replacement	New impellers
101-B-SCR1	BAR SCREEN # 1 (E) (MECHANICAL BAR RACK)	4.2	4	0.2	Bar Screen design complaints (no sprocket on bottom)	Upgraded rakes in 2019 and new trash bins 2015.
105-P-09	Pump, Return Sludge 1 (RAS 1)	4.2	4	0.2		New Drive 2012, pump rebuilt 2015 original install 1980
300-FS5-P-01	PUMP # 1, FLOOD STATION # 5	4.2	4	0.2	Oil Reservoir Empty and evidence of leakage , Obsolete Equipment	
102-REF-09	Air Handling Unit	3.4	3	0.4		
	GATE # 02, TAILRACE	2.4	2	0.4	Remains partially open and is exercised annually	
104-TNK-O2	TANK, LOX	5	4.5	0.5	Lots of condinsation ice/snow build up	Tank relined in 2015.
105-FIT-WAS-B	Flow Meter Transmitter, WAS Sys B (Tunnel) (FE/FIT)	5	4.5	0.5		
130-FM	Flow Meter, Thickened Sludge (6" Mag)	5	4.5	0.5		
103-PC-01	CLARIFIER, PRI # 1 (SYSTEM) (NW TANK)	4.5	4	0.5	Scum Tank overflowing (pump issue)	All mechanicalacal equipment replaced in 2009
135-BOIL02	Boiler # 2	4.5	4	0.5	Exhaust vibrates when in operation, updated parts have been installed	Good condition, some corrosion on bolts and piping.
200-CAB-MCC	MOTOR CONTROL CENTER (CABOT ST)	2.5	2	0.5	Did not access can station, No known Issues	No MCC just individual panels. SCADA panel is newer.
150-B-SCR-01	Bar Screen 1 (S-Side) (Bar Rack - SCR-1)	4.6	4	0.6		
101-B-SCR2	BAR SCREEN # 2 (W) (MECHANICAL BAR RACK)	4.6	4	0.6		Upgraded rakes in 2019 and new trash bins in 2015.
102-P-04	PUMP, PRIMARY SLUDGE # 4, MOTOR, REDUCER	4.6	4	0.6		Rebuilt pump installed 2012. New check valve installed 2018.
300-FS6-P-02	PUMP # 2, FLOOD STATION # 6	4.6	4	0.6	Station runs often but did not visually observe in operation	Motor was rebuilt in 2011, impeller and shaft still original (1945) no signs of defects
102-RDT-2	ROTARY DRUM THICKENER 2	4.75	4	0.75	Fresh rebuild 8/22	New breakers, soleniod , roller bearings, spray nozzles
300-TRANS11	Transformer TC #11	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	See transformer #5 for photos.
300-TRANS16	Transformer TC #16	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	See transformer #5 for photos.
300-TRANS28	Transformer TC #28	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	See transformer #5 for photos.
300-TRANS25	Transformer TC #25	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	See transformer #5 for photos.
300-TRANS20	Transformer TC #20	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	See transformer #5 for photos.
300-TRANS34	Transformer TC #34	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	See transformer #5 for photos.
300-TRANS15	Transformer TC #15	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	See transformer #5 for photos.
300-TRANS05	Transformer TC # 5	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	Photos of all transformers under this form.
300-TRANS32	Transformer TC #32	3.8	3	0.8	Transformer numbers are unknown and not safely accessible so scores wer	See transformer #5 for photos.
150-EF-03	Exhaust Fan (EF-3) (Utility Room)	5	4	1		In electrical room not utility room.
150-ATS	Switchgear, Auto Transfer (SWBD-3)	5	4	1	In Chlorine Building not outside of CSO structure	Control Panel replaced 2016.
150-EF-02	Exhaust Fan (EF-2) (Men's Room)	5	4	1		
150-EF-04	Exhaust Fan (EF-4) (Sodium Bisulfate Room)	5	4	1		
150-SMP	Sampler, CSO Effluent Composite	5	4	1		
150-T-BKT-01	Tipping Bucket # 1	5	4	1		
150-T-SBST-01	Tank, Storage, Sodium Bisulfite (SBST-1)	5	4	1		
102-P-01	PUMP, PRIMARY SLUDGE # 1, MOTOR, REDUCER	5	4	1		Pump replaced with a spare with new mechanical seal in 2021. New check valve installed 2018.
102-P-08	PUMP, MIXED SLUDGE # 3 (Penn Valley)	5	4	1		Gearbox was replaced in 2016. Motor is corroded but pump looks to be in good condition.
102-CP	Control Panel, Grinder (Muncher)	5	4	1		Located in primary gallery next to grinder not in RDT building.
135-BFP-02	Backflow Preventer, 4.00" (Thickener Building)	5	4	1		Rebuilt in 2019, original install 1980.
300_HOIST	HOIST, FLOOD STATION # 1	5	4	1	Excellent condition	
200-JAC-FIT	Flow Meter, Jackson	5	4	1		Venturi original but all pressure gauges and tubing replaced
200-JAC-MCC	MCC, Motor Control Center (Jackson St)	4	3	1		Compressors no longer used, replaced by submersible pressure transducer. Abandoned in place.

Appendix B- 2022 Hazen Condition Assessment Review

Asset Number	Asset Description	2022 Hazen Condition / Performance Rating (5.0-1.0)	2021 W-P Condition/ Performance Rating (5.0-1.0)	Hazen/W-P Condition Score Variance	Hazen Comments (deficiencies not covered by questions)	Wright-Pierce Comments
200-JAC-P-02	Pump # 2, Jackson	5	4	1		Rebuilt rotating assembly 2017, original install 1980.
104-MX-STG-2-A	Mixer, Aerator Unit (2-A) (East)	4.6	3.5	1.1		Could not visually inspect
120-ATS	Auto Transfer Switch (120-ATS)	4.2	3	1.2		Components were replaced in 2013.
101-PBU1	SYSTEM, POLY BLEND UNITS # 1 (L)	4.2	3	1.2		Replaced motor in 2019
105-P-10	Pump, Secondary Scum	4.2	3	1.2		Puddle of water under pump, visible dripping.
102-MCC1	MCC, Motor Control Center (MCC-1A) (Primary Sludge Side)	3.4	2	1.4		
200-MOS-P-01	Pump # 1 MOSHER	3.4	2	1.4	Moderate leakage from packing gland. Pump #2 redesigned for mechanical seal	Corrosion apparent.
104-MX-STG-2-B	Mixer, Aerator Unit (2-B) (West)	5	3.5	1.5		Could not visually inspect. Mixer was replaced with the spare in 2019.
110-SC-02	CLARIFIER, SECONDARY # 2 (SYSTEM)	4.5	3	1.5		Gearbox and drive replaced 2012. Center seal and scraper blades replaced 2016
110A-THCK	THICKENER # 1 (E)	4.5	3	1.5	No issues but was noted that the torque performance is less on this motor	Chain making irregular noise, corroded and needs to be replaced. Chain and sprockets replaced 2018.
120-MCC-4	MCC, Motor Control Center 4 (MCC-4)	4.6	3	1.6		Zero life due to age, However Unit Functional. Main breaker replaced in 2014.
307_TRANS2	TRANSFORMER 2, FLOOD STAT # 7	3.8	2	1.8	Obsolete Equipment	Zero life due to age, However Unit Functional.
120-REF-05	Exhaust Fan (REF-5/M-414) (Effluent Wetwell)	5	3	2		This fan had a new motor installed in 2020.
101-P-01	PUMP # 1, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	5	3	2	Lots of grease in pit	Pump rebuilt in 2017, original install 2007
101-P-02	PUMP # 2, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	5	3	2	Lots of grease in pit	Pump rebuilt in 2010, original install 2007, new drive 2019
101-P-05	PUMP # 5, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	5	3	2	Lots of grease in pit	VFD replaced 2016.
102-FE-10X	Venturi, Primary Sludge Flow (FE/FIT-10X)	5	3	2	Same as WP Comment	Mag meter not venturi.
105-P-02	Pump, Waste Sludge 2 (WAS 2)	5	3	2		
105-P-07	Pump, Return Sludge 3 (RAS 3)	5	3	2		New VFD 2016, pump rebuilt in 2015.
110B-THCK	THICKENER # 2 (W)	4.5	2.5	2	Out of Serice for Cleaning	Out of service for cleaning. Thickener rebuilt in 2013, original install 1980.
135-COMM-P-02	MACERATOR, FILTER FEED PUMP # 2	5	3	2	Motor still a bit older with corosion around bolts and fins	Macerator replaced in 2018, motor appears a bit older.
135-COMM-P-02	MACERATOR, FILTER FEED PUMP # 2	5	3	2	Motor still a bit older with corosion around bolts and fins	Macerator replaced in 2018, motor appears a bit older.
135-T-SH-02	Tank, Sludge Holding # 2 (East - Right Side of Room)	5	3	2	Semi-annual test, covered in sludge residue	
300-FS2-P-02	PUMP # 1, FLOOD STATION # 2 (#4)	5	3	2	Unit rarely runs	
300-FS5-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 5)	4	2	2	Obsolete Equipment	
300-FS6-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 6)	4	2	2	Obsolete Equipment	Very old.
300-FS7-P-03	PUMP # 3, FLOOD STATION # 7	5	3	2		Wear due to age
105-MCC-2A	MCC, Motor Control Center 2A (MCC-2A)	4.2	2	2.2		Breaker for MCC-2 replaced in 2021.
130-MCC-3	MCC, Motor Control Center 3 (MCC-3)	4.2	2	2.2		Zero life due to age, However Unit Functional.
135-MCC-7A	MOTOR CONTROLK CENTER 7A	4.2	2	2.2	Conduit out of MCC cooroded and lots of sludge on and within the switches. Lights are not functioning	Old MCC near the end of its life.
305_TRANS2	TRANSFORMER 2, FLOOD STAT # 5	4.2	2	2.2	Obsolete Equipment	Zero life due to age, However Unit Functional.
120-P-02	Pump, Effluent # 2 (HIGH RIVER WATER USE)	5	2.5	2.5		
105-MCC-2B	MCC, Motor Control Center 2B (MCC-2B)	4.6	2	2.6		Zero life due to age, However Unit Functional.
120-PRUI-01	Unheated Intake Fan (PRUI-01/M-415) (Effluent Wetwell)	5	2	3		Abandoned in place.
120-REF-03	Exhaust Fan (REF-3/M-412) (Chlorintor Storage Room)	5	2	3		
103-PC-04	CLARIFIER, PRI # 4 (SYSTEM) (SE TANK)	5	2	3		NEW MOTOR and drive 2011, New skimmer arm, Functional
		4.0	3.1	0.9		

Appendix C: WPCF Consequence of Failure Ranking

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Appendix C - WPCF Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
WWTP	Aeration (Suspended Growth)					4	4	10	10	7	6.55
WWTP	Aeration (Suspended Growth)	AERATION TANKS	104-MX-STG-2-B	MIXER	Mixer, Aerator Unit (2-B) (West)	4	4	10	10	7	6.55
WWTP	Aeration (Suspended Growth)	AERATION TANKS	104-MX-STG-2-A	MIXER	Mixer, Aerator Unit (2-A) (East)	4	4	10	10	7	6.55
WWTP	Aeration (Suspended Growth)	AERATION TANKS	104-MX-STG-3-A	MIXER	Mixer, Aerator Unit (3-A) (East)	4	4	10	10	7	6.55
WWTP	Aeration (Suspended Growth)	AERATION TANKS	104-MX-STG-1-B	MIXER	Mixer Aerator Unit (1-B) (West)	4	4	10	10	7	6.55
WWTP	Aeration (Suspended Growth)	AERATION TANKS	104-MX-STG-3-B	MIXER	Mixer, Aerator Unit (3-B) (West)	4	4	10	10	7	6.55
WWTP	Disinfection					7	7	4	7	10	7.15
WWTP	Disinfection	CHLORINE CONTACT TANK	115-SKIM-1	SKIM	SCUM SKIMMER, CL2 CONTACT CHAMBER # 1	7	7	4	7	10	7.15
WWTP	Disinfection	CHLORINE CONTACT TANK			Effluent Sampler	7	7	4	7	10	7.15
WWTP	Disinfection	CHLORINE CONTACT TANK	115-FIT	FM	Parshall Flume,effluent (includes FE/FIT)	7	7	4	7	10	7.15
WWTP	Disinfection	CHLORINE CONTACT TANK	115-SKIM-2	SKIM	SCUM SKIMMER, CL2 CONTACT CHAMBER # 2	7	7	4	7	10	7.15
WWTP	Effluent Pumping					1	1	10	7	7	4.30
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-P-02	PUMP	Pump, Effluent # 2 (HIGH RIVER WATER USE)	4	1	10	7	7	5.20
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-ATS	SWITCH	Auto Transfer Switch (120-ATS)	1	7	10	7	7	5.50
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-REF-05	HVAC	Exhaust Fan (REF-5/M-414) (Effluent Wetwell)	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-MCC-4	MCC	MCC, Motor Control Center 4 (MCC-4)	1	1	10	7	7	4.30
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-REF-04	HVAC	Exhaust Fan (REF-4/M-413) (Chlorinator Room)	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-REF-03	HVAC	Exhaust Fan (REF-3/M-412) (Chlorinator Storage Room)	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-PRUI-01	HVAC	Unheated Intake Fan (PRUI-01/M-415) (Effluent Wetwell)	4	10	10	7	7	7.00
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-MCC-4E	MCC	MCC, Motor Control Center 4E (MCC-4E)	1	1	10	7	7	4.30
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-P-04	PUMP	Pump # 2 Plant Water	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-P-03	PUMP	Pump, Effluent # 3 (HIGH RIVER WATER USE)	4	1	10	7	7	5.20
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE			Effluent Gate	7	7	10	7	7	7.30
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-CMP	COMPRESSOR	Plant Air Compressor # 2 (10 HP M-424) (Engine&Tank)	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-REF-01	HVAC	Exhaust Fan (REF-1/M-410) (Effluent Pump Room)	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-BFP	BFP	Backflow Preventer, 6" (Effluent Pump Station Basement)	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE			Crane/ Hoist	7	7	10	7	7	7.30
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-REF-02	HVAC	Exhaust Fan (REF-2/M-411) (Basement)	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-P-01	PUMP	Pump, Effluent # 1 (HIGH RIVER WATER USE)	4	1	10	7	7	5.20
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-PRUI-03	HVAC	Heated Intake Fan (PRUI-03/M-417)	4	7	10	7	7	6.40
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-PRUI-02	HVAC	Unheated Intake Fan (PRUI-02/M-416) (Chlorine Storage Room)	4	10	10	7	7	7.00
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-GEN	GENERATOR	Generator/Engine, Emergency, Plant	1	1	10	7	7	4.30
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-STRN-01	STRAINER	Strainer, Plant Water (8") SINGLE BASKET	7	7	10	7	7	7.30
WWTP	Effluent Pumping	EFFLUENT PUMP STA/CHLORINE	120-P-05	PUMP	Pump # 1, Plant Water	4	7	10	7	7	6.40
WWTP	Solids Dewatering					1	1	10	10	7	5.05
WWTP	Solids Dewatering	FILTER BUILDING			Sweeper	7	4	10	10	7	7.45

Appendix C - WPCF Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
WWTP	Solids Dewatering	FILTER BUILDING	140-MCC-8B	MCC	MCC, Motor Control Center (MCC-8B)	1	1	10	10	7	5.05
WWTP	Solids Dewatering	FILTER BUILDING	140-PBU	SYSTEM	Polymer Blending System Velodine-FOURNIER)	7	7	10	10	7	8.05
WWTP	Solids Dewatering	FILTER BUILDING		CON	CONVEYOR, BELT FILTERPRESS SHUTTLE	7	10	10	10	7	8.65
WWTP	Solids Dewatering	FILTER BUILDING	140-FB		Sweeper Vehicle	7	4	10	10	7	7.45
WWTP	Solids Dewatering	FILTER BUILDING	140-RP	PRESS	Rotary Press (FOURNIER) Including 4 SS Conveyors	4	1	10	10	7	5.95
WWTP	Solids Dewatering	FILTER BUILDING	140-CP-RP-02	CP	Control Panel, Rotary Press # 2	7	7	10	10	7	8.05
WWTP	Solids Dewatering	FILTER BUILDING		TANK	OCS-2	4	7	10	10	7	7.15
WWTP	Solids Dewatering	FILTER BUILDING		PUMP	PUMP, BULK TRANSFER, POLYMER SYSTEM	4	7	10	10	7	7.15
WWTP	Solids Dewatering	FILTER BUILDING	140-MCC-8	MCC	MCC, Motor Control Center (MCC-8A)	1	1	10	10	7	5.05
WWTP	Headworks					1	1	10	7	4	3.85
WWTP	Headworks	HEADWORKS	101-P-01	PUMP	PUMP # 1, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	4	4	10	7	4	5.35
WWTP	Headworks	HEADWORKS	101-P-02	PUMP	PUMP # 2, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	4	4	10	7	4	5.35
WWTP	Headworks	HEADWORKS	101-B-SCR1	SCREEN	BAR SCREEN # 1 (E) (MECHANICAL BAR RACK)	7	1	10	7	4	5.65
WWTP	Headworks	HEADWORKS	101-PBU1	POLY	SYSTEM, POLY BLEND UNITS # 1 (L)	4	7	10	7	4	5.95
WWTP	Headworks	HEADWORKS	101-P-05	PUMP	PUMP # 5, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	4	4	10	7	4	5.35
WWTP	Headworks	HEADWORKS	101-B-SCR2	SCREEN	BAR SCREEN # 2 (W) (MECHANICAL BAR RACK)	7	1	10	7	4	5.65
WWTP	Headworks	HEADWORKS	101-FE-01	METER	PARSHALL FLUME, Influent (FE/FIT-601) 4'	4	7	10	7	4	5.95
WWTP	Headworks	HEADWORKS	101-ROTOMAT	SCUM CONC	ROTOMAT (Gearbox, Motor, VFD) Scum Concentrator	7	1	10	7	4	5.65
WWTP	Headworks	HEADWORKS	101-MCC-6E	MCC	MOTOR CONTROL CENTER # 6E (MCC # 6E)	1	1	10	7	4	3.85
WWTP	Headworks	HEADWORKS	101-SMP	SAMPLER	Sampler, Influent Composite, Refrigerated	7	7	10	7	4	6.85
WWTP	Headworks	HEADWORKS	101-P-03	PUMP	PUMP # 3, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	4	4	10	7	4	5.35
WWTP	Headworks	HEADWORKS	101-ATS	PWR	SWITCH, AUTO TRANSFER 1	1	4	10	7	4	4.45
WWTP	Headworks	HEADWORKS	101-PBU2	POLY	SYSTEM, POLY BLEND UNITS # 2 (U)	4	7	10	7	4	5.95
WWTP	Headworks	HEADWORKS	101-P-SPARE	PUMP	Pump, Influent Submersible (Spare) (Rebuilt #6	4	4	10	7	4	5.35
WWTP	Headworks	HEADWORKS	101-FE-02	METER	PARSHALL FLUME, Recycle Flow 1'	4	7	10	7	4	5.95
WWTP	Headworks	HEADWORKS	101-P-06	PUMP	PUMP # 6, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	4	4	10	7	4	5.35
WWTP	Headworks	HEADWORKS	101-HST-01	HOIST	Hoist, 2-T (SO# HCS10110)	4	7	10	7	4	5.95
WWTP	Headworks	HEADWORKS	101-MCC-6	MCC	MOTOR CONTROL CENTER # 6 (MCC # 6)	1	1	10	7	4	3.85
WWTP	Headworks	HEADWORKS	101-P-04	PUMP	PUMP # 4, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	4	4	10	7	4	5.35
WWTP	O2 Generation					1	1	10	7	1	3.40
WWTP	O2 Generation	O2 BUILDING	104-TNK-O2	TANK	TANK, LOX	4	4	10	7	1	4.90
WWTP	O2 Generation	O2 BUILDING	104-SWTCH/GR	SWTCH	SWITCH GEAR	1	1	10	7	1	3.40
WWTP	O2 Generation	O2 BUILDING		MCC	MOTOR CONTROL CENTER (MCC-5)	1	1	10	7	1	3.40
WWTP	O2 Generation	O2 BUILDING	104-SYS-O2	SYS	SYSTEM, LIQUID OXYGEN (LOX)	7	1	10	7	1	5.20
WWTP	Primary Treatment					1	4	10	10	7	5.65
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-MCC1	MCC	MCC, Motor Control Center (MCC-1A) (Primary Sludge Side)	1	4	10	10	7	5.65
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-P-01	PUMP	PUMP, PRIMARY SLUDGE # 1, MOTOR, REDUCER	4	7	10	10	7	7.15
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-FE-10X	FM	Venturi, Primary Sludge Flow (FE/FIT-10X)	7	7	10	10	7	8.05
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-P-08	PUMP	PUMP, MIXED SLUDGE # 3 (Penn Valley)	4	7	10	10	7	7.15
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-REF-09	HVAC	Air Handling Unit	4	4	10	10	7	6.55
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-P-04	PUMP	PUMP, PRIMARY SLUDGE # 4, MOTOR, REDUCER	4	7	10	10	7	7.15
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-GR-P-05	GRINDER	GRINDER, PRIMARY SCUM PUMP #1	4	7	10	10	7	7.15

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						30%	20%	10%	25%	15%	
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-P-03	PUMP	PUMP, PRIMARY SLUDGE # 3, MOTOR, REDUCER	4	7	10	10	7	7.15
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-MCC2	MCC	MCC, Motor Control Center 1 (MCC-1) (Mixed Sludge Side)	1	4	10	10	7	5.65
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-FE-101	FM	Venturi, Mixed Sludge Flowmeter (FE/FIT-101)	7	7	10	10	7	8.05
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-P-05	PUMP	PUMP, PRIMARY SCUM # 1 (Penn Valley)	4	7	10	10	7	7.15
WWTP	Primary Treatment	P1 - PRIMARY PUMP CHAMBER	102-P-02	PUMP	PUMP, PRIMARY SLUDGE # 2, MOTOR, REDUCER	4	7	10	10	7	7.15
WWTP	Secondary Treatment					1	1	10	7	1	3.40
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-07	PUMP	Pump, Return Sludge 3 (RAS 3)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-09	PUMP	Pump, Return Sludge 1 (RAS 1)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-10	PUMP	Pump, Secondary Scum	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-FIT-WAS-B	FM	Flow Meter Transmitter, WAS Sys B (Tunnel) (FE/FIT)	7	7	10	7	1	6.40
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-MCC-2A	MCC	MCC, Motor Control Center 2A (MCC-2A)	1	1	10	7	1	3.40
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-MCC-2B	MCC	MCC, Motor Control Center 2B (MCC-2B)	1	4	10	7	1	4.00
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-02	PUMP	Pump, Waste Sludge 2 (WAS 2)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-06	PUMP	Pump, Return Sludge 4 (RAS 4)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-REF-06	HVAC	Air Handling Unit (REF-06/M-220)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-FIT-203	FM	Flow Meter Transmitter, RAS East System B (FE/FIT-203)	7	7	10	7	1	6.40
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-FIT-201	FM	Flow Meter Transmitter, RAS West System A (FE/FIT-201)	7	7	10	7	1	6.40
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-08	PUMP	Pump, Return Sludge 2 (RAS 2)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-FIT-WAS-A	FM	Flow Meter Transmitter, WAS Sys A (Tunnel) (FE/FIT)	7	7	10	7	1	6.40
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-05	PUMP	Pump, Return Sludge 5 (RAS 5)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-04	PUMP	Pump, Waste Sludge 4 (WAS 4)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-03	PUMP	Pump, Waste Sludge 3 (WAS 3)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER	105-P-01	PUMP	Pump, Waste Sludge 1 (WAS 1)	4	7	10	7	1	5.50
WWTP	Secondary Treatment	P2 - SECONDARY PUMP CHAMBER		HVAC	DEHUMIDIFIER	4	7	10	7	1	5.50
WWTP	Sludge Thickening					1	1	10	10	10	5.50
WWTP	Sludge Thickening	P3 - THICKENER PUMP CHAMBER	130-MCC-3	MCC	MCC, Motor Control Center 3 (MCC-3)	1	1	10	10	10	5.50
WWTP	Sludge Thickening	P3 - THICKENER PUMP CHAMBER	130-FM	FM	Flow Meter, Thickened Sludge (6" Mag)	7	7	10	10	10	8.50
WWTP	Sludge Thickening	P3 - THICKENER PUMP CHAMBER	130-ATS	ATS	Auto Transfer Switch (ATS)	1	4	10	10	10	6.10
WWTP	Sludge Thickening	P3 - THICKENER PUMP CHAMBER	130-P-01	PUMP	Pump, Thickened Sludge (TSP 1)	4	7	10	10	10	7.60
WWTP	Sludge Thickening	P3 - THICKENER PUMP CHAMBER	130-P-02	PUMP	Pump, Thickened Sludge (TSP 2)	4	7	10	10	10	7.60
WWTP	Sludge Thickening	P3 - THICKENER PUMP CHAMBER	130-MCC-1	MCC	MCC, Motor Control Center 1 (MCC-1) (MAIN SWITCHGEAR)	1	1	10	10	10	5.50
WWTP	Sludge Thickening	P3 - THICKENER PUMP CHAMBER	130-EF-14	HVAC	Air Handling Unit (REF-14/M-90)	4	7	10	10	10	7.60
WWTP	Primary Treatment	PRIMARY CLARIFIER	103-PC-01	CLARIFIER	CLARIFIER, PRI # 1 (SYSTEM) (NW TANK)	7	1	10	10	10	7.30
WWTP	Primary Treatment	PRIMARY CLARIFIER	103-PC-04	CLARIFIER	CLARIFIER, PRI # 4 (SYSTEM) (SE TANK)	7	1	10	10	10	7.30
WWTP	Primary Treatment	PRIMARY CLARIFIER	103-PC-02	CLARIFIER	CLARIFIER, PRI # 2 (new cage) (SW TANK)	7	1	10	10	10	7.30
WWTP	Primary Treatment	PRIMARY CLARIFIER	103-PC-03	CLARIFIER	CLARIFIER, PRI # 3 (SYSTEM) (NE TANK)	7	1	10	10	10	7.30
WWTP	Solids Dewatering	ROTARY DRUM THICKENERS	102-RDT-2	THICKENER	ROTARY DRUM THICKENER 2	7	1	10	10	10	7.30
WWTP	Solids Dewatering	ROTARY DRUM THICKENERS	102-CP	CP	Control Panel, Grinder (Muncher)	7	7	10	10	10	8.50
WWTP	Solids Dewatering	ROTARY DRUM THICKENERS	102-CP-RDT-01	CP	Control Panel, RDT 1	7	7	10	10	10	8.50
WWTP	Solids Dewatering	ROTARY DRUM THICKENERS	102-FIT-RDT1	FM	Flow Meter, RDT # 1 w/Flow Tube (FE/FIT-301)	7	7	10	10	10	8.50
WWTP	Solids Dewatering	ROTARY DRUM THICKENERS	102-FIT-RDT2	FM	Flow Meter, RDT # 2 w/Flow Tube (FE/FIT-311)	7	7	10	10	10	8.50
WWTP	Solids Dewatering	ROTARY DRUM THICKENERS	102-RDT-1	THICKENER	ROTARY DRUM THICKENER 1	7	1	10	10	10	7.30

Appendix C - WPCF Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
WWTP	Solids Dewatering	ROTARY DRUM THICKENERS	102-CP-RDT-02	CP	Control Panel, RDT 2	7	7	10	10	10	8.50
WWTP	Secondary Treatment	SECONDARY CLARIFIER	110-SC-02	SYS	CLARIFIER, SECONDARY # 2 (SYSTEM)	7	1	10	10	10	7.30
WWTP	Secondary Treatment	SECONDARY CLARIFIER	110-SC-04	SYS	CLARIFIER, SECONDARY # 4 (SYSTEM)	7	1	10	10	10	7.30
WWTP	Secondary Treatment	SECONDARY CLARIFIER	110-SC-01	SYS	CLARIFIER, SECONDARY # 1 (new drives)	7	1	10	10	10	7.30
WWTP	Secondary Treatment	SECONDARY CLARIFIER	110-SC-03	SYS	CLARIFIER, SECONDARY # 3 (new drives)	7	1	10	10	10	7.30
WWTP	Sludge Thickening	SLUDGE THICKENER	110B-THCK	SYS	THICKENER # 2 (W)	7	1	10	10	10	7.30
WWTP	Sludge Thickening	SLUDGE THICKENER	110A-THCK	SYS	THICKENER # 1 (E)	7	1	10	10	10	7.30
WWTP	Disinfection	SODIUM HYPOCHLORITE SYSTEM	120-P-08	PUMP	Pump, Sodium Hypo, Metering 3, RAS Sludge Wells	4	7	7	10	7	6.85
WWTP	Disinfection	SODIUM HYPOCHLORITE SYSTEM	120-P-11	PUMP	Pump, Sodium Hypo, Metering 6, CSO Screenings Channel	4	7	7	10	7	6.85
WWTP	Disinfection	SODIUM HYPOCHLORITE SYSTEM	120-P-07	PUMP	Pump, Sodium Hypo, Metering 2 WWTP Effluent	4	7	7	10	7	6.85
WWTP	Disinfection	SODIUM HYPOCHLORITE SYSTEM		TANK	SODIUM HYPOCHLORITE TANK 2	4	7	7	10	7	6.85
WWTP	Disinfection	SODIUM HYPOCHLORITE SYSTEM	120-P-10	PUMP	Pump, Sodium Hypo, Metering 5, CSO Screenings Channel	4	7	7	10	7	6.85
WWTP	Disinfection	SODIUM HYPOCHLORITE SYSTEM	120-P-06	PUMP	Pump, Sodium Hypo, Metering 1 WWTP Effluent	4	7	7	10	7	6.85
WWTP	Disinfection	SODIUM HYPOCHLORITE SYSTEM		TANK	SODIUM HYPOCHLORITE TANK 1	4	7	7	10	7	6.85
WWTP	Disinfection	SODIUM HYPOCHLORITE SYSTEM	120-P-09	PUMP	Pump, Sodium Hypo, Metering 4, RAS Sludge Wells	4	7	7	10	7	6.85
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-BFP-02	BFP	Backflow Preventer, 4.00" (Thickener Building)	4	10	10	10	10	8.20
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-T-SH-02	TANK	Tank, Sludge Holding # 2 (East - Right Side of Room)	4	4	10	10	10	7.00
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-BOIL02	BOILER	Boiler # 2	7	1	10	10	10	7.30
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING			Recirculation Pump	7	7	10	10	10	8.50
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-MCC-7A	MCC	MOTOR CONTROL CENTER 7A	1	1	10	10	10	5.50
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING		SCADA	Backup Dialer SCADA System	1	10	10	10	10	7.30
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-COMM-P-02	M-MONSTER	MACERATOR, FILTER FEED PUMP # 2	4	7	10	10	10	7.60
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-P-02	PUMP	Penn Valley Pump #2, Filter Feed (FFP #2)	4	7	10	10	10	7.60
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-COMM-P-01	M-MONSTER	MACERATOR, FILTER FEED PUMP # 1 (PENN VALLEY)	4	7	10	10	10	7.60
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING		SCADA	SCADA System	1	4	10	7	1	4.00
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-MCC-7	MCC	MOTOR CONTROL CENTER 7	1	1	10	10	10	5.50
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-SCALE-TRK	SCALE	TRUCK SCALE	7	4	10	10	10	7.90
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-BFP-01	BFP	Backflow Preventer, 1.50" (Thickener Building)	4	7	10	10	10	7.60
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-P-01	PUMP	FILTER FEED PUMP #1 (FFP #1) 4" PENN VALLEY	4	7	10	10	10	7.60
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-T-SH-01	TANK	Tank, Sludge Holding # 1 (West - Left Side of Room)	4	4	10	10	10	7.00
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-BOIL03	BOILER	Boiler # 3	7	1	10	10	10	7.30
WWTP	Sludge Thickening	THICKENER / ADMIN BUILDING	135-CMP	COMPRESSOR	Plant Air Compressor # 1	4	7	10	10	10	7.60
WWTP	Site	WWTP Site			Entrance Security Gate	7	4	10	10	10	7.90
WWTP	SCADA Headworks	SCADA Headworks		SCADA	SCADA Headworks	1	7	10	7	1	4.60
WWTP	SCADA P1	SCADA P1		SCADA	SCADA P1	1	7	10	7	1	4.60
WWTP	SCADA Aeration	SCADA Aeration		SCADA	SCADA Aeration	1	7	10	7	1	4.60
WWTP	SCADA P2	SCADA P2		SCADA	SCADA P2	1	7	10	7	1	4.60
WWTP	SCADA P3	SCADA P3		SCADA	SCADA P3	1	7	10	7	1	4.60
WWTP	SCADA Effluent Pumping	SCADA Effluent Pumping		SCADA	SCADA Effluent Pumping	1	7	10	7	1	4.60
WWTP	SCADA Filter Building	SCADA Filter Building		SCADA	SCADA Filter Building	1	7	10	7	1	4.60
WWTP	SCADA			SCADA	SCADA Network	10	4	10	7	1	6.70
CSO Treatment	CSO Treatment					1	1	7	7	7	4.00

Appendix C - WPCF Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-EF-03	HVAC	Exhaust Fan (EF-3) (Utility Room)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-EF-02	HVAC	Exhaust Fan (EF-2) (Men's Room)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-SMP	SAMPLER	Sampler, CSO Effluent Composite	7	7	7	7	7	7.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-EF-04	HVAC	Exhaust Fan (EF-4) (Sodium Bisulfate Room)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-T-BKT-01	BUCKET	Tipping Bucket # 1	7	7	7	7	7	7.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-HST-01	HOIST	Hoist, CSO Pump Station (1-T) Orange	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-MX-T-02	MIXER	Mixer, Sodium Hypo (Tank 2) HERCL (20HP)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-T-SBST-01	TANK	Tank, Storage, Sodium Bisulfite (SBST-1)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-P-10	PUMP	Pump, Dewatering, CL2 C/T 1 (DWP-2)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-B-SCR-01	BAR-SCREEN	Bar Screen 1 (S-Side) (Bar Rack - SCR-1)	4	4	7	7	7	5.50
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-ATS	ATS	Switchgear, Auto Transfer (SWBD-3)	1	1	7	7	7	4.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-EF-01	HVAC	Exhaust Fan (EF-1) (Utility Room)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-T-BKT-02	BUCKET	Tipping Bucket # 2	7	7	7	7	7	7.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-CNV-B-SCR	CONVEYOR	Conveyor, Bar Screen (CNV-1)	4	4	7	7	7	5.50
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-AC-01	HVAC	Air Conditioner (Rooftop AC Unit)	4	10	7	7	7	6.70
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-P-03	PUMP	Pump, CSO Influent 3 (CSOP-3) (248HP)	4	4	7	7	7	5.50
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-HST-02	HOIST	Hoist, CSO Screenings Basin Yellow	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-MCC-10B	MCC	MCC, Motor Control Center (MCC-10B)	1	1	7	7	7	4.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-HST-03	HOIST	Hoist, CSO Pump Station (1/2-T Gantry) stainless steel	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-GEN	GENERATOR	Generator, CSO # 9 Pump Station (ENGINE AND GENERATOR)	1	1	7	7	7	4.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-B-SCR-02	BAR-SCREEN	Bar Screen 2 (N-Side) (Bar Rack - SCR-2)	4	4	7	7	7	5.50
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-P-01	PUMP	Pump, CSO Influent 1 (CSOP-1) (248HP)	4	4	7	7	7	5.50
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-P-11	PUMP	Pump, Dewatering, CL2 C/T 2 (DWP-3)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-MCC-10A	MCC	MCC, Motor Control Center (MCC-10A)	1	1	7	7	7	4.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-P-05	PUMP	Pump, Dewatering, CSO Pump Station (DWP-1)	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-EF-05	HVAC	Exhaust Fan (EF-5) CSO Pump Station Deck	4	7	7	7	7	6.10
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-P-04	PUMP	Pump, CSO Influent 4 (CSOP-4) (248HP)	4	4	7	7	7	5.50
CSO Treatment	CSO TREATMENT	CSO TREATMENT			Bypass Gate	7	7	7	7	7	7.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT			Influent Gate	7	7	7	7	7	7.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-FIT-16	FM	Flow Meter Transmitter, CSO Influent Flow(60") (FE/FIT-16)	7	7	7	7	7	7.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-FIT-18	FM	Flow Meter Transmitter, CSO Recycle >Headworks (6") (FE/F	7	7	7	7	7	7.00
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-P-02	PUMP	Pump, CSO Influent 2 (CSOP-2) (248HP)	4	4	7	7	7	5.50
CSO Treatment	CSO TREATMENT	CSO TREATMENT	150-MX-T-01	MIXER	Mixer, Sodium Hypo (Tank 1) HERCL (20HP)	4	7	7	7	7	6.10
CSO Treatment	SCADA CSO 9	SCADA CSO 9		SCADA	SCADA CSO 9	1	7	10	7	1	4.60

Appendix D: Pump Stations Consequence of Failure Ranking

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Appendix D - Pump Station Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
Lift Stations	Cabot St					1	4	7	7	7	4.60
Lift Stations	Cabot St	CABOT STREET	200-CAB-MCC	MCC	MOTOR CONTROL CENTER (CABOT ST)	1	4	7	7	7	4.60
Lift Stations	Cabot St	CABOT STREET	200-CAB-P-02	PUMP	Pump # 2, Cabot Street	4	7	7	7		5.05
Lift Stations	Cabot St	CABOT STREET	200-CAB-P-01	PUMP	Pump # 1, Cabot Street	4	7	7	7	7	6.10
Lift Stations	Highland Park					1	4	10	10	7	5.65
Lift Stations	Highland Park	HIGHLAND PARK	200-HIG-MCC	MCC	MOTOR CONTROL CENTER (HIGHLAND PARK)	1	4	10	10	7	5.65
Lift Stations	Highland Park	HIGHLAND PARK	200-HIG-P-02	PUMP	Pump #2, Highland Park	4	7	10	10	7	7.15
Lift Stations	Highland Park	HIGHLAND PARK	200-HIG-P-01	PUMP	Pump #1, Highland Park	4	7	10	10	7	7.15
Lift Stations	Jackson St					1	4	4	10	7	5.05
Lift Stations	Jackson St	JACKSON STREET	200-JAC-FIT	FM	Flow Meter, Jackson	7	7	4	10	7	7.45
Lift Stations	Jackson St	JACKSON STREET	200-JAC-MCC	MCC	MCC, Motor Control Center (Jackson St)	1	4	4	10	7	5.05
Lift Stations	Jackson St	JACKSON STREET	200-JAC-P-02	PUMP	Pump # 2, Jackson	4	4	4	10	7	5.95
Lift Stations	Jackson St	JACKSON STREET	200-JAC-COMM	M-MONSTER	Communitor 50" (Muffin Monster)	4	4	4	10	7	5.95
Lift Stations	Jackson St	JACKSON STREET	200-JAC-P-01	PUMP	Pump # 1, Jackson	4	4	4	10	7	5.95
Lift Stations	Jackson St	JACKSON STREET	200-JAC-P-03	PUMP	Pump # 3, Jackson	4	4	4	10	7	5.95
Lift Stations	Jones Ferry					1	4	7	10	7	5.35
Lift Stations	Jones Ferry	JONES FERRY	200-JON-P-02	PUMP	Pump # 2, Jones Ferry (47HP)	4	7	7	10	7	6.85
Lift Stations	Jones Ferry	JONES FERRY	200-JON-COMM	M-MONSTER	Communitor 36", (Muffin Monster)	4	4	7	10	7	6.25
Lift Stations	Jones Ferry	JONES FERRY	200-JON-FIT	FM	Flow Meter, Jones	7	7	7	10	7	7.75
Lift Stations	Jones Ferry	JONES FERRY	200-JON-MCC	MCC	MCC, Motor Control Center (Jones Ferry)	1	4	7	10	7	5.35
Lift Stations	Jones Ferry	JONES FERRY	200-JON-P-03	PUMP	Pump # 3, Jones Ferry	4	7	7	10	7	6.85
Lift Stations	Jones Ferry	JONES FERRY	200-JON-P-01	PUMP	Pump # 1, Jones Ferry (75HP)	4	7	7	10	7	6.85
Lift Stations	Mosher St					1	4	7	10	7	5.35
Lift Stations	Mosher St	MOSHER STREET	200-MOS-P-01	PUMP	Pump # 1 MOSHER	4	7	7	10	7	6.85
Lift Stations	Mosher St	MOSHER STREET	200-MOS-P-02	PUMP	Pump # 2 MOSHER	4	7	7	10	7	6.85
Lift Stations	Mosher St	MOSHER STREET	200-MOS-MCC	MCC	MCC, Motor Control Center (Mosher St)	1	4	7	10	7	5.35
Lift Stations	Mosher St	MOSHER STREET	200-MOS-FIT	FM	Flow Meter, Mosher (Venturi and FIT)	7	7	7	10	7	7.75
Lift Stations	Mosher St	MOSHER STREET	200-MOS-COMM	M-MONSTER	Communitor (Macerator)	4	4	7	10	7	6.25
Lift Stations	Mosher St	MOSHER STREET	200-MOS-P-03	PUMP	Pump # 3 MOSHER	4	7	7	10	7	6.85
Lift Stations	Smiths Ferry					1	4	7	10	7	5.35
Lift Stations	Smiths Ferry	SMITHS FERRY	200-SMI-P-01	PUMP	Pump # 1	4	7	7	10	7	6.85
Lift Stations	Smiths Ferry	SMITHS FERRY	207-GEN	GEN	GENERATOR, SMITH FERRY Stand-by, Diesel	1	7	7	10	7	5.95
Lift Stations	Smiths Ferry	SMITHS FERRY	200-SMI-MCC	MCC	MCC, Motor Control Center (Smiths Ferry)	1	4	7	10	7	5.35
Lift Stations	Smiths Ferry	SMITHS FERRY	200-SMI-FE	FM	Venturi (12" X 5.8')	7	7	7	10	7	7.75
Lift Stations	Smiths Ferry	SMITHS FERRY	200-SMI-P-02	PUMP	Pump # 2	4	7	7	10	7	6.85

Appendix D - Pump Station Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
Lift Stations	Smiths Ferry	SMITHS FERRY	200-SMI-COMM	M-MONSTER	Communitor	4	7	7	10	7	6.85
Lift Stations	Springdale Park					1	1	7	10	7	4.75
Lift Stations	Springdale Park	SPRINGDALE PARK	200-SPR-P-01	PUMP	Pump # 1, Springdale P/S	4	7	7	10	7	6.85
Lift Stations	Springdale Park	SPRINGDALE PARK	200-SPR-P-03	PUMP	Pump # 3, Springdale P/S	4	7	7	10	7	6.85
Lift Stations	Springdale Park	SPRINGDALE PARK	200-SPR-MCC	MCC	MCC, Motor Control Center (Springdale Park)	1	4	7	10	7	5.35
Lift Stations	Springdale Park	SPRINGDALE PARK	200-SPR-P-02	PUMP	Pump # 2, Springdale P/S	4	7	7	10	7	6.85
Lift Stations	SCADA Lift Stations	SCADA Lift Stations		SCADA	SCADA Lift Stations	1	7	10	7	1	4.60

Appendix E: Flood Stations Consequence of Failure Ranking

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Appendix D - Flood Stations Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
Flood Stations	Flood Station Transformers					1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS11	PWR	Transformer TC #11	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS16	PWR	Transformer TC #16	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS28	PWR	Transformer TC #28	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS25	PWR	Transformer TC #25	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS20	PWR	Transformer TC #20	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS34	PWR	Transformer TC #34	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS15	PWR	Transformer TC #15	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS05	PWR	Transformer TC # 5	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS32	PWR	Transformer TC #32	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS21	PWR	Transformer TC #21	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS12	PWR	Transformer TC #12	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS14	PWR	Transformer TC #14	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS31	PWR	Transformer TC #31	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS07	PWR	Transformer TC # 7	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS33	PWR	Transformer TC #33	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS26	PWR	Transformer TC #26	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS13	PWR	Transformer TC #13	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS29	PWR	Transformer TC #29	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS27	PWR	Transformer TC #27	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS06	PWR	Transformer TC # 6	1	7	10	10	1	5.35
Flood Stations	Flood Station Transformers	FLOOD STATION	300-TRANS30	PWR	Transformer TC #30	1	7	10	10	1	5.35
Flood Stations	Flood Station 1					1	1	7	10	1	3.85
Flood Stations	Flood Station 1	FLOOD STATION 1	300_HOIST	HOIST	HOIST, FLOOD STATION # 1	4	7	7	10	1	5.95
Flood Stations	Flood Station 1	FLOOD STATION 1	300_PMP_02	PUMP	PUMP # 2, FLOOD STATION # 1 (#2)	4	1	7	10	1	4.75
Flood Stations	Flood Station 1	FLOOD STATION 1	301_TRANS3	PWR	TRANSFORMER 3, FLOOD STAT # 1	1	4	7	10	1	4.45
Flood Stations	Flood Station 1	FLOOD STATION 1	301_TRANS1	PWR	TRANSFORMER 1, FLOOD STAT # 1	1	4	7	10	1	4.45
Flood Stations	Flood Station 1	FLOOD STATION 1	301_TRANS2	PWR	TRANSFORMER 2, FLOOD STAT # 1	1	4	7	10	1	4.45
Flood Stations	Flood Station 1	FLOOD STATION 1	300_PMP_01	PUMP	PUMP # 1, FLOOD STATION # 1 (#1)	4	1	7	10	1	4.75
Flood Stations	Flood Station 1	FLOOD STATION 1	300-FS1-MCC	MCC	MOTOR CONTROL CENTER (MCC - F/STA # 1)	1	1	7	10	1	3.85
Flood Stations	Flood Station 2					1	1	4	10	1	3.55
Flood Stations	Flood Station 2	FLOOD STATION 2	300-FS2-P-02	PUMP	PUMP # 1, FLOOD STATION # 2 (#4)	4	1	4	10	1	4.45
Flood Stations	Flood Station 2	FLOOD STATION 2	300-FS2-MCC	MCC	MOTOR CONTROL CENTER (MCC - F/STA # 2)	1	1	4	10	1	3.55
Flood Stations	Flood Station 2	FLOOD STATION 2	300-FS2-P-01	PUMP	PUMP # 1, FLOOD STATION # 2 (#3)	4	1	4	10	1	4.45
Flood Stations	Flood Station 2	FLOOD STATION 2	300-FS2-HST	HOIST	HOIST,FLOOD STATION#2	4	7	4	10	1	5.65

Appendix D - Flood Stations Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
Flood Stations	Flood Station 3					1	1	7	10	1	3.85
Flood Stations	Flood Station 3	FLOOD STATION 3	300-FS3-MCC	MCC	MOTOR CONTROL CENTER (MCC - F/STA # 3	1	1	7	10	1	3.85
Flood Stations	Flood Station 3	FLOOD STATION 3	300-FS3-HST	HOIST	HOIST, FLOOD STATION # 3	4	7	7	10	1	5.95
Flood Stations	Flood Station 3	FLOOD STATION 3	300-FS3-P-02	PUMP	PUMP # 2, FLOOD STATION # 3 (#6)	4	1	7	10	1	4.75
Flood Stations	Flood Station 3	FLOOD STATION 3	300-FS3-P-01	PUMP	PUMP # 1, FLOOD STATION # 3 (#5)	4	1	7	10	1	4.75
Flood Stations	Flood Station 4					1	1	7	10	1	3.85
Flood Stations	Flood Station 4	FLOOD STATION 4	300-FS4-HST	HOIST	HOIST, FLOOD STATION #4	4	7	7	10	1	5.95
Flood Stations	Flood Station 4	FLOOD STATION 4	300-FS4-MCC	MCC	MOTOR CONTROL CENTER (MCC - F/STA # 4)	1	1	7	10	1	3.85
Flood Stations	Flood Station 4	FLOOD STATION 4	304_TRANS3	PWR	TRANSFORMER 3, FLOOD STAT # 4	1	4	7	10	1	4.45
Flood Stations	Flood Station 4	FLOOD STATION 4	300-FS4-P-02	PUMP	PUMP # 2, FLOOD STATION # 4 (#8)	4	1	7	10	1	4.75
Flood Stations	Flood Station 4	FLOOD STATION 4	300-FS4-P-01	PUMP	PUMP # 1, FLOOD STATION # 4 (#7)	4	1	7	10	1	4.75
Flood Stations	Flood Station 4	FLOOD STATION 4	304_TRANS2	PWR	TRANSFORMER 2, FLOOD STAT # 4	1	4	7	10	1	4.45
Flood Stations	Flood Station 4	FLOOD STATION 4	304_TRANS1	PWR	TRANSFORMER 1, FLOOD STAT # 4	1	4	7	10	1	4.45
Flood Stations	Flood Station 5					1	1	7	10	1	3.85
Flood Stations	Flood Station 5	FLOOD STATION 5	305_TRANS2	PWR	TRANSFORMER 2, FLOOD STAT # 5	1	4	7	10	1	4.45
Flood Stations	Flood Station 5	FLOOD STATION 5	300-FS5-P-01	PUMP	PUMP # 1, FLOOD STATION # 5	4	1	7	10	1	4.75
Flood Stations	Flood Station 5	FLOOD STATION 5	300-FS5-MCC	MCC	MOTOR CONTROL CENTER (MCC - F/STA # 5)	1	1	7	10	1	3.85
Flood Stations	Flood Station 5	FLOOD STATION 5	300-FS5-P-02	PUMP	PUMP # 2, FLOOD STATION # 5	4	1	7	10	1	4.75
Flood Stations	Flood Station 5	FLOOD STATION 5	305_TRANS3	PWR	TRANSFORMER 3, FLOOD STAT # 5	1	4	7	10	1	4.45
Flood Stations	Flood Station 5	FLOOD STATION 5	300-FS5-HST	HOIST	HOIST, FLOOD STATION # 5	4	7	7	10	1	5.95
Flood Stations	Flood Station 5	FLOOD STATION 5	305_TRANS1	PWR	TRANSFORMER 1, FLOOD STAT # 5	1	4	7	10	1	4.45
Flood Stations	Flood Station 6					1	1	4	10	1	3.55
Flood Stations	Flood Station 6	FLOOD STATION 6	300-FS6-P-02	PUMP	PUMP # 2, FLOOD STATION # 6	4	1	4	10	1	4.45
Flood Stations	Flood Station 6	FLOOD STATION 6	300-FS6-MCC	MCC	MOTOR CONTROL CENTER (MCC - F/STA # 6)	1	1	4	10	1	3.55
Flood Stations	Flood Station 6	FLOOD STATION 6	300-FS6-P-03	PUMP	PUMP # 3, FLOOD STATION # 6	4	1	4	10	1	4.45
Flood Stations	Flood Station 6	FLOOD STATION 6	306_TRANS1	PWR	TRANSFORMER 1, FLOOD STAT # 6	1	4	4	10	1	4.15
Flood Stations	Flood Station 6	FLOOD STATION 6	300-FS6-HST	HOIST	HOIST, FLOOD STATION # 6	4	7	4	10	1	5.65
Flood Stations	Flood Station 6	FLOOD STATION 6	300-FS6-P-01	PUMP	PUMP # 1, FLOOD STATION # 6	4	1	4	10	1	4.45
Flood Stations	Flood Station 6	FLOOD STATION 6	306_TRANS2	PWR	TRANSFORMER 2, FLOOD STAT # 6	1	4	4	10	1	4.15
Flood Stations	Flood Station 6	FLOOD STATION 6	306_TRANS3	PWR	TRANSFORMER 3, FLOOD STAT # 6	1	4	4	10	1	4.15
Flood Stations	Flood Station 6	FLOOD STATION 6	300-FS6-P-04	PUMP	PUMP # 4, FLOOD STATION # 6	4	1	4	10	1	4.45
Flood Stations	Flood Station 7					1	1	4	10	1	3.55
Flood Stations	Flood Station 7	FLOOD STATION 7	300-FS7-P-03	PUMP	PUMP # 3, FLOOD STATION # 7	4	1	4	10	1	4.45
Flood Stations	Flood Station 7	FLOOD STATION 7	307_TRANS2	PWR	TRANSFORMER 2, FLOOD STAT # 7	1	4	4	10	1	4.15
Flood Stations	Flood Station 7	FLOOD STATION 7			Tideflex Valve	7	4	4	10	1	5.95

Appendix D - Flood Stations Consequence of Failure Ranking

System	Process Area	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
						30%	20%	10%	25%	15%	
Flood Stations	Flood Station 7	FLOOD STATION 7	300-FS7-HST	HOIST	HOIST, FLOOD STATION # 7	4	7	4	10	1	5.65
Flood Stations	Flood Station 7	FLOOD STATION 7	300-FS7-P-02	PUMP	PUMP # 2, FLOOD STATION # 7	4	1	4	10	1	4.45
Flood Stations	Flood Station 7	FLOOD STATION 7	307_TRANS1	PWR	TRANSFORMER 1, FLOOD STAT # 7	1	4	4	10	1	4.15
Flood Stations	Flood Station 7	FLOOD STATION 7	300-FS7-P-01	PUMP	PUMP # 1, FLOOD STATION # 7	4	1	4	10	1	4.45
Flood Stations	Flood Station 7	FLOOD STATION 7	307_TRANS3	PWR	TRANSFORMER 3, FLOOD STAT # 7	1	4	4	10	1	4.15
Flood Stations	Flood Station 7	FLOOD STATION 7	300-FS7-MCC	MCC	MOTOR CONTROL CENTER (MCC - F/STA # 7)	1	1	4	10	1	3.55
Flood Stations	SCADA Flood Station 5,6,7	SCADA Flood Station 5,6,7		SCADA	SCADA Flood Station 5,6,7	1	7	10	7	1	4.60

Appendix F: Tailgate Structures Consequence of Failure Ranking

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Appendix F - Tailgate Structures Consequence of Failure Ranking

System	Level 1 Location	AssetID	Asset Type	Asset Description	Safety of public and employees	Financial impact	Public confidence	Regulatory compliance	System restoration	Consequence Score
					30%	20%	10%	25%	15%	
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-11-TR	TAILGATE	GATE # 11, TAILRACE, MT TOM	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-07-TR	TAILGATE	GATE # 07, TAILRACE, CROCKER	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-09-TR	TAILGATE	GATE # 09, TAILRACE, ALBION	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE # 05, TAILRACE	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE # 18, TAILRACE	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-15-TR	TAILGATE	GATE # 15, TAILRACE, GILL	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-13-TR	TAILGATE	GATE # 13, TAILRACE, NONOTUCK	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE # 02, TAILRACE	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-10-TR	TAILGATE	GATE # 10, TAILRACE, ALBION	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-08-TR	TAILGATE	GATE # 08, TAILRACE, CROCKER	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES			I-391 Slide Gate	1	1	7	7	1	3.10
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE # 17, TAILRACE	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-06-TR	TAILGATE	GATE # 06, TAILRACE, Valley	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE # 03, TAILRACE	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE # 19, TAILRACE	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE # 01, TAILRACE	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-16-TR	TAILGATE	GATE # 16, TAILRACE, GILL	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE # 04, TAILRACE	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-12-TR	TAILGATE	GATE # 12, TAILRACE, NONOTUCK	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES	500-G-14-TR	TAILGATE	GATE # 14, TAILRACE, GILL	1	1	1	7	1	2.50
Tailgate Flood Structures	TAILGATE FLOOD STRUCTURES		TAILGATE	GATE #24, TAILRACE	1	7	1	7	1	3.70

Appendix G: 10-Year Renewal and Replacement Schedule

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Appendix G - 10-Year Renewal and Replacement Schedule

Asset Number	Asset Description	Location	CoF Score	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Total Risk (Condition/ Performance Rating x CoF)	Rounded Final Remaining Life (YRS)	Type of Action	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
									\$7,201,000	\$125,000	\$280,000	\$0	\$75,000	\$0	\$55,000	\$30,000	\$20,000	\$35,000
	GATE # 01, TAILRACE	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
	GATE # 02, TAILRACE	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
	GATE # 03, TAILRACE	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
	GATE # 04, TAILRACE	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
	GATE # 05, TAILRACE	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-06-TR	GATE # 06, TAILRACE, CROCKER	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-07-TR	GATE # 07, TAILRACE, CROCKER	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-08-TR	GATE # 08, TAILRACE, CROCKER	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-09-TR	GATE # 09, TAILRACE, ALBION	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-10-TR	GATE # 10, TAILRACE, ALBION	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-11-TR	GATE # 11, TAILRACE, MT TOM	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-12-TR	GATE # 12, TAILRACE, NONOTUCK	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-13-TR	GATE # 13, TAILRACE, NONOTUCK	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-14-TR	GATE # 14, TAILRACE, GILL	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-15-TR	GATE # 15, TAILRACE, GILL	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
500-G-16-TR	GATE # 16, TAILRACE, GILL	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
	GATE # 17, TAILRACE	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
	GATE # 18, TAILRACE	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
	GATE # 19, TAILRACE	TAILGATE FLOOD STRUCTURES	2.5	50	2.0	5.0	7	Periodic Inspection/Repair as Required										
150-MX-T-01	Mixer, Sodium Hypo (Tank 1) HERCL (20HP)	CSO TREATMENT	6.1	20	1.0	6.1	9	Replace										\$20,000
	MOTOR CONTROL CENTER (MCC-5)	O2 BUILDING	3.4	25	2.0	6.8	0	Replace	\$140,000									
105-MCC-2A	MCC, Motor Control Center 2A (MCC-2A)	P2 - SECONDARY PUMP CHAMBER	3.4	25	2.0	6.8	0	Replace	\$120,000									
300-FS2-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 2)	FLOOD STATION 2	3.6	25	2.0	7.1	0	Replace	\$200,000									
300-FS6-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 6)	FLOOD STATION 6	3.6	25	2.0	7.1	0	Replace	\$350,000									
300-FS7-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 7)	FLOOD STATION 7	3.6	25	2.0	7.1	0	Replace	\$300,000									
115-SKIM-1	SCUM SKIMMER, CL2 CONTACT CHAMBER # 1	CHLORINE CONTACT TANK	7.2	20	1.0	7.2	0	Rehabilitate	\$15,000									
115-SKIM-2	SCUM SKIMMER, CL2 CONTACT CHAMBER # 2	CHLORINE CONTACT TANK	7.2	20	1.0	7.2	0	Rehabilitate	\$15,000									
300-FS1-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 1)	FLOOD STATION 1	3.9	25	2.0	7.7	0	Replace	\$200,000									
300-FS3-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 3)	FLOOD STATION 3	3.9	25	2.0	7.7	0	Replace	\$200,000									
300-FS4-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 4)	FLOOD STATION 4	3.9	25	2.0	7.7	0	Replace	\$200,000									
300-FS5-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 5)	FLOOD STATION 5	3.9	25	2.0	7.7	0	Replace	\$250,000									
105-MCC-2B	MCC, Motor Control Center 2B (MCC-2B)	P2 - SECONDARY PUMP CHAMBER	4.0	25	2.0	8.0	0	Replace	\$100,000									
306_TRANS1	TRANSFORMER 1, FLOOD STAT # 6	FLOOD STATION 6	4.2	25	2.0	8.3	0	Replace	\$100,000									
306_TRANS2	TRANSFORMER 2, FLOOD STAT # 6	FLOOD STATION 6	4.2	25	2.0	8.3	0	Replace	\$100,000									
306_TRANS3	TRANSFORMER 3, FLOOD STAT # 6	FLOOD STATION 6	4.2	25	2.0	8.3	0	Replace	\$100,000									
307_TRANS1	TRANSFORMER 1, FLOOD STAT # 7	FLOOD STATION 7	4.2	25	2.0	8.3	0	Replace	\$100,000									
307_TRANS2	TRANSFORMER 2, FLOOD STAT # 7	FLOOD STATION 7	4.2	25	2.0	8.3	0	Replace	\$100,000									
307_TRANS3	TRANSFORMER 3, FLOOD STAT # 7	FLOOD STATION 7	4.2	25	2.0	8.3	0	Replace	\$100,000									
101-ATS	SWITCH, AUTO TRANSFER 1	HEADWORKS	4.5	25	2.0	8.9	0	Replace	\$100,000									
304_TRANS1	TRANSFORMER 1, FLOOD STAT # 4	FLOOD STATION 4	4.5	25	2.0	8.9	0	Replace	\$75,000									
304_TRANS2	TRANSFORMER 2, FLOOD STAT # 4	FLOOD STATION 4	4.5	25	2.0	8.9	0	Replace	\$75,000									
304_TRANS3	TRANSFORMER 3, FLOOD STAT # 4	FLOOD STATION 4	4.5	25	2.0	8.9	0	Replace	\$75,000									
305_TRANS1	TRANSFORMER 1, FLOOD STAT # 5	FLOOD STATION 5	4.5	25	2.0	8.9	0	Replace	\$100,000									
305_TRANS2	TRANSFORMER 2, FLOOD STAT # 5	FLOOD STATION 5	4.5	25	2.0	8.9	0	Replace	\$100,000									
305_TRANS3	TRANSFORMER 3, FLOOD STAT # 5	FLOOD STATION 5	4.5	25	2.0	8.9	0	Replace	\$100,000									
200-CAB-MCC	MOTOR CONTROL CENTER (CABOT ST)	CABOT STREET	4.6	25	2.0	9.2	0	Replace	\$50,000									
101-MCC-6	MOTOR CONTROL CENTER # 6 (MCC # 6)	HEADWORKS	3.9	25	2.5	9.6	0	Replace	\$150,000									
101-MCC-6E	MOTOR CONTROL CENTER # 6E (MCC # 6E)	HEADWORKS	3.9	25	2.5	9.6	0	Replace	\$175,000									
140-MCC-8	MCC, Motor Control Center (MCC-8A)	FILTER BUILDING	5.1	25	2.0	10.1	0	Replace	\$125,000									
140-MCC-8B	MCC, Motor Control Center (MCC-8B)	FILTER BUILDING	5.1	25	2.0	10.1	0	Replace	\$125,000									
104-SWTCH/GR	SWITCH GEAR	O2 BUILDING	3.4	25	3.0	10.2	0	Replace	\$150,000									
200-SPR-P-02	Pump # 2, Springdale P/S	SPRINGDALE PARK	6.9	15	1.5	10.3	6	Rehabilitate							\$25,000			
200-JON-MCC	MCC, Motor Control Center (Jones Ferry)	JONES FERRY	5.4	25	2.0	10.7	0	Replace	\$100,000									
200-MOS-MCC	MCC, Motor Control Center (Mosher St)	MOSHER STREET	5.4	25	2.0	10.7	0	Replace	\$100,000									
200-SMI-MCC	MCC, Motor Control Center (Smiths Ferry)	SMITHS FERRY	5.4	25	2.0	10.7	0	Replace	\$75,000									
130-MCC-1	MCC, Motor Control Center 1 (MCC-1) (MAIN SWITCHGEAR)	P3 - THICKENER PUMP CHAMBER	5.5	25	2.0	11.0	0	Replace	\$150,000									
130-MCC-3	MCC, Motor Control Center 3 (MCC-3)	P3 - THICKENER PUMP CHAMBER	5.5	25	2.0	11.0	0	Replace	\$150,000									
135-MCC-7	MOTOR CONTROL CENTER 7	THICKENER / ADMIN BUILDING	5.5	25	2.0	11.0	0	Replace	\$125,000									
135-MCC-7A	MOTOR CONTROLK CENTER 7A	THICKENER / ADMIN BUILDING	5.5	25	2.0	11.0	0	Replace	\$125,000									
102-MCC1	MCC, Motor Control Center (MCC-1A) (Primary Sludge Side)	P1 - PRIMARY PUMP CHAMBER	5.7	25	2.0	11.3	0	Replace	\$75,000									
102-MCC2	MCC, Motor Control Center 1 (MCC-1) (Mixed Sludge Side)	P1 - PRIMARY PUMP CHAMBER	5.7	25	2.0	11.3	0	Replace	\$75,000									
120-PRUI-03	Heated Intake Fan (PRUI-03/M-417)	EFFLUENT PUMP STA/CHLORINE	6.4	20	2.0	12.8	0	Periodic Inspection/Repair as Required										
120-REF-03	Exhaust Fan (REF-3/M-412) (Chlorintor Storage Room)	EFFLUENT PUMP STA/CHLORINE	6.4	20	2.0	12.8	0	Periodic Inspection/Repair as Required										
120-GEN	Generator/Engine, Emergency, Plant	EFFLUENT PUMP STA/CHLORINE	4.3	20	3.0	12.9	0	Replace	\$350,000									
120-MCC-4	MCC, Motor Control Center 4 (MCC-4)	EFFLUENT PUMP STA/CHLORINE	4.3	25	3.0	12.9	2	Replace				\$140,000						
120-MCC-4E	MCC, Motor Control Center 4E (MCC-4E)	EFFLUENT PUMP STA/CHLORINE	4.3	25	3.0	12.9	2	Replace			\$140,000							

Appendix G - 10-Year Renewal and Replacement Schedule

Asset Number	Asset Description	Location	CoF Score	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Total Risk (Condition/ Performance Rating x CoF)	Rounded Final Remaining Life (YRS)	Type of Action	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
300-FS2-P-01	PUMP # 1, FLOOD STATION # 2 (#3)	FLOOD STATION 2	4.5	30	3.0	13.4	0	Periodic Inspection/Repair as Required										
300-FS2-P-02	PUMP # 1, FLOOD STATION # 2 (#4)	FLOOD STATION 2	4.5	30	3.0	13.4	0	Periodic Inspection/Repair as Required										
300-FS7-P-03	PUMP # 3, FLOOD STATION # 7	FLOOD STATION 7	4.5	30	3.0	13.4	0	Periodic Inspection/Repair as Required										
301_TRANS1	TRANSFORMER 1, FLOOD STAT # 1	FLOOD STATION 1	4.5	25	3.0	13.4	0	Replace	\$75,000									
301_TRANS2	TRANSFORMER 2, FLOOD STAT # 1	FLOOD STATION 1	4.5	25	3.0	13.4	0	Replace	\$75,000									
301_TRANS3	TRANSFORMER 3, FLOOD STAT # 1	FLOOD STATION 1	4.5	25	3.0	13.4	0	Replace	\$75,000									
200-MOS-P-01	Pump # 1 MOSHER	MOSHER STREET	6.9	15	2.0	13.7	0	Rehabilitate	\$25,000									
200-MOS-P-03	Pump # 3 MOSHER	MOSHER STREET	6.9	15	2.0	13.7	0	Rehabilitate	\$25,000									
200-SMI-COMM	Communitor	SMITHS FERRY	6.9	15	2.0	13.7	0	Rehabilitate	\$15,000									
103-PC-03	CLARIFIER, PRI # 3 (SYSTEM) (NE TANK)	PRIMARY CLARIFIER	7.3	20	2.0	14.6	0	Rehabilitate	\$225,000									
103-PC-04	CLARIFIER, PRI # 4 (SYSTEM) (SE TANK)	PRIMARY CLARIFIER	7.3	20	2.0	14.6	0	Rehabilitate	\$225,000									
200-JAC-MCC	MCC, Motor Control Center (Jackson St)	JACKSON STREET	5.1	25	3.0	15.2	0	Replace	\$75,000									
200-CAB-P-01	Pump # 1, Cabot Street	CABOT STREET	6.1	15	2.5	15.3	0	Rehabilitate	\$20,000									
300-TRANS05	Transformer TC # 5	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS07	Transformer TC # 7	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS11	Transformer TC #11	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS12	Transformer TC #12	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS13	Transformer TC #13	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS14	Transformer TC #14	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS15	Transformer TC #15	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS16	Transformer TC #16	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS20	Transformer TC #20	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS21	Transformer TC #21	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS25	Transformer TC #25	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS26	Transformer TC #26	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS27	Transformer TC #27	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS28	Transformer TC #28	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS29	Transformer TC #29	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS30	Transformer TC #30	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS31	Transformer TC #31	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS32	Transformer TC #32	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS33	Transformer TC #33	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
300-TRANS34	Transformer TC #34	FLOOD STATION	5.4	25	3.0	16.1	0	Periodic Inspection/Keep Spare in Inventory										
105-P-08	Pump, Return Sludge 2 (RAS 2)	P2 - SECONDARY PUMP CHAMBER	5.5	20	3.0	16.5	0	Rehabilitate	\$45,000									
105-P-01	Pump, Waste Sludge 1 (WAS 1)	P2 - SECONDARY PUMP CHAMBER	5.5	20	3.0	16.5	0	Rehabilitate	\$20,000									
120-ATS	Auto Transfer Switch (120-ATS)	EFFLUENT PUMP STA/CHLORINE	5.5	20	3.0	16.5	0	Replace	\$11,000									
105-P-07	Pump, Return Sludge 3 (RAS 3)	P2 - SECONDARY PUMP CHAMBER	5.5	20	3.0	16.5	1	Rehabilitate		\$45,000								
105-P-02	Pump, Waste Sludge 2 (WAS 2)	P2 - SECONDARY PUMP CHAMBER	5.5	20	3.0	16.5	1	Rehabilitate		\$20,000								
105-P-04	Pump, Waste Sludge 4 (WAS 4)	P2 - SECONDARY PUMP CHAMBER	5.5	20	3.0	16.5	1	Rehabilitate		\$20,000								
105-P-03	Pump, Waste Sludge 3 (WAS 3)	P2 - SECONDARY PUMP CHAMBER	5.5	20	3.0	16.5	8	Rehabilitate									\$20,000	
105-P-10	Pump, Secondary Scum	P2 - SECONDARY PUMP CHAMBER	5.5	15	3.0	16.5	9	Rehabilitate										\$15,000
200-HIG-MCC	MOTOR CONTROL CENTER (HIGHLAND PARK)	HIGHLAND PARK	5.7	25	3.0	17.0	4	Replace					\$75,000					
200-CAB-P-02	Pump # 2, Cabot Street	CABOT STREET	5.1	15	3.5	17.7	0	Rehabilitate	\$20,000									
300-FS6-P-01	PUMP # 1, FLOOD STATION # 6	FLOOD STATION 6	4.5	30	4.0	17.8	0	Periodic Inspection/Repair as Required										
300-FS6-P-04	PUMP # 4, FLOOD STATION # 6	FLOOD STATION 6	4.5	30	4.0	17.8	0	Periodic Inspection/Repair as Required										
300-FS7-P-01	PUMP # 1, FLOOD STATION # 7	FLOOD STATION 7	4.5	30	4.0	17.8	0	Periodic Inspection/Repair as Required										
300-FS7-P-02	PUMP # 2, FLOOD STATION # 7	FLOOD STATION 7	4.5	30	4.0	17.8	0	Periodic Inspection/Repair as Required										
101-PBU1	SYSTEM, POLY BLEND UNITS # 1 (L)	HEADWORKS	6.0	15	3.0	17.9	6	Replace							\$15,000			
101-PBU2	SYSTEM, POLY BLEND UNITS # 2 (U)	HEADWORKS	6.0	15	3.0	17.9	6	Replace							\$15,000			
207-GEN	GENERATOR, SMITH FERRY Stand-by, Diesel	SMITHS FERRY	6.0	20	3.0	17.9	1	Rehabilitate		\$40,000								
200-HIG-P-01	Pump #1, Highland Park	HIGHLAND PARK	7.2	30	2.5	17.9	7	Rehabilitate								\$30,000		
130-ATS	Auto Transfer Switch (ATS)	P3 - THICKENER PUMP CHAMBER	6.1	25	3.0	18.3	0	Replace	\$100,000									
300-TRANS06	Transformer TC # 6	FLOOD STATION	5.4	25	3.5	18.7	0	Periodic Inspection/Keep Spare in Inventory										
300_PMP_01	PUMP # 1, FLOOD STATION # 1 (#1)	FLOOD STATION 1	4.8	30	4.0	19.0	0	Periodic Inspection/Repair as Required										
300_PMP_02	PUMP # 2, FLOOD STATION # 1 (#2)	FLOOD STATION 1	4.8	30	4.0	19.0	0	Periodic Inspection/Repair as Required										
300-FS3-P-01	PUMP # 1, FLOOD STATION # 3 (#5)	FLOOD STATION 3	4.8	30	4.0	19.0	0	Periodic Inspection/Repair as Required										
300-FS3-P-02	PUMP # 2, FLOOD STATION # 3 (#6)	FLOOD STATION 3	4.8	30	4.0	19.0	0	Periodic Inspection/Repair as Required										
300-FS4-P-01	PUMP # 1, FLOOD STATION # 4 (#7)	FLOOD STATION 4	4.8	30	4.0	19.0	0	Periodic Inspection/Repair as Required										
300-FS4-P-02	PUMP # 2, FLOOD STATION # 4 (#8)	FLOOD STATION 4	4.8	30	4.0	19.0	0	Periodic Inspection/Repair as Required										
300-FS5-P-01	PUMP # 1, FLOOD STATION # 5	FLOOD STATION 5	4.8	30	4.0	19.0	0	Periodic Inspection/Repair as Required										
120-P-04	Pump # 2 Plant Water	EFFLUENT PUMP STA/CHLORINE	6.4	20	3.0	19.2	0	Periodic Inspection/Keep Spare in Inventory										
120-REF-02	Exhaust Fan (REF-2/M-411) (Basement)	EFFLUENT PUMP STA/CHLORINE	6.4	20	3.0	19.2	0	Periodic Inspection/Keep Spare in Inventory										
120-REF-04	Exhaust Fan (REF-4/M-413) (Chlorinator Room)	EFFLUENT PUMP STA/CHLORINE	6.4	20	3.0	19.2	0	Periodic Inspection/Keep Spare in Inventory										
120-REF-01	Exhaust Fan (REF-1/M-410) (Effluent Pump Room)	EFFLUENT PUMP STA/CHLORINE	6.4	20	3.0	19.2	9	Periodic Inspection/Keep Spare in Inventory										
120-REF-05	Exhaust Fan (REF-5/M-414) (Effluent Wetwell)	EFFLUENT PUMP STA/CHLORINE	6.4	20	3.0	19.2	9	Periodic Inspection/Keep Spare in Inventory										
102-REF-09	Air Handling Unit	P1 - PRIMARY PUMP CHAMBER	6.6	20	3.0	19.7	0	Periodic Inspection/Repair as Required										
200-MOS-P-02	Pump # 2 MOSHER	MOSHER STREET	6.9	15	3.0	20.6	0		\$25,000									

Appendix G - 10-Year Renewal and Replacement Schedule

Asset Number	Asset Description	Location	CoF Score	Typical Service Life (YRS)	W-P Conditions/ Performance Rating (5.0 - 1.0)	Total Risk (Condition/ Performance Rating x CoF)	Rounded Final Remaining Life (YRS)	Type of Action	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
135-T-SH-01	Tank, Sludge Holding # 1 (West - Left Side of Room)	THICKENER / ADMIN BUILDING	7.0	25	3.0	21.0	0	Periodic Inspection/Repair as Required										
135-T-SH-02	Tank, Sludge Holding # 2 (East - Right Side of Room)	THICKENER / ADMIN BUILDING	7.0	25	3.0	21.0	0	Periodic Inspection/Repair as Required										
	Effluent Gate	EFFLUENT PUMP STA/CHLORINE	7.3	25	3.0	21.9	9	Periodic Inspection/Repair as Required										
110-SC-04	CLARIFIER, SECONDARY # 4 (SYSTEM)	SECONDARY CLARIFIER	7.3	20	3.0	21.9	0	Rehabilitate	\$250,000									
110A-THCK	THICKENER # 1 (E)	SLUDGE THICKENER	7.3	20	3.0	21.9	0	Rehabilitate	\$125,000									
135-BOIL03	Boiler # 3	THICKENER / ADMIN BUILDING	7.3	25	3.0	21.9	0	Rehabilitate	\$125,000									
105-P-09	Pump, Return Sludge 1 (RAS 1)	P2 - SECONDARY PUMP CHAMBER	5.5	20	4.0	22.0	0	Rehabilitate	\$45,000									
105-FIT-201	Flow Meter Transmitter, RAS West System A (FE/FIT-201)	P2 - SECONDARY PUMP CHAMBER	6.4	20	3.5	22.4	0	Periodic Inspection/Repair as Required										
105-FIT-203	Flow Meter Transmitter, RAS East System B (FE/FIT-203)	P2 - SECONDARY PUMP CHAMBER	6.4	20	3.5	22.4	0	Periodic Inspection/Repair as Required										
105-FIT-WAS-A	Flow Meter Transmitter, WAS Sys A (Tunnel) (FE/FIT)	P2 - SECONDARY PUMP CHAMBER	6.4	20	3.5	22.4	0	Periodic Inspection/Repair as Required										
300-FS2-HST	HOIST,FLOOD STATION#2	FLOOD STATION 2	5.7	25	4.0	22.6	0	Periodic Inspection/Repair as Required										
300-FS6-HST	HOIST, FLOOD STATION # 6	FLOOD STATION 6	5.7	25	4.0	22.6	0	Periodic Inspection/Repair as Required										
300-FS7-HST	HOIST, FLOOD STATION # 7	FLOOD STATION 7	5.7	25	4.0	22.6	0	Periodic Inspection/Repair as Required										
130-EF-14	Air Handling Unit (REF-14/M-90)	P3 - THICKENER PUMP CHAMBER	7.6	25	3.0	22.8	0	Periodic Inspection/Repair as Required										
135-BFP-01	Backflow Preventer, 1.50" (Thickener Building)	THICKENER / ADMIN BUILDING	7.6	20	3.0	22.8	0	Periodic Inspection/Repair as Required										
135-CMP	Plant Air Compressor # 1	THICKENER / ADMIN BUILDING	7.6	20	3.0	22.8	0	Periodic Inspection/Repair as Required										
200-SMI-FE	Venturi (12" X 5.8')	SMITHS FERRY	7.8	20	3.0	23.3	0	Periodic Inspection/Repair as Required										
200-JAC-P-02	Pump # 2, Jackson	JACKSON STREET	6.0	15	4.0	23.8	0	Rehabilitate	\$50,000									
200-JAC-P-03	Pump # 3, Jackson	JACKSON STREET	6.0	15	4.0	23.8	0	Rehabilitate	\$50,000									
300 HOIST	HOIST, FLOOD STATION # 1	FLOOD STATION 1	6.0	30	4.0	23.8	0	Periodic Inspection/Repair as Required										
300-FS3-HST	HOIST, FLOOD STATION # 3	FLOOD STATION 3	6.0	25	4.0	23.8	0	Periodic Inspection/Repair as Required										
300-FS4-HST	HOIST, FLOOD STATION #4	FLOOD STATION 4	6.0	25	4.0	23.8	0	Periodic Inspection/Repair as Required										
300-FS5-HST	HOIST, FLOOD STATION # 5	FLOOD STATION 5	6.0	25	4.0	23.8	0	Periodic Inspection/Repair as Required										
200-JON-P-03	Pump # 3, Jones Ferry	JONES FERRY	6.9	15	3.5	24.0	0	Rehabilitate	\$20,000									
102-FE-10X	Venturi, Primary Sludge Flow (FE/FIT-10X)	P1 - PRIMARY PUMP CHAMBER	8.1	20	3.0	24.2	0	Periodic Inspection/Repair as Required										
120-P-05	Pump # 1, Plant Water	EFFLUENT PUMP STA/CHLORINE	6.4	20	4.0	25.6	0	Rehabilitate	\$15,000									
200-JON-FIT	Flow Meter, Jones	JONES FERRY	7.8	20	3.5	27.1	0	Periodic Inspection/Repair as Required										
105-FIT-WAS-B	Flow Meter Transmitter, WAS Sys B (Tunnel) (FE/FIT)	P2 - SECONDARY PUMP CHAMBER	6.4	20	4.5	28.8	0	Periodic Inspection/Repair as Required										
	Sweeper	FILTER BUILDING	7.5	10	4.0	29.8	0	Rehabilitate	\$50,000									
200-JAC-FIT	Flow Meter, Jackson	JACKSON STREET	7.5	20	4.0	29.8	0	Periodic Inspection/Repair as Required										

Appendix H: CMMS Preventive Maintenance Review

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Appendix H - Preventive Maintenance Review

Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
500-G-06-TR	GATE # 06, TAILRACE, CROCKER	TAILGATE	2.5	None Found	N/A	N/A	Need to review as it was noted that Gate 6 was in operation
500-G-07-TR	GATE # 07, TAILRACE, CROCKER	TAILGATE	2.5	SEMI-ANNUAL INSPECTION, EXERCISE & LUBE OF FLOOD CONTROL TAILRACES & GATE VALVES	Semi-annual	No	Appears to be executed every two years based on last completed date and next due date. Is this unit in operation? It was noted that Gate 6 was in operation during workshops.
500-G-08-TR	GATE # 08, TAILRACE, CROCKER	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
500-G-09-TR	GATE # 09, TAILRACE, ALBION	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
500-G-10-TR	GATE # 10, TAILRACE, ALBION	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
500-G-11-TR	GATE # 11, TAILRACE, MT TOM	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
500-G-12-TR	GATE # 12, TAILRACE, NONOTUCK	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
500-G-13-TR	GATE # 13, TAILRACE, NONOTUCK	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
500-G-14-TR	GATE # 14, TAILRACE, GILL	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
500-G-15-TR	GATE # 15, TAILRACE, GILL	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
500-G-16-TR	GATE # 16, TAILRACE, GILL	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
N/A	GATE # 05, TAILRACE	TAILGATE	2.5	SEMI-ANNUAL INSPECTION, EXERCISE & LUBE OF FLOOD CONTROL TAILRACES & GATE VALVES	Semi-annual	No	Appears to be executed every two years based on last completed date and next due date. Is this unit in operation?
N/A	GATE # 18, TAILRACE	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
N/A	GATE # 02, TAILRACE	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
N/A	GATE # 17, TAILRACE	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
N/A	GATE # 03, TAILRACE	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
N/A	GATE # 19, TAILRACE	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
N/A	GATE # 01, TAILRACE	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
N/A	GATE # 04, TAILRACE	TAILGATE	2.5	None Found	N/A	N/A	Permanantly closed. Consider a low frequency inspection to ensure structural integrity
N/A	I-391 Slide Gate	TAILGATE	3.1	SEMI-ANNUAL INSPECTION, EXERCISE & LUBE OF FLOOD CONTROL TAILRACES & GATE VALVES	Semi-annual	No	Appears to be executed every two years based on last completed date and next due date. Unit is in operation
104-SWTC/GR	SWITCH GEAR	SWITCH	3.4	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS Switchgear testing standards into PM program
105-MCC-2A	MCC, Motor Control Center 2A (MCC-2A)	MCC	3.4	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
N/A	MOTOR CONTROL CENTER (MCC-5)	MCC	3.4	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
300-FS2-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 2)	MCC	3.55	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
300-FS6-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 6)	MCC	3.55	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
300-FS7-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 7)	MCC	3.55	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
N/A	GATE #24, TAILRACE	TAILGATE	3.7	SEMI-ANNUAL INSPECTION, EXERCISE & LUBE OF FLOOD CONTROL TAILRACES & GATE VALVES	Semi-annual	No	Appears to be executed every two years based on last completed date and next due date. Unit is in operation
101-MCC-6	MOTOR CONTROL CENTER # 6 (MCC # 6)	MCC	3.85	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
101-MCC-6E	MOTOR CONTROL CENTER # 6E (MCC # 6E)	MCC	3.85	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
300-FS1-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 1)	MCC	3.85	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program

Appendix H - Preventive Maintenance Review

Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
300-FS3-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 3	MCC	3.85	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
300-FS4-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 4)	MCC	3.85	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
300-FS5-MCC	MOTOR CONTROL CENTER (MCC - F/STA # 5)	MCC	3.85	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
105-MCC-2B	MCC, Motor Control Center 2B (MCC-2B)	MCC	4	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
150-ATS	Switchgear, Auto Transfer (SWBD-3)	ATS	4	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
150-GEN	Generator, CSO # 9 Pump Station (ENGINE AND GENERATOR)	GENERATOR	4	Annual, Inspection, Generators (all 3 OSV - by Cummins NE)	Annually	Yes	
150-GEN	Generator, CSO # 9 Pump Station (ENGINE AND GENERATOR)	GENERATOR	4	Monthly, Run, Plant Generator	Monthly	No	Appears to be conducted quarterly based on last completed date and next due date.
150-GEN	Generator, CSO # 9 Pump Station (ENGINE AND GENERATOR)	GENERATOR	4	Monthly, Inspect Fuel Storage Tanks (over 250 Gallons) (SPCC)	Monthly	No	Appears to be conducted quarterly based on last completed date and next due date.
150-MCC-10A	MCC, Motor Control Center (MCC-10A)	MCC	4	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
150-MCC-10B	MCC, Motor Control Center (MCC-10B)	MCC	4	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
306 TRANS1	TRANSFORMER 1, FLOOD STAT # 6	PWR	4.15	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
306 TRANS2	TRANSFORMER 2, FLOOD STAT # 6	PWR	4.15	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
306 TRANS3	TRANSFORMER 3, FLOOD STAT # 6	PWR	4.15	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
307 TRANS1	TRANSFORMER 1, FLOOD STAT # 7	PWR	4.15	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
307 TRANS2	TRANSFORMER 2, FLOOD STAT # 7	PWR	4.15	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
307 TRANS3	TRANSFORMER 3, FLOOD STAT # 7	PWR	4.15	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
120-GEN	Generator/Engine, Emergency, Plant	GENERATOR	4.3	Annual, Inspection, Generators (all 3 OSV - by Cummins NE)	Annually	Yes	
120-GEN	Generator/Engine, Emergency, Plant	GENERATOR	4.3	Monthly, Run, Plant Generator	Monthly	No	Appears to be conducted quarterly based on last completed date and next due date.
120-GEN	Generator/Engine, Emergency, Plant	GENERATOR	4.3	Monthly, Inspect Fuel Storage Tanks (over 250 Gallons) (SPCC)	Monthly	No	Appears to be conducted quarterly based on last completed date and next due date.
120-MCC-4	MCC, Motor Control Center 4 (MCC-4)	MCC	4.3	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
120-MCC-4E	MCC, Motor Control Center 4E (MCC-4E)	MCC	4.3	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
101-ATS	SWITCH, AUTO TRANSFER 1	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
300-FS2-P-01	PUMP # 1, FLOOD STATION # 2 (#3)	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS2-P-02	PUMP # 1, FLOOD STATION # 2 (#4)	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS6-P-01	PUMP # 1, FLOOD STATION # 6	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS6-P-02	PUMP # 2, FLOOD STATION # 6	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS6-P-03	PUMP # 3, FLOOD STATION # 6	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS6-P-04	PUMP # 4, FLOOD STATION # 6	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS7-P-01	PUMP # 1, FLOOD STATION # 7	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS7-P-02	PUMP # 2, FLOOD STATION # 7	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS7-P-03	PUMP # 3, FLOOD STATION # 7	PUMP	4.45	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
301 TRANS1	TRANSFORMER 1, FLOOD STAT # 1	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program

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Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
301 TRANS2	TRANSFORMER 2, FLOOD STAT # 1	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
301 TRANS3	TRANSFORMER 3, FLOOD STAT # 1	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
304 TRANS1	TRANSFORMER 1, FLOOD STAT # 4	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
304 TRANS2	TRANSFORMER 2, FLOOD STAT # 4	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
304 TRANS3	TRANSFORMER 3, FLOOD STAT # 4	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
305 TRANS1	TRANSFORMER 1, FLOOD STAT # 5	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
305 TRANS2	TRANSFORMER 2, FLOOD STAT # 5	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
305 TRANS3	TRANSFORMER 3, FLOOD STAT # 5	PWR	4.45	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
200-CAB-MCC	MOTOR CONTROL CENTER (CABOT ST)	MCC	4.6	Monthly, Test, Power Back-Up @ Pump Stations	Monthly	No	Current monthly test Appears to be completed quarterly. Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
300_PMP_01	PUMP # 1, FLOOD STATION # 1 (#1)	PUMP	4.75	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300_PMP_02	PUMP # 2, FLOOD STATION # 1 (#2)	PUMP	4.75	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS3-P-01	PUMP # 1, FLOOD STATION # 3 (#5)	PUMP	4.75	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS3-P-02	PUMP # 2, FLOOD STATION # 3 (#6)	PUMP	4.75	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS4-P-01	PUMP # 1, FLOOD STATION # 4 (#7)	PUMP	4.75	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS4-P-02	PUMP # 2, FLOOD STATION # 4 (#8)	PUMP	4.75	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS5-P-01	PUMP # 1, FLOOD STATION # 5	PUMP	4.75	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
300-FS5-P-02	PUMP # 2, FLOOD STATION # 5	PUMP	4.75	Annually, Check, operation of and bump Flood Station Pumps (Stations 1 > 4)	Annually	Yes	
104-TNK-O2	TANK, LOX	TANK	4.9	None Found	N/A	N/A	
140-MCC-8	MCC, Motor Control Center (MCC-8A)	MCC	5.05	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
140-MCC-8B	MCC, Motor Control Center (MCC-8B)	MCC	5.05	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
200-JAC-MCC	MCC, Motor Control Center (Jackson St)	MCC	5.05	Monthly, Test, Power Back-Up @ Pump Stations	Monthly	No	Current monthly test Appears to be completed quarterly. Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
200-CAB-P-02	Pump # 2, Cabot Street	PUMP	5.05	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger), voltage and amperage balance inspections.
120-P-01	Pump, Effluent # 1 (HIGH RIVER WATER USE)	PUMP	5.2	Bi-Monthly, Lube Effluent Pumps	Bi-monthly	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger), voltage and amperage balance inspections.
120-P-02	Pump, Effluent # 2 (HIGH RIVER WATER USE)	PUMP	5.2	Bi-Monthly, Lube Effluent Pumps	Bi-monthly	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger), voltage and amperage balance inspections.
120-P-03	Pump, Effluent # 3 (HIGH RIVER WATER USE)	PUMP	5.2	Bi-Monthly, Lube Effluent Pumps	Bi-monthly	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger), voltage and amperage balance inspections.
101-P-01	PUMP # 1, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	PUMP	5.35	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
101-P-02	PUMP # 2, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	PUMP	5.35	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.

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Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
101-P-03	PUMP # 3, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	PUMP	5.35	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
101-P-04	PUMP # 4, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	PUMP	5.35	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
101-P-05	PUMP # 5, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	PUMP	5.35	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
101-P-06	PUMP # 6, INFL, SUBMERSIBLE, Motor, Harmon Filter, VFD	PUMP	5.35	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
101-P-SPARE	Pump, Influent Submersible (Spare) (Rebuilt #6	PUMP	5.35	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-JON-MCC	MCC, Motor Control Center (Jones Ferry)	MCC	5.35	Monthly, Test, Power Back-Up @ Pump Stations	Monthly	No	Current monthly test Appears to be completed quarterly. Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
200-MOS-MCC	MCC, Motor Control Center (Mosher St)	MCC	5.35	Monthly, Test, Power Back-Up @ Pump Stations	Monthly	No	Current monthly test Appears to be completed quarterly. Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
200-SMI-MCC	MCC, Motor Control Center (Smiths Ferry)	MCC	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
200-SPR-MCC	MCC, Motor Control Center (Springdale Park)	MCC	5.35	Monthly, Test, Power Back-Up @ Pump Stations	Monthly	No	Current monthly test Appears to be completed quarterly. Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
300-TRANS05	Transformer TC # 5	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS06	Transformer TC # 6	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS07	Transformer TC # 7	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS11	Transformer TC #11	PWR	5.35	Bi_Annual, Distribution Pac Service on Transformers	Bi-annual	No	Appears to be conducted every four years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
300-TRANS12	Transformer TC #12	PWR	5.35	Bi_Annual, Distribution Pac Service on Transformers	Bi-annual	No	Appears to be conducted every four years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
300-TRANS13	Transformer TC #13	PWR	5.35	Bi_Annual, Distribution Pac Service on Transformers	Bi-annual	No	Appears to be conducted every four years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
300-TRANS14	Transformer TC #14	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS15	Transformer TC #15	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS16	Transformer TC #16	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS20	Transformer TC #20	PWR	5.35	Bi_Annual, Distribution Pac Service on Transformers	Bi-annual	No	Appears to be conducted every four years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
300-TRANS21	Transformer TC #21	PWR	5.35	Bi_Annual, Distribution Pac Service on Transformers	Bi-annual	No	Appears to be conducted every four years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?

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300-TRANS25	Transformer TC #25	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS26	Transformer TC #26	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS27	Transformer TC #27	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS28	Transformer TC #28	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS29	Transformer TC #29	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS30	Transformer TC #30	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS31	Transformer TC #31	PWR	5.35	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program. Is it possible that these are inspected as a group with other transformers and activities are not captured for each asset in the CMMS?
300-TRANS32	Transformer TC #32	PWR	5.35	Bi_Annual, Distribution Pac Service on Transformers	Bi-annual	No	Appears to be conducted every four years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
300-TRANS33	Transformer TC #33	PWR	5.35	Bi_Annual, Distribution Pac Service on Transformers	Bi-annual	No	Appears to be conducted every four years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
300-TRANS34	Transformer TC #34	PWR	5.35	Bi_Annual, Distribution Pac Service on Transformers	Bi-annual	No	Appears to be conducted every four years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
105-P-01	Pump, Waste Sludge 1 (WAS 1)	PUMP	5.5	SEMI-ANNUAL WAS PUMP SERVICE/MAINTENANCE	Semi-annual	Yes	
105-P-01	Pump, Waste Sludge 1 (WAS 1)	PUMP	5.5	QUARTERLY WAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
105-P-02	Pump, Waste Sludge 2 (WAS 2)	PUMP	5.5	SEMI-ANNUAL WAS PUMP SERVICE/MAINTENANCE	Semi-annual	Yes	
105-P-02	Pump, Waste Sludge 2 (WAS 2)	PUMP	5.5	QUARTERLY WAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
105-P-03	Pump, Waste Sludge 3 (WAS 3)	PUMP	5.5	SEMI-ANNUAL WAS PUMP SERVICE/MAINTENANCE	Semi-annual	Yes	
105-P-03	Pump, Waste Sludge 3 (WAS 3)	PUMP	5.5	QUARTERLY WAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
105-P-04	Pump, Waste Sludge 4 (WAS 4)	PUMP	5.5	SEMI-ANNUAL WAS PUMP SERVICE/MAINTENANCE	Semi-annual	Yes	
105-P-04	Pump, Waste Sludge 4 (WAS 4)	PUMP	5.5	QUARTERLY WAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
105-P-05	Pump, Return Sludge 5 (RAS 5)	PUMP	5.5	SEMI-ANNUAL RAS PUMP SERVICE/MAINTENANCE	Semi-annual	No	based on last completed date and next due date
105-P-05	Pump, Return Sludge 5 (RAS 5)	PUMP	5.5	QUARTERLY RAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
105-P-06	Pump, Return Sludge 4 (RAS 4)	PUMP	5.5	SEMI-ANNUAL RAS PUMP SERVICE/MAINTENANCE	Semi-annual	No	Appears to be executed annually based on last completed date and next due date
105-P-06	Pump, Return Sludge 4 (RAS 4)	PUMP	5.5	QUARTERLY RAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
105-P-07	Pump, Return Sludge 3 (RAS 3)	PUMP	5.5	SEMI-ANNUAL RAS PUMP SERVICE/MAINTENANCE	Semi-annual	No	Appears to be executed annually based on last completed date and next due date
105-P-07	Pump, Return Sludge 3 (RAS 3)	PUMP	5.5	QUARTERLY RAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
105-P-08	Pump, Return Sludge 2 (RAS 2)	PUMP	5.5	SEMI-ANNUAL RAS PUMP SERVICE/MAINTENANCE	Semi-annual	No	Appears to be executed annually based on last completed date and next due date
105-P-08	Pump, Return Sludge 2 (RAS 2)	PUMP	5.5	QUARTERLY RAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed semi-annually based on last completed date and next due date

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Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
105-P-09	Pump, Return Sludge 1 (RAS 1)	PUMP	5.5	SEMI-ANNUAL RAS PUMP SERVICE/MAINTENANCE	Semi-annual	No	Appears to be executed annually based on last completed date and next due date
105-P-09	Pump, Return Sludge 1 (RAS 1)	PUMP	5.5	QUARTERLY RAS PUMP INSPECTIONS/CHECKS	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
105-P-10	Pump, Secondary Scum	PUMP	5.5	SEMI-ANNUAL SCUM PUMP DISASSEMBLY, CLEANING & INSPECTION	Semi-annual	No	Appears to be executed annually based on last completed date and next due date
105-REF-06	Air Handling Unit (REF-06/M-220)	HVAC	5.5	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks to begin or contract with HVAC vendor for routine inspections
120-ATS	Auto Transfer Switch (120-ATS)	ATS	5.5	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
130-MCC-1	MCC, Motor Control Center 1 (MCC-1) (MAIN SWITCHGEAR)	MCC	5.5	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
130-MCC-3	MCC, Motor Control Center 3 (MCC-3)	MCC	5.5	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
135-MCC-7	MOTOR CONTROL CENTER 7	MCC	5.5	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
135-MCC-7A	MOTOR CONTROLK CENTER 7A	MCC	5.5	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
150-B-SCR-01	Bar Screen 1 (S-Side) (Bar Rack - SCR-1)	BAR-SCREEN	5.5	Quarterly, Inspect, Barrack System (CSO)	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
150-B-SCR-01	Bar Screen 1 (S-Side) (Bar Rack - SCR-1)	BAR-SCREEN	5.5	Semi-annually, Lube Bearings on Bar Screen CSO Units	Semi-annual	Yes	
150-B-SCR-02	Bar Screen 2 (N-Side) (Bar Rack - SCR-2)	BAR-SCREEN	5.5	Quarterly, Inspect, Barrack System (CSO)	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
150-B-SCR-02	Bar Screen 2 (N-Side) (Bar Rack - SCR-2)	BAR-SCREEN	5.5	Semi-annually, Lube Bearings on Bar Screen CSO Units	Semi-annual	Yes	
150-CNV-B-SCR	Conveyor, Bar Screen (CNV-1)	CONVEYOR	5.5	Quarterly, Inspect CSO Bar Screen Conveyor	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
150-CNV-B-SCR	Conveyor, Bar Screen (CNV-1)	CONVEYOR	5.5	Semi-Annually, Lube Bearings on CSO Bar Screen Conveyor	Semi-annual	Yes	
150-CNV-B-SCR	Conveyor, Bar Screen (CNV-1)	CONVEYOR	5.5	Tri-Annually, Change oil in CSO Bar Screen Gear boxes	Tri-annual	Yes	
150-CNV-B-SCR	Conveyor, Bar Screen (CNV-1)	CONVEYOR	5.5	Annually, Sample, oil in CSO Bar Screen Gear boxes	Annually	Yes	
150-P-01	Pump, CSO Influent 1 (CSOP-1) (248HP)	PUMP	5.5	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additonal predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
150-P-02	Pump, CSO Influent 2 (CSOP-2) (248HP)	PUMP	5.5	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additonal predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
150-P-03	Pump, CSO Influent 3 (CSOP-3) (248HP)	PUMP	5.5	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additonal predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
150-P-04	Pump, CSO Influent 4 (CSOP-4) (248HP)	PUMP	5.5	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additonal predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
N/A	DEHUMIDIFIER	HVAC	5.5	None Found	N/A	N/A	
102-MCC1	MCC, Motor Control Center (MCC-1A) (Primary Sludge Side)	MCC	5.65	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
102-MCC2	MCC, Motor Control Center 1 (MCC-1) (Mixed Sludge Side)	MCC	5.65	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
200-HIG-MCC	MOTOR CONTROL CENTER (HIGHLAND PARK)	MCC	5.65	Monthly, Test, Power Back-Up @ Pump Stations	Monthly	No	Current monthly test Appears to be completed quarterly based on last completed date and next due date.. Recommendation is to incorporate NETA MTS MCC Testing standards into PM program
101-B-SCR1	BAR SCREEN # 1 (E) (MECHANICAL BAR RACK)	BAR-SCREEN	5.65	SEMI-ANNUAL BARSCREEN CLEANING & INSPECTION	Semi-annual	No	Last completion 5/10/22 with a next due date of 12/31/1900. CMMS needs review
101-B-SCR1	BAR SCREEN # 1 (E) (MECHANICAL BAR RACK)	BAR-SCREEN	5.65	Monthly, Inspect, Barrack System (Headworks)	Monthly	No	Appears to be executed quarterly based on last completed date and next due date

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Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
101-B-SCR1	BAR SCREEN # 1 (E) (MECHANICAL BAR RACK)	BAR-SCREEN	5.65	Annually, Lube & Inspect, Bar Rack System (Headworks)	Annually	Yes	
101-B-SCR2	BAR SCREEN # 2 (W) (MECHANICAL BAR RACK)	BAR-SCREEN	5.65	SEMI-ANNUAL BARSCREEN CLEANING & INSPECTION	Semi-annual	No	Last completion 5/10/22 with a next due date of 12/31/1900. CMMS needs review
101-B-SCR2	BAR SCREEN # 2 (W) (MECHANICAL BAR RACK)	BAR-SCREEN	5.65	Monthly, Inspect, Barrack System (Headworks)	Monthly	No	Appears to be executed quarterly based on last completed date and next due date
101-B-SCR2	BAR SCREEN # 2 (W) (MECHANICAL BAR RACK)	BAR-SCREEN	5.65	Annually, Lube & Inspect, Bar Rack System (Headworks)	Annually	Yes	
101-ROTOMAT	ROTOMAT (Gearbox, Motor, VFD) Scum Concentrator	SCUM CONC	5.65	Monthly, Clean, Rotomat System	Monthly	No	Appears to be executed quarterly based on last completed date and next due date
300-FS2-HST	HOIST,FLOOD STATION#2	HOIST	5.65	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
300-FS6-HST	HOIST, FLOOD STATION # 6	HOIST	5.65	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
300-FS7-HST	HOIST, FLOOD STATION # 7	HOIST	5.65	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
101-HST-01	Hoist, 2-T (SO# HCS10110)	HOIST	5.95	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
101-PBU1	SYSTEM, POLY BLEND UNITS # 1 (L)	POLY	5.95	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks
101-PBU2	SYSTEM, POLY BLEND UNITS # 2 (U)	POLY	5.95	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks
140-RP	Rotary Press (FOURNIER) Including 4 SS Conveyors	PRESS	5.95	PERFORM QUARTERLY ROTARY SLUDGE PRESS INSPECTION	Quarterly	Yes	
140-RP	Rotary Press (FOURNIER) Including 4 SS Conveyors	PRESS	5.95	Annually, Lube with grease gun, RP Conveyors & associated equipment	Annually	Yes	
140-RP	Rotary Press (FOURNIER) Including 4 SS Conveyors	PRESS	5.95	SEMI-ANNUAL REPLACEMENT OF WASHWATER SYSTEM SPRAY BAR/NOZZLES ETC	Semi-annual	No	Appears to be executed annually based on last completed date and next due date
140-RP	Rotary Press (FOURNIER) Including 4 SS Conveyors	PRESS	5.95	ANNUAL ROTARY SLUDGE PRESS OVERHAUL PER MANUFACTURERS RECOMMENDATIONS	Annually	Yes	
200-JAC-COMM	Communitor 50" (Muffin Monster)	M-MONSTER	5.95	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks
200-JAC-P-01	Pump # 1, Jackson	PUMP	5.95	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-JAC-P-01	Pump # 1, Jackson	PUMP	5.95	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-JAC-P-02	Pump # 2, Jackson	PUMP	5.95	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-JAC-P-02	Pump # 2, Jackson	PUMP	5.95	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-JAC-P-03	Pump # 3, Jackson	PUMP	5.95	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-JAC-P-03	Pump # 3, Jackson	PUMP	5.95	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
300_HOIST	HOIST, FLOOD STATION # 1	HOIST	5.95	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
300-FS3-HST	HOIST, FLOOD STATION # 3	HOIST	5.95	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	

Appendix H - Preventive Maintenance Review

Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
300-FS4-HST	HOIST, FLOOD STATION #4	HOIST	5.95	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
300-FS5-HST	HOIST, FLOOD STATION # 5	HOIST	5.95	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
130-ATS	Auto Transfer Switch (ATS)	ATS	6.1	None Found	N/A	N/A	Recommendation is to incorporate NETA MTS ATS Testing standards into PM program
150-EF-01	Exhaust Fan (EF-1) (Utility Room)	HVAC	6.1	None Found	N/A	N/A	
150-EF-02	Exhaust Fan (EF-2) (Men's Room)	HVAC	6.1	None Found	N/A	N/A	
150-EF-03	Exhaust Fan (EF-3) (Utility Room)	HVAC	6.1	None Found	N/A	N/A	
150-EF-04	Exhaust Fan (EF-4) (Sodium Bisulfate Room)	HVAC	6.1	None Found	N/A	N/A	Recommend a operational rounds functionality test
150-EF-05	Exhaust Fan (EF-5) CSO Pump Station Deck	HVAC	6.1	Semi-annually, Lube, CSO HVAC equipment	Annually	No	Appears to be executed annually based on last completed date and next due date
150-HST-01	Hoist, CSO Pump Station (1-T) Orange	HOIST	6.1	SEMI-ANNUAL CRANE HYDRAULIC UNIT CHECKS & INSPECTIONS	Semi-annual	Yes	
150-HST-01	Hoist, CSO Pump Station (1-T) Orange	HOIST	6.1	ANNUAL CRANE HYDRAULIC UNIT SERVICE PER MANUFACTURER'S RECOMMENDATIONS	Annually	Yes	
150-HST-01	Hoist, CSO Pump Station (1-T) Orange	HOIST	6.1	Semi-Annually, Exercise full ROM (Range of Motion) on all CSO hoists	Semi-annual	Yes	
150-HST-01	Hoist, CSO Pump Station (1-T) Orange	HOIST	6.1	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
150-HST-02	Hoist, CSO Screenings Basin Yellow	HOIST	6.1	Semi-Annually, Exercise full ROM (Range of Motion) on all CSO hoists	Semi-annual	Yes	
150-HST-02	Hoist, CSO Screenings Basin Yellow	HOIST	6.1	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
150-HST-03	Hoist, CSO Pump Station (1/2-T Gantry) stainless steel	HOIST	6.1	Semi-Annually, Exercise full ROM (Range of Motion) on all CSO hoists	Semi-annual	Yes	
150-HST-03	Hoist, CSO Pump Station (1/2-T Gantry) stainless steel	HOIST	6.1	ANNUAL HOIST INSPECTIONS/CERTIFICATIONS BY CONTRACTOR	Annually	Yes	
150-MX-T-01	Mixer, Sodium Hypo (Tank 1) HERCL (20HP)	MIXER	6.1	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks
150-MX-T-02	Mixer, Sodium Hypo (Tank 2) HERCL (20HP)	MIXER	6.1	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks
150-P-05	Pump, Dewatering, CSO Pump Station (DWP-1)	PUMP	6.1	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
150-P-10	Pump, Dewatering, CL2 C/T 1 (DWP-2)	PUMP	6.1	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
150-P-11	Pump, Dewatering, CL2 C/T 2 (DWP-3)	PUMP	6.1	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
150-T-SBST-01	Tank, Storage, Sodium Bisulfite (SBST-1)	TANK	6.1	Monthly, Test Chemical Leak Alarm of bulk chem storage tanks through SCADA	Monthly	No	Appears to be executed quarterly based on last completed date and next due date
200-CAB-P-01	Pump # 1, Cabot Street	PUMP	6.1	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis
200-JON-COMM	Communitor 36", (Muffin Monster)	M-MONSTER	6.25	Quarterly, Check Oil Level in Hydraulic Unit @ Jones Ferry	Quarterly	No	Appears to be discontinued as not completed since 11/22/17
200-MOS-COMM	Communitor (Macerator)	M-MONSTER	6.25	Monthly, Inspect Diminutor @ Mosher Street	Monthly	No	Appears to be executed quarterly based on last completed date and next due date
120-BFP	Backflow Preventer, 6" (Effluent Pump Station Basement)	BFP	6.4	SEMI-ANNUAL BACKFLOW PREVENTER INSPECTION/TESTING/CERTIFICATION	Annually	Yes	
120-CMP	Plant Air Compressor # 2 (10 HP M-424) (Engine&Tank)	COMPRESSOR	6.4	SEMI-ANNUAL AIR COMPRESSOR CHECKS & INSPECTIONS	Semi-annual	No	Appears to be excuted close to annually based on last completed date and next due date
120-CMP	Plant Air Compressor # 2 (10 HP M-424) (Engine&Tank)	COMPRESSOR	6.4	ANNUAL AIR COMPRESSOR SERVICE PER MANUFACTURER'S RECOMMENDATIONS	Annually	Yes	

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Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
120-P-04	Pump # 2 Plant Water	PUMP	6.4	Annually, Lube Plant Water Pumps	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
120-P-04	Pump # 2 Plant Water	PUMP	6.4	Annually, Lube Plant Water Pump Motors	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
120-P-05	Pump # 1, Plant Water	PUMP	6.4	Annually, Lube Plant Water Pumps	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
120-P-05	Pump # 1, Plant Water	PUMP	6.4	Annually, Lube Plant Water Pump Motors	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
120-PRUI-03	Heated Intake Fan (PRUI-03/M-417)	HVAC	6.4	None Found	N/A	N/A	Recommend a operational rounds functionality test
120-REF-01	Exhaust Fan (REF-1/M-410) (Effluent Pump Room)	HVAC	6.4	None Found	N/A	N/A	Recommend a operational rounds functionality test
120-REF-02	Exhaust Fan (REF-2/M-411) (Basement)	HVAC	6.4	None Found	N/A	N/A	Recommend a operational rounds functionality test
120-REF-03	Exhaust Fan (REF-3/M-412) (Chlorinator Storage Room)	HVAC	6.4	None Found	N/A	N/A	Recommend a operational rounds functionality test
120-REF-04	Exhaust Fan (REF-4/M-413) (Chlorinator Room)	HVAC	6.4	None Found	N/A	N/A	Recommend a operational rounds functionality test
120-REF-05	Exhaust Fan (REF-5/M-414) (Effluent Wetwell)	HVAC	6.4	None Found	N/A	N/A	Recommend a operational rounds functionality test
105-FIT-201	Flow Meter Transmitter, RAS West System A (FE/FIT-201)	FLOW METER	6.4	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
105-FIT-203	Flow Meter Transmitter, RAS East System B (FE/FIT-203)	FLOW METER	6.4	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
105-FIT-WAS-A	Flow Meter Transmitter, WAS Sys A (Tunnel) (FE/FIT)	FLOW METER	6.4	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
105-FIT-WAS-B	Flow Meter Transmitter, WAS Sys B (Tunnel) (FE/FIT)	FLOW METER	6.4	None Found	N/A	N/A	
102-REF-09	Air Handling Unit	HVAC	6.55	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks to begin or contract with HVAC vendor for routine inspections
104-MX-STG-1-B	Mixer Aerator Unit (1-B) (West)	MIXER	6.55	Monthly, Change out Filters on Aeration Basin VFDs	Monthly	No	Appears to be executed semi-annually based on last completed date and next due date
104-MX-STG-2-A	Mixer, Aerator Unit (2-A) (East)	MIXER	6.55	Annually, Change, Lubers on Aeration Basin Motors	Annually	Yes	
104-MX-STG-2-A	Mixer, Aerator Unit (2-A) (East)	MIXER	6.55	Monthly, Change out Filters on Aeration Basin VFDs	Monthly	No	Appears to be executed semi-annually based on last completed date and next due date
104-MX-STG-2-B	Mixer, Aerator Unit (2-B) (West)	MIXER	6.55	Annually, Change, Lubers on Aeration Basin Motors	Annually	Yes	
104-MX-STG-2-B	Mixer, Aerator Unit (2-B) (West)	MIXER	6.55	Monthly, Change out Filters on Aeration Basin VFDs	Monthly	No	Appears to be executed semi-annually based on last completed date and next due date
104-MX-STG-3-A	Mixer, Aerator Unit (3-A) (East)	MIXER	6.55	Monthly, Change out Filters on Aeration Basin VFDs	Monthly	No	Appears to be executed semi-annually based on last completed date and next due date
104-MX-STG-3-B	Mixer, Aerator Unit (3-B) (West)	MIXER	6.55	Monthly, Change out Filters on Aeration Basin VFDs	Monthly	No	Appears to be executed semi-annually based on last completed date and next due date
104-MX-STG-3-B	Mixer, Aerator Unit (3-B) (West)	MIXER	6.55	Annually, Change, Lubers on Aeration Basin Motors	Annually	Yes	
150-AC-01	Air Conditioner (Rooftop AC Unit)	HVAC	6.7	SEMI-ANNUAL AIR CONDITIONER CHECKS & INSPECTIONS	Semi-annual	No	Appears to be executed annually based on last completed date and next due date
150-AC-01	Air Conditioner (Rooftop AC Unit)	HVAC	6.7	ANNUAL AIR CONDITIONER SERVICE PER MANUFACTURER'S RECOMMENDATIONS	Annually	Yes	
101-SMP	Sampler, Influent Composite, Refrigerated	SAMPLER	6.85	MONTHLY COMPOSITE SAMPLER CLEANING & MAINTENANCE	Monthly	No	Appears to be execute quarterly based on last completed date and next due date
200-JON-P-03	Pump # 3, Jones Ferry	PUMP	6.85	SEMI-ANNUAL LUBE/GREASE PUMP, PUMP DRIVE SHAFT UJOINTS & BEARINGS	Annually	No	Appears to be excuted annually based on last completed date and next due date
200-JON-P-03	Pump # 3, Jones Ferry	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
120-P-06	Pump, Sodium Hypo, Metering 1 WWTP Effluent	PUMP	6.85	2000 HOURS, Change, Hoses on Watson Marlow Pumps (CSO & Effluent Building)	Annually	Yes	
120-P-06	Pump, Sodium Hypo, Metering 1 WWTP Effluent	PUMP	6.85	QUARTERLY CL2 FEED PUMP INPECTIONS & CHECKS	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
120-P-07	Pump, Sodium Hypo, Metering 2 WWTP Effluent	PUMP	6.85	2000 HOURS, Change, Hoses on Watson Marlow Pumps (CSO & Effluent Building)	Annually	Yes	

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Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
120-P-07	Pump, Sodium Hypo, Metering 2 WWTP Effluent	PUMP	6.85	QUARTERLY CL2 FEED PUMP INSPECTIONS & CHECKS	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
120-P-08	Pump, Sodium Hypo, Metering 3, RAS Sludge Wells	PUMP	6.85	2000 HOURS, Change, Hoses on Watson Marlow Pumps (CSO & Effluent Building)	Annually	Yes	
120-P-08	Pump, Sodium Hypo, Metering 3, RAS Sludge Wells	PUMP	6.85	QUARTERLY CL2 FEED PUMP INSPECTIONS & CHECKS	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
120-P-09	Pump, Sodium Hypo, Metering 4, RAS Sludge Wells	PUMP	6.85	2000 HOURS, Change, Hoses on Watson Marlow Pumps (CSO & Effluent Building)	Annually	Yes	
120-P-09	Pump, Sodium Hypo, Metering 4, RAS Sludge Wells	PUMP	6.85	QUARTERLY CL2 FEED PUMP INSPECTIONS & CHECKS	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
120-P-10	Pump, Sodium Hypo, Metering 5, CSO Screenings Channel	PUMP	6.85	QUARTERLY CL2 FEED PUMP INSPECTIONS & CHECKS	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
120-P-11	Pump, Sodium Hypo, Metering 6, CSO Screenings Channel	PUMP	6.85	QUARTERLY CL2 FEED PUMP INSPECTIONS & CHECKS	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-JON-P-01	Pump # 1, Jones Ferry (75HP)	PUMP	6.85	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-JON-P-01	Pump # 1, Jones Ferry (75HP)	PUMP	6.85	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-JON-P-01	Pump # 1, Jones Ferry (75HP)	PUMP	6.85	SEMI-ANNUAL LUBE/GREASE PUMP, PUMP DRIVE SHAFT UJOINTS & BEARINGS	Annually	No	Appears to be excuted annually based on last completed date and next due date
200-JON-P-01	Pump # 1, Jones Ferry (75HP)	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-JON-P-02	Pump # 2, Jones Ferry (47HP)	PUMP	6.85	SEMI-ANNUAL PUMP & CHECK VALVE CLEANING & INSPECTIONS	Semi-annual	No	Last completion date is January 2022
200-JON-P-02	Pump # 2, Jones Ferry (47HP)	PUMP	6.85	Xx, Check, Oil Level in Pump # 2 @ Jones Ferry	Quarterly	No	Appears to be excuted annually based on last completed date and next due date. Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-JON-P-03	Pump # 3, Jones Ferry	PUMP	6.85	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-JON-P-03	Pump # 3, Jones Ferry	PUMP	6.85	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-MOS-P-01	Pump # 1 MOSHER	PUMP	6.85	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-MOS-P-01	Pump # 1 MOSHER	PUMP	6.85	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-MOS-P-01	Pump # 1 MOSHER	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-MOS-P-02	Pump # 2 MOSHER	PUMP	6.85	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-MOS-P-02	Pump # 2 MOSHER	PUMP	6.85	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-MOS-P-02	Pump # 2 MOSHER	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.

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Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
200-MOS-P-03	Pump # 3 MOSHER	PUMP	6.85	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-MOS-P-03	Pump # 3 MOSHER	PUMP	6.85	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-MOS-P-03	Pump # 3 MOSHER	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-SMI-COMM	Communitor	M-MONSTER	6.85	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks
200-SMI-P-01	Pump # 1	PUMP	6.85	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-SMI-P-01	Pump # 1	PUMP	6.85	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-SMI-P-01	Pump # 1	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-SMI-P-02	Pump # 2	PUMP	6.85	Annually, Balance Pump Drive Shafts @ Stations (OSV)	Annually	No	Hasn't been completed since 2017? If this is discontinued and run to failure. It is recommended to perform some form of vibration analysis. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), Draw-down pump performance testing, voltage and amperage balance inspections.
200-SMI-P-02	Pump # 2	PUMP	6.85	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-SMI-P-02	Pump # 2	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-SPR-P-01	Pump # 1, Springdale P/S	PUMP	6.85	Monthly, Check, Operation of Solenoid Switch on Pump Station Pumps	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
200-SPR-P-01	Pump # 1, Springdale P/S	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-SPR-P-02	Pump # 2, Springdale P/S	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-SPR-P-03	Pump # 3, Springdale P/S	PUMP	6.85	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
N/A	SODIUM HYPOCHLORITE TANK 2	TANK	6.85	Monthly, Test Chemical Leak Alarm of bulk chem storage tanks through SCADA	Monthly	No	Appears to be executed quarterly based on last completed date and next due date
N/A	SODIUM HYPOCHLORITE TANK 1	TANK	6.85	Monthly, Test Chemical Leak Alarm of bulk chem storage tanks through SCADA	Monthly	No	Appears to be executed quarterly based on last completed date and next due date
120-PRUI-01	Unheated Intake Fan (PRUI-01/M-415) (Effluent Wetwell)	HVAC	7	None Found	N/A	N/A	Recommend a operational rounds functionality test
120-PRUI-02	Unheated Intake Fan (PRUI-02/M-416) (Chlorine Storage Room)	HVAC	7	None Found	N/A	N/A	Recommend a operational rounds functionality test
135-T-SH-01	Tank, Sludge Holding # 1 (West - Left Side of Room)	TANK	7	Quarterly, Check, Oil Level in Sludge Holding Tank Gearboxes	Quarterly	No	Appears to be executed semi-annually based on last completed date and next due date
135-T-SH-01	Tank, Sludge Holding # 1 (West - Left Side of Room)	TANK	7	Tri-Annually, Change Oil, in Upper Gearboxes for Sludge Holding Tanks	Tri-annual	No	Last completed 4/29/16
135-T-SH-01	Tank, Sludge Holding # 1 (West - Left Side of Room)	TANK	7	Annually, Sample, Oil in Lower Gearbox of Sludge holding Tanks	Annually	No	Last completed 4/4/17. Is an oil sample still analyzed?
135-T-SH-02	Tank, Sludge Holding # 2 (East - Right Side of Room)	TANK	7	Quarterly, Check, Oil Level in Sludge Holding Tank Gearboxes	Quarterly	No	Appears to be executed semi-annually based on last completed date and next due date
135-T-SH-02	Tank, Sludge Holding # 2 (East - Right Side of Room)	TANK	7	Tri-Annually, Change Oil, in Upper Gearboxes for Sludge Holding Tanks	Tri-annual	No	Last completed 4/29/16
135-T-SH-02	Tank, Sludge Holding # 2 (East - Right Side of Room)	TANK	7	Annually, Sample, Oil in Lower Gearbox of Sludge holding Tanks	Annually	No	Last completed 4/4/17. Is an oil sample still analyzed?
150-FIT-16	Flow Meter Transmitter, CSO Influent Flow(60") (FE/FIT-16)	FLOW METER	7	None Found	N/A	N/A	Might be calibrated as part of a group and not captured on this individual asset in the CMMS

Appendix H - Preventive Maintenance Review

Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
150-FIT-18	Flow Meter Transmitter, CSO Recycle >Headworks (6") (FE/F	FLOW METER	7	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
150-SMP	Sampler, CSO Effluent Composite	SAMPLER	7	MONTHLY COMPOSITE SAMPLER CLEANING & MAINTENANCE	Monthly	No	Appears to be execute quarterly based on last completed date and next due date
150-T-BKT-01	Tipping Bucket # 1	BUCKET	7	None Found	N/A	N/A	
150-T-BKT-02	Tipping Bucket # 2	BUCKET	7	None Found	N/A	N/A	
102-P-01	PUMP, PRIMARY SLUDGE # 1, MOTOR, REDUCER	PUMP	7.15	Annually, Lube, Primary Sludge Pump Motor bearings	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
102-P-02	PUMP, PRIMARY SLUDGE # 2, MOTOR, REDUCER	PUMP	7.15	Annually, Lube, Primary Sludge Pump Motor bearings	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
102-P-03	PUMP, PRIMARY SLUDGE # 3, MOTOR, REDUCER	PUMP	7.15	Annually, Lube, Primary Sludge Pump Motor bearings	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
102-P-04	PUMP, PRIMARY SLUDGE # 4, MOTOR, REDUCER	PUMP	7.15	Annually, Lube, Primary Sludge Pump Motor bearings	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
102-P-05	PUMP, PRIMARY SCUM # 1 (Penn Valley)	PUMP	7.15	Quarterly, Inspection, Pumps (P1) & Oil Lvl Check	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
102-P-08	PUMP, MIXED SLUDGE # 3 (Penn Valley)	PUMP	7.15	Quarterly, Inspection, Pumps (P1) & Oil Lvl Check	Quarterly	No	Appears to be executed Semi-annually based on last completed date and next due date
200-HIG-P-01	Pump #1, Highland Park	PUMP	7.15	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
200-HIG-P-02	Pump #2, Highland Park	PUMP	7.15	Annually, Lube Pump Motors @ Pump Stations	Annually	Yes	Additional predictive maintenance activities may be spot vibration analysis, cable and motor winding insulation resistance inspections (Megger),voltage and amperage balance inspections.
N/A	PUMP, BULK TRANSFER, POLYMER SYSTEM	PUMP	7.15	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks.
N/A	OCS-2	TANK	7.15	None Found	N/A	N/A	
102-GR-P-05	GRINDER, PRIMARY SCUM PUMP #1	GRINDER	7.15	Quarterly, Inspection, Pumps (P1) & Oil Lvl Check	Quarterly	No	Appears to be executed semi-annually based on last completed date and next due date
115-FIT	Parshall Flume,effluent (includes FE/FIT)	FLOW METER	7.15	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
115-SKIM-1	SCUM SKIMMER, CL2 CONTACT CHAMBER # 1	SKIM	7.15	None Found	N/A	N/A	
115-SKIM-2	SCUM SKIMMER, CL2 CONTACT CHAMBER # 2	SKIM	7.15	None Found	N/A	N/A	
120-STRN-01	Strainer, Plant Water (8") SINGLE BASKET	STRAINER	7.3	Annually, Check, oil level in Plant Water Strainer primary and secondary gearbox	Annually	No	Last completed 3/15/21
120-STRN-01	Strainer, Plant Water (8") SINGLE BASKET	STRAINER	7.3	Tri-Annually, Change, oil Plant Water Strainer primary and secondary gearbox	Tri-annual	Yes	
120-STRN-01	Strainer, Plant Water (8") SINGLE BASKET	STRAINER	7.3	Semi-Annually, Exercise Plant Water Strainer Valves	Semi-annual	Yes	
120-STRN-01	Strainer, Plant Water (8") SINGLE BASKET	STRAINER	7.3	Annually, Inspect, Plant Water Strainer	Annually	Yes	
102-RDT-1	ROTARY DRUM THICKENER 1	THICKENER	7.3	Tri-Annually, Change oil in RDT reducers	Tri-annual	Yes	
102-RDT-1	ROTARY DRUM THICKENER 1	THICKENER	7.3	Monthly, Inspect RDT Unit	Monthly	No	Appears to be executed quarterly based on last completed date and next due date
102-RDT-2	ROTARY DRUM THICKENER 2	THICKENER	7.3	Tri-Annually, Change oil in RDT reducers	Tri-annual	Yes	
102-RDT-2	ROTARY DRUM THICKENER 2	THICKENER	7.3	Monthly, Inspect RDT Unit	Monthly	No	Appears to be executed quarterly based on last completed date and next due date
103-PC-01	CLARIFIER, PRI # 1 (SYSTEM) (NW TANK)	CLARIFIER	7.3	Quarterly, Check, Oil Level in Prim Clarifier Gearboxes	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
103-PC-01	CLARIFIER, PRI # 1 (SYSTEM) (NW TANK)	CLARIFIER	7.3	Monthly, Check Operation of Overload Switch on Thickener	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
103-PC-02	CLARIFIER, PRI # 2 (new cage) (SW TANK)	CLARIFIER	7.3	Quarterly, Check, Oil Level in Prim Clarifier Gearboxes	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
103-PC-03	CLARIFIER, PRI # 3 (SYSTEM) (NE TANK)	CLARIFIER	7.3	Quarterly, Check, Oil Level in Prim Clarifier Gearboxes	Quarterly	No	Appears to be excuted semi-annually based on last completed date and next due date
103-PC-04	CLARIFIER, PRI # 4 (SYSTEM) (SE TANK)	CLARIFIER	7.3	Monthly, Lube & Inspect, Primary Clarifier drive chains	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
135-BOIL02	Boiler # 2	BOILER	7.3	None Found	N/A	N/A	
135-BOIL03	Boiler # 3	BOILER	7.3	None Found	N/A	N/A	
200-JAC-FIT	Flow Meter, Jackson	FLOW METER	7.45	None Found	N/A	N/A	
130-EF-14	Air Handling Unit (REF-14/M-90)	HVAC	7.6	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks to begin or contract with HVAC vendor for routine inspections

Appendix H - Preventive Maintenance Review

Asset ID	Asset Description	Asset Type	CoF Score	Preventive/ Predictive Maintenance	Frequency	Frequency Adherence	Comments/Recommendations
130-P-01	Pump, Thickened Sludge (TSP 1)	PUMP	7.6	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), voltage and amperage balance inspections.
130-P-02	Pump, Thickened Sludge (TSP 2)	PUMP	7.6	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks. Additional predictive maintenance activities may be cable and motor winding insulation resistance inspections (Megger), voltage and amperage balance inspections.
135-BFP-01	Backflow Preventer, 1.50" (Thickener Building)	BFP	7.6	SEMI-ANNUAL BACKFLOW PREVENTER INSPECTION/TESTING/CERTIFICATION	Annually	Yes	
135-CMP	Plant Air Compressor # 1	COMPRESSOR	7.6	SEMI-ANNUAL AIR COMPRESSOR CHECKS & INSPECTIONS	Semi-annual	No	Appears to be excuted close to annually based on last completed date and next due date
135-CMP	Plant Air Compressor # 1	COMPRESSOR	7.6	ANNUAL AIR COMPRESSOR SERVICE PER MANUFACTURER'S RECOMMENDATIONS	Annually	Yes	
135-COMM-P-01	MACERATOR, FILTER FEED PUMP # 1 (PENN VALLEY)	M-MONSTER	7.6	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks
135-COMM-P-02	MACERATOR, FILTER FEED PUMP # 2	M-MONSTER	7.6	None Found	N/A	N/A	Recommend a minimum of OEM recommended tasks
135-P-01	FILTER FEED PUMP #1 (FFP #1) 4" PENN VALLEY	PUMP	7.6	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks.
135-P-02	Penn Valley Pump #2, Filter Feed (FFP #2)	PUMP	7.6	None Found	N/A	N/A	Perform a minimum of OEM recommended tasks.
200-JON-FIT	Flow Meter, Jones	FLOW METER	7.75	None Found	N/A	N/A	
200-MOS-FIT	Flow Meter, Mosher (Venturi and FIT)	FLOW METER	7.75	None Found	N/A	N/A	
200-SMI-FE	Venturi (12" X 5.8')	FLOW METER	7.75	None Found	N/A	N/A	
102-FE-101	Venturi, Mixed Sludge Flowmeter (FE/FIT-101)	FLOW METER	8.05	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
102-FE-10X	Venturi, Primary Sludge Flow (FE/FIT-10X)	FLOW METER	8.05	None Found	N/A	N/A	
140-CP-RP-02	Control Panel, Rotary Press # 2	CONTROL PANEL	8.05	ANNUAL UPS BATTERY BACKUP POWER SUPPLY REPLACEMENT	Annually	No	Based on the CMMS information, this activity is no longer generating work orders. Last completed date 5/24/18, next due date 1/1/1901
135-BFP-02	Backflow Preventer, 4.00" (Thickener Building)	BFP	8.2	SEMI-ANNUAL BACKFLOW PREVENTER INSPECTION/TESTING/CERTIFICATION	Annually	Yes	
102-CP	Control Panel, Grinder (Muncher)	CONTROL PANEL	8.5	None Found	N/A	N/A	
102-CP-RDT-01	Control Panel, RDT 1	CONTROL PANEL	8.5	Monthly, Inspect RDT Unit	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
102-CP-RDT-02	Control Panel, RDT 2	CONTROL PANEL	8.5	Monthly, Inspect RDT Unit	Monthly	No	Appears to be excuted semi-annually based on last completed date and next due date
102-FIT-RDT1	Flow Meter, RDT # 1 w/Flow Tube (FE/FIT-301)	FLOW METER	8.5	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
102-FIT-RDT2	Flow Meter, RDT # 2 w/Flow Tube (FE/FIT-311)	FLOW METER	8.5	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
130-FM	Flow Meter, Thickened Sludge (6" Mag)	FLOW METER	8.5	ANNUAL FLOWMETER CALIBRATION BY CONTRACTOR	Annually	Yes	
N/A	CONVEYOR, BELT FILTERPRESS SHUTTLE	CONVEYOR	8.65	Annually, Lube with grease gun, RP Conveyors & associated equipment	Annually	Yes	
N/A	CONVEYOR, BELT FILTERPRESS SHUTTLE	CONVEYOR	8.65	Annually, Lube with grease gun, RP Conveyors & associated equipment	Annually	Yes	
SFPS-GEN	Smiths Ferry PS Auxiliary Generator	GENERATOR	N/A	Annual, Inspection, Generators (all 3 OSV - by Cummins NE)	Annually	Annual	
SFPS-GEN	Smiths Ferry PS Auxiliary Generator	GENERATOR	N/A	Monthly, Run, Smith's Ferry Generator	Monthly	No	Appears to be conducted quarterly based on last completed date and next due date.
WPCF-TRANS.01	WPCF ELECTRICAL TRANSFORMER #1, (O2 Bldg R/Rear)	PWR	N/A	Annual, Critical Pac Service on Transformers	Annually	No	Appears to be conducted every three years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
WPCF-TRANS.02	WPCF ELECTRICAL TRANSFORMER #2, (O2 Bldg L/Rear)	PWR	N/A	Annual, Critical Pac Service on Transformers	Annually	No	Appears to be conducted every three years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
WPCF-TRANS.03	WPCF ELECTRICAL TRANSFORMER #3, (P3 R/Rear)	PWR	N/A	Annual, Critical Pac Service on Transformers	Annually	No	Appears to be conducted every three years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?
WPCF-TRANS.05	WPCF ELECTRICAL TRANSFORMER #5, (P3 L/Rear)	PWR	N/A	Annual, Critical Pac Service on Transformers	Annually	No	Appears to be conducted every three years based on last completed date and next due date. Is frequency change based on previous findings and recommended by contractor?

Appendix I: O&M Contract Appendix 2

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APPENDIX 2
MANAGED ASSET EVALUATION PROTOCOL

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APPENDIX 2

MANAGED ASSET EVALUATION PROTOCOL

2.1 PURPOSE

The purpose of this Appendix is to detail the protocol and procedures to be followed by the Independent Evaluator to assess the condition of the Managed Assets for the purposes set forth in Section 10.2 of the Service Contract.

2.2 DETERMINING THE WEIGHTED AVERAGE USEFUL LIFE OF THE MANAGED ASSET EQUIPMENT

The Independent Evaluator shall determine the weighted average useful life of the Managed Asset Equipment (the "Weighted Average Useful Life") using the four-step procedure presented below. The Independent Evaluator will perform two separate Weighted Average Useful Life determinations. One Weighted Average Useful Life shall include the Managed Asset Equipment that exists as of the Contract Date plus all of the Initial Capital Improvements except for the following six Company Initiated Capital Improvements:

- Aeration System Improvements
- Sodium Hypochlorite System Improvements
- Waste Activated Sludge Rotary Thickener System
- Headworks Improvements
- Odor Control
- Supervisory Control and Data Acquisition System

The Initial Capital Improvements, including the Company Initiated Capital Improvements, are described in Appendix 11. This Weighted Average Useful Life shall be updated with any Capital Modifications.

The second Weighted Average Useful Life shall be determined for the five Company Initiated Capital Improvements, but an initial Weighted Average Useful Life does not need to be performed. The Company, with the assistance of the City, shall perform Step 1. The Independent Evaluator shall perform Steps 2, 3 and 4.

Step 1: Develop Managed Assets Registry

Prior to the initial evaluation, the Company shall develop, with the assistance of the City, a Managed Assets Registry (the "Registry") of all assets that comprise the Managed Assets, including the assets to be installed or constructed as part of the Initial Capital Improvements. The City shall, within 60 days following the Contract Date, provide a comprehensive and complete listing of all Managed Assets from which the City and the Company shall jointly develop the Registry. The Company shall prepare the Registry within 60 days following receipt of information from the City. The Registry shall be a complete listing of all Managed Asset Equipment and Managed Asset Structures which constitute the Managed Assets, including the Initial Capital Improvements.

Each asset shall be assigned a unique asset number that is entered into the Registry along with a short verbal description (name) of the asset. The asset numbers, naming conventions and nomenclature used in the Company's computerized maintenance management system, developed pursuant to Section 10.2 of the Service Contract shall be used. To the greatest extent possible, the

Registry shall also include the date the asset was initially purchased or constructed and, if appropriate, the date it was installed and its original purchase or installed cost, as appropriate. The installed cost of the Initial Capital Improvements shall be utilized for the initial replacement value. The installed cost of the Initial Capital Improvements shall be as set forth in Attachment 2A of this Appendix for the Wastewater System Improvements. The installed cost of the CSO Abatement Facility shall be based on the installed cost of the individual components the sum of which shall equal the Fixed CSO Design/Build Price for the CSO Abatement Facility.

Any assets installed or constructed as Capital Modifications shall be entered in the Registry no later than 30 days following the Acceptance Date of the Capital Modifications. The installed cost of the Capital Modification shall be entered as the actual purchase or installed cost. An asset to be removed or replaced as part of the Design/Build Work shall be entered in the Registry and noted as to its disposition and shall not be included in the determination of the Weighted Average Useful Life.

The Registry shall consist of two sections that indicate whether the asset is considered part of the Managed Asset Equipment or Managed Asset Structures. Assets included in the Transferred Property valuation conducted pursuant to subsection 10.2 (B) of the Service Contract shall not be included in the Registry and shall not be included in the determination of the Weighted Average Useful Life. Obsolete or non-functional assets that will not be used by the Company in future operations shall not be included in the Registry and shall be clearly designated as being obsolete and shall not be included in the determination of the Weighted Average Useful Life.

Furthermore, an asset categorized as part of the Managed Asset Equipment that has a replacement value (the "Replacement Value") of less than \$5,000 shall be included in the Registry but shall not be included in the determination of the Weighted Average Useful Life. Managed Asset Structures shall be included in the Registry but shall not be included in the determination of the Weighted Average Useful Life.

The Company shall compile the Registry using Microsoft Excel®, Microsoft Access® or some other computer software program mutually agreed to by the parties. The master copy of the Registry shall be prepared in hard copy form. The City shall keep the master copy of the Registry. The Company shall also provide the City an electronic copy of the Registry on CD-ROM or DVD. The City shall be responsible to see that such documents are kept secure for use at the end of the contract term.

An example of the information to be provided in Step 1 for the Managed Asset Equipment Registry is shown in columns A through D in Table 2-1 and Table 2-2, found at the end of this Appendix. Similar information shall be provided for the Managed Asset Structures Registry.

Step 2: Estimate Service Life and Remaining Life of Managed Asset Equipment

The City and the Independent Evaluator will verify the accuracy, including the proper designation of each asset, and completeness of the Registry prepared by the Company in Step 1. The Independent Evaluator, within 60 days after the Registry is agreed upon by the parties, will then estimate the service life (the "Service Life") and the remaining service life (the "Remaining Life") of all the Managed Asset Equipment listed in the Registry that have a Replacement Value equal to or greater than \$5,000.

Service Life Evaluation. The Independent Evaluator will estimate the Service Life value (in years, rounded to the nearest whole number) using available vendor information, reference materials that have been provided by the City, and trade/professional reference materials. In the absence of adequate vendor information to establish the Service Life for any asset, the Independent Evaluator will use the following default Service Life values:

Electrical/Mechanical Process and Prime Mover Equipment. The default Service Life of process and prime mover (pumps and blowers) equipment are:

Mechanical components	20 years
Continuous Duty Sewage and Sludge pumps...	20 years
Belt Filter Presses.....	20 years
Electrical components.....	20 years
Electrical substations.....	25 years
Electrical motor control centers.....	25 years

Heating, Ventilation and Air Conditioning Equipment. The default Service Life of equipment used for heating, ventilation or air conditioning are:

Heating plants (boilers), chillers and air handling equipment.....	20 years
Appurtenant systems.....	15 years

Any asset installed or constructed as part of the Initial Capital Improvements, except for the six Wastewater System Improvements identified in Section 2.2 of this Appendix 2, or a Capital Modification shall be assigned the higher value of the applicable Service Life listed above or the Service Life indicated in vendor or trade/professional reference information.

Remaining Life Evaluation. The Independent Evaluator will estimate the Remaining Life value (in years, rounded to the nearest whole number) of all the Managed Asset Equipment that have a Replacement Value equal to or greater than \$5,000 listed in the Registry using the following methods and procedure. The Remaining Life of an asset shall be based upon its reliability to perform its intended function, taking into consideration its performance history, physical condition, availability, replacement costs and maintenance costs, provided that, in determining the Remaining Life of an asset, the Independent Evaluator will not consider whether an asset is outmoded and, if replaced, would enhance the capabilities of the Managed Assets.

The Independent Evaluator will conduct the following to establish the Remaining Life of the Managed Asset Equipment:

- a visual inspection of the Managed Asset Equipment;
- monitor related instrumentation (if any) to determine the asset's physical condition and operation characteristics;
- review all available repair and replacement records, and consult with manufacturers; and
- inspect all readily accessible parts and surfaces for any installation problems; excessive vibration, noise or temperature; the condition of coatings; signs of wear or corrosion; and leakage of any fluids.

When appropriate, these inspection activities shall be conducted while motor-driven equipment is in operation.

For Managed Asset Equipment with an installed cost of \$100,000 or greater (as indicated in the Registry) or Managed Asset Equipment designated as "Critical Assets" (as designated by the parties), diagnostic testing will be performed to supplement and enhance the information obtained through the visual inspections and review of repair and replacement records. Such diagnostic testing may include, but is not limited to, vibration analysis on rotating equipment, oil sampling and testing, infrared thermography on electrical equipment and motor circuit analysis. In such cases, the diagnostic testing shall be conducted by manufacturer-approved personnel or other appropriate qualified technicians. If the City and Company, after consulting with the Independent

Evaluator, agree that such diagnostic testing is unwarranted for any asset, then they may instruct the Independent Evaluator to determine the Remaining Life without performing such tests.

If the Independent Evaluator cannot estimate the Remaining Life of any asset using the procedures detailed above, then, as a last resort, and only with the concurrence of the City and the Company, the Remaining Life may be calculated by subtracting the age of the asset from the Service Life of the asset. If the age of the asset is greater than the Service Life, then the Remaining Life shall be equal to zero years. The age of the asset shall be the number of days 1) between the date it was placed into service as a new piece of equipment or 2) the date the major rebuild was completed (and the asset placed in service) and the date of the evaluation divided by 365, rounded up to the nearest whole number.

The Service Life and Remaining Life of the Managed Asset Equipment shall be added to the Registry as shown by example in columns F and G respectively as found in Table 2-1 and Table 2-2 found at the end of this Appendix. The development of the Service Life and Remaining Life shall take into consideration the following:

- (a) Spare parts included in the spare part inventory are not included in the calculation of the Weighted Average Useful Life.
- (b) Obsolete and unused assets are not included in the calculation of the Weighted Average Useful Life.
- (c) Assets that are being replaced or made obsolete by the construction of the Initial Capital Improvements are not included in the calculation of the Weighted Average Useful Life.
- (d) Assets comprising the Managed Asset Structures are not included in the calculation of the Weighted Average Useful Life.

Step 3: Determining Weights to be Applied to Each Asset

The "Weighting Factor" for an asset is the current replacement value of the asset (the "Replacement Value") divided by the sum of the Replacement Values of all Managed Asset Equipment. Weighting factors to be applied to each asset shall be calculated using the following equation:

$$F_i = \frac{V_i}{\sum V_i}$$

where,

F_i = Weighting Factor of asset "i"

V_i = Replacement Value of asset "i" in current dollars

$\sum V_i$ = the sum of the Replacement Values of all assets comprising the Managed Asset Equipment

i = 1 to n

n = number of assets included in this evaluation

The Independent Evaluator shall determine the Replacement Value of each piece of Managed Asset Equipment using standard valuation techniques. If the Replacement Value of an asset cannot be readily determined, then the initial installed cost of the asset shall be inflated by the same rate of change based on the Cost Price Index adjustment factor method specified for the adjustment of the Service Fee from the year the asset was installed (or purchased) to the year for which the Replacement Value is being calculated. The initial installed cost for an asset may be estimated using the following methods that are listed in order of preference:

- Actual, as-built vendor information (that is, labor and materials invoices);
- Historical vendor bid and quotation documents; or
- Other means of determining initial value of various assets, subject to approval by all parties.

An example of the calculation of asset Weighting Factors is presented in the following tables, which are excerpted from Table 2-1 and Table 2-2. The Weighting Factor for Asset Number AB-01A is calculated by dividing its Replacement Value of \$75,000 by the total Replacement Value of \$573,400, yielding a Weighting Factor of 0.1308. Weighting factors shall be rounded to four decimal points, or as otherwise agreed by the parties. The asset Weighting Factors for the Managed Assets and Initial Capital Improvements equipment, except as noted, shall be calculated separately from the Weighting Factors for the six Company Initiated Capital Improvements.

Asset Weighting Factor (Example)

Asset Number	Asset Name	Replacement Value	Weighting Factor (F)
AB-01A	Primary Sludge Pump	\$75,000	0.1308
AB-11C	Mechanical Aerator	\$95,000	0.1657
CE-10B	Secondary Clarifier Collector	\$138,400	0.2414
HW-22A	Comminutor	\$35,000	0.0610
BP-01A	Belt Filter Press MCC	\$80,000	0.1395
BP-01E	Belt Filter Press	\$150,000	0.2616
TOTAL		\$573,400	1.0

Asset Weighting Factor (Example) for Company Initiated Capital Improvements

Asset Number	Asset Name	Replacement Value	Weighting Factor (F)
SC-01	Screen No. 1	\$150,000	0.4286
CS-04	CSO Pump No. 4	\$80,000	0.2286
MC-01	CSO MCC	\$120,000	0.3428
TOTAL		\$350,000	1.0

Step 4: Determine Weighted Remaining Life of the Assets

The Weighted Remaining Life shall be calculated by multiplying the Remaining Life of an asset by the Weighting Factor for that asset as shown in the following equation:

$$W_i = (F_i)(L_i)$$

where, W_i = Weighted Remaining Life of asset "i" in years

F_i = Weighting Factor of Asset "i"

L_i = Remaining Life of asset "i" in years

The Weighted Remaining Life and the Weighted Average Useful Life of the Managed Assets and Initial Capital Improvements equipment, except as noted, shall be calculated separately from the Weighted Remaining Life and the Weighted Average Useful Life of the six Company Initiated Capital Improvements. An example of the calculation of the Weighted Remaining Life is presented in the following table excerpted from Table 2-1. The Weighted Remaining Life of 1.1772 for asset number AB-01A is calculated by multiplying the Weighting Factor 0.1308 by the Remaining Life of 9. Weighted Remaining Life shall be rounded to four decimal points, or as otherwise agreed by the parties.

The Weighted Average Useful Life is the sum of the Weighted Remaining Life values for each of the Managed Asset Equipment with a Replacement Value equal to, or greater than, \$5,000. The Weighted Average Useful Life determined during the initial evaluation shall not be changed and shall be expressed as a single number of years, carried to three decimal places.

Weighted Remaining Life (Example)

Asset Number	Asset Name	Remaining Life (in Years)	Weighting Factor	Weighted Remaining Life (in Years)
AB-01A	Primary Sludge Pump	9	0.1308	1.1772
AB-11C	Mechanical Aerator	2	0.1657	0.3314
CE-10B	Secondary Clarifier Collector	9	0.2414	2.1726
HW-22A	Comminutor	19	0.0610	1.159
BP-01A	Belt Filter Press MCC	14	0.1395	1.9530
BP-01E	Belt Filter Press	9	0.2616	2.3544
Weighted Average Useful Life			1.0	9.148

An example of the calculation of the Weighted Remaining Life for Company Initiated Capital Improvements is presented in the following table excerpted from Table 2-2.

Weighted Remaining Life (Example) for Company Initiated Capital Improvements

Asset Number	Asset Name	Remaining Life (in Years)	Weighting Factor	Weighted Remaining Life (in Years)
SC-01	Screen No. 1	18	0.4286	7.7148
CS-04	CSO Pump No. 4	17	0.2286	3.8862
MC-01	CSO MCC	13	0.3428	4.4564
Weighted Average Useful Life			1.0	16.057

2.3 MANAGED ASSET STRUCTURES EVALUATION PROCEDURES

The Independent Evaluator will perform an initial evaluation to determine the overall condition including the functionality and structural integrity of the Managed Asset Structures. The initial evaluation shall be the standard against which all future evaluations are compared. As part of the evaluation, a photographic and video record shall be made by the Independent Evaluator of the exterior and interior of the Managed Asset Structures, where possible. Based on the initial evaluation, each Managed Asset Structure will be assigned a functionality or structural integrity rating to establish its initial overall condition.

The initial evaluation of any structure installed or constructed as part of the Initial Capital Improvements or as a Capital Modification shall be performed no later than 30 days following the Acceptance Date of the Initial Capital Improvement or Capital Modification. The evaluation shall include a photographic and video record provided by the Company.

2.3.1 Functionality Evaluation

The functionality evaluation shall determine if the evaluated assets operate properly and perform the function for which they were intended. Assets to be evaluated as part of the functionality evaluation shall include:

- All piping, both underground and exposed, at the Sites;
- All pipe valves together with hydraulic system gates;
- Weirs;
- Instrumentation and control equipment; and
- Minor electrical/mechanical process equipment and systems including any asset/component whose installed cost is less than \$5,000 or whose expected life is less than three years.

All motorized and manually operated equipment together with electrical equipment shall be tested for proper operation. Pipes shall be checked to assure that they are free of blockage, that fluids can be conveyed and there is no leakage. Detection, transmission and recording instrumentation shall be checked.

As part of the functionality evaluation of each Managed Asset Structure, a functionality rating of 1 to 5 will be assigned to each of the applicable Managed Asset Structures. The rating will utilize the following criteria:

- 5 – Excellent overall condition. Asset fully functional as designed with no visible defects or wear.
- 4 – Good overall condition. Asset functions as needed for current operating conditions, visible signs of minor defects, and wear is less than expected.
- 3 – Fair overall condition. Asset functions as needed for current operating conditions, visible sign of moderate defects and expected wear.
- 2 – Poor overall condition. Asset operable, but does not function as needed for current operating conditions. Asset has visible signs of major defects, wear is more than expected and there may be personnel safety issues.
- 1 – Inoperable or missing. Asset is non-functional, requires major repair or replacement to restore operation or is missing but is needed for the Managed Asset to perform as intended.

2.3.2 Structural Integrity Evaluation

The structural integrity evaluation shall include visual inspection with photographic and video recording of all Managed Asset Structures, including, but not limited to:

- Buildings, both above and below ground, including doors, hatches, stairways, and windows;
- Concrete tanks and structures, both above and below ground, including tank supports, and foundations;
- Walkways, roads and other paved areas;
- Fencing;
- Finish system – paint, sealants and other liquid applied finishes; and
- Floor, ceiling, roofs and wall system – tiles, raised floors and drop ceilings.

Structures and paved areas shall be checked for structural defects and damage, such as cracks and concrete deterioration, that could reduce their Service Life. Finish systems shall be visually inspected to assure that they provide adequate coverage and afford the desired protection. Occurrence of flaking, corrosion, rot and inadequate coverage should be noted. Floor, ceiling, roofs and wall systems shall be visually inspected for excess wear and damages.

As part of the structural integrity evaluation of each Managed Asset Structure, a structural integrity rating of 1 to 5 will be assigned to each of the applicable Managed Asset Structures. The rating will utilize the following criteria:

- 5 – Excellent overall condition. No visible defects, cracking or wear.
- 4 – Good overall condition. Visible signs of minor defects, and wear is less than expected.
- 3 – Fair overall condition. Visible sign of moderate defects and expected wear.
- 2 – Poor overall condition. Visible signs of major defects and wear is more than expected.
- 1 – Imminent Failure. Extremely poor overall condition, significant safety or structural concerns.
- 0. – Inoperable or Missing. The Managed Asset should, by some evidence, be present and functioning properly but is either missing or inoperable.

2.4 EVALUATION REPORTS AND PRODUCTS

The procedures followed together with the findings and results of the initial evaluation process shall be presented in a final evaluation report (the "Baseline Asset Evaluation"). Text, spreadsheets and databases shall all be prepared using a computer software program mutually agreed to by the parties. The Independent Evaluator will provide the City and the Company with preliminary drafts of all documents for review and comment.

All parties for authentication shall sign final documents. Each party shall receive an authenticated copy of all final reports, databases, spreadsheets, video documentation and handwritten notes that constitute a part of the evaluation.

The Baseline Asset Evaluation shall consist of at least the following clearly delineated sections:

- The Managed Asset Registry;
- Weighted Average Useful Life of the Managed Asset Equipment;

- Functionality and Structural Integrity of the Managed Asset Structures;
- Supplemental information as may be determined to be necessary; and
- Recommended revisions to this Asset Evaluation Protocol for the evaluation the Managed Assets.

2.4.1 Managed Assets Registry

This section of the Baseline Asset Evaluation shall include the Registry. The Managed Asset Equipment portion of the Registry shall include the listing of all assets to be included in the calculation of the Weighted Average Useful Life together with their corresponding Service Life and Remaining Life values. The procedures used to determine which assets to include in or exclude from the schedule shall be detailed. The basis for establishing Service Life for each asset shall be described.

2.4.2 Managed Asset Equipment

This section of the Baseline Asset Evaluation shall provide the Weighted Remaining Life of the Managed Asset Equipment and summarize the steps followed by the Independent Evaluator to establish the Weighted Average Useful Life. All calculations performed to determine Weighting Factors and the Weighted Average Useful Life shall be included with the Baseline Asset Evaluation.

2.4.3 Managed Asset Structures

This section of the Baseline Asset Evaluation shall provide the results of the functionality evaluation and the structural integrity evaluation of the Managed Asset Structures. Those assets that do not exhibit physical or structural defects shall be noted as such in the Baseline Asset Evaluation with a statement regarding the overall condition. The findings of the functionality evaluation shall be tabulated on a spreadsheet such as the examples presented below.

- All Piping and Valves. Listings of asset numbers and names together with corresponding descriptions of the deficiencies similar to those presented below shall be included in the Baseline Asset Evaluation.

Asset Number	Asset Name	Functionality Defect(s)	Functionality Rating
EX00020	Pump Station A pump discharge valve	Leaking pump discharge valve	3
EX00021	Building A Chlorine dilution water pipe	Leaking pipe fitting	2
EX00022	Building B filtrate line	150 feet of ductile iron pipe severely corroded	1

- Instrumentation and Control Systems. Listings of asset numbers and names together with corresponding descriptions of the deficiencies similar to those presented below shall be included in the Baseline Asset Evaluation.

Asset Number	Asset Name	Functionality Defect(s)	Functionality Rating
EX00026	Pump station 10 flow meter	Flow meter is inoperative	3
EX00023	Pump Station B telemetry	Telemetry periodic failure	2
EX00028	Aeration tank high water level indicator	Level indicator has failed	1

- Minor Electrical/Mechanical Process Equipment. Listings of asset numbers and names together with corresponding descriptions of the deficiencies similar to those presented below shall be included in the Baseline Asset Evaluation.

Asset Number	Asset Name	Functionality Defect(s)	Functionality Rating
EX00045	Pump Station A sump pump	Sump pump inoperative	1
EX00015	Admin. B lighting system	2 of 8 fixtures non-functional	2
EX00112	Clarifier foam spray water	Valve inoperable	1

This section will also include a summary of the findings of the structural integrity evaluation. The findings shall be tabulated on a spreadsheet such as the examples presented below. Videotape records made of the initial condition of assets, whether or not structural or other physical defects are revealed, shall be included as part of this Baseline Asset Evaluation. The location on the videotape corresponding to any listed defect shall be entered in the spreadsheet with each listing.

- Aboveground Systems (including buildings and concrete tanks). Listings of asset numbers and names together with corresponding descriptions of the deficiencies similar to those presented below shall be included in the Baseline Asset Evaluation.

Asset Number	Asset Name	Structural Integrity Defect(s)	Structural Integrity Rating	Video Location
EX00011	Headworks Building	Collapsed building wall	1	B-Headwork tape, index 310
EX00012	Pump Station B	Broken concrete steps	3	B-J tape 1, index 130
EX00013	Building J	Cracked and leaking foundation	3	B-J tape 2, index 100

- Underground Structures. Listings of asset numbers and names together with corresponding descriptions of the deficiencies similar to those presented below shall be included in the Baseline Asset Evaluation.

Asset Number	Asset Name	Structural Defect(s)	Integrity Rating	Video Location
EX00021	Clarifier Tank A	Tank wall (section F) seepage from 4 cracks	3	T-A tape, index 240
EX00024	Pump Station B	Foundation wall (east) cracked	3	B-SL tape, index 1340
EX00005	Grit tank	Severe concrete deterioration and exposed reinforcement	2	B-Gr tape, index 120

- Walkway, Roadways, Fencing and Other Paved Structures. Listings of asset numbers and names together with corresponding descriptions of the deficiencies similar to those presented below shall be included in the Baseline Asset Evaluation.

Asset Number	Asset Name	Structural Defect(s)	Integrity Rating	Video Location
EX00021	Fencing at Pump Station A	Numerous holes and broken gate.	2	PS-13 tape, index 25
EX00024	Driveway at Plant	Numerous cracks and heaving	3	P1 tape, index 1300
EX00025	Concrete sidewalk at RAS Station	Numerous cracks, heaving and broken curbing	2	PS10 tape, index 670

- Finish Systems (including Paints and Coating). Listings of asset numbers and names together with corresponding descriptions of the deficiencies similar to those presented below shall be included in the Baseline Asset Evaluation.

Asset Number	Asset Name	Structural Defect(s)	Integrity Rating	Video Location
EX00014	Pump Station C	Interior structures need paint	4	PS10 tape, index 2500
EX00015	Filter Room Press	Inadequate coating of walkways	3	PS5 tape, index 1100
EX00016	Building B	Exterior paint flaking	3	B-B tape, index 1400

- Wall, Roofs and Flooring Systems. Exceptions will be noted on a spreadsheet such as the example presented below.

Asset Number	Asset Name	Structural Defect(s)	Integrity Rating	Video Location
EX00017	Building B	Flaking ceiling	3	B-C tape, index 250
EX00018	Pump Station B floor	Tile severely cracked in numerous locations. Significant overall wear.	2	B-A tape 2, index 450

2.4.4 Supplemental Information

This section of the Baseline Asset Evaluation shall include all supplemental information used by the Independent Evaluator, including, but not limited to, results of diagnostic testing, values of CPI indices used, equipment supplier information, and notes and calculations to support its findings and conclusion. This supplemental information may be included as appendices or attachments to the Baseline Asset Evaluation.

2.4.5 Recommended Revisions to Asset Evaluation Protocol

It is anticipated that unexpected situations may occur during the course of the initial evaluation of the Managed Assets that will necessitate modification of procedures presented herein or development of procedures not covered by this document. It is important that such modifications or additions that are approved by the City and the Company be incorporated into the Asset Evaluation Protocol and that the amended protocol be used to establish the condition of the Managed Assets, and the Weighted Average Useful Life, both for the initial and future assessments. In the course of conducting the initial evaluation, new and better evaluation practices and procedures may be developed and recommended by the Independent Evaluator. Such recommendations shall become part of the Asset Evaluation Protocol if mutually agreed to by the City and the Company.

2.5 UPDATES AND EXIT EVALUATIONS

The Company shall update the Registry at least once per year. Each Managed Asset Structure installed or constructed as part of the Initial Capital Improvements or Capital Modification shall be entered into the Registry along with their installation date and installed cost. Each of these Managed Asset Structures shall be assigned a Functionality and Structural Integrity rating of "5". Any functionality and Structural Integrity rating of less than "5" must be agreed to by the City. All assets that are removed from the Managed Assets shall be deleted from the Registry. Assets that are removed from service but left in place shall continue to be shown in the Registry. However, initial value, Replacement Value and Remaining Life of these assets will be set equal to zero. These assets shall be designated as not included in the evaluations. The Company shall provide the City a machine-readable form of all updated Registry listings along with a written summary of the changes made in the Registry since it was last updated.

The final evaluation, as required pursuant to subsection 10.2(E) of the Service Contract shall use the asset evaluation protocol described in this Appendix 2, as may have been modified by the parties during the initial evaluation. If the Remaining Life of an asset during the initial evaluation was determined by subtracting the age of the asset from its Service Life, then the same method must be used in the final evaluation to determine the then Remaining Life of that asset.

Table 2-1 MANAGED ASSET EQUIPMENT EVALUATION

(Hypothetical Example)

A	B	C	D	E	F	G	H	I	J
Asset Number	Asset Name (& Manufacturer)	Date Purchased/ Installed	Purchase Price (Installed)	Service Life (years)	Replacement Value	Remaining Life (years)	Weighting Factor	Weighted Remaining Life (years)	Description / Comments
AB-01A	Primary Sludge Pump	2006	\$50,000	20	\$75,000	9	0.1308	1.1772	
AB-11C	Mechanical Aerator	2000	\$75,500	20	\$95,000	2	0.1657	0.3314	
CE-10B	Sec. Clarifier Collector	2006	\$100,0400	20	\$138,400	9	0.2414	2.1726	
HW-22A	Comminutor	2003	\$10,000	20	\$35,000	19	0.0610	1.1590	
BP-01A	Belt Filter Press MCC	2003	\$85,000	25	\$80,000	14	0.1395	1.9530	
BP-01E	Belt Filter Press	2006	\$100,000	20	\$150,000	9	0.2616	2.3544	
TOTAL	--	--	--	--	\$573,400	--	1.0	--	
WEIGHTED AVERAGE USEFUL LIFE								9.148	

Table 2-2 MANAGED ASSET EQUIPMENT EVALUATION FOR COMPANY INITIATED CAPITAL IMPROVEMENTS

(Hypothetical Example)

A	B	C	D	E	F	G	H	I	J
Asset Number	Asset Name (& Manufacturer)	Date Purchased/ Installed	Purchase Price (Installed)	Service Life (years)	Replacement Value	Remaining Life (years)	Weighting Factor	Weighted Remaining Life (years)	Description / Comments
SC-01	Screen No. 1	2006	\$150,000	20	\$150,000	18	0.4286	7.7148	
CS-04	CSO Pump No. 4	2006	\$80,000	20	\$80,000	17	0.2286	3.8862	
MC-01	CSO MCC	2006	\$120,000	25	\$120,000	13	0.3428	4.4564	
TOTAL	--	--	--	--	\$350,000	--	1.0		
WEIGHTED AVERAGE USEFUL LIFE								16.057	

Attachment 2A

Wastewater System Improvement	Initial Replacement Value (a)	Daily Service Fee Offset (b)
Influent submersible pumps (3) in the Headworks Building	\$975,027	\$253.12
Secondary clarifier drives – Nos.1 and 3	\$223,012	\$52.29
Automatic chlorinators and associated equipment in the Effluent Pumping and Chlorination Building	\$125,864	\$29.50
Primary clarifier No. 2 drive cage	\$114,804	\$26.91
Roofs - Headworks Building, Filter Building, Jones Ferry Road pump station, and Jackson Street pump station	\$352,993	\$82.73
Corroded metal roof deck panels – Filter Building	\$31,450	\$7.37
Roof access ladder – Filter Building	\$6,184	\$1.45
MCC No. 8A in the Filter Building	\$92,620	\$21.71
Roof-top air conditioner at the Thickener Building	\$85,196	\$19.97
Dehumidifier located in Pump Chamber No. 2	\$15,623	\$3.66
Replace Three unit heaters – 2 nd floor Filter Building	\$34,330	\$8.05
Replace pump at Springdale Park pump station	\$26,374	\$6.18
Replace crane at the South Street pump station grit chamber	\$92,289	\$21.63
Replace oil-fired furnace at Smith Ferry pump station	\$8,512	\$1.99
Company Initial Capital Improvements		
Headworks Improvements	\$1,116,893	\$261.69
Odor Control	\$1,037,536	\$243.09
Waste Activated Sludge Rotary Thickener System	\$525,631	\$123.16
Aeration System Improvements	\$804,095	\$188.40
Sodium Hypochlorite System Improvements	\$235,845	\$55.26
Supervisory Control and Data Acquisition System	\$108,000	\$25.30

(a) Used to determine the initial weighted average useful life as defined in Appendix 2.

(b) Used to determine the Service Fee offsets for the failure to pass the Acceptance Test for each Wastewater System Improvement

Appendix J: Holyoke WPCF NPDES Permit

DRAFT

**AUTHORIZATION TO DISCHARGE UNDER THE
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

In compliance with the provisions of the Federal Clean Water Act, as amended, [33 U.S.C. §§1251 et seq. (the "CWA")], and the Massachusetts Clean Waters Act, as amended, (M.G.L. Chap. 21, §§26-53),

**City of Holyoke
Department of Public Works**

is authorized to discharge from a facility located at:

**Water Pollution Control Facility
One Berkshire Street
Holyoke, Massachusetts 01040
And
Combined Sewer Overflow (CSO) discharges at 11 locations**

to receiving water named: **Connecticut River (Segment MA 34-05)**

in accordance with effluent limitations, monitoring requirements and other conditions set forth herein.

This permit will become effective on the first day of the calendar month immediately following sixty days after signature.

This permit and the authorization to discharge will expire at midnight, five (5) years from the last day of the month preceding the effective date.

This permit supersedes the permit signed on July 1, 2009.

This permit consists of 24 pages in Part I including effluent limitations and monitoring requirements, **Attachment A (Discharge Outfall), Attachment B (Freshwater Acute Toxicity Test Procedure and Protocol, February 2011), Attachment C (Reassessment of Technically Based Industrial Discharge Limits), Attachment D (NPDES Permit Requirement for Industrial Pretreatment Annual Report),** and **Part II** (25 pages including NPDES Part II Standard Conditions).

Signed this 25th day of October, 2016

/S/SIGNATURE ON FILE

Ken Moraff, Director
Office of Ecosystem Protection
Environmental Protection Agency
Boston, MA

/S/SIGNATURE ON FILE

David R. Ferris, Director
Massachusetts Wastewater Management Program
Department of Environmental Protection
Commonwealth of Massachusetts
Boston, MA

PART I

A.1. During the period beginning the effective date and lasting through expiration, the permittee is authorized to discharge treated effluent from outfall serial number **001** to the Connecticut River. Such discharge shall be limited and monitored by the permittee as specified below.

Effluent Characteristic	Units	Discharge Limitation			Monitoring Requirement ^{*3}	
Parameter		Average Monthly	Average Weekly	Maximum Daily	Measurement Frequency	Sample Type
Effluent Flow ^{*2}	MGD	17.5 ^{*2}	—	Report	Continuous	Recorder
Effluent Flow ^{*2}	MGD	Report	—	—	Continuous	Recorder
BOD ₅ ^{*4}	mg/l lbs/day	30 4,379	45 6,568	Report Report	5/Week 5/Week	24-Hour Composite ^{*5} 24-Hour Composite ^{*5}
TSS ^{*4}	mg/l lbs/day	30 4,379	45 6,568	Report Report	5/Week 5/Week	24-Hour Composite ^{*5} 24-Hour Composite ^{*5}
pH Range ^{*1}	Standard Units	6.0 – 8.3 (See Permit Part I.A.1.b.)			1/Day	Grab
Total Residual Chlorine ^{*1, *7} (April 1 – October 31)	mg/l	0.74	—	1.0	3/Day	Grab
Escherichia Coliform Bacteria ^{*1, *6} (April 1 - October 31)	cfu/100 ml	126	—	409	2/Week	Grab
Aluminum, Total Recoverable ^{*8}	ug/l	87	—	Report	1/Month	24-Hour Composite ^{*5}
Copper, Total Recoverable ^{*9}	ug/l	3.5	—	4.7	1/Month	24-Hour Composite ^{*5}
Lead, Total Recoverable ^{*10}	ug/l	0.73	—	Report	1/Month	24-Hour Composite ^{*5}

Effluent Characteristic	Units	Discharge Limitation			Monitoring Requirement ^{*3}	
Parameter		Average Monthly	Average Weekly	Maximum Daily	Measurement Frequency	Sample Type
Total Ammonia Nitrogen ^{*11} (Apr 1-Oct 31) Total Ammonia Nitrogen ^{*11} (Nov1-Mar 31)	mg/l, lbs/day mg/l, lbs/day	Report Report	— —	Report Report	1/Week 1/Month	24-Hour Composite ^{*5} 24-Hour Composite ^{*5}
Total Kjeldahl Nitrogen ^{*11} (April 1-Oct 31) Total Kjeldahl Nitrogen ^{*11} (Nov 1-Mar 31)	mg/l, lbs/day mg/l, lbs/day	Report Report	— —	Report Report	1/Week 1/Month	24-Hour Composite ^{*5} 24-Hour Composite ^{*5}
Total Nitrate+Nitrite ^{*11} (Apr 1-Oct 31) Total Nitrate+Nitrite ^{*11} (Nov 1-Mar 31)	mg/l, lbs/day mg/l, lbs/day	Report Report	— —	Report Report	1/Week 1/Month	24-Hour Composite ^{*5} 24-Hour Composite ^{*5}
Total Nitrogen ^{*11} (Apr 1-Oct 31) Total Nitrogen ^{*11} (Nov 1-Mar 31)	mg/l, lbs/day mg/l, lbs/day	Report Report	— —	Report Report	1/Week 1/Month	24-Hour Composite ^{*5} 24-Hour Composite ^{*5}
Whole Effluent Toxicity ^{*12,*13,*14,*15}	%	Acute LC ₅₀ ≥ 100%			4/Year	24-Hour Composite ^{*5}
Hardness ^{*15}	mg/l	Report			4/Year	24-Hour Composite ^{*5}
Ammonia Nitrogen as N ^{*15}	mg/l	Report			4/Year	24-Hour Composite ^{*5}
Total Recoverable Aluminum ^{*15}	mg/l	Report			4/Year	24-Hour Composite ^{*5}
Total Recoverable Cadmium ^{*15}	mg/l	Report			4/Year	24-Hour Composite ^{*5}
Total Recoverable Copper ^{*15}	mg/l	Report			4/Year	24-Hour Composite ^{*5}
Total Recoverable Nickel ^{*15}	mg/l	Report			4/Year	24-Hour Composite ^{*5}
Total Recoverable Lead ^{*15}	mg/l	Report			4/Year	24-Hour Composite ^{*5}
Total Recoverable Zinc ^{*15}	mg/l	Report			4/Year	24-Hour Composite ^{*5}

Footnotes:

- *1. Required for State Certification.
- *2. Report annual average, monthly average, and the maximum daily flow. The limit is an annual average, which shall be reported as a rolling average. The value will be calculated as the arithmetic mean of the monthly average flow for the reporting month and the monthly average flows of the previous eleven months.
- *3. Effluent sampling shall be of the treated effluent that is discharged through outfall 001 and shall be collected at the discharge location. Any change in sampling location must be reviewed and approved in writing by EPA and MassDEP.

A routine sampling program shall be developed in which samples are taken at the same location, same time and same days of the week each month. Occasional deviations from the routine sampling program are allowed, but the reason for the deviation shall be documented in correspondence appended to the applicable discharge monitoring report.

All samples shall be tested using the analytical methods found in 40 CFR § 136, or alternative methods approved by EPA in accordance with the procedures in 40 CFR § 136.

- *4. Sampling is required for influent and effluent.
- *5. A 24-hour composite sample will consist of at least twenty-four (24) grab samples taken during one consecutive 24 hour period, either collected at equal intervals and combined proportional to flow or continuously collected proportionally to flow.
- *6. The monthly average limit for *Escherichia coli* (*E. coli*) is expressed as a geometric mean. *E. coli* monitoring shall be conducted concurrently with a total residual chlorine sample.
- *7. Total residual chlorine monitoring is required whenever chlorine is added to the treatment process (i.e. TRC sampling is not required if chlorine is not added for disinfection or other purpose). The limitations are in effect year-round. For months when chlorine is not added to the treatment system a no data indicator (NODI) of C shall be reported on the monthly discharge monitoring report.

Chlorination and dechlorination systems shall include an alarm system for indicating system interruptions or malfunctions. Any interruption or malfunction of the chlorine dosing system that may have resulted in levels of chlorine that were inadequate for achieving effective disinfection, or interruptions or malfunctions of the dechlorination system that may have resulted in excessive levels of chlorine in the final effluent shall be reported with the monthly DMRs. The report shall include the date and time of the interruption or malfunction, the nature of the problem, and the estimated amount of time that the reduced levels of chlorine or dechlorination chemicals occurred.

- *8. The minimum level (ML) for aluminum is defined as 20 ug/l. An EPA-approved method with an equivalent or lower ML shall be used. Compliance will be determined based on the ML. Sampling results less than the detection limit shall be reported as " $\leq$ [detection limit]" on the Discharge Monitoring Report.

See Part I.G., Special Condition 2 for a schedule of compliance.

- *9. The minimum level (ML) for copper is defined as 3 ug/l. This value is the minimum level for copper using the Furnace Atomic Absorption analytical method (EPA Method 220.2). This method or another EPA-approved method with an equivalent or lower ML shall be used. Compliance will be determined based on the ML. Sampling results less than the detection limit shall be reported as “≤ [detection limit]” on the Discharge Monitoring Report.

See Part I.G., Special Condition 2 for a schedule of compliance.

- *10. The minimum level (ML) for lead is defined as 0.5 ug/l. This value is the minimum level for lead using the Furnace Atomic Absorption analytical method (EPA Method 220.2). This method or another EPA-approved method with an equivalent or lower ML shall be used. Compliance will be determined based on the ML. Sampling results less than the detection limit shall be reported as “≤ [detection limit]” on the Discharge Monitoring Report.

See Part I.G., Special Condition 2 for a schedule of compliance.

- *11. See Part 1.G. SPECIAL CONDITIONS for requirements regarding optimization and reporting for nitrogen removal.

- *12. The permittee shall conduct acute toxicity tests four times per year. The permittee shall test the daphnid, Ceriodaphnia dubia, only. Toxicity test samples shall be collected during the same week each time during the months of March, June, September and December. The test results shall be submitted by the last day of the month following the completion of the test. The results are due April 30th, July 31st, October 31st, and January 31st, respectively. The tests must be performed in accordance with test procedures and protocols specified in **Attachment B** of this permit.

Test Dates during the month of:	Submit Results By:	Test Species	Acute Limit LC ₅₀
March June September December	April 30 July 31 October 31 January 31	<u>Ceriodaphnia dubia</u> (Daphnid) See Attachment B	≥ 100%

- *13. The LC₅₀ is the concentration of effluent which causes mortality to 50% of the test organisms. Therefore, a 100% limit means that a sample of 100% effluent (no dilution) shall cause no more than a 50% mortality rate.
- *14. If toxicity test(s) using receiving water as diluent show the receiving water to be toxic or unreliable, the permittee shall follow procedures outlined in **Attachment B, Section IV., DILUTION WATER** in order to obtain permission to use an alternate dilution water. In lieu of individual approvals for alternate dilution water required in **Attachment B**, EPA-New England has developed a Self-Implementing Alternative Dilution Water Guidance document (called “Guidance Document”) which may be used to obtain automatic approval of an alternate dilution water, including the appropriate species for use with that water. This guidance is found in Attachment G of the NPDES Program Instructions for the Discharge Monitoring Report Forms (DMRs) which is sent to all permittees with their annual set of DMRs and may also be found on the EPA, Region I web site at <http://www.epa.gov/region01/enforcementandassistance/dmr.html>. If this guidance is revoked, the permittee shall

revert to obtaining individual approval as outlined in **Attachment B**. Any modification or revocation to this guidance shall be transmitted to the permittees as part of the annual DMR instruction package. However, at any time, the permittee may choose to contact EPA-New England directly using the approach outlined in **Attachment B**. If the permittee has already received permission to use an alternative dilution water under the previous permit, the permittee does not need to repeat this approval process. If the permittee uses an alternative dilution water, the ambient water will still need to be tested.

- *15. For each whole effluent toxicity test the permittee shall report on the appropriate discharge monitoring report, (DMR), the concentrations of the hardness, ammonia nitrogen as nitrogen, total recoverable aluminum, cadmium, copper, lead, nickel, and zinc found in the 100 percent effluent sample. All these aforementioned chemical parameters shall be determined to at least the minimum quantification level shown in **Attachment B**. Also the permittee should note that all chemical parameter results must still be reported in the appropriate toxicity report.

Part I.A.1. (Continued)

- a. The discharge shall not cause a violation of the water quality standards of the receiving waters.
- b. The pH of the effluent shall not be less than 6.0 nor greater than 8.3 Standard Units (S.U.) at any time.
- c. The discharge shall not cause objectionable discoloration of the receiving waters.
- d. The effluent shall not contain a visible oil sheen, foam, or floating solids at any time.
- e. The permittee's treatment facility will maintain a minimum of 85 percent removal of both total suspended solids and biochemical oxygen demand during dry weather. Dry weather is defined as any calendar day on which there is less than 0.1 inch of rain and no snow melt. The percent removal shall be calculated as a monthly average using the influent and effluent BOD₅ and TSS values collected during dry weather days.
- f. The permittee shall minimize the use of chlorine while maintaining adequate bacterial control.
- g. The results of sampling for any parameter analyzed in accordance with EPA approved methods above its required frequency must also be reported.
- h. If the average annual flow in any calendar year exceeds 80 percent of the facility's design flow [14 MGD], the permittee will submit a report to MassDEP by **March 31st** of the following calendar year describing its plans for further flow increases and describing how it will maintain compliance with the effluent flow limit and all other effluent limitations and conditions.

2. All POTWs must provide adequate notice to the Director of the following:

- a. Any new introduction of pollutants into that POTW from an indirect discharger which would be subject to section 301 or 306 of the Clean Water Act if it were directly discharging those pollutants; and
- b. Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit.
- c. For purposes of this paragraph, adequate notice will include information on:
 - (1) the quantity and quality of effluent introduced into the POTW; and

- (2) any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.

3. Prohibitions Concerning Interference and Pass Through:

- a. Pollutants introduced into POTW's by a non-domestic source (user) will not pass through the POTW or interfere with the operation or performance of the works.

4. Toxics Control

- a. The permittee will not discharge any pollutant or combination of pollutants in toxic amounts.
- b. Any toxic components of the effluent will not result in any demonstrable harm to aquatic life or violate any state or federal water quality standard which has been or may be promulgated. Upon promulgation of any such standard, this permit may be revised or amended in accordance with such standards.

5. Numerical Effluent Limitations for Toxicants

- a. EPA or MassDEP may use the results of the toxicity tests and chemical analyses conducted pursuant to this permit, as well as national water quality criteria developed pursuant to Section 304(a)(1) of the Clean Water Act (CWA), state water quality criteria, and any other appropriate information or data, to develop numerical effluent limitations for any pollutants, including but not limited to those pollutants listed in Appendix D of 40 CFR Part 122.

B. COMBINED SEWER OVERFLOWS (CSOs)

1. Effluent Limitations

During wet weather, the permittee is authorized to discharge storm water/wastewater from the CSO outfalls listed below:

<u>CSO No.:</u>	<u>LOCATION:</u>
002	Providence Hospital
007	Northampton St./Glen St.
008	Springdale Park
009	Berkshire St.
011	Jackson St.
016	Front St./Appleton St.
018	Walnut St.
019	Yale St.
020	Cleveland St.
021	River Terrace
023	Jefferson

2. The effluent discharged from these CSOs is subject to the following limitations:

- a. The discharges shall receive treatment at a level providing Best Practicable Control Technology Currently Available (BPT), Best Conventional Pollutant Control Technology (BCT) to control and abate conventional pollutants and Best Available Technology Economically Achievable (BAT) to control and

abate non-conventional and toxic pollutants. The EPA has made a Best Professional Judgment (BPJ) determination that BPT, BCT, and BAT for combined sewer overflow (CSO) control includes the implementation of Nine Minimum Controls (NMC) specified below and detailed further in Part I.D.2, “Nine Minimum Controls Minimum Implementation Levels” of this permit:

- (1) Proper operation and regular maintenance programs for the sewer system and the combined sewer overflows;
- (2) Maximum use of the collection system for storage;
- (3) Review and modification of the pretreatment program to assure CSO impacts are minimized;
- (4) Maximization of flow to the POTW for treatment;
- (5) Prohibition of dry weather overflows from CSOs;
- (6) Control of solid and floatable materials in CSOs;
- (7) Pollution prevention programs that focus on contaminant reduction activities;
- (8) Public notification to ensure that the public receives adequate notification of CSO occurrences and impacts;
- (9) Monitoring to effectively characterize CSO impacts and the efficacy of CSO controls.

- b. **Within 6 months of the effective date of this permit**, the permittee shall submit to EPA updated documentation on its implementation of the Nine Minimum Controls. Implementation of the Nine Minimum Controls is required by the effective date of the permit. EPA and MassDEP consider that approvable documentation must include the minimum requirements set forth in Part I.D.2 of this permit and additional activities the permittee can reasonably undertake.
- c. The discharges shall not cause or contribute to violations of federal or state Water Quality Standards.

3. Nine Minimum Controls Minimum Implementation Levels

- a. The permittee must implement the nine minimum controls in accordance with the documentation provided to EPA and MassDEP or as subsequently modified to enhance the effectiveness of the controls. This implementation must include the following controls plus other controls the permittee can reasonably undertake as set forth in the documentation.
- b. Each CSO structure/regulator, pumping station and/or tidegate shall be routinely inspected, at a minimum of once per month, to insure that they are in good working condition and adjusted to minimize combined sewer discharges and tidal surcharging (NMC # 1, 2 and 4). The following inspection results shall be recorded: the date and time of inspection, the general condition of the facility, and whether the facility is operating satisfactorily. If maintenance is necessary, the permittee shall record: the description of the necessary maintenance, the date the necessary maintenance was performed, and whether the observed problem was corrected. The permittee shall maintain all records of inspections for at least three years.

Annually, no later than April 30th, the permittee shall submit a certification to MassDEP and EPA which states that the previous calendar year's monthly inspections were conducted, results recorded, and records maintained.

MassDEP and EPA have the right to inspect any CSO related structure or outfall at any time without prior notification to the permittee.

- c. Discharges to the combined system of septage, holding tank wastes, or other material which may cause a visible oil sheen or containing floatable material are prohibited during wet weather when CSO discharges may be active (NMC # 3, 6, and 7).
- d. Dry weather overflows (DWOs) are prohibited (NMC # 5). All dry weather sanitary and/or industrial discharges from CSOs must be reported to EPA and MassDEP orally within 24 hours of the time the permittee becomes aware of the circumstances and a written submission shall also be provided within 5 days of the time the permittee becomes aware of the circumstances (Paragraph D.1.e of Part II of this permit).
- e. The permittee shall quantify and record all discharges from combined sewer outfalls (NMC # 9). Quantification shall be through direct measurement. The following information must be recorded for each combined sewer outfall for each discharge event, as set forth in Part I.B.5.b.:
 - Duration (hours) of discharge;
 - Volume (gallons) of discharge;
 - National Weather Service precipitation data from the nearest gage where precipitation is available at daily (24-hour) intervals and the nearest gage where precipitation is available at one-hour intervals. Cumulative precipitation per discharge event shall be calculated.

The permittee shall maintain all records of discharges for at least six years after the effective date of this permit.

- f. The permittee shall install and maintain identification signs for all combined sewer outfall structures (NMC # 8). The signs must be located at or near the combined sewer outfall structures and easily readable by the public from the land and water. These signs shall be a minimum of 12 x 18 inches in size, with white lettering against a green background, and shall contain the following information:

WARNING:
CITY OF HOLYOKE
WET WEATHER
SEWAGE DISCHARGE
OUTFALL (discharge serial number)

Where easements over property not owned by the permittee must be obtained to meet this requirement, the permittee shall identify the appropriate landowners and obtain the necessary easements, to the extent practicable.

The permittee, to the extent feasible, shall place additional signs in Spanish or add a universal wet weather sewage discharge symbol to existing signs.

The permittee shall continue to implement its enhanced public notification plan. The permittee shall provide the following information on the City's web site within 24 hours of the onset of any CSO discharges, or as soon as feasible after such discharges begin:

- CSO number and location
- Total volume discharged from the CSO
- Duration of the CSO discharge

This notification procedure shall be implemented no later than one (1) year after the effective date of the permit.

4. Nine Minimum Controls Reporting Requirement

Annually, no later than April 30th, the permittee shall submit a report summarizing activities during the previous calendar year relating to compliance with the nine minimum controls including the required information on the frequency, duration, and volume of discharges from each CSO.

5. Combined Sewer Outfalls: 002, 007, 008, 011, 016, 018, 019, 020, 021, 013

- a. Discharges from the following CSOs to their respective CSO outfall numbers: 002, 007, 008, 011, 011, 016, 018, 019, 020, 021, 023, are subject to monitoring requirements, as set forth in Part I.B.5.b. Additional monitoring and reporting requirements also apply.

<u>CSO No.:</u>	<u>Location:</u>
002	Providence Hospital
007	Northampton St./Glen St.
008	Springdale Park
011	Jackson St.
016	Front St./Appleton St.
018	Walnut St.
019	Yale St.
020	Cleveland St.
021	River Terrace
023	Jefferson

- b. The permittee must monitor and report the CSO discharges listed above as follows:

Parameters	Reporting Requirements	Monitoring Requirements	
	Total Monthly	Measurement Frequency	Sample Type
Total Flow	Report Gallons	Daily, when discharging	Continuous
Total Flow (Duration of flow through the facility)	Report Hours	Daily, when discharging	Continuous
Number of CSO Events	Report Monthly Count	Daily, when discharging	Count

- For flow, measure total flow discharged, duration of discharge, and precipitation associated with the discharge for each CSO outfall and each calendar day when the discharge occurs during the month. Report the total monthly flow discharged from each CSO outfall on the appropriate Discharge Monitoring Report (DMR) and include as an attachment to each DMR the individual daily results for total flow discharged, duration of the discharge, and precipitation data measured during the month.
- For those months when a CSO discharge does not occur, the permittee must still complete the monthly DMR with the appropriate no discharge (NODI) code for each outfall.

6. Berkshire Street CSO Treatment Facility

- a. Discharges from the Berkshire Street CSO Treatment Facility to CSO outfall 009 are subject to water quality-based limits and technology-based numeric effluent limits as enhanced minimum controls for CSO Outfall 009, as set forth in Part I.B.6.b. Additional monitoring and reporting requirements also apply.

B.6.b. Outfall 009 , Berkshire Street CSO Treatment Facility, Effluent Limitations and Monitoring Requirements				
<u>EFFLUENT CHARACTERISTIC</u>		<u>EFFLUENT LIMITS</u>		<u>MONITORING REQUIREMENTS</u>
<u>PARAMETER</u>	<u>AVERAGE MONTHLY</u>	<u>MAXIMUM DAILY</u>	<u>MEASUREMENT FREQUENCY</u>	<u>SAMPLE TYPE</u>
E. Coli Bacteria ^{*1}	126 cfu/100 ml	409 cfu/100 ml	1 Event/Month, Hourly	Grab
Total Residual Chlorine ^{*2}	Report	0.24 mg/l	Hourly	Grab
pH Range	Report Maximum and Minimum, S.U.		1 Event/Month	Grab
BOD ₅ ^{*3}	Report mg/l and lbs/day	Report mg/l and lbs/day	2/Year	Event Composite ^{*4}
TSS ^{*3}	Report mg/l and lbs/day	Report mg/l and lb/day	2/Year	Event Composite ^{*4}
Total Kjeldahl Nitrogen, Nitrate, Nitrite, Ammonia as Nitrogen, and Total Nitrogen ^{*3,*5}	Report mg/l and lbs/day	*****	2/Year	Event Composite ^{*4}
Whole Effluent Toxicity ^{*6}	Report LC ₅₀		2/Year	Event Composite ^{*4}

<u>Parameter</u>	<u>Total Monthly</u>	<u>Measurement Frequency</u>	<u>Sample Type</u>
Total Flow (Treated Flow from Facility) ^{*7}	Report Gallons	Daily, when discharging	Continuous
Total Flow (Untreated Flow to River) ^{*7}	Report Gallons	Daily, when discharging	Continuous
Total Flow (Drained back to WPCD) ^{*7}	Report Gallons	Daily, when discharging	Continuous
Total Flow (Duration of flow through facility)	Report Hours	Daily, when discharging	Continuous
Number of CSO Events	Report Monthly Count	Daily, when discharging	Count

*Footnotes; Part B.6.b. Outfall 009:

- *1. Hourly sampling for E. coli will be performed for a four-hour duration. If the event lasts longer than four (4) hours, no further sampling is required. If hourly sampling is started and the event does not last at least four hours, another event during that month will be used for the hourly testing. The limits for E. coli are expressed as a geometric mean.
- *2. Monitoring shall be conducted for all events in which duration of flow from the facility exceeds 15 minutes. Hourly sampling for total residual chlorine will be performed for each hour up to a four-hour duration. If the event lasts longer than four (4) hours, sampling will be required every four hours after the fourth hour.
- *3. The permittee shall collect BOD₅, TSS, total Kjeldahl nitrogen, nitrite, nitrate and ammonia samples two times per year in May and November.
- *4. Event composite must represent an event duration of at least four hours. An event composite is considered to represent an event duration of at least four hours where (i) the composite represents at least four consecutive hours of flow through the facility; or (ii) the composite represents at least four hours of flow during a 24 hour period starting at approximately 8:00 AM each day ($\pm$ 2 hours) coinciding with the permittee's composite sampling schedule, if flow through the facility is discontinuous.
- *5. The total Kjeldahl nitrogen, nitrite, nitrate and ammonia samples shall be collected concurrently. The results of the total Kjeldahl nitrogen, nitrite, and nitrate analyses may be used to determine the concentration and mass loading of total nitrogen. The permittee shall report the monitoring results for each species of nitrogen as well as total nitrogen.
- *6. The permittee shall conduct acute toxicity tests two times per year in May and November. The test results shall be submitted by the last day of the month following the completion of the test. The results are due June 30 and December 31, respectively. If weather does not permit collection of a four hour composite in these months, the tests may be delayed to the first available event of four hour or more duration. The permittee shall test the daphnid, Ceriodaphnia dubia, only. The tests must be performed in accordance with test procedures and protocols specified in **Attachment B** of this permit, except that the permittee may use an alternate dilution water.
- *7. The permittee shall also submit a monthly operating report, as an attachment to their monthly DMR, for the Berkshire Street CSO Treatment Facility. The monthly operating reports shall contain:
 - (i) Total precipitation for each day (whether or not there was flow through facility);
 - (ii) Date on which flow through facility occurred;
 - (iii) Time in which the flow initiated;
 - (iv) Total Duration of flow through facility for each day (hours);
 - (v) Treated flow from facility (gallons);
 - (vi) Untreated flow to river (gallons);
 - (vii) Flow drained back to WPCD (gallons);
 - (viii) Concurrent flow rate at the WPCD (gallons);
 - (ix) Monitoring results for each event.

C. UNAUTHORIZED DISCHARGES

This permit authorizes discharges only from the outfall(s) listed on **Attachment A** and in Part I.A.1. of this permit, in accordance with the terms and conditions of this permit. Discharges of wastewater from any other point sources, including sanitary sewer overflows (SSOs) are not authorized by this permit and must be reported to EPA and MassDEP in accordance with Part II, Section D.1.e.(1) of the General Requirements of this permit (Twenty-four hour reporting).

Notification of SSOs to MassDEP will be made on its SSO reporting form (which includes MassDEP regional office telephone numbers). The reporting form and instructions for its completion can be found on-line at: <http://www.mass.gov/eea/agencies/massdep/service/approvals/sanitary-sewer-overflow-bypass-backup-notification.html>.

D. OPERATION AND MAINTENANCE OF THE SEWER SYSTEM

Operation and maintenance of the sewer system will be in compliance with the General Requirements of Part II and the following terms and conditions. The permittee is required to complete the following activities for the collection system which it owns:

1. Maintenance Staff

The permittee will provide an adequate staff to carry out the operation, maintenance, repair, and testing functions required to ensure compliance with the terms and conditions of this permit. Provisions to meet this requirement will be described in the Collection System O & M Plan required pursuant to Section D.5. below.

2. Preventative Maintenance Program

The permittee will maintain an ongoing preventative maintenance program to prevent overflows and bypasses caused by malfunctions or failures of the sewer system infrastructure. The program will include an inspection program designed to identify all potential and actual unauthorized discharges. Plans and programs to meet this requirement will be described in the Collection System O & M Plan required pursuant to Section D.5. below.

3. Infiltration/Inflow:

The permittee shall control infiltration and inflow (I/I) into the sewer system as necessary to prevent high flow related unauthorized discharges from their collection systems and high flow related violations of the wastewater treatment plant's effluent limitations. Plans and programs to control I/I shall be described in the Collection System O & M Plan required pursuant to Section D.5. below.

4. Collection System Mapping

Within 30 months of the effective date of this permit, the permittee shall prepare a map of each sewer collection system it owns (see page 1 of this permit for the effective date). The map shall be on a street map of the community, with sufficient detail and at a scale to allow easy interpretation. The collection system information shown on the map shall be based on current conditions and shall be kept up to date and available for review by federal, state, or local agencies. Such map(s) shall include, but not be limited to the following:

- a. All sanitary sewer lines and related manholes;
- b. All combined sewer lines, related manholes, and catch basins;

- c. All combined sewer regulators and any known or suspected connections between the sanitary sewer and storm drain systems (e.g. combination manholes);
- d. All outfalls, including the treatment plant outfall(s), CSOs, and any known or suspected SSOs, including stormwater outfalls that are connected to combination manholes;
- e. All pump stations and force mains;
- f. The wastewater treatment facility(ies);
- g. All surface waters (labeled);
- h. Other major appurtenances such as inverted siphons and air release valves;
- i. A numbering system which uniquely identifies manholes, catch basins, overflow points, regulators and outfalls;
- j. The scale and a north arrow; and
- k. The pipe diameter, date of installation, type of material, distance between manholes, and the direction of flow.

5. Collection System Operation and Maintenance Plan

The permittee shall develop and implement a Collection System Operation and Maintenance Plan.

- a. **Within six (6) months of the effective date of the permit**, the permittee shall submit to EPA and MassDEP
 - (1) A description of the collection system management goal, staffing, information management, and legal authorities;
 - (2) A description of the collection system and the overall condition of the collection system including a list of all pump stations and a description of all recent studies and construction activities; and
 - (3) A schedule for the development and implementation of the full Collection System O & M Plan including the elements in paragraphs b.1. through b.8. below.
- b. The full Collection System O & M Plan shall be completed, implemented, and submitted to EPA and MassDEP **within twenty-four (24) months from the effective date of the permit**. The Plan shall include:
 - (1) The required submittal from paragraph 5.a. above, update to reflect current information;
 - (2) A preventative maintenance and monitoring program for the collection system;
 - (3) Description of sufficient staffing necessary to properly operate and maintain the sanitary sewer collection system and how the operation and maintenance program is staffed;
 - (4) Description of funding, the source(s) of funding and provisions for funding sufficient for implementing the plan;
 - (5) Identification of known and suspected overflows and back-ups, including manholes. A description of the cause of the identified overflows and back-ups, corrective actions taken, and a plan for addressing the overflows and back-ups consistent with the requirements of this permit;
 - (6) A description of the permittee's programs for preventing I/I related effluent violations and all unauthorized discharges of wastewater, including overflows and by-passes and the ongoing program to identify and remove sources of I/I. The program shall include an

inflow identification and control program that focuses on the disconnection and redirection of illegal sump pumps and roof down spouts; and

- (7) An educational public outreach program for all aspects of I/I control, particularly private inflow.
- (8) An Overflow Emergency Response Plan to protect public health from overflows and unanticipated bypasses or upsets that exceed any effluent limitation in the permit.

6. Annual Reporting Requirement

The permittee shall submit a summary report of activities related to the implementation of its Collection System O & M Plan during the previous calendar year. The report shall be submitted to EPA and MassDEP **annually by April 30th**. The summary report shall, at a minimum, include;

- a. A description of the staffing levels maintained during the year;
- b. A map and a description of inspection and maintenance activities conducted and corrective actions taken during the previous year;
- c. Expenditures for any collection system maintenance activities and corrective actions taken during the previous year;
- d. A map with areas identified for investigation/action in the coming year;
- e. If treatment plant flow has reached 80% of its design flow [14 mgd] based on the annual average flow during the reporting year, or there have been capacity related overflows, submit a calculation of the maximum daily, weekly, and monthly infiltration and the maximum daily, weekly, and monthly inflow for the reporting year; and
- f. A summary of unauthorized discharges during the past year and their causes and a report of any corrective actions taken as a result of the unauthorized discharges reported pursuant to the Unauthorized Discharges section of this permit.

7. Alternate Power Source

In order to maintain compliance with the terms and conditions of this permit, the permittee shall provide an alternative power source(s) sufficient to operate its portion of the publicly owned treatment works¹ it owns and operates.

E. SLUDGE CONDITIONS

- 1. The permittee shall comply with all existing federal and state laws and regulations that apply to sewage sludge use and disposal practices, including EPA regulations promulgated at 40 CFR §503, which prescribe “Standards for the Use or Disposal of Sewage Sludge” pursuant to Section 405(d) of the CWA, 33 U.S.C. §1345(d).

¹ As defined at 40 CFR §122.2, which references the definition at 40 CFR §403.3

2. If both state and federal requirements apply to the permittee's sludge use and/or disposal practices, the permittee shall comply with the more stringent of the applicable requirements.
3. The requirements and technical standards of 40 CFR §503 apply to the following sludge use or disposal practices.
 - a. Land application - the use of sewage sludge to condition or fertilize the soil
 - b. Surface disposal - the placement of sewage sludge in a sludge only landfill
 - c. Sewage sludge incineration - the placement of sewage sludge in a sludge only incinerator.
4. The requirements of 40 CFR §503 do not apply to facilities which dispose of sludge in a municipal solid waste landfill. 40 CFR §503.4. These requirements also do not apply to facilities which do not use or dispose of sewage sludge during the life of the permit but rather treat the sludge (e.g. lagoons, reed beds), or are otherwise excluded under 40 CFR §503.6.
5. The 40 CFR. Part 503 requirements including the following elements:
 - General requirements
 - Pollutant limitations
 - Operational Standards (pathogen reduction and vector attraction reduction requirements)
 - Management practices
 - Record keeping
 - Monitoring
 - Reporting

Which of the 40 CFR §503 requirements apply to the permittee will depend upon the use or disposal practice followed and upon the quality of material produced by a facility. The EPA Region 1 Guidance document, "EPA Region 1 - NPDES Permit Sludge Compliance Guidance" (November 4, 1999), may be used by the permittee to assist it in determining the applicable requirements.²

6. The sludge shall be monitored for pollutant concentrations (all Part 503 methods), pathogen reduction (land application and surface disposal) at the following frequency. This frequency is based upon the volume of sewage sludge generated at the facility in dry metric tons per year.

less than 290	1/ year
290 to less than 1500	1 /quarter
1500 to less than 15000	6 /year
15000 +	1 /month

Sampling of the sewage sludge shall use the procedures detailed in 40 CFR §503.8.

7. Under 40 CFR §503.9(r), the permittee is a "person who prepares sewage sludge" because it "is ... the person who generates sewage sludge during the treatment of domestic sewage in a treatment works" If the permittee contracts with *another* "person who prepares sewage sludge" under 40 CFR §503.9(r) – i.e., with "a person who derives a material from sewage sludge" – for use or disposal of the sludge, then compliance with Part 503 requirements is the responsibility of the contractor engaged for that purpose. If the permittee does not engage a "person who prepares sewage sludge," as defined in 40 CFR §503.9(r), for use or disposal, then the permittee

² This guidance document is available upon request from EPA Region 1 and may also be found at:
<http://www.epa.gov/region1/npdes/permits/generic/sludgeguidance.pdf>

remains responsible to ensure that the applicable requirements in Part 503 are met. 40 CFR §503.7. If the ultimate use or disposal method is land application, the permittee is responsible for providing the person receiving the sludge with notice and necessary information to comply with the requirements of 40 CFR Part 503 Subpart B.

8. The permittee shall submit an annual report containing the information specified in the 40 CFR Part 503 requirements (§503.18 (land application), §503.28 (surface disposal), or §503.48 (incineration)) by **February 19th** (see also “EPA Region 1 - NPDES Permit Sludge Compliance Guidance”). Reports shall be submitted to the address contained in the reporting section of the permit. If the permittee engages a contractor or contractors for sludge preparation and ultimate use or disposal, the annual report need contain only the following information:
 - a. Name and address of contractor(s) responsible for sludge preparation, use or disposal
 - b. Quantity of sludge (in dry metric tons) from the POTW that is transferred to the sludge contractor(s), and the method(s) by which the contractor will prepare and use or dispose of the sewage sludge.

F. INDUSTRIAL USERS AND PRETREATMENT PROGRAM

1. The permittee shall develop and enforce specific effluent limits (local limits) for Industrial User(s), and all other users, as appropriate, which together with appropriate changes in the POTW Treatment Plant's Facilities or operation, are necessary to ensure continued compliance with the POTW's NPDES permit or sludge use or disposal practices. Specific local limits shall not be developed and enforced without individual notice to persons or groups who have requested such notice and an opportunity to respond. Within 120 days of the effective date of this permit, the permittee shall prepare and submit a written technical evaluation to the EPA analyzing the need to revise local limits. As part of this evaluation, the permittee shall assess how the POTW performs with respect to influent and effluent of pollutants, water quality concerns, sludge quality, sludge processing concerns/inhibition, biomonitoring results, activated sludge inhibition, worker health and safety and collection system concerns. In preparing this evaluation, the permittee shall complete and submit the attached form (see **Attachment C** – Reassessment of Technically Based Industrial Discharge Limits) with the technical evaluation to assist in determining whether existing local limits need to be revised. Justifications and conclusions should be based on actual plant data if available and should be included in the report. Should the evaluation reveal the need to revise local limits, the permittee shall complete the revisions within 120 days of notification by EPA and submit the revisions to EPA for approval. The Permittee shall carry out the local limits revisions in accordance with EPA’s Local Limit Development Guidance (July 2004).
2. The permittee shall implement the Industrial Pretreatment Program in accordance with the legal authorities, policies, procedures, and financial provisions described in the permittee's approved Pretreatment Program, and the General Pretreatment Regulations, 40 CFR 403. At a minimum, the permittee must perform the following duties to properly implement the Industrial Pretreatment Program (IPP):
 - a. Carry out inspection, surveillance, and monitoring procedures which will determine independent of information supplied by the industrial user, whether the industrial user is in compliance with the Pretreatment Standards. At a minimum, all significant industrial users shall be sampled and inspected at the frequency established in the approved IPP but in no case less than once per year and maintain adequate records.
 - b. Issue or renew all necessary industrial user control mechanisms within 90 days of their expiration date or within 180 days after the industry has been determined to be a significant industrial user.

- c. Obtain appropriate remedies for noncompliance by any industrial user with any pretreatment standard and/or requirement.
 - d. Maintain an adequate revenue structure for continued implementation of the Pretreatment Program.
3. The permittee shall provide the EPA and MassDEP with an annual report describing the permittee's pretreatment program activities for the twelve (12) month period ending 60 days prior to the due date in accordance with 403.12(i). The annual report shall be consistent with the format described in **Attachment D** (NPDES Permit Requirement for Industrial Pretreatment Annual Report) of this permit and shall be submitted no later than **March 1st** of each year.
 4. The permittee must obtain approval from EPA prior to making any significant changes to the industrial pretreatment program in accordance with 40 CFR 403.18(c).
 5. The permittee must assure that applicable National Categorical Pretreatment Standards are met by all categorical industrial users of the POTW. These standards are published in the Federal Regulations at 40 CFR 405 et. seq.
 6. The permittee must modify its pretreatment program, if necessary, to conform to all changes in the Federal Regulations that pertain to the implementation and enforcement of the industrial pretreatment program. The permittee must provide EPA, in writing, within 180 days of this permit's effective date proposed changes, if applicable, to the permittee's pretreatment program deemed necessary to assure conformity with current Federal Regulations. At a minimum, the permittee must address in its written submission the following areas: (1) Enforcement response plan; (2) revised sewer use ordinances; and (3) slug control evaluations. The permittee will implement these proposed changes pending EPA Region I's approval under 40 CFR 403.18. This submission is separate and distinct from any local limits analysis submission described in Part I.E.1.

G. SPECIAL CONDITIONS

1. Nitrogen

- a. The permittee shall continue to operate the WPCF to optimize nitrogen removal in accordance with its 2010 evaluation in order to maintain the mass discharge of total nitrogen less than the existing mass loading of total nitrogen. The baseline annual average total nitrogen load from this facility is estimated to be 696 lbs/day.
- b. The permittee shall submit with its **next permit reapplication** a report evaluating the impact of CSO abatement projects on nitrogen loads discharged from the WPCF. The report shall include a comparison of 2004-05 conditions with conditions as of the date of the report with respect to the volume of sanitary sewage and of stormwater discharged through CSOs, through the WPCF and through the CSO treatment facilities. The report shall also include the expected change in volume and nitrogen load from the WPCF from sanitary sewage and stormwater flows in connection with CSO mitigation projects not included in the analysis of conditions as of the report date, but expected to be completed within the following permit term.
- c. The permittee shall also submit an annual report to EPA and the MassDEP by **February 1st** of each year, that summarizes activities related to optimizing nitrogen removal efficiencies, documents the annual nitrogen discharge load from the facility, and tracks trends relative to the previous year.

2. Aluminum, Copper and Lead

- a. The permittee will meet a monthly average lead interim limit of 2.7 ug/l, a monthly average copper interim limit of 62.4 ug/l, and a maximum daily copper interim limit of 80.3 ug/l until the permittee is in compliance with the monthly average lead limit of 0.73 ug/l, the monthly average copper limit of 3.5 ug/l, and the maximum daily copper limit of 4.7 ug/l.
- b. Within 24 months of the effective date of the permit, the permittee shall complete and submit to EPA and DEP an evaluation of alternatives, and an implementation schedule, for achieving the monthly average total recoverable aluminum limitation of 87 ug/l, the monthly average total recoverable copper limitation of 3.5 ug/l, the maximum daily total recoverable copper limitation of 4.7 ug/l, and the monthly average total recoverable lead limitation of 0.73 ug/l. At a minimum, the evaluation shall include the following:
 - i. An evaluation of alternative water treatment practices, including corrosion control, by the Holyoke Water District in order to reduce copper and lead concentrations in the water supply.
 - ii. An evaluation of pre-treatment requirements in order to ensure that all significant sources of aluminum, copper and lead from indirect dischargers are adequately controlled.
 - iii. An evaluation of all other potentially significant sources of aluminum, copper and/or lead in the sewer system and alternatives for minimizing these sources.
 - iv. An evaluation of alternative modes of operation at the wastewater treatment facility in order to enhance removal of aluminum, copper and lead.
- c. Within 12 months of the effective date of the permit, the permittee shall submit to EPA and DEP a progress report relative to completing the evaluation of alternatives.
- d. Within 36 months and 48 months from the effective date of the permit, the permittee shall submit to EPA and DEP progress reports relative to implementation of the alternatives identified as necessary to ensure attainment of the aluminum, copper and lead limits.
- e. Within 60 months of the effective date of the permit, the permittee shall comply with the aluminum, copper and lead limits.

H. MONITORING AND REPORTING

The monitoring program in the permit specifies sampling and analysis, which will provide continuous information on compliance and the reliability and effectiveness of the installed pollution abatement equipment. The approved analytical procedures found in 40 CFR Part 136 are required unless other procedures are explicitly required in the permit. The Permittee is obligated to monitor and report sampling results to EPA and the MassDEP within the time specified within the permit.

Unless otherwise specified in this permit, the permittee shall submit reports, requests, and information and provide notices in the manner described in this section.

The permittee may consolidate the Combined Sewer Overflows (CSOs) and Operation and Maintenance of the Sewer System (O & M) reporting information which are on the same reporting schedules, in order to reduce redundancy.

1. Submittal of DMRs and the Use of NetDMR

Beginning the effective date of the permit the permittee must submit its monthly monitoring data in discharge monitoring reports (DMRs) to EPA and MassDEP no later than the 15th day of the month following the completed reporting period. On or before December 21, 2016, the permittee shall begin reporting monthly monitoring data using NetDMR, unless, in accordance with Part I.F.6, the facility is able to demonstrate a reasonable basis, such as technical or administrative infeasibility, that precludes the use of NetDMR for submitting DMRs. The permittee must continue to use the NetDMR after the permittee begins to do so. When a permittee begins submitting reports using NetDMR, it will no longer be required to submit hard copies of DMRs to EPA or MassDEP. NetDMR is a web-based tool that allows permittees to electronically submit DMRs and other required reports via a secure internet connection. NetDMR is accessed from: <http://www.epa.gov/netdmr>. NetDMR online training can be accessed at: www.epa.gov/netdmr/about/training.html.

2. Submittal of Reports as NetDMR Attachments

After the permittee begins submitting DMR reports to EPA electronically using NetDMR, the permittee shall electronically submit all reports to EPA as NetDMR attachments rather than as hard copies, unless otherwise specified in this permit. Permittees shall continue to send hard copies of reports other than DMRs to MassDEP until further notice from MassDEP. (See Part I.F.5. for more information on state reporting.) Because the due dates for reports described in this permit may not coincide with the due date for submitting DMRs (which is no later than the 15th day of the month), a report submitted electronically as a NetDMR attachment shall be considered timely if it is electronically submitted to EPA using NetDMR with the next DMR due following the particular report due date specified in this permit.

3. Submittal of Requests and Reports to EPA/OEP

The following requests, reports, and information described in this permit shall be submitted to the EPA/OEP NPDES Applications Coordinator in the EPA Office Ecosystem Protection (OEP).

- A. Transfer of Permit notice
- B. Request for changes in sampling location
- C. Request for reduction in testing frequency
- D. Request for reduction in WET testing requirement
- E. Report on unacceptable WET dilution water / request for alternative dilution water.

These reports, information, and requests shall be submitted to EPA/OEP electronically at R1NPDESNotices.OEP@epa.gov or by hard copy mail to the following address:

**U.S. Environmental Protection Agency
Office of Ecosystem Protection
EPA/OEP NPDES Applications Coordinator
5 Post Office Square – Suite 100 (OEP06-03)
Boston, MA 02109-3912**

4. Submittal of Reports in Hard Copy Form

The following notifications and reports shall be submitted as hard copy with a cover letter describing the submission. These reports shall be signed and dated originals submitted to EPA.

- A. Written notifications required under Part II
- B. Notice of unauthorized discharges, including Sanitary Sewer Overflow (SSO) reporting
- C. Reports and DMRs submitted prior to the use of NetDMR
- D. Reports and DMRs submitted prior to the use of NetDMR
- E. Sludge monitoring reports

This information shall be submitted to EPA/OES at the following address:

**U.S. Environmental Protection Agency
Office of Environmental Stewardship (OES)
Water Technical Unit
5 Post Office Square, Suite 100 (OES-SMR)
Boston, MA 02109-3912**

All sludge monitoring reports required herein shall be submitted only to:

**U.S. Environmental Protection Agency, Region 7
Biosolids Center
Water Enforcement Branch
11201 Renner Boulevard
Lenexa, Kansas 66219**

All Industrial Pretreatment Program reports required herein shall be submitted only to:

**U.S. Environmental Protection Agency, Region 1
Pretreatment Coordinator
5 Post Office Square, Suite 100 (OEP 06-03)
Boston, MA 02109**

5. State Reporting

Unless otherwise specified in this permit, duplicate signed copies of all reports, information, requests or notifications described in this permit, including the reports, information, requests or notifications described in Parts I.F.3 and I.F.4 also shall be submitted to the State at the following addresses:

**MassDEP – Western Region
Bureau of Water Resources
436 Dwight Street, Suite 402
Springfield, MA 01103**

Copies of toxicity tests, nitrogen and phosphorus optimization reports only shall be submitted to:

**Massachusetts Department of Environmental Protection
Watershed Planning Program
8 New Bond Street
Worcester, MA 01606**

6. Submittal of NetDMR Opt Out Requests

NetDMR opt-out requests must be submitted in writing to EPA for written approval at least sixty (60) days prior to the date a facility would be required under this permit to begin using NetDMR. This demonstration shall be valid for twelve (12) months from the date of EPA approval and shall thereupon expire. At such time, DMRs and reports shall be submitted electronically to EPA unless the permittee submits a renewed opt-out request and such request is approved by EPA. All opt-out requests should be sent to the following addresses:

Attn: NetDMR Coordinator
U.S. Environmental Protection Agency
Water Technical Unit
5 Post Office Square, Suite 100 (OES04-4)
Boston, MA 02109-3912

And

Massachusetts Department of Environmental Protection
Surface Water Discharge Permit Program
1 Winter Street, 5th Floor
Boston, MA 02108

7. Verbal Reports and Verbal Notifications

Any verbal reports or verbal notifications, if required in Parts I and/or II of this permit, shall be made to both EPA and to MassDEP. This includes verbal reports and notifications which require reporting within 24 hours. (As examples, see Part II.B.4.c. (2), Part II.B.5.c. (3), and Part II.D.1.e.) Verbal reports and verbal notifications shall be made to EPA's Office of Environmental Stewardship at:

U.S. Environmental Protection Agency
Office of Environmental Stewardship
5 Post Office Square, Suite 100 (OES04-4)
Boston, MA 02109-3912
617-918-1510

I. STATE PERMIT CONDITIONS

1. This authorization to discharge includes two separate and independent permit authorizations. The two permit authorizations are: (i) a federal National Pollutant Discharge Elimination System permit issued by the U.S. Environmental Protection Agency (EPA) pursuant to the Federal Clean Water Act, 33 U.S.C. §§1251 et seq.; and (ii) an identical state surface water discharge permit issued by the Commissioner of the Massachusetts Department of Environmental Protection (MassDEP) pursuant to the Massachusetts Clean Waters Act, M.G.L. c. 21, §§26-53, and 314 C.M.R. 3.00. All of the requirements contained in this authorization, as well as the standard conditions contained in 314 CMR 3.19, are hereby incorporated by reference into this state surface water discharge permit.

2. This authorization also incorporates the state water quality certification issued by MassDEP under §401(a) of the Federal Clean Water Act, 40 CFR 124.53, M.G.L.c.21, §27 and 314 CMR 3.07. All of the requirements (if any) contained in MassDEP's water quality certification for the permit are hereby incorporated by reference into this state surface water discharge permit as special conditions pursuant to 314 CMR 3.11.
3. Each Agency will have the independent right to enforce the terms and conditions of this permit. Any modification, suspension or revocation of this permit will be effective only with respect to the Agency taking such action, and will not affect the validity or status of this permit as issued by the other Agency, unless and until each Agency has concurred in writing with such modification, suspension or revocation. In the event any portion of this permit is declared, invalid, illegal or otherwise issued in violation of State law such permit will remain in full force and effect under Federal law as an NPDES permit issued by the U.S. Environmental Protection Agency. In the event this permit is declared invalid, illegal or otherwise issued in violation of Federal law, this permit will remain in full force and effect under State law as a permit issued by the Commonwealth of Massachusetts.

Appendix K: Holyoke WPCF CSO SOP

DRAFT

Holyoke Project

Standard Operating Procedure

Procedure: <i>CSO#9 High Flow Event</i>	
Location: <i>Holyoke WPCF CSO#9 Facility</i>	
Safety Hazards: <i>Weather, Wet walking/working surfaces, Contact with wastewater.</i>	
Equipment/Tools: <i>Steel Toed Boots, Hard Hat, Safety Glasses, Latex Gloves</i>	
Created by: <i>Jason Swain</i>	Date: <i>11/1/2019</i>
Approved by: <i>Michael Williams</i>	Revision Date: <i>5/20/2021</i>
Revised by: <i>Jason Swain</i>	

Activation of the CSO is defined as the moment flow exits the CSO facility via the flat weir at the end of the chlorine contact tank.

Steel toed boots, hard hats, and safety glasses are required to be worn at all times.

Latex gloves shall be worn during any time that a sample is being collected or analyzed.

Procedures and Requirements

Activations greater than 15 minutes are considered an activation and sampling is required. The following five procedures are especially important for activations lasting between 15 minutes and one hour.

1. When rainfall is expected, the Plant Operator will monitor the weather radar and call the On-Call Operator ahead of the rain event and not wait to the last minute, even if the On-Call Operator shows up and the CSO never activates.
2. The Plant Operator expecting a rain event before flow begins to increase will turn carrying water on and turn off the reactor aerators a half hour before rain starts.

3. When the CSO Operator arrives at the Plant he will check-in with the Plant Operator, then go to the CSO and verify the carrying water is on for the Sodium Hypochlorite and Sodium Bisulfite Pumps.
4. The CSO operator and the Plant operator are responsible for knowing the CSO Permit limits, in the event we are not meeting our Dechlor limit the CSO Operator and the Plant Operator need to communicate and make adjustments. It may be necessary to lower the Chlorine dosage and or increase the Sodium Bisulfite feed rate. You must also notify a Manager immediately if you are not meeting a permit limit.
5. Next check the CSO lab bench and make sure you have the necessary supplies, (DPD packets, PH buffers, bacteria sample containers, etc.) Please leave these supplies restocked for the next CSO Operator after your event is over.
6. Check and make sure the initial time set points for the Sodium Hypochlorite are 5-10 min and 100% on the CSO HYPO pump screen in SCADA.
7. Assure the off time set point for hypo pumps 5 and 6 is greater than 12 hours to avoid the initial dose to trigger prematurely.
8. Monitor Effluent flow, (as well as number of Influent Pumps operating and pump speeds, headworks wetwell level and Primary Clarifier weir levels). The goal is to reach 37 MGD to the plant measured at the Effluent Flow Meter or 25 MGD on the South St. flow meter.
9. Once Effluent flow reaches 37 MGD, South St. meets 25 MGD, or the other indicators monitored in step 8 are deemed critical enough to start closing the South St Gate even though the plant and South St. may not have reached peak flow, start closing the South Street Gate to maintain 17.5 MGD into the Plant. It is helpful to change the RTU Communication setting for the South St Grit Chamber, Go to Station Control Mode at bottom of the screen and set it to 1, this will allow the gate to respond quicker to the closing settings.
10. Monitor secondary clarifiers and make note if any are bulking over. If flow is greater than 17.5 MGD and solids are bulking over close South Street further.
11. In the event the CSO activates before the CSO operator arrives and the CSO looks like it will stop activating the Plant Operator is responsible for the initial tests for PH, Chlor & Dechlor and collecting E-Coli samples so that a sample is not missed.

12. If the South Street gate should over torque on closing, first acknowledge the alarm and then raise the gate slightly until the alarm clears and then continue to close the gate.
13. The CSO Operator is responsible for reviewing the CSO permit in the Permit Binder and the CSO Monthly Log binder to determine the frequency of sampling and testing. It may be necessary to turn on the composite sampler if the 6 month testing for BOD, TSS, etc. and Stormwater Toxicity is due.
14. At any time during the rain event if circumstances occur which could lead to damage of the Plant and collection system the South Street gate should be operated in a manner as to eliminate or minimize this risk.

Appendix L: Holyoke WPCF Toxicology Report

DRAFT

ANALYTICAL REPORT

PREPARED FOR

Attn: Mike Williams
SUEZ Water Environmental Services Inc
1 Berkshire Street
Holyoke, Massachusetts 01040

Generated 2/16/2023 5:49:06 AM

JOB DESCRIPTION

Toxicity

JOB NUMBER

620-9516-1

Eurofins New England

Job Notes

The test results in this report relate only to the samples as received by the laboratory and will meet all requirements of the methodology, with any exceptions noted. This report shall not be reproduced except in full, without the express written approval of the laboratory. All questions should be directed to the Eurofins Environment Testing Northeast, LLC Project Manager.

Authorization



Generated
2/16/2023 5:49:06 AM

Authorized for release by
Becky Mason, Project Manager II
Becky.Mason@et.eurofinsus.com
(413)572-4000



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Definitions/Glossary

Client: SUEZ Water Environmental Services Inc
Project/Site: Toxicity

Job ID: 620-9516-1

Qualifiers

General Chemistry

Qualifier	Qualifier Description
HF	Field parameter with a holding time of 15 minutes. Test performed by laboratory at client's request.

Glossary

Abbreviation	These commonly used abbreviations may or may not be present in this report.
α	Listed under the "D" column to designate that the result is reported on a dry weight basis
%R	Percent Recovery
CFL	Contains Free Liquid
CFU	Colony Forming Unit
CNF	Contains No Free Liquid
DER	Duplicate Error Ratio (normalized absolute difference)
Dil Fac	Dilution Factor
DL	Detection Limit (DoD/DOE)
DL, RA, RE, IN	Indicates a Dilution, Re-analysis, Re-extraction, or additional Initial metals/anion analysis of the sample
DLC	Decision Level Concentration (Radiochemistry)
EDL	Estimated Detection Limit (Dioxin)
LOD	Limit of Detection (DoD/DOE)
LOQ	Limit of Quantitation (DoD/DOE)
MCL	EPA recommended "Maximum Contaminant Level"
MDA	Minimum Detectable Activity (Radiochemistry)
MDC	Minimum Detectable Concentration (Radiochemistry)
MDL	Method Detection Limit
ML	Minimum Level (Dioxin)
MPN	Most Probable Number
MQL	Method Quantitation Limit
NC	Not Calculated
ND	Not Detected at the reporting limit (or MDL or EDL if shown)
NEG	Negative / Absent
POS	Positive / Present
PQL	Practical Quantitation Limit
PRES	Presumptive
QC	Quality Control
RER	Relative Error Ratio (Radiochemistry)
RL	Reporting Limit or Requested Limit (Radiochemistry)
RPD	Relative Percent Difference, a measure of the relative difference between two points
TEF	Toxicity Equivalent Factor (Dioxin)
TEQ	Toxicity Equivalent Quotient (Dioxin)
TNTC	Too Numerous To Count

Case Narrative

Client: SUEZ Water Environmental Services Inc
Project/Site: Toxicity

Job ID: 620-9516-1

Job ID: 620-9516-1

Laboratory: Eurofins New England

Narrative

Job Narrative 620-9516-1

Receipt

The sample was received on 1/26/2023 10:20 AM. Unless otherwise noted below, the sample arrived in good condition, and where required, properly preserved and on ice. The temperature of the cooler at receipt was 5.6° C.

Metals

No analytical or quality issues were noted, other than those described in the Definitions/Glossary page.

General Chemistry

Methods 9060A, SM 5310C: The reference method requires samples to be preserved to a pH of below 2. The following sample was received with insufficient preservation at a pH of above 2: Stormwater Toxicity (620-9516-1). The sample(s) was preserved to the appropriate pH in the laboratory.

Method SM 5210B: Test replicates showed >30% RPD between the highest and lowest replicate for the following sample: Stormwater Toxicity (620-9516-1) and (620-9516-A-1 DU).

Methods D1293-99B, SM 4500 H+ B: This analysis is normally performed in the field and has a method-defined holding time of 15 minutes. The following samples has been qualified with the "HF" flag to indicate analysis was performed in the laboratory outside the 15 minute timeframe: Stormwater Toxicity (620-9516-1) and (620-9516-G-1 DU).

No additional analytical or quality issues were noted, other than those described above or in the Definitions/Glossary page.

Client Sample Results

Client: SUEZ Water Environmental Services Inc
Project/Site: Toxicity

Job ID: 620-9516-1

Client Sample ID: Stormwater Toxicity

Lab Sample ID: 620-9516-1

Date Collected: 01/26/23 04:27

Matrix: Water

Date Received: 01/26/23 10:20

Method: EPA 200.8 - Metals (ICP/MS)

Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
Aluminum	1000		10		ug/L		02/03/23 07:21	02/03/23 14:30	1
Cadmium	ND		0.50		ug/L		02/03/23 07:21	02/03/23 14:30	1
Calcium	7400		250		ug/L		02/03/23 07:21	02/03/23 14:30	1
Chromium	5.4		2.0		ug/L		02/03/23 07:21	02/03/23 14:30	1
Copper	18		2.5		ug/L		02/03/23 07:21	02/03/23 14:30	1
Lead	13		0.30		ug/L		02/03/23 07:21	02/03/23 14:30	1
Magnesium	2200		50		ug/L		02/03/23 07:21	02/03/23 14:30	1
Nickel	ND		5.0		ug/L		02/03/23 07:21	02/03/23 14:30	1
Zinc	41		5.0		ug/L		02/03/23 07:21	02/03/23 14:30	1

Method: SM 2340B-2011 - Total Hardness (as CaCO3) by calculation

Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
Hardness as calcium carbonate	28		3.3		mg/L			02/14/23 14:02	1

General Chemistry

Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
pH (SM 4500 H+ B)	6.3	HF			S.U.			02/02/23 15:12	1
Temperature (SM 4500 H+ B)	26.9	HF			Degrees C			02/02/23 15:12	1

Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
Alkalinity, Total (EPA 310.2)	ND		10		mg/L			02/06/23 16:17	1
Ammonia (EPA 350.1)	ND		0.20		mg/L		01/30/23 07:00	01/30/23 09:58	1
Total Kjeldahl Nitrogen (EPA 351.2)	1.3		0.20		mg/L		02/06/23 10:47	02/07/23 10:44	1
Total Solids (SM 2540B)	230		20		mg/L			01/31/23 16:08	1
Total Dissolved Solids (SM 2540C)	220		10		mg/L			02/02/23 10:35	1
Total Suspended Solids (SM 2540D)	54		5.0		mg/L			02/01/23 12:00	1
Biochemical Oxygen Demand (SM 5210B)	16		3.0		mg/L			01/27/23 15:30	1
Total Organic Carbon (SM 5310C)	3.3		1.0		mg/L			02/01/23 13:53	1
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
Specific Conductance (SM 2510B)	510		10		uS/cm			02/10/23 11:50	1

Method: Nitrate 353.2 - General Subcontract Method

Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
Nitrate-N	0.22		0.02		mg/L		01/26/23 21:59	01/26/23 21:59	1

Method: Nitrite 353.2 - General Subcontract Method

Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
Nitrite-N	ND		0.010		mg/L		01/26/23 21:59	01/26/23 21:59	1

Eurofins New England

Lab Chronicle

Client: SUEZ Water Environmental Services Inc
Project/Site: Toxicity

Job ID: 620-9516-1

Client Sample ID: Stormwater Toxicity

Lab Sample ID: 620-9516-1

Date Collected: 01/26/23 04:27

Matrix: Water

Date Received: 01/26/23 10:20

Prep Type	Batch Type	Batch Method	Run	Dilution Factor	Batch Number	Analyst	Lab	Prepared or Analyzed
Total/NA	Prep	200			761788	RR	EET SAV	02/03/23 07:21
Total/NA	Analysis	200.8		1	762037	BWR	EET SAV	02/03/23 14:30
Total/NA	Analysis	2340B-2011		1	763367	BCB	EET SAV	02/14/23 14:02
Total/NA	Analysis	310.2		1	658010	CG	EET BUF	02/06/23 16:17
Total/NA	Prep	Distill/Ammonia			657267	CLT	EET BUF	01/30/23 07:00
Total/NA	Analysis	350.1		1	657312	CLT	EET BUF	01/30/23 09:58
Total/NA	Prep	351.2			657967	EV	EET BUF	02/06/23 10:47
Total/NA	Analysis	351.2		1	658090	CLT	EET BUF	02/07/23 10:44
Total/NA	Analysis	SM 2510B		1	19721	MJH	EET NE	02/10/23 11:50
Total/NA	Analysis	SM 2540B		1	19446	MJH	EET NE	01/31/23 16:08
Total/NA	Analysis	SM 2540C		1	657714	SAK	EET BUF	02/02/23 10:35
Total/NA	Analysis	SM 2540D		1	19464	MJH	EET NE	02/01/23 12:00
Total/NA	Analysis	SM 4500 H+ B		1	19510	MJH	EET NE	02/02/23 15:12
Total/NA	Analysis	SM 5210B		1	19370	MJH	EET NE	01/27/23 15:30
Total/NA	Analysis	SM 5310C		1	657585	KER	EET BUF	02/01/23 13:53
Total/NA	Prep	E353.2		1	661736A_P		PEL, Inc	01/26/23 21:59
Total/NA	Analysis	Nitrate 353.2		1	661736A	CT007	PEL, Inc	01/26/23 21:59
Total/NA	Prep	E353.2		1	661736A_P		PEL, Inc	01/26/23 21:59
Total/NA	Analysis	Nitrite 353.2		1	661736A	CT007	PEL, Inc	01/26/23 21:59

Laboratory References:

EET BUF = Eurofins Buffalo, 10 Hazelwood Drive, Amherst, NY 14228-2298, TEL (716)691-2600

EET NE = Eurofins New England, 646 Camp Ave, North Kingstown, RI 02852, TEL (413)789-9018

EET SAV = Eurofins Savannah, 5102 LaRoche Avenue, Savannah, GA 31404, TEL (912)354-7858

PEL, Inc = Phoenix Environmental Laboratories, Inc., 587 East Middle Turnpike, Manchester, CT 06040, TEL (860)645-8726

SC0088 = New England Bioassay, Inc., 77 Batson Drive, Manchester, CT 06040

Accreditation/Certification Summary

Client: SUEZ Water Environmental Services Inc
Project/Site: Toxicity

Job ID: 620-9516-1

Laboratory: Eurofins New England

All accreditations/certifications held by this laboratory are listed. Not all accreditations/certifications are applicable to this report.

Authority	Program	Identification Number	Expiration Date
A2LA	Dept. of Defense ELAP	<cert No.>	02-28-23
Connecticut	State	PH-0722	07-01-23
Maine	State	RI00100	04-17-23
Massachusetts	State	M-RI907	06-30-23
New Hampshire	NELAP	2240	08-03-23
New Jersey	NELAP	RI008	06-30-23
New York	NELAP	11393	04-01-23
Rhode Island	State	LAI00368	12-31-23
USDA	US Federal Programs	P330-20-00109	04-15-23

Laboratory: Eurofins Buffalo

The accreditations/certifications listed below are applicable to this report.

Authority	Program	Identification Number	Expiration Date
Massachusetts	State	M-NY044	06-30-23

Laboratory: Eurofins Savannah

Unless otherwise noted, all analytes for this laboratory were covered under each accreditation/certification below.

Authority	Program	Identification Number	Expiration Date
Massachusetts	State	M-GA006	06-30-23

The following analytes are included in this report, but the laboratory is not certified by the governing authority. This list may include analytes for which the agency does not offer certification.

Analysis Method	Prep Method	Matrix	Analyte
200.8	200	Water	Calcium
200.8	200	Water	Magnesium

Method Summary

Client: SUEZ Water Environmental Services Inc
Project/Site: Toxicity

Job ID: 620-9516-1

Method	Method Description	Protocol	Laboratory
200.8	Metals (ICP/MS)	EPA	EET SAV
2340B-2011	Total Hardness (as CaCO3) by calculation	SM	EET SAV
310.2	Alkalinity	EPA	EET BUF
350.1	Nitrogen, Ammonia	EPA	EET BUF
351.2	Nitrogen, Total Kjeldahl	EPA	EET BUF
SM 2510B	Conductivity, Specific Conductance	SM	EET NE
SM 2540B	Solids, Total	SM	EET NE
SM 2540C	Solids, Total Dissolved (TDS)	SM	EET BUF
SM 2540D	Solids, Total Suspended (TSS)	SM	EET NE
SM 4500 H+ B	pH	SM	EET NE
SM 5210B	BOD, 5-Day	SM	EET NE
SM 5310C	TOC	SM	EET BUF
Subcontract	Nitrate 353.2	None	PEL, Inc
Subcontract	Nitrite 353.2	None	PEL, Inc
Subcontract	Stormwater Toxicity	None	SC0088
200	Preparation, Metals	EPA	EET SAV
351.2	Nitrogen, Total Kjeldahl	EPA	EET BUF
Distill/Ammonia	Distillation, Ammonia	None	EET BUF

Protocol References:

EPA = US Environmental Protection Agency

None = None

SM = "Standard Methods For The Examination Of Water And Wastewater"

Laboratory References:

EET BUF = Eurofins Buffalo, 10 Hazelwood Drive, Amherst, NY 14228-2298, TEL (716)691-2600

EET NE = Eurofins New England, 646 Camp Ave, North Kingstown, RI 02852, TEL (413)789-9018

EET SAV = Eurofins Savannah, 5102 LaRoche Avenue, Savannah, GA 31404, TEL (912)354-7858

PEL, Inc = Phoenix Environmental Laboratories, Inc., 587 East Middle Turnpike, Manchester, CT 06040, TEL (860)645-8726

SC0088 = New England Bioassay, Inc., 77 Batson Drive, Manchester, CT 06040

Sample Summary

Client: SUEZ Water Environmental Services Inc
Project/Site: Toxicity

Job ID: 620-9516-1

Lab Sample ID	Client Sample ID	Matrix	Collected	Received
620-9516-1	Stormwater Toxicity	Water	01/26/23 04:27	01/26/23 10:20

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SUBCONTRACTED DATA



77 Batson Drive
Manchester, CT 06042
(860)-643-9560
www.nebio.com

New England Bioassay Inc.

Aquatic Toxicity Testing Services

ACUTE AQUATIC TOXICITY TEST REPORT

Permittee: City of Holyoke NPDES # MA0101630
Report submitted to: Test America
126 Myron St. West Springfield, MA
Sample ID: CSO #9
Test Month/Year: January 2023
NEB Proj # 44965

Test Type / Method: *Ceriodaphnia dubia* Acute Static Non-Renewal Freshwater
Test Method 2002.0; EPA 821-R-02-012

Effluent Sample Date (s): 1/25-26/23 Time (s): 2304-0427
Receiving Water Sample Date: N/A Time: N/A

Test Start Date: 1/26/23

Results Summary

Your results were as follows:

Monitoring Only

Acute Test Results

Species	LC50	A-NOEC	Permit Limit	Pass / Fail
<i>Ceriodaphnia dubia</i>	>100%	100%	N/A	monitor only

Data Qualifiers affecting this test:

--

Certifications & Approvals: NH ELAP (2071), NJ DEP (CT405)

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TEST REPORT CERTIFICATION

Permittee name: City of Holyoke Permit number: MA0101630
Client sample ID: CSO #9 Test Start Date: 1/26/23

Whole Effluent Toxicity Test Report Certification (Permittee)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Executed on: _____
(Date)

Authorized Signature

Print or Type Name and Title

Print or Type the Permittee's Name

MA0101630

Print or Type the NPDES Permit Number

Whole Effluent Toxicity Test Report Certification (Bioassay Laboratory)

The results reported relate only to the samples submitted as received

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Executed on: 2/13/23
(Date)

Kimberly Wills

Kimberly Wills
Laboratory Director
New England Bioassay Inc.

GENERAL TEST CONDITIONS

Permittee name: City of Holyoke Permit number: MA0101630
Client sample ID: CSO #9 Test Start Date: 1/26/23

Sample Collection Information

Effluent Sample Date (s) 1/25-26/23 Time (s): 2304-0427
Receiving Water Sample Date N/A Time: N/A

Were samples used within the first 36 hours of collection: Yes ☒ No ☐ * (see note below)

* sample collection note:

Test Conditions

Permittee's Receiving Water: N/A

Ceriodaphnia dubia

• Dilution water: Laboratory synthetic soft water (hardness 45 - 55 mg/L CaCO₃)

• Control water N/A

Effluent concentrations tested: 0%, 6.25%, 12.5%, 25%, 50%, 100%

Was effluent salinity adjusted? No ☒ Yes ☐ with Instant Ocean sea salts to _____ ppt

Dechlorination procedures: Chlorine is measured using 4500 CL-G DPD Colorimetric Method

• Dechlorination was not required

TRC results and further information about aeration of samples can be found attached in "sample receipt chemistry"

Reference Toxicant Data

Ceriodaphnia dubia

Date: 1/2/23
Toxicant: Sodium chloride
Dilution Water: NEB Soft Water
Organism Source: NEB
Survival 48-h LC50 1.90 g/L
Results within range Yes ☒ No ☐

TEST RESULTS

Permittee name: _____ City of Holyoke Permit number: MA0101630
Client sample ID: _____ CSO #9 Test Start Date: 1/26/23

Test Acceptability Criteria

Diluent Control Survival: 100 %
Thiosulfate Control Survival: N/A %

Presence of an asterisk (*) indicates EPA criteria was not met, see explanation in the "Results Discussion" section

Test Results

	Results	Permit Limit	Pass/Fail
48 hr LC50	>100%		
Upper Confidence Limit	$\pm\infty$		
Lower Confidence Limit	100%		
Method Used	Graphical		
48 hr A-NOEC	100%		

Presence of an asterisk (*) indicates qualified data, see explanation in the "Results Discussion" section

Concentration - Response Evaluation

Survival: #11 No concentration-response curve: no mortality observed at any concentration.

The concentration - response relationship was reviewed and the following determination was made:

- ☒ Results are reliable and reportable
☐ Results are anomalous (see explanation below)
☐ Results are inconclusive - retest (see explanation below)

Results Discussion (if applicable)

TEST METHODS

Ceriodaphnia dubia

Test type:	Acute Static Non-Renewal Freshwater Test
Test Reference Manual:	EPA-821-R-02-012 "Methods for Measuring the Acute Toxicity of Effluents and Receiving Waters to Freshwater Organisms and Marine Organisms"
Test Method:	<i>Ceriodaphnia dubia</i> Survival Acute Toxicity Test - EPA 2002.0
Temperature:	25 °C ± 1°C (Temperatures should not deviate by more than 3°C during the test) (required)
Light Quality:	Ambient Laboratory Illumination (recommended)
Light Intensity:	10-20 µE/m ² /s, or 50-100 ft-c (recommended)
Photoperiod:	16 hours light, 8 hours dark (recommended)
Test chamber size:	30 mL (recommended minimum)
Test solution volume:	25 mL (recommended minimum)
Age of Test Organisms:	Less than 24 hours old (required)
Number of Daphnids Per Test Chamber:	5 (required minimum)
Number of Replicate Test Chambers Per Treatment:	4 (required minimum)
Feeding Regime:	None
Aeration:	None (recommended)
Test Duration:	48 hours
Endpoints:	Survival - 48 hour LC50 and NOAEL
Test Acceptability:	≥ 90% survival of test organisms in controls (required)
Sampling Requirements:	Maximum holding time of 36 hours before first use
Sample volume required:	1 L (recommended)

DATASHEETS & STATISTICAL ANALYSIS

NEW ENGLAND BIOASSAY
ACUTE TOXICITY DATA FORM

CLIENT: Test America
ADDRESS: 126 Myron Street
West Springfield, MA 01089
PERMITTEE: City of Holyoke
PERMIT NUMBER: MA0101630
DILUTION WATER: Soft Synthetic Lab Water

C.dubia TEST ID # 23-150
CHAIN OF CUSTODY # c43-1308
NEB PROJECT # 44965
SAMPLE ID: CSO #9

INVERTEBRATES

TEST SET-UP TECHNICIAN: AG
TEST SPECIES: *Ceriodaphnia dubia*
NEB LOT # Cd23(1-26)
AGE: <24 hrs
TEST SOLUTION VOLUME (mls): 30
ORGANISMS PER TEST CHAMBER: 5
ORGANISMS PER CONCENTRATION: 20

	DATE	TIME
TEST START:	1/26/23	1426
TEST END:	1/28/23	1417

LABORATORY CONTROL WATER (SRCF)

Lot Number	Hardness mg/L CaCO ₃	Alkalinity mg/L CaCO ₃
C43-S002	48	33

COMMENTS:

REVIEWED BY: Kimberly Wills DATE: 2/13/23

NEW ENGLAND BIOASSAY

Ceriodaphnia dubia TEST DATASHEET

Facility Name: _____ City of Holyoke NEB Test ID: 23-150
 NEB Project # _____ 44965 Test Start Date: 1/26/23

Effluent Concentration (%)	Number of Surviving Organisms			Dissolved Oxygen (mg/L)			Temperature (°C)			pH (s.u.)		
Hours	0	24	48	0	24	48	0	24	48	0	24	48
Diluent A	5	5	5	8.6	8.2	8.1	24.6	24.7	24.8	7.0	7.2	7.4
Diluent B	5	5	5			8.2			25.0			7.4
Diluent C	5	5	5			8.2			25.0			7.4
Diluent D	5	5	5			8.2			25.0			7.3
6.25 A	5	5	5	8.6	8.1	8.1	24.4	24.6	24.9	7.1	7.2	7.3
6.25 B	5	5	5			8.1			24.8			7.3
6.25 C	5	5	5			8.1			24.9			7.3
6.25 D	5	5	5			8.1			25.0			7.3
12.5 A	5	5	5	8.4	8.1	8.1	24.2	24.8	24.8	7.2	7.2	7.3
12.5 B	5	5	5			8.1			24.8			7.3
12.5 C	5	5	5			8.2			24.9			7.4
12.5 D	5	5	5			8.1			24.9			7.4
25 A	5	5	5	8.4	8.0	8.1	24.3	24.8	24.8	7.3	7.2	7.3
25 B	5	5	5			8.1			24.8			7.3
25 C	5	5	5			8.2			24.8			7.3
25 D	5	5	5			8.1			24.9			7.3
50 A	5	5	5	8.9	7.9	8.1	24.5	24.6	24.8	6.9	7.2	7.2
50 B	5	5	5			8.1			24.7			7.2
50 C	5	5	5			8.0			24.8			7.2
50 D	5	5	5			8.1			24.9			7.2
100 A	5	5	5	9.6	7.5	7.9	24.3	24.6	24.7	6.5	6.9	7.0
100 B	5	5	5			7.9			24.7			6.9
100 C	5	5	5			7.9			24.8			6.9
100 D	5	5	5			7.9			24.8			7.0
Technician Initials	AG	DB	DB	SK/AG	DB	DB	SK/AG	DB	DB	SK/AG	DB	DB

CETIS Analytical Report

Report Date: 13 Feb-23 14:14 (p 1 of 2)
 Test Code/ID: 23-150 / 04-3089-4739

Ceriodaphnia 48-h Acute Survival Test

New England Bioassay

Analysis ID:	15-2206-0619	Endpoint:	48h Survival Rate	CETIS Version:	CETISv1.9.7
Analyzed:	13 Feb-23 14:14	Analysis:	Nonparametric-Control vs Treatments	Status Level:	1
Edit Date:	13 Feb-23 14:13	MD5 Hash:	E88740A7CB88EC46B4EC0A60E4B8AEB	Editor ID:	008-848-998-5
Batch ID:	20-4422-2817	Test Type:	Survival (48h)	Analyst:	
Start Date:	26 Jan-23 14:26	Protocol:	EPA/821/R-02-012 (2002)	Diluent:	Laboratory Water
Ending Date:	28 Jan-23 14:17	Species:	Ceriodaphnia dubia	Brine:	Not Applicable
Test Length:	48h	Taxon:	Branchiopoda	Source:	In-House Culture
				Age:	<24
Sample ID:	15-0915-0480	Code:	59F3CF10	Project:	
Sample Date:	26 Jan-23 04:27	Material:	WWTF Effluent	Source:	Holyoke WWTF (MA0101630)
Receipt Date:	26 Jan-23 11:34	CAS (PC):		Station:	
Sample Age:	10h	Client:	Eurofins		

Data Transform	Alt Hyp	NOEL	LOEL	TOEL	TU
Angular (Corrected)	C > T	100	>100	---	1

Steel Many-One Rank Sum Test

Control	vs	Conc-%	Test Stat	Critical	Ties	DF	P-Type	P-Value	Decision(α:5%)
Dilution Water		6.25	18	10	1	6	CDF	0.8333	Non-Significant Effect
		12.5	18	10	1	6	CDF	0.8333	Non-Significant Effect
		25	18	10	1	6	CDF	0.8333	Non-Significant Effect
		50	18	10	1	6	CDF	0.8333	Non-Significant Effect
		100	18	10	1	6	CDF	0.8333	Non-Significant Effect

Test Acceptability Criteria

		TAC Limits			
Attribute	Test Stat	Lower	Upper	Overlap	Decision
Control Resp	1	0.9	>>	Yes	Passes Criteria

ANOVA Table

Source	Sum Squares	Mean Square	DF	F Stat	P-Value	Decision(α:5%)
Between	0	0	5			Indeterminate
Error	0	0	18			
Total	0		23			

ANOVA Assumptions Tests

Attribute	Test	Test Stat	Critical	P-Value	Decision(α:1%)
Variance	Bartlett Equality of Variance Test				Indeterminate
Distribution	Shapiro-Wilk W Normality Test				Indeterminate

48h Survival Rate Summary

Conc-%	Code	Count	Mean	95% LCL	95% UCL	Median	Min	Max	Std Err	CV%	%Effect
0	D	4	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000	0.00%	0.00%
6.25		4	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000	0.00%	0.00%
12.5		4	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000	0.00%	0.00%
25		4	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000	0.00%	0.00%
50		4	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000	0.00%	0.00%
100		4	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000	0.00%	0.00%

Angular (Corrected) Transformed Summary

Conc-%	Code	Count	Mean	95% LCL	95% UCL	Median	Min	Max	Std Err	CV%	%Effect
0	D	4	1.3450	1.3450	1.3460	1.3450	1.3450	1.3450	0.0000	0.00%	0.00%
6.25		4	1.3450	1.3450	1.3460	1.3450	1.3450	1.3450	0.0000	0.00%	0.00%
12.5		4	1.3450	1.3450	1.3460	1.3450	1.3450	1.3450	0.0000	0.00%	0.00%
25		4	1.3450	1.3450	1.3460	1.3450	1.3450	1.3450	0.0000	0.00%	0.00%
50		4	1.3450	1.3450	1.3460	1.3450	1.3450	1.3450	0.0000	0.00%	0.00%
100		4	1.3450	1.3450	1.3460	1.3450	1.3450	1.3450	0.0000	0.00%	0.00%

CETIS Analytical Report

Report Date: 13 Feb-23 14:14 (p 2 of 2)
Test Code/ID: 23-150 / 04-3089-4739

Ceriodaphnia 48-h Acute Survival Test

New England Bioassay

Analysis ID: 15-2206-0619 Endpoint: 48h Survival Rate CETIS Version: CETISv1.9.7
Analyzed: 13 Feb-23 14:14 Analysis: Nonparametric-Control vs Treatments Status Level: 1
Edit Date: 13 Feb-23 14:13 MD5 Hash: E88740A7CB88EC46B4EC0A60E4B8AEB Editor ID: 008-848-998-5

48h Survival Rate Detail

Conc-%	Code	Rep 1	Rep 2	Rep 3	Rep 4
0	D	1.0000	1.0000	1.0000	1.0000
6.25		1.0000	1.0000	1.0000	1.0000
12.5		1.0000	1.0000	1.0000	1.0000
25		1.0000	1.0000	1.0000	1.0000
50		1.0000	1.0000	1.0000	1.0000
100		1.0000	1.0000	1.0000	1.0000

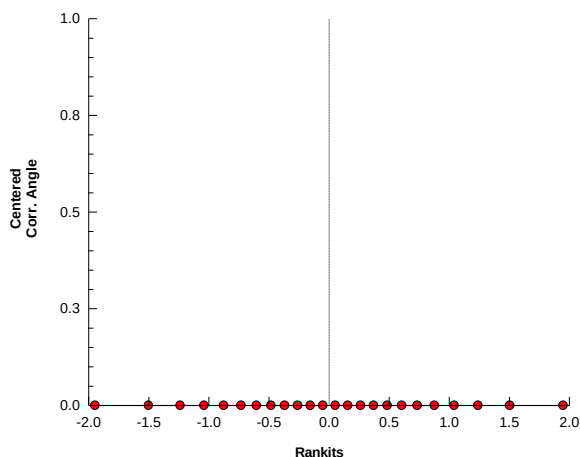
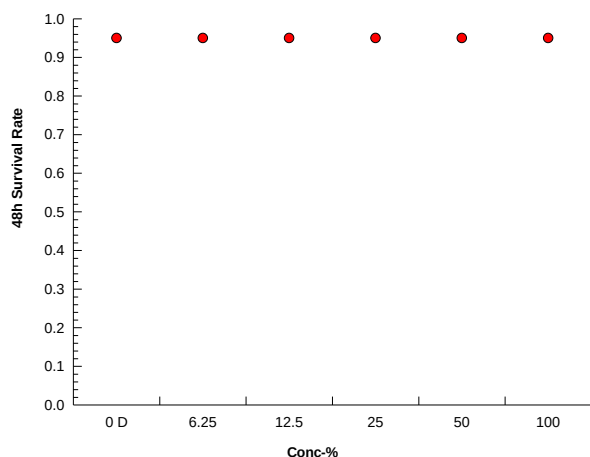
Angular (Corrected) Transformed Detail

Conc-%	Code	Rep 1	Rep 2	Rep 3	Rep 4
0	D	1.3450	1.3450	1.3450	1.3450
6.25		1.3450	1.3450	1.3450	1.3450
12.5		1.3450	1.3450	1.3450	1.3450
25		1.3450	1.3450	1.3450	1.3450
50		1.3450	1.3450	1.3450	1.3450
100		1.3450	1.3450	1.3450	1.3450

48h Survival Rate Binomials

Conc-%	Code	Rep 1	Rep 2	Rep 3	Rep 4
0	D	5/5	5/5	5/5	5/5
6.25		5/5	5/5	5/5	5/5
12.5		5/5	5/5	5/5	5/5
25		5/5	5/5	5/5	5/5
50		5/5	5/5	5/5	5/5
100		5/5	5/5	5/5	5/5

Graphics



CETIS Analytical Report

Report Date: 13 Feb-23 14:14 (p 1 of 2)

Test Code/ID: 23-150 / 04-3089-4739

Ceriodaphnia 48-h Acute Survival Test

New England Bioassay

Analysis ID:	10-1305-0413	Endpoint:	48h Survival Rate	CETIS Version:	CETISv1.9.7
Analyzed:	13 Feb-23 14:14	Analysis:	Linear Interpolation (ICPIN)	Status Level:	1
Edit Date:	13 Feb-23 14:13	MD5 Hash:	E88740A7CB88EC46B4EC0A60E4B8AEB	Editor ID:	008-848-998-5
Batch ID:	20-4422-2817	Test Type:	Survival (48h)	Analyst:	
Start Date:	26 Jan-23 14:26	Protocol:	EPA/821/R-02-012 (2002)	Diluent:	Laboratory Water
Ending Date:	28 Jan-23 14:17	Species:	Ceriodaphnia dubia	Brine:	Not Applicable
Test Length:	48h	Taxon:	Branchiopoda	Source:	In-House Culture
				Age:	<24
Sample ID:	15-0915-0480	Code:	59F3CF10	Project:	
Sample Date:	26 Jan-23 04:27	Material:	WWTF Effluent	Source:	Holyoke WWTF (MA0101630)
Receipt Date:	26 Jan-23 11:34	CAS (PC):		Station:	
Sample Age:	10h	Client:	Eurofins		

Linear Interpolation Options

X Transform	Y Transform	Seed	Resamples	Exp 95% CL	Method
Log(X)	Linear	876674	200	Yes	Two-Point Interpolation

Test Acceptability Criteria

		TAC Limits		Overlap	Decision
Attribute	Test Stat	Lower	Upper		
Control Resp	1	0.9	>>	Yes	Passes Criteria

Point Estimates

Level	%	95% LCL	95% UCL	TU	95% LCL	95% UCL
LC50	>100	---	---	<1	---	---

48h Survival Rate Summary

			Calculated Variate(A/B)							Isotonic Variate	
Conc-%	Code	Count	Mean	Median	Min	Max	CV%	%Effect	A/B	Mean	%Effect
0	D	4	1.0000	1.0000	1.0000	1.0000	0.00%	0.00%	20/20	1.0000	0.00%
6.25		4	1.0000	1.0000	1.0000	1.0000	0.00%	0.00%	20/20	1.0000	0.00%
12.5		4	1.0000	1.0000	1.0000	1.0000	0.00%	0.00%	20/20	1.0000	0.00%
25		4	1.0000	1.0000	1.0000	1.0000	0.00%	0.00%	20/20	1.0000	0.00%
50		4	1.0000	1.0000	1.0000	1.0000	0.00%	0.00%	20/20	1.0000	0.00%
100		4	1.0000	1.0000	1.0000	1.0000	0.00%	0.00%	20/20	1.0000	0.00%

48h Survival Rate Detail

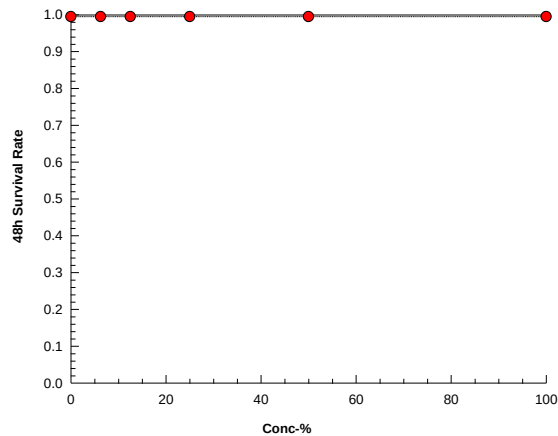
Conc-%	Code	Rep 1	Rep 2	Rep 3	Rep 4
0	D	1.0000	1.0000	1.0000	1.0000
6.25		1.0000	1.0000	1.0000	1.0000
12.5		1.0000	1.0000	1.0000	1.0000
25		1.0000	1.0000	1.0000	1.0000
50		1.0000	1.0000	1.0000	1.0000
100		1.0000	1.0000	1.0000	1.0000

48h Survival Rate Binomials

Conc-%	Code	Rep 1	Rep 2	Rep 3	Rep 4
0	D	5/5	5/5	5/5	5/5
6.25		5/5	5/5	5/5	5/5
12.5		5/5	5/5	5/5	5/5
25		5/5	5/5	5/5	5/5
50		5/5	5/5	5/5	5/5
100		5/5	5/5	5/5	5/5

Ceriodaphnia 48-h Acute Survival Test			New England Bioassay	
Analysis ID:	10-1305-0413	Endpoint:	48h Survival Rate	CETIS Version: CETISv1.9.7
Analyzed:	13 Feb-23 14:14	Analysis:	Linear Interpolation (ICPIN)	Status Level: 1
Edit Date:	13 Feb-23 14:13	MD5 Hash:	E88740A7CB88EC46B4EC0A60E4B8AEB	Editor ID: 008-848-998-5

Graphics



SAMPLE RECEIPT CHEMISTRY & CHAIN OF CUSTODY DOCUMENTS

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NEW ENGLAND BIOASSAY INITIAL CHEMISTRY DATA

PERMITTEE: City of Holyoke
NEB PROJECT # 44965

DATE RECEIVED	1/26/23	
SAMPLE TYPE:	EFFLUENT	RECEIVING WATER
COC #	C43-1308	
pH (SU)	6.6	
Temperature (°C)	3.5	
Dissolved Oxygen (mg/L)	11.8	
Conductivity (µmhos)	537	
Salinity (ppt)	<1	
TRC - DPD (mg/L)	0.010	
TRC - Amperometric (mg/L)	N/A	
Hardness (mg/L as CaCO3)	23	
Alkalinity (mg/l as CaCO3)	13	
Tech Initials	DB	

NOTE: NA = NOT APPLICABLE

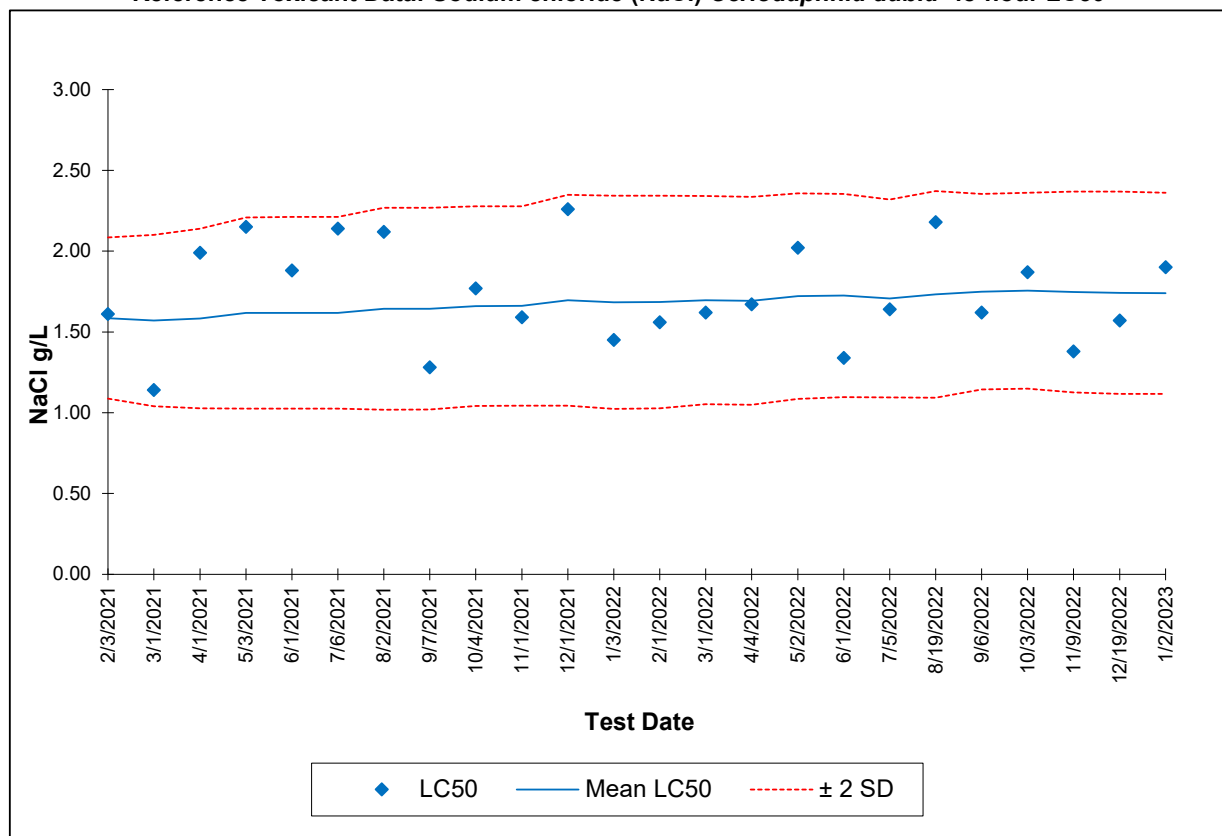
Additional Notes:



[illegible]

REFERENCE TOXICANT CHARTS

New England Bioassay
Reference Toxicant Data: Sodium chloride (NaCl) *Ceriodaphnia dubia* 48-hour LC50



Test ID	Date	LC ₅₀	Mean LC ₅₀	STD	-2 STD	+2 STD	CV	CV National 75th %	CV National 90th %
21-135	2/3/2021	1.61	1.59	0.25	1.09	2.08	0.16	0.29	0.34
21-256	3/1/2021	1.14	1.57	0.27	1.04	2.10	0.17	0.29	0.34
21-431	4/1/2021	1.99	1.58	0.28	1.03	2.14	0.18	0.29	0.34
21-588	5/3/2021	2.15	1.62	0.30	1.03	2.21	0.18	0.29	0.34
21-743	6/1/2021	1.88	1.62	0.30	1.03	2.21	0.18	0.29	0.34
21-919	7/6/2021	2.14	1.62	0.30	1.03	2.21	0.18	0.29	0.34
21-1069	8/2/2021	2.12	1.64	0.31	1.02	2.27	0.19	0.29	0.34
21-1276	9/7/2021	1.28	1.64	0.31	1.02	2.27	0.19	0.29	0.34
21-1456	10/4/2021	1.77	1.66	0.31	1.04	2.28	0.19	0.29	0.34
21-1619	11/1/2021	1.59	1.66	0.31	1.04	2.28	0.19	0.29	0.34
21-1755	12/1/2021	2.26	1.70	0.33	1.04	2.35	0.19	0.29	0.34
22-04	1/3/2022	1.45	1.68	0.33	1.02	2.34	0.20	0.29	0.34
22-162	2/1/2022	1.56	1.69	0.33	1.03	2.34	0.20	0.29	0.34
22-307	3/1/2022	1.62	1.70	0.32	1.05	2.34	0.19	0.29	0.34
22-500	4/4/2022	1.67	1.69	0.32	1.05	2.34	0.19	0.29	0.34
22-673	5/2/2022	2.02	1.72	0.32	1.09	2.36	0.18	0.29	0.34
22-876	6/1/2022	1.34	1.73	0.31	1.10	2.35	0.18	0.29	0.34
22-1109	7/5/2022	1.64	1.71	0.31	1.09	2.32	0.18	0.29	0.34
22-1465	8/19/2022	2.18	1.73	0.32	1.09	2.37	0.18	0.29	0.34
22-1584	9/6/2022	1.62	1.75	0.30	1.14	2.35	0.17	0.29	0.34
22-1842	10/3/2022	1.87	1.76	0.30	1.15	2.36	0.17	0.29	0.34
22-2100	11/9/2022	1.38	1.75	0.31	1.13	2.37	0.18	0.29	0.34
22-2374	12/19/2022	1.57	1.74	0.31	1.12	2.37	0.18	0.29	0.34
23-9	1/2/2023	1.90	1.74	0.31	1.12	2.36	0.18	0.29	0.34

Client Information		Sampler		Lab PM:		Carrier Tracking No(s):	
Client Contact: <u>Mike Williams</u>		Phone: <u>413-534-2222</u>		Hartmann, Steve		480-145746-23417 1	
Company: <u>Suez Water Environmental Services, Inc., Veolia</u>		E-Mail: <u>steve.hartmann@veolia.com</u>		Lab PM: <u>Steve Hartmann</u>		Page: <u>1 of 1</u>	
Address: <u>1 Berkshire Street</u>		Due Date Requested:		City: <u>Holyoke</u>		Job #:	
State, Zip: <u>MA, 01040</u>		TAT Requested (days):		City: <u>Holyoke</u>		Job #:	
Phone: <u>413-534-2222 (Tel)</u>		PO #:		City: <u>Holyoke</u>		Job #:	
Email: <u>mike.williams@suez.com</u>		Purchase Order not required		City: <u>Holyoke</u>		Job #:	
Project Name: <u>Stonewater Toxicity</u>		WO #:		City: <u>Holyoke</u>		Job #:	
Toxicity		Project #:		City: <u>Holyoke</u>		Job #:	
Site:		SSOW#:		City: <u>Holyoke</u>		Job #:	
Sample Identification		Sample Date		Sample Time		Sample Type	
<u>Stonewater Toxicity</u>		<u>1/25-1/26/11</u>		<u>11:04p</u>		<u>C</u>	
Matrix		Sample Type		Preservation Code:		Matrix	
<u>Water</u>		<u>C</u>		<u>Water</u>		<u>Water</u>	
Field Filtered Sample (Yes or No)		Field Filtered Sample (Yes or No)		Field Filtered Sample (Yes or No)		Field Filtered Sample (Yes or No)	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
Perform MS/MSD (Yes or No)		Perform MS/MSD (Yes or No)		Perform MS/MSD (Yes or No)		Perform MS/MSD (Yes or No)	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
SM5310B Organic Carbon, Total (TOC)		SM5310B Organic Carbon, Total (TOC)		SM5310B Organic Carbon, Total (TOC)		SM5310B Organic Carbon, Total (TOC)	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
SM540B, SM540B		SM540B, SM540B		SM540B, SM540B		SM540B, SM540B	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
SUBCONTRACT Stormwater Toxicity		SUBCONTRACT Stormwater Toxicity		SUBCONTRACT Stormwater Toxicity		SUBCONTRACT Stormwater Toxicity	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
2510B, 353.2 Nitrite, Nitrate, Calc		2510B, 353.2 Nitrite, Nitrate, Calc		2510B, 353.2 Nitrite, Nitrate, Calc		2510B, 353.2 Nitrite, Nitrate, Calc	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
2220B Alkalinity		2220B Alkalinity		2220B Alkalinity		2220B Alkalinity	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
200.8, 2340C		200.8, 2340C		200.8, 2340C		200.8, 2340C	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
SM4500_H+ pH		SM4500_H+ pH		SM4500_H+ pH		SM4500_H+ pH	
<u>X</u>		<u>X</u>		<u>X</u>		<u>X</u>	
Total Number of Containers		Total Number of Containers		Total Number of Containers		Total Number of Containers	
<u>10</u>		<u>10</u>		<u>10</u>		<u>10</u>	
Special Instructions/Note:		Special Instructions/Note:		Special Instructions/Note:		Special Instructions/Note:	
<u>Stonewater Toxicity</u>		<u>Stonewater Toxicity</u>		<u>Stonewater Toxicity</u>		<u>Stonewater Toxicity</u>	
Preservation Codes:		Preservation Codes:		Preservation Codes:		Preservation Codes:	
A HCL		A HCL		A HCL		A HCL	
B NaOH		B NaOH		B NaOH		B NaOH	
C Zn Acetate		C Zn Acetate		C Zn Acetate		C Zn Acetate	
D Nitric Acid		D Nitric Acid		D Nitric Acid		D Nitric Acid	
E NaHSO4		E NaHSO4		E NaHSO4		E NaHSO4	
F MeOH		F MeOH		F MeOH		F MeOH	
G Ascorbic Acid		G Ascorbic Acid		G Ascorbic Acid		G Ascorbic Acid	
H Anchlor		H Anchlor		H Anchlor		H Anchlor	
I TSP Dodecahydrate		I TSP Dodecahydrate		I TSP Dodecahydrate		I TSP Dodecahydrate	
J Ice		J Ice		J Ice		J Ice	
K DI Water		K DI Water		K DI Water		K DI Water	
L EDTA		L EDTA		L EDTA		L EDTA	
Other		Other		Other		Other	
M Hexane		M Hexane		M Hexane		M Hexane	
N None		N None		N None		N None	
O AsNaO2		O AsNaO2		O AsNaO2		O AsNaO2	
P Na2O4S		P Na2O4S		P Na2O4S		P Na2O4S	
Q Na2SO3		Q Na2SO3		Q Na2SO3		Q Na2SO3	
R Na2SO4		R Na2SO4		R Na2SO4		R Na2SO4	
S H2SO4		S H2SO4		S H2SO4		S H2SO4	
T TSP Dodecahydrate		T TSP Dodecahydrate		T TSP Dodecahydrate		T TSP Dodecahydrate	
U Acetone		U Acetone		U Acetone		U Acetone	
V MCAA		V MCAA		V MCAA		V MCAA	
W pH 4-5		W pH 4-5		W pH 4-5		W pH 4-5	
Z other (specify)		Z other (specify)		Z other (specify)		Z other (specify)	
Other		Other		Other		Other	
Sample Disposal (A fee may be assessed if samples are retained longer than 1 month)		Sample Disposal (A fee may be assessed if samples are retained longer than 1 month)		Sample Disposal (A fee may be assessed if samples are retained longer than 1 month)		Sample Disposal (A fee may be assessed if samples are retained longer than 1 month)	
<u>Return To Client</u>		<u>Return To Client</u>		<u>Return To Client</u>		<u>Return To Client</u>	
Special Instructions/QC Requirements:		Special Instructions/QC Requirements:		Special Instructions/QC Requirements:		Special Instructions/QC Requirements:	
<u>Stonewater Toxicity</u>		<u>Stonewater Toxicity</u>		<u>Stonewater Toxicity</u>		<u>Stonewater Toxicity</u>	
Date/Time:		Date/Time:		Date/Time:		Date/Time:	
<u>1/26/11</u>		<u>1/26/11</u>		<			

Login Sample Receipt Checklist

Client: SUEZ Water Environmental Services Inc

Job Number: 620-9516-1

Login Number: 9516

List Number: 1

Creator: Makhoul, Elie

List Source: Eurofins New England

Question	Answer	Comment
Radioactivity either was not measured or, if measured, is at or below background	True	
The cooler's custody seal, if present, is intact.	N/A	
The cooler or samples do not appear to have been compromised or tampered with.	N/A	
Samples were received on ice.	True	
Cooler Temperature is acceptable.	True	
Cooler Temperature is recorded.	True	
COC is present.	True	
COC is filled out in ink and legible.	True	
COC is filled out with all pertinent information.	True	
Is the Field Sampler's name present on COC?	True	
There are no discrepancies between the sample IDs on the containers and the COC.	True	
Samples are received within Holding Time (Excluding tests with immediate HTs)..	True	
Sample containers have legible labels.	True	
Containers are not broken or leaking.	True	
Sample collection date/times are provided.	True	
Appropriate sample containers are used.	True	
Sample bottles are completely filled.	True	
Sample Preservation Verified	True	
There is sufficient vol. for all requested analyses, incl. any requested MS/MSDs	True	
VOA sample vials do not have headspace or bubble is <6mm (1/4") in diameter.	True	
If necessary, staff have been informed of any short hold time or quick TAT needs	True	
Multiphasic samples are not present.	True	
Samples do not require splitting or compositing.	True	
Sampling Company provided.	True	
Samples received within 48 hours of sampling.	True	
Samples requiring field filtration have been filtered in the field.	True	
Chlorine Residual checked.	N/A	

Login Sample Receipt Checklist

Client: SUEZ Water Environmental Services Inc

Job Number: 620-9516-1

Login Number: 9516

List Number: 2

Creator: Yeager, Brian A

List Source: Eurofins Buffalo

List Creation: 01/27/23 11:37 AM

Question	Answer	Comment
Radioactivity either was not measured or, if measured, is at or below background	True	
The cooler's custody seal, if present, is intact.	True	
The cooler or samples do not appear to have been compromised or tampered with.	True	
Samples were received on ice.	True	
Cooler Temperature is acceptable.	True	
Cooler Temperature is recorded.	True	2.1 ICE
COC is present.	True	
COC is filled out in ink and legible.	True	
COC is filled out with all pertinent information.	True	
Is the Field Sampler's name present on COC?	True	
There are no discrepancies between the sample IDs on the containers and the COC.	True	
Samples are received within Holding Time (Excluding tests with immediate HTs)..	True	
Sample containers have legible labels.	True	
Containers are not broken or leaking.	True	
Sample collection date/times are provided.	True	
Appropriate sample containers are used.	True	
Sample bottles are completely filled.	True	
Sample Preservation Verified	True	
There is sufficient vol. for all requested analyses, incl. any requested MS/MSDs	True	
VOA sample vials do not have headspace or bubble is <6mm (1/4") in diameter.	True	
If necessary, staff have been informed of any short hold time or quick TAT needs	True	
Multiphasic samples are not present.	True	
Samples do not require splitting or compositing.	True	
Sampling Company provided.	True	
Samples received within 48 hours of sampling.	True	
Samples requiring field filtration have been filtered in the field.	True	
Chlorine Residual checked.	True	

Login Sample Receipt Checklist

Client: SUEZ Water Environmental Services Inc

Job Number: 620-9516-1

Login Number: 9516

List Number: 3

Creator: Harley, Tynisha

List Source: Eurofins Savannah

List Creation: 02/02/23 02:09 PM

Question	Answer	Comment
Radioactivity wasn't checked or is $\leq$ background as measured by a survey meter.	N/A	
The cooler's custody seal, if present, is intact.	True	
Sample custody seals, if present, are intact.	True	
The cooler or samples do not appear to have been compromised or tampered with.	True	
Samples were received on ice.	True	
Cooler Temperature is acceptable.	True	
Cooler Temperature is recorded.	True	
COC is present.	True	
COC is filled out in ink and legible.	True	
COC is filled out with all pertinent information.	True	
Is the Field Sampler's name present on COC?	True	
There are no discrepancies between the containers received and the COC.	True	
Samples are received within Holding Time (excluding tests with immediate HTs)	True	
Sample containers have legible labels.	True	
Containers are not broken or leaking.	True	
Sample collection date/times are provided.	True	
Appropriate sample containers are used.	True	
Sample bottles are completely filled.	True	
Sample Preservation Verified.	N/A	
There is sufficient vol. for all requested analyses, incl. any requested MS/MSDs	True	
Containers requiring zero headspace have no headspace or bubble is $<6\text{mm}$ (1/4").	N/A	
Multiphasic samples are not present.	True	
Samples do not require splitting or compositing.	True	
Residual Chlorine Checked.	N/A	

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.

Meeting attendees:

1. Mary Monahan
2. Joe Kietner
3. Libby Hernandez
4. Carl Rossi
5. Kris Baker

****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

- Two letters requesting abatements 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.
-
- 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

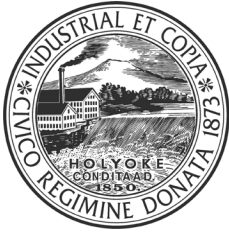
- Discussion on the financial situation, orders, and lack of funding
- Discussed scheduling a meeting with the Water Commission, DPW facility improvements, and Public Works Week activities.

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



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
April 19, 2023

1. Staffing
 - a. **General Construction Inspector – position open, interview today**
 - b. Need stormwater coordinator position and/or grants administrator
2. Grant Opportunities
 - a. CDBG – Allocations (DGR Subcommittee recommendations to Mayor)
 - i. Sidewalks and ADA Ramps (requested \$500,000, proposed \$406,295)
 - ii. Wistariahurst Retaining Wall Design (requested \$40,000, proposed \$0)
 - iii. Hadley Mills District Improvements (requested \$340,000 proposed \$0)
 - b. Massachusetts Gaming Commission (MGC) 2023 - Main Street Concept Design for TIP Project, Submitted 1/31/2023, Awaiting Decision
 - c. Sewage Notification Assistance Grant Program (DEP) – SUBMITTED, Awaiting Decision
 - i. Electronic Notification System and Flow Monitoring, \$42,100
 - ii. Translation Services, \$4,500
 - iii. Warning System at River Access Sites, \$17,439
 - d. Cannabis Impact Fee Applications, Submitted – Awaiting Decisions, Council Meeting
 - i. Race Street Repaving Cabot to Sargeant, with sidewalks (Approved without decorative fence)
 - ii. Main Street Raised Crosswalks (Approved)
 - iii. Traffic Calming Plan for downtown (not approved at this time)
 - e. **ARPA Applications Submitted 4/14/23**
 - i. **1. Springdale Sewer Pumping Station Assessment and Preliminary Design (\$415,000)**
 - ii. **2. City of Holyoke Central Fueling Station Replacement (\$1,930,000)**
 - iii. **3. City Hall Parking Deck Rehabilitation (\$3M)**
 - iv. **4. City Building Upgrades (\$4M)**
 - v. **5. Municipal Employees Training and Education funding (\$50,000, 2-year)**
 - vi. **6. Traffic Calming Installations (\$1M)**
 - f. SRF – River Terrace CSO – On the DRAFT List, \$10.5M SRF, \$2M earmark from Markey office possible
 - g. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program (*Open now, no capacity to compile grant application or administer*)
 - h. Culvert Replacement Grants – *DER for Keyes Road – No Go, Wait for FEMA grants*
 - i. Long Island Sound Futures Fund 2023 Request for Proposals - *~May 2023 (Not sure if have staff/time to prepare or administer)*
3. Status of Construction Projects
 - a. CDBG Sidewalk Replacement Project
 - i. Sidewalks on Grover Street, Lyman Street, Spring Street and Worcester Place are complete. Segments of sidewalk will be replaced on the following streets in the next several months: High Street, Chestnut Street, South Elm Street, Beech Street, and James Street.
 - b. Roberts Field Turf and Track Replacement
 - i. Project is underway at the High School, to be completed by the end of May. The replacement of the turf field will be followed by replacement of the track, to be completed by August 15, the start of High School football training.
 - c. Street Paving-Resurfacing
 - i. Milling is complete. Structures are being adjusted this week. Loop detectors at Cherry replaced next Monday. South Water Street scheduled for paving Tuesday and Wednesday next week.
 - ii. The roads that are planned are listed on the DPW website: <https://www.holyoke.org/dpw-city-engineer/>. Everbridge notifications will be sent for certain road closures in the affected areas.
 - d. Pavement Preservation Project
 - i. Include microsurfacing and crack sealing. The roadways will be crack sealed over the summer. The microsurfacing work will likely be starting in about 6 weeks.

- e. ARPA Sewer Rehabilitation
 - i. Sewer pipe lining is beginning in the downtown area in about 4 weeks. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024
 - ii. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- f. ARPA Building Upgrades
 - i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are under in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
- g. Raised Crosswalks
 - i. Main Street Raised Crosswalks (cannabis impact fee funds)
 - ii. **Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle**
- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
- j. Apremont Highway / Route 202 Signal
 - i. McMahon to bid and CA, Bidding in April
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, final is sewer repair in Jackson alley with Ludlow Construction completed
 - ii. Fire line break on Jackson Street and South Summer.
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Core team meeting held 4/10
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, review of existing GIS database was delivered to Veolia and several meetings have occurred
 - ii. Working toward delineation of catchments in MS4 area, they do not currently exist
 - iii. Ordinance and code review is drafted, to be delivered shortly
 - iv. SWPPP review for City-owned facilities drafted
 - v. Delivered draft IDDE SOP documentation for Veolia to use
 - vi. Delivered draft outline for the SWMP document
 - c. Contract Operations
 - i. **Hazen – completed on-site workshop for conditions and risk assessments, delivered Draft Contract Operations Evaluation Report**
 - ii. Abrahams – \$16,500 additional scope for sewer rate study
 - d. ARPA City Building projects
 - i. Shifting all City building projects to the OPM, including Fire Stations, HVAC, Roofs, City Hall, Annex – Carpets, boiler, air filtration, etc
 - ii. **Bidding next round of Architectural services, due 5/3/2023**
 - iii. Building envelope improvements, interior flooring and some office upgrades
 - iv. Windows at Fire Station #3 and #6, Architecture EL and Lizotte Glass
 - v. Boiler project at FD HQ complete, RW Hall and B-G Mechanical
 - vi. Need to rebid the boiler at #6 and the mini splits
 - vii. Annex Fire Alarm, no movement lately
 - e. CSO River Terrace Sewer Separation Project
 - i. **River Terrace, CSO #23 – CRCC funds for design - Woodard & Curran, Targeting June 2023 final design**
 - ii. Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - iii. HWW to add non-eligible water main replacement on parts of Central Park and Mountain View

- f. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - g. VHB \$50k on-call for Council Orders, traffic calming, etc.
 - h. **Center City – submitted 75% design to DOT, FY2025 TIP**
 - i. DOT-lead TIP projects
 - i. High & Maple – DOT to design and construct, TIP
 - ii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project
 - iii. **Beech & Resnic Intersection – Meeting to decide about roundabout concept on 5/15/2023**
 - iv. **MassDOT Safe Routes to School Infrastructure Project – Lawrence School**
 - j. Sewer Insurance Program
 - i. No change since last discussion at BPW meeting in the summer
 - k. Stained Glass Windows – Phase IV awarded to Scintilla, using CPA and MPPF totaling \$155,000
 - l. Municipality - Online Permits for DPW, entering phase 2, likely online by end of year
 - m. Main Street for TIP, possibly MGM Gaming Funds
 - n. **Street Acceptances – connector streets priority, Vacon order for Lynn Ann Drive and Richard Eger Drive**
 - o. **ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program**
 - p. Downtown Traffic Calming Project, no funding source identified
5. Procurement
- a. Bid for Sewer Rehabilitation contractor, CCTV and CIPP lining, due 4/21/2023
 - b. ARPA Architectural services, due 5/2/2023
6. Contracts (being executed)
- a. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded
7. City Council / Regulatory
- a. **Ordinance Committee (April 25, 2023)**
 - i. Several handicapped signs and no parking signs
 - b. **Public Safety Committee (May 22, 2023):**
 - i. **Goal to catch up on many of the outstanding traffic orders**
 - ii. Signal Warrants for Bemis Road @ Easthampton Road (Route 141) and Main Street @ Vernon Street (No Order, just an FYI on the decision)
 - iii. Main Street in Springdale install a raised crosswalk with ped signal instead of replacing traffic signal, maybe part of the Main Street corridor project to Springdale Park
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 - viii. Installing dividers at the top of Saint Vincent St.
 - ix. Review of collisions at Linden/Hampshire St. and Linden/Locust St.
 - x. discuss the possibility of making Corser St one way traffic.
8. City Permits
- a. Stormwater Application (Large / BPW Approval) – Northampton Residential Development (continued)
9. Veolia updates
- a. NPDES Permit Renewal
 - i. **Extension request**
 - b. POTW, monthly operating reports via email only, March sent to BPW
 - c. Industrial Users – None
 - d. Flood Control – USACE training for flood operations, 8 DPW crew, Veolia to attend
 - e. Collection System – higher than normal costs for repairs this FY
 - i. **End of March amount is \$651,733.**



MAYOR JOSHUA A. GARCIA

CITY OF HOLYOKE

April 18, 2023

Lealdon Langley, Director
Division of Watershed Management
Department of Environmental Protection
Commonwealth of Massachusetts
100 Cambridge Street Suite 900
Boston, MA 02114

Re: Public Notice for Draft 2023 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility

Dear Mr. Langley:

The City of Holyoke is in receipt of the public notice for the above-referenced draft permit dated April 6, 2023. The public notice for the permit advised that all comments must be made by May 5, 2023. However, due to the significant changes in the draft from the existing permit, additional time is needed to get a thorough understanding of what is being requested of the City and how that impacts current operations, disseminate the information to the proper governing officials and estimate the potential cost impacts.

In addition, the permit as drafted contains several new provisions, most notably a water quality-based effluent limit (WQBEL) for total nitrogen, and PFAS monitoring requirements. As the City continues to review the draft permit, it has become clear that additional time is required to fully understand the new provisions, their basis and the anticipated impact on the City's resources.

As a result, the City of Holyoke is respectfully requesting an additional 60-day extension beyond the current, May 5, 2023, deadline to provide comments to MassDEP in order to facilitate a more thorough review of the permit.

Should you have questions, I can be reached at (413) 561-1600 or garciaj@holyoke.org. You can also contact Carl Rossi, DPW Director, (413) 322-5127 or rossic@holyoke.org.

Sincerely,

Joshua A. Garcia, Mayor

cc: Claire Golden

Michael Bissonnette, Holyoke Associate Solicitor



MAYOR JOSHUA A. GARCIA
CITY OF HOLYOKE

April 18, 2023

James Carew
Acting Supervisor, Industrial and Municipal Permits Section
USEPA Region 1, Water Division
5 Post Office Square, Suite 100
Boston, MA 02109-3912

Re: Public Notice for NPDES Permit No. MA0101630 Holyoke Water Pollution Control Facility

Dear Mr. Carew:

The City of Holyoke is in receipt of the public notice for the above-referenced draft permit dated March 30, 2023. The public notice for the permit advised that all comments must be made by May 5, 2023. However, due to the significant changes in the draft from the existing permit, additional time is needed to get a thorough understanding of what is being requested of the City and how that impacts current operations, disseminate the information to the proper governing officials and estimate the potential cost impacts.

In addition, the permit as drafted contains several new provisions, most notably a water quality-based effluent limit (WQBEL) for total nitrogen, and PFAS monitoring requirements. As the City continues to review the draft permit, it has become clear that additional time is required to fully understand the new provisions, their basis and the anticipated impact on the City's resources.

As a result, the City of Holyoke respectfully requests an additional 60-day extension beyond the current, May 5, 2023, deadline to provide comments to EPA in order to facilitate a more thorough review of the permit. Should you have questions, I can be reached at (413) 561-1600 or garciaj@holyoke.org. You can also contact Carl Rossi, DPW Director, (413) 322-5127 or rossic@holyoke.org.

Sincerely,

Joshua A. Garcia, Mayor

cc: Michele Duspiva
Michael Bissonnette, Holyoke Associate Solicitor

Board of Public Works Commission
Meeting Minutes

Date: May 01, 2023

Time: 5:30pm

Location: DPW Conference Room, Pellissier Building, 63 N. Canal Street

****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. The consideration of minutes from the past meeting (no minutes available at this time).
3. DPW Director Report:
 - Vacancies and recent hires/resignations:
Vacancies: 12 Heavy Motor Equipment Operators
Hired: 2
Resigned: 3
Highway staffing is at 40% capacity
 - Discussion on competitive salary issue
 - Issues with staffing and operating expenses:
 - Budget discussion and transfer of funds to cover expenses
 - Transferring from HMEO lines, but not enough to cover operating expenses
 - Proposal to City Council to create a separate budget
 - Supervisors frustrated with lack of manpower and funds
 - Discussion on filing a separate order
4. City Engineer Report:
 - May deadlines are on target.
 - GIS digitization project and budget considerations.
 - Updates on ongoing projects.
5. Commissioner's Liaison Reports:
 - Discussion about upcoming events and proclamations.
 - Service agreement advisory board.
 - Enterprise fund review.
6. Division Supervisor Update: Introduction of the new General Construction Supervisor, Jonathan Moquin, and his background.
7. Abatements: Discussion on abatement case on second meeting of the month
8. Review and discuss next steps regarding EPA issuance of draft POTW NPDES discharge permit:
 - Presentation by Hazen
 - Proposal received, extension until June 5th
 - Splitting into two major tasks: Review the permit and review requirements
 - Discussion on budget and funds allocation

- Need for industrial discharge monitoring responsibility clarification
- Contract amendment and budget discussion
- Contract to be signed to proceed

9. National Public Works Week staff appreciation: Planning for an event on May 25th.

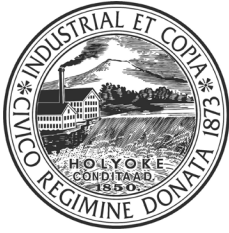
10. Review financials regarding sewer enterprise and DPW operations:

- Concerns about budget impact due to council orders.
- Proposal to request a meeting with Public Safety Committee and Finance to establish a special budget for council orders

11. Discussion of Monsanto MS4 settlement.

12. Stormwater Commission: Public Hearing: Residential Development Northampton Street
Stormwater Permit Application continuation

The meeting was adjourned at 7:16 PM.



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
May 1, 2023

1. Staffing

- a. General Construction Inspector – FILLED! Jon Moquin started 4/24
- b. Need stormwater coordinator position and/or grants administrator

2. Grant Opportunities

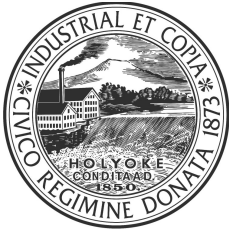
- a. CDBG – Allocations (DGR Subcommittee recommendations to Mayor)
 - i. Sidewalks and ADA Ramps (requested \$500,000, proposed \$406,295)
 - ii. Wistariahurst Retaining Wall Design (requested \$40,000, proposed \$0)
 - iii. Hadley Mills District Improvements (requested \$340,000 proposed \$0)
- b. Massachusetts Gaming Commission (MGC) 2023 - Main Street Concept Design for TIP Project, Submitted 1/31/2023, requested more information
- c. Sewage Notification Assistance Grant Program (DEP) – Awarded full amount
 - i. Electronic Notification System and Flow Monitoring, \$42,100
 - ii. Translation Services, \$4,500
 - iii. Warning System at River Access Sites, \$17,439
- d. Cannabis Impact Fee Applications, Submitted – Awaiting Decisions, Council Meeting
 - i. Race Street Repaving Cabot to Sargeant, with sidewalks (Approved without decorative fence)
 - ii. Main Street Raised Crosswalks (Approved)
 - iii. Traffic Calming Plan for downtown (not approved at this time)
 - iv. ADA Transition Plan and Sidewalk Conditions Assessment (application to be submitted soon unless funding is entirely dedicated to Middle School)
- e. ARPA Applications Submitted 4/14/23, Decisions in June/July
 - i. 1. Springdale Sewer Pumping Station Assessment and Preliminary Design (\$415,000)
 - ii. 2. City of Holyoke Central Fueling Station Replacement (\$1,930,000)
 - iii. 3. City Hall Parking Deck Rehabilitation (\$3M)
 - iv. 4. City Building Upgrades (\$4M)
 - v. 5. Municipal Employees Training and Education funding (\$50,000, 2-year)
 - vi. 6. Traffic Calming Installations (\$1M)
- f. SRF – River Terrace CSO – On the DRAFT List, \$10.5M SRF, \$2M earmark from Markey office possible
- g. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program (*Open now, no capacity to compile grant application or administer*)
- h. Small Bridge Grant, MassDOT, only 2 City-owned BRIs, no staff capacity to determine go/no go
- i. Culvert Replacement Grants – *DER for Keyes Road – No Go, Wait for FEMA grants*
- j. Long Island Sound Futures Fund 2023 Request for Proposals - *~May 2023 (Not sure if have staff/time to prepare or administer)*
- k. Assisting Conservation department with MVP grant for GI

3. Status of Construction Projects

- a. CDBG Sidewalk Replacement Project - Complete
 - i. Completed: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- b. Roberts Field Turf and Track Replacement
 - i. Project is underway at the High School, to be completed by the end of May. The replacement of the turf field will be followed by replacement of the track, to be completed by August 15, the start of High School football training.
- c. Street Paving-Resurfacing
 - i. Paving will resume Friday, everything is paved except for Charles Street and Bobala Road, various driveways and curbing.
 - ii. Full list on the DPW website: <https://www.holyoke.org/dpw-city-engineer/>.
- d. Pavement Preservation Project

- i. Include microsurfacing and crack sealing. The roadways will be crack sealed over the summer. The microsurfacing work pre-construction meeting next week.
- e. ARPA Sewer Rehabilitation
 - i. Sewer pipe lining is beginning in the downtown area in about 4 weeks. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024
 - ii. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- f. ARPA Building Upgrades
 - i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are under in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
- g. Raised Crosswalks
 - i. Main Street Raised Crosswalks (cannabis impact fee funds)
 - ii. Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle
- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. **Asbestos and Haz Mat survey this week**
- j. Apremont Highway / Route 202 Signal
 - i. McMahon to bid and CA, Bidding in April
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, final is sewer repair in Jackson alley with Ludlow Construction completed
 - ii. Fire line break on Jackson Street and South Summer.
- l. **Lady Liberty Statue – Finished, news article today WWLP/Masslive**
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Core team meeting held 4/10
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, review of existing GIS database was delivered to Veolia and several meetings have occurred
 - ii. **May 31 deadlines to EPA for IDDE plan and updated SWMP**
 - iii. **West Holyoke GIS issues will not be resolved by 5/31, conversation with Doug Koopman**
 - c. Contract Operations
 - i. Hazen – completed on-site workshop for conditions and risk assessments, delivered Draft Contract Operations Evaluation Report
 - ii. Abrahams – \$16,500 additional scope for sewer rate study
 - d. ARPA City Building projects
 - i. Shifting all City building projects to the OPM, including Fire Stations, HVAC, Roofs, City Hall, Annex – Carpets, boiler, air filtration, etc
 - ii. Bidding next round of Architectural services, due 5/3/2023
 - iii. Building envelope improvements, interior flooring and some office upgrades
 - iv. Windows at Fire Station #3 and #6, Architecture EL and Lizotte Glass
 - v. Boiler project at FD HQ complete, RW Hall and B-G Mechanical
 - vi. **Rebidding boiler replacement at #6 and mini split installations at #3 and #6 starting May 10, due 5/31**
 - vii. Annex Fire Alarm, no movement lately
 - e. CSO River Terrace Sewer Separation Project
 - i. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, Targeting June 2023 final design
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 - p. Downtown Traffic Calming Project, no funding source identified
5. Procurement
- a. HVAC for Fire Stations #3 and #6, boiler and mini-splits, Due 5/31
 - b. ARPA Architectural services, due 5/2, ANSER
6. Contracts (being executed)
- a. Sewer Rehabilitation contractor, CCTV and CIPP lining – Insituform Technologies, LLC low bid (\$895,500)
 - b. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
7. City Council / Regulatory
- a. Ordinance Committee ()
 - i.
 - b. Public Safety Committee (May 22, 2023):
 - i. Goal to catch up on many of the outstanding traffic orders
 - ii. Signal Warrants for Bemis Road @ Easthampton Road (Route 141) and Main Street @ Vernon Street (No Order, just an FYI on the decision)
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- a. Stormwater Application (Large / BPW Approval) – Northampton Residential Development (continued)
9. Veolia updates
- a. NPDES Permit Renewal
 - i. 30-day Extension to June 5, 2023
 - ii. Hazen Proposal, \$35,793, account?
 - iii. Veolia's role in comments? Data collected for background metals
 - b. POTW, monthly operating reports via email only
 - c. Industrial Users – working on PFAS sampling program with Veolia
 - d. Flood Control – USACE training for flood operations, 8 DPW crew, Veolia to attend
 - e. Collection System – higher than normal costs for repairs this FY
 - i. End of March amount is \$651,733.



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
May 15, 2023

1. Staffing

- a. Need stormwater coordinator position and/or grants administrator

2. Grant Opportunities

a. CDBG – Allocations

- i. **Sidewalks and ADA Ramps (requested \$500,000, awarded \$799,595)**
- ii. Wistariahurst Retaining Wall Design (requested \$40,000, not awarded)
- iii. Hadley Mills District Improvements (requested \$340,000 not awarded)

- b. Massachusetts Gaming Commission (MGC) 2023 - Main Street Concept Design for TIP Project, Submitted 1/31/2023, requested more information

c. Sewage Notification Assistance Grant Program (DEP) – Awarded full amount

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- i. Race Street Repaving Cabot to Sargeant, with sidewalks (Approved without decorative fence)
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- iii. Traffic Calming Plan for downtown (not approved at this time)
- iv. **ADA Transition Plan and Sidewalk Conditions Assessment (Application submitted)**

e. ARPA Applications Submitted, Decisions in June/July

- i. 1. Springdale Sewer Pumping Station Assessment and Preliminary Design (\$415,000)
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- v. 5. Municipal Employees Training and Education funding (\$50,000, 2-year)
- vi. 6. Traffic Calming Installations (\$1M)

- f. **SRF – River Terrace CSO – On the DRAFT List, \$10.5M SRF, \$2M earmark from Markey office possible; Sen. Velis office inquired about earmarks, information provided to his office.**

- g. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program (*Open now, no capacity to compile grant application or administer*)

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 - i. High & Maple – DOT to design and construct, TIP

- ii. **Appleton St - 1st and 2nd Level Canal Bridge Replacement** – DOT project, meeting last week with Michael Baker design team, construction likely 2025, concerns about Canal Walk and Winn Development conflicts, may be phased.
 - iii. **Beech & Resnic Intersection** – Pursuing roundabout concept, involved takings incl. Article 97
 - iv. **MassDOT Safe Routes to School Infrastructure Project** – Lawrence School, 10% design
 - j. Sewer Insurance Program
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 - n. **Street Acceptances – connector streets priority**, Vacon order for Lynn Ann Drive and Richard Eger Drive
 - i. **Presented list of unaccepted streets and provided information at Finance Committee meeting 5/10**
 - o. **ADA Transition Plan and Sidewalk conditions assessment**, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
 - p. **Wistariahurst Retaining Wall Design** – Pare designing, \$40,000, test pits completed.
 - q. **Downtown Traffic Calming Project**, no funding source identified.
 - r. **Peck Middle School Replacement, MSBA, \$85M**, City Engineer to attend weekly meetings and sign off on payment requisitions
5. Procurement
- a. **HVAC for Fire Stations #3 and #6**, boiler and mini-splits, Due 5/31
 - b. **ARPA Architectural services**, selected 3 firms Architecture EL, Mount Vernon Group Architects, and Socotec.
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 - vi. Road safety review at Queen and Cherry St. - Trucks exiting Queen St. making illegal left
 - vii. City engineer evaluate the intersection of Evergreen and Bray Park Drive for improvements due to safety concern
 - viii. Installing dividers at the top of Saint Vincent St.
 - ix. Review of collisions at Linden/Hampshire St. and Linden/Locust St.
 - x. discuss the possibility of making Corser St one way traffic.
8. City Permits
- a. **Stormwater Application (Large / BPW Approval)** – Northampton Residential Development (continued)
9. Veolia updates
- a. **NPDES Permit Renewal**
 - i. **30-day Extension to June 5, 2023**
 - ii. **Hazen Proposal, \$35,793, executed**
 - iii. **Veolia's role in comments - Data collected for background metals**
 - b. **POTW, monthly operating reports via email only**
 - c. **Industrial Users – working on PFAS sampling program with Veolia**
 - d. **Flood Control – USACE training for flood operations, 8 DPW crew, Veolia to attend**
 - e. **Collection System – higher than normal costs for repairs this FY**
 - i. **Current collection system settle-up estimate for end of FY23 is \$689,000. This includes anticipated work to 6/30.**

Board of Public Works Commission
Meeting Minutes

Date: June 5, 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
6. Michael Bissonette, Legal Counsel

****Call to Order:**** The meeting was called to order by Chairperson Mary Monahan at 5:35pm.

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

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

1. ****Consent Agenda:**** The consent agenda was discussed and approved.

****Motion to amend the agenda by moving to Item 7, the executive session.****

Kietner: I motion for the amendment.

Libby: I second the motion.

2. Consideration of Minutes of the Past Meeting - no minutes to consider

3. DPW Director Report:

- Two new hires are pending completion of physical and background screenings.
 - 1 HMEO, 1 Motor Equipment Repairman
- Proposal to increase parking permit fee from \$40 to \$50.
- Letter to be sent to the Parking Committee regarding the consideration of increasing fees, referencing a letter from Carl addressing the Board.
- Proposal to increase St. Patrick's Day Parade parking fee from \$5 to \$10 on the parking deck.
- Order for an engineer to evaluate Whiting's Farm Road.
- Discussion on extending office hours and leaving early on Fridays.

4. City Engineer Report:

- Bids for Apermont came in lower than anticipated.

- Roberts Field turf field has been completed.
- The track has been milled out and needs patching, on schedule for the football season.
- Streets in West Holyoke to be fixed next week; updating engineering website with paving schedule.
- Met MS4 deadline on May 31st.
- Submitted a CT River Clean Up Fund request for \$210,000.

5. Commissioner's Liaison Reports:

- Mary commends Libby for her excellent work on the luncheon and video.
- Libby shares plans for lifting morale, removing stigma, and promoting the amazing work done by DPW.
- Discussion on planning for next year and other events.
- Mary suggests organizing a Touch-a-Truck event.
- Carl mentions National Night Out.

7. Division Supervisor Update (first meeting of the month): None

8. Abatements (second meeting of the month)

****Motion to take on agenda item 3 is made by Kietner, and Libby seconds it. All in favor.****

9. Review Board of Public Works role as Stormwater Commissioners:

- James Fitzgerald expresses dissatisfaction with not being notified or included in discussions or votes.
- Mary states that the notice was posted outside the clerk's office but not on the website.
- Mary confirms that everything presented was within the Board's jurisdiction.
- Motion to send correspondence to other permitting boards, stating that approved plans or changes related to the Stormwater Commission must come back to the Board for review.
- Kietner makes the motion, and Libby seconds it. All in favor.

7:50 PM - Going through CC Agenda Finance Ordinance Committee meeting agenda for 6/7:

- Mary asks who will be attending, and Carl and Kris confirm their attendance.
- Mary will present slides and answer questions.
- Libby makes a motion to accept the report on the finances from Mark Abraham. Sewer Study Report and accept the approach for Wednesday night's finance meeting.
- Kietner seconds the motion. All in favor.

****Kietner makes a motion to take out of order item agenda number 4, and Libby seconds it. All in favor.****

Update on EPA issuance of draft POTW NPDES discharge permit:

- Discussion on the draft permit.

Review financials regarding sewer enterprise and DPW operation:

- Mark Abrahams, the auditor, presents the sewer enterprise account financials.
- Mark explains the operating revenue and operating costs.
- Mike Bissonette mentions the 1986 interest fund and the underfunding of sewer breaks historically.
- Rate projections for FY24 are discussed.
- Options for addressing a \$777K shortfall are presented.
- Mary asks if there are any questions. None are raised.
- Mary shares and breaks down a slideshow presentation on sewer enterprise fund costs.
- Mary emphasizes that the Veolia fee covers more than just wastewater operations and that even residents without sewer benefit from various services.
- Mark is asked to provide additional information and walk the City Council through the outline after the slideshow presentation.
- Mark appreciates the presentation and suggests creating a simplified list to identify all costs.
- Mary agrees to add bullets and maintain contract language.

****Libby motion to move to Item 6, the dumpster permit. All in favor.****

Allegrone dumpster permit extension:

- Ben explains the need for an extension due to ongoing construction.
- Discussion on the duration and number of dumpster swap-outs.
- Concerns raised regarding the exposure of the neighborhood to the dumpster and the condition of the sidewalk.
- Ben discusses alternative locations and the challenges they present.
- Construction schedule and phases are outlined.
- The benefit of the project for residents is emphasized.
- Concerns raised about the accessibility of the sidewalk and curb cuts for people in wheelchairs.
- Ben assures that any damage to the sidewalk will be fixed or replaced.
- Discussion on the long-term benefits for the community.
- Mary expresses concerns about setting a precedent and the length of obstruction in the public way for a private project.
- Ben explains the complexities and challenges of the renovations.
- Mary challenges the inability to find a new location and requests a plan within 30 days.
- Motion to permit extension until October with a \$50 monthly fee is made by Libby, and Kietner seconds it.

Vote: Two in favor (Hernandez and Kietner), one opposed (Mary Monahan).

****Kietner makes a motion to take agenda item 5 out of order, and Libby seconds it. All in favor.****

6:30 PM - Executive Session:

- The meeting enters an executive session to discuss strategy with respect to litigation, as it may have a detrimental effect on the litigating position of the public body. (Chapter 30a, sec. 21(a)(3))

Next Meeting: 6/26

****New Business****

- Libby will inquire about the availability of the Holyoke Media Room for future meetings.

The meeting adjourned at 8:32 PM.

Sewer Rate Study for the City of Holyoke

Presentation to Council Finance and Ordinance Joint Committee Meeting

By: Holyoke Board of Public Works

Mark Abrahams, CPA

June 7, 2023



Sewer Rate Study for the City of Holyoke

Agenda

- Project Team
- Study Summary and Recommendations
- Report Review
- Discussion

Sewer Rate Study for the City of Holyoke

Project Team

Mark Abrahams, President of The
Abrahams Group

Board of Public Works

Director of Public Works

City Engineer

Mayor

City Auditor

City Treasurer

Holyoke Water Department

Sewer Rate Study for the City of Holyoke

FY 24 Annual Budget

Wastewater Treatment Plant Administration & Operations

• Personnel Services	163,720
• Expenses	7,878,573 (7,300,000 for service agreement)
• Debt Service	1,927,363
• Prior Year Estimated Deficit	777,648
• Total	10,747,304

Sewer Rate Study for the City of Holyoke

Option 1

FY24 Preliminary Sewer Financing Plan

FY24 Sewer Enterprise Fund Budget \$9,969,656

Estimated FY23 Shortfall 777,648

FY24 Revenue Requirement \$10,747,304

Estimated FY24 Sewer Use Charge \$8.58

Estimated average residential user impact: **\$15.89** per quarter

Sewer Rate Study for the City of Holyoke

Option 2

FY24 Preliminary Sewer Financing Plan

FY24 Sewer Enterprise Fund Budget \$9,969,656

Estimated FY24 Sewer Use Charge \$7.88

Estimated average residential user impact: **\$11.50** per quarter

To be funded through general fund subsidy:

Estimated FY23 Shortfall 777,648

Note that this option does not treat the enterprise fund as self-sufficient

Sewer Rate Study for the City of Holyoke

Sewer Enterprise Fund funds the WWTP long term service contract *(February 2006)*

Wastewater Treatment Plant

Collection Systems including sewer pipelines, combined stormwater and sewage pipelines, storm water pipelines, pump stations, manholes, flood control equipment, and other ancillary equipment to provide uninterrupted and economical flow of wastewater and storm water through the Collection System

Sanitary Sewer System and **Combined Sewer System**

Storm Water Collection System including City's Phase II Storm Water Permit (MS4)

Flood Control System

Holyoke's Average Residential User fee skews high when compared to other communities as this contract includes services and costs that are generally funded outside wastewater enterprise funds

Sewer Rate Study for the City of Holyoke

Proposed Sewer Enterprise Study for FY24

- Identify true costs associated with wastewater collection and treatment
- Identify other costs currently funded by sewer enterprise fund
- Establish a 5-year Capital Improvements Program
- Recommend a funding program and strategies (including public review and City approval)

Sewer Rate Study for the City of Holyoke

- Report Review
- Discussion

Board of Public Works Commission
Meeting Minutes

Date: June 26, 2023

Time: 5:30pm

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

Meeting attendees:

1. Mary Monahan, Chair
2. Joe Kietner, Member
3. Libby Hernandez, Member
4. Kris Baker, City Engineer
5. Michael Bissonette, Assistant City Solicitor

****1. Board of Public Works****

****Call to Order:**** The meeting was called to order at 5:31 PM.

****Public Comment:**** No public comments were made.

1. ****Consent Agenda:**** The consent agenda was presented.
2. ****Consideration of Minutes:**** The minutes of the past meeting were received, and the board will review and approve them in the next meeting.
3. ****DPW Director Report:**** The DPW Director is returning from vacation tomorrow.
4. ****City Engineer Report:****
 - a. Roberts Field turf looks great.
 - b. Cape seal and microsurfacing in Western Holyoke have been completed, but there have been some complaints from residents about the appearance.
 - c. A request for a 100k+ appropriation from the City Council was not accepted. More information will be provided, and the consequences will be outlined if it is not approved. A letter explaining the urgency of the matter will be written.
 - d. DPW received 85k in grant funding mitigation funds from MGM.
 - e. Received designs and pricing for Wistariahurst Wall.
 - f. ARPA sewer lining project is moving forward. GIS data is being recorded for future use.
 - g. ARPA awards for various projects have been received, including 2 million for the central fueling station replacement, 114k for Springdale Sewer Park replacement, 4 million for buildings, and design funds for the City Hall parking deck.
 - h. Discussion about funding for networking and conference opportunities for staff. Mayor's approval is needed, and if not, alternative funding options will be explored.

5. ****Commissioner's Liaison Reports:****
 - a. Libby provided updates on researching locations for BPW meetings and brought up issues with street sweeping enforcement. Mary suggested inviting the Mayor, HPD, and Veolia to a meeting to discuss the street sweeping issues regarding parking restrictions and enforcement.
 - i. ****Motion to accept the consent agenda:**** A motion was made and approved to accept the consent agenda, including inviting the Mayor, HPD, and Veolia to a meeting. All in favor.
 - b. Discussion of Deer Island Treatment Plant Tour:
 - i. Tour dates on July 14th and 24th at 9:30 AM or 10:00 AM. Discussion on transportation logistics to get across the harbor.
6. Abatements (second meeting of the month):
 - a. No abatements to review.
7. ****Enterprise Fund and Financial Updates:****
 - a. The need for hiring three positions (Grant Writer, Mechanic, and Full-time Clerk) was discussed, with the decision to be made in tonight's finance meeting.
 - b. SRF funding for CSO was not approved by the Finance Committee and is being sent back to the Auditor. The Engineer will write a letter to the City Council outlining the consequences of failure to approve the funding.
 - c. The City Hall Parking Deck design funding was discussed, along with the need for a new funding source to cover the sewer rate deficit.
 - d. The City's decision to use the sewer stabilization fund to cover a deficit without consultation with BPW was raised as a concern.
 - e. The Board discussed the need to request funds for a comprehensive analysis and legal support for the upcoming sewer rate decision.
8. **** Stormwater Commission****
 - a. ****Stormwater Management Permit Application:**** South Street Plaza requested a continuance until the 1st meeting in September.

****Next Meeting:**** Tentatively scheduled for July 17th at 5:30 PM, but will be canceled if there are no items to act on.

****Meeting Adjourned:**** The meeting was adjourned at 6:42 PM.

Fwd: PUBLIC HEARING NOTICE_HOLYOKE STORMWATER AUTHORITY

2 messages

Kris Baker <bakerk@holyoke.org>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Mon, Jun 12, 2023 at 10:01 AM

Stephanie, Please see attached, we will open this hearing at the next BPW meeting.

Thanks, Kris

--

Kris Baker, P.E.
City Engineer
City Hall Annex, Room 300
20 Korean Veterans Plaza
Holyoke, MA 01040
Pronouns: he, him, his
(o) 413-322-5605

----- Forwarded message -----

From: **Alexandra Cichetti** <AlexandraC@rlaland.com>

Date: Fri, Jun 9, 2023 at 12:01 PM

Subject: PUBLIC HEARING NOTICE_HOLYOKE STORMWATER AUTHORITY

To: Jamie Joslyn <notices@turley.com>

Cc: Filipe Cravo <filipec@rlaland.com>, Rob Levesque <RobL@rlaland.com>, John Masuck <JohnM@rlaland.com>, peter martins <peter.martins@sailemanagement.com>, Dennis Cieri <dcieri@edenpropertycompany.com>, Kris Baker <bakerk@holyoke.org>

Good morning, Jamie,

Please see the attached Public Hearing Notice to be run in the Holyoke Sun for June 16th, 2023. Please confirm receipt of this email and please let me know if you need anything further. Thank you so much!

The billing information is as follows:

Salmar Realty, LLC c/o Mr. Peter Martins

[350 Cottage Street](#)

[Springfield, MA 01104](#)

Please kindly confirm receipt of this email. Thank you!

Kind Regards,

Alexandra Cichetti

AlexandraC@rlaland.com

R Levesque Associates, Inc.

40 School Street

Direct Line: 413.729.6903

P: 413.568.0985 x 103

F: 413.568.0986

This email may contain confidential and/or privileged information. If you are not the intended recipient, you are hereby notified that retention, dissemination, or copying of this communication is prohibited. If you have received this email in error, please notify the sender by reply email and permanently delete this email and any attachments. Thank you.



PUBLIC HEARING NOTICE 2023.doc

670K

Stephanie Rodriguez <rodriguezs@holyoke.org>
To: Kris Baker <bakerk@holyoke.org>

Mon, Jun 12, 2023 at 1:54 PM

Received, thank you.

--

Stephanie Rodriguez, Office Manager
Department of Public Works
City of Holyoke

(413) 322-5645

[Quoted text hidden]

Board of Public Works Commission
Meeting Minutes

Date: July 31, 2023

Time: 5:30pm

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

Meeting attendees:

Mary Monahan, Chair
Libby Hernandez, Member
Joseph Kietner, Member
Carl Rossi, DPW Director
Kris Baker, City Engineer
Kelly Curran, Personnel Director
Chris Adams, UFCW Union Representative

Call to Order: The meeting was called to order at 5:34 pm by Chair Mary Monahan.

1. Public Comment: There were no public comments.

2. Consent Agenda:

a. Consideration of Minutes of the Past Meeting:

- The commissioners agreed that liaison updates would be put in writing and attached to the minutes for the public record. Joseph Kietner made a motion to approve the liaison reporting for minutes, and it was seconded by Libby Hernandez. The motion passed unanimously.
- Mary Monahan then made a motion to enter executive session for the discussion of litigation strategy, as allowed by Chapter 30a, sec. 21(a)(3).
- A roll call vote was conducted, and all commissioners voted in favor.
- Chris Adams joined the meeting during the executive session.

b. DPW Director Report (see attached):

Vacancies:

- Carl Rossi reported that interviews were ongoing for the clerk position, with reference checks being conducted.
- There were also three interviews scheduled for HMEOs (Highway, Motor Equipment Operators) positions this week.
- Interviews for Recycling Coordinators had started, with two internal candidates so far.

-The search for mechanic and civil engineer candidates continued.

- Mary Monahan inquired about the qualifications needed and suggested exploring the possibility of hiring a Staff Engineer instead of a Senior Civil Engineer. In the interim, consulting services would be utilized.
- Libby Hernandez asked about posting the Senior Civil Engineer position on LinkedIn.

Garbage Trucks/Trash Carts:

- Carl Rossi mentioned the pursuit of a \$75 million grant opportunity for garbage trucks, with a deadline of September 23rd.
- Postcards for refuse and recycling information would be mailed out on September 1st in both Spanish and English.
- On September 18th, new trash carts would be rolled out along with a pamphlet.
 - It was noted that a press release and an interview with Holyoke media should be scheduled before September 1st.
 - The postcards will be added to the website for public access.
 - Public outreach efforts included Channel 15 informational slides.

c. City Engineer Report (see attached)t:

- Kris Baker reported that the 90% design for River Terrace was in progress and discussed with various stakeholders.
- Mary Monahan asked if the \$10.5 million requested had been approved by the City Council. Kris confirmed it had not and mentioned that the item would be placed on the City Council agenda for their support.
- Kris also stated that Veolia's support for MS4 would be discussed once major items were addressed.
- Planned paving and sidewalk work for the next year was outlined, with this year's projects on page 1 and proposed projects for the next year on page 2.
- Priorities for Veolia were detailed on the last page.
- Sinkhole on Mosher was addressed.

d. Commissioners' Liaison Reports (see attached):

- Libby Hernandez had no updates to provide.
- Joseph Kietner had no updates to provide.
- Mary Monahan reported on following up regarding Deer Island and posted updates on Facebook and LinkedIn. She also discussed funding and efforts related to maintaining antiquated flood stations.
 - Libby Hernandez made a motion to accept the consent agenda as presented, and Joseph Kietner seconded it. The motion passed unanimously.

3. Abatement Requests:

a. Andrew Vega of 1965-1967 Northampton Street: It was determined that the request did not meet the criteria outlined in the sewer abatement policy.

- A motion to deny the request was made by Joseph Kietner and seconded by Libby Hernandez. The motion passed unanimously, and it was decided to send a letter explaining the abatement policy.

b. John Koziara of 10 Taylor Street: Questions were raised about the filling of a pool on the property and requested proof through water bill history and receipts.

- Joseph Kietner made a motion to table the request, which was seconded by Libby Hernandez. The motion passed unanimously, and it was decided to send a letter explaining the decision and requesting more information.

c. Roseline Taylor: It was decided to uphold the original decision.

- Libby Hernandez made a motion to uphold the original decision to deny the abatement and offer a repayment plan, with the resident required to start payments within 30 days. Joseph Kietner seconded the motion, and it passed unanimously.

4. Update on Financials Regarding Sewer Enterprise and DPW Operations; Next Steps:

a. Review Draft RFQ for Consulting Services: Issues were discussed related to sewer rates and the recent council meeting where the decision was tabled due to insufficient information.

- Mark Abrahams and Matt Abrahams were tasked with updating projected user fees. The results of their analysis would be presented at the August meeting.

- Mary proposed continuing discussions with the Mayor and legal counsel to extend the 5-year contract and temporarily hold the RFQ process. All commissioners were in agreement.

- Joseph Kietner made a motion to accept the report from Commissioner Monahan, and Libby Hernandez seconded it. The motion passed unanimously.

5. Discuss Board of Public Works Public Outreach Initiative:

The commissioners discussed plans to launch their own streaming TV show to inform the public about sewer rates and the enterprise fund. Libby Hernandez mentioned that she had a short clip from her visit to Deer Island, which she would include in the show.

6. 5:30 PM EXECUTIVE SESSION:

- Executive session held to discuss litigation strategy related to refuse/yard waste grievances.
- Mary recused herself as Chair, and Libby assumed the role during the executive session.
- Chris Adams provided details on the grievances.
- Russ recommended denying both grievances and authorizing negotiation.
 - Motion by Kietner to deny both grievances and authorize negotiation, seconded by Libby. All in favor.
 - Libby Hernandez made a motion to end the executive session, and a roll call vote confirmed unanimous agreement. The regular session resumed at 6:45 pm.

7. Schedule August Meeting:

The commissioners scheduled the next meeting for August 21st.

Adjournment:

The meeting was adjourned at 8:14 pm.

Board of Public works Meeting July 31, 2023

Director's Report

Vacancies

- Clerk – Interviewing candidates for this position. We have identified a potential candidate, interviewed candidates and are now checking references.
- HMEO – Identified three (3) candidates for interviews. They will be interviewed this week.
- Recycling Coordinator – Identified two (2) in house candidates for the position. We have interviewed one, the other is on vacation. There is some potential with these candidates.
- Mechanics – Two (2) openings are available. As of this date we have not received any inquiries.
- Assistant Engineer – As of this date we have not received any inquiries.
- Stormwater Coordinator/Grants Writer – As of this date we have not received any inquiries.

Grant Opportunities

Possible grant opportunity through MassDEP for electric refuse trucks. Application due date September 26, 2023. Will attempt to apply for two (2) electric refuse trucks. In my opinion we do qualify for this grant.

Refuse Totes rollout/Dual Stream Recycling

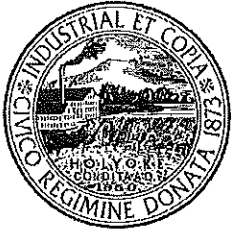
Postcards in English and Spanish for the refuse totes rollout and recycling is scheduled to be mailed September 1, 2023

Roll out of new refuse totes will start on September 18, 2023. Pamphlets in English and Spanish will be attached with the new totes.

We will need to write a press release prior to sending out the postcards. I will reach out to the Mayor's office for guidance.

I would also like to do an interview with Holyoke media.

Postcards will be put on DPW website/Facebook.



Mayor Joshua A. Garcia

Kris Baker, P.E., City Engineer

City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
July 31, 2023

1. Staffing

- a. Grant Administrator and Stormwater Coordinator position posted, no applicants
- b. Senior Civil Engineer posted, 1 applicant

2. Grant Opportunities

- a. ARPA Awards for DPW, full proposals due
 - i. 1. Springdale Sewer Pumping Station Assessment and Preliminary Design (requested \$415,000, awarded \$125,000)
 - ii. 2. City of Holyoke Central Fueling Station Replacement (Awarded \$1,930,000)
 - iii. 3. City Hall Parking Deck Rehabilitation (Requested \$3M, awarded \$250,000)
 - iv. 4. City Building Upgrades (Awarded \$4M)
 - v. 5. Municipal Employees Training and Education funding (\$50,000, 2-year), Not Awarded
 - vi. 6. Traffic Calming Installations (\$1M), Not Awarded
- b. ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program, opens August 1, BETA to assist.
- c. CDBG – Allocations for FY24:
 - i. Sidewalks and ADA Ramps (requested \$500,000, awarded \$799,595)
 - ii. Wistariahurst Retaining Wall Design (requested \$40,000, not awarded)
 - iii. Hadley Mills District Improvements (requested \$340,000 not awarded)
- d. Cannabis Impact Fee Applications - On hold for the time being
- e. SRF – River Terrace CSO – On the DRAFT List, \$10.5M SRF, \$2M earmark from Markey office possible; Sen. Vells office inquired about earmarks, information provided to his office.
- f. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program (*Open now, no capacity to compile grant application or administer*)
- g. Small Bridge Grant, MassDOT, only 2 City-owned BRIs, no staff capacity to determine go/no go
- h. Complete Streets MassDOT Program
- i. Culvert Replacement Grants – *DER for Keyes Road – No Go, Wait for FEMA grants*
- j. Downtown Traffic Calming Project, no funding source identified
- k. Long Island Sound Futures Fund 2023 Request for Proposals - *~May 2023 (Not sure if have staff/time to prepare or administer)*

3. Status of Construction Projects

- a. Sidewalk Replacement Project
 - i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
 - ii. CDBG Proposed FY24:

Street	Side	From	To
Walnut St	E	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Elm St	W	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Chestnut St	E	Appleton	Suffolk
Appleton St	S	Chestnut	Elm
Suffolk St	S	Chestnut	Maple

- iii. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
- b. Roberts Field Turf and Track Replacement
 - i. Turf Field complete,
 - ii. Track to be completed over 2 weeks, starting 8/7

- c. Street Paving-Resurfacing
 - i. 2024 list - 3.4 miles mill and overlay 1.5"
 - Beech Street from Northampton Street to Ladd Street (includes the addition of RRFBs and a crosswalk at Portland)
 - Bemis Road from Hillview Road to Easthampton Road (includes the installation of 3 speed humps)
 - Dupuis Road from Apremont Hwy to Southampton Town Line
 - Homestead Avenue from Fairmont Street to Westfield Road (includes the crosswalk and reconfiguration of the HCC entrance including sidewalks)
 - James Street from Main Street to End
 - Ladd Street from Beech Street to Linden Street
 - Linden Street from Beech Street to Anderson Avenue
 - Meadow Street from Main Street to End
 - South Street from Northampton Street to High Street
- d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract -- Indus (aka Sealcoating) awarded (\$609,000)
 - ii. Complete, corrective actions to be done at end of year on Sequoia cul-de-sac and Hemlock spot repair
- e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC , contract for \$895,500; Approx. 11,300 lf lined to date; need to install MHs to get access to other priority locations
- f. ARPA Building Upgrades
 - i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are under in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
- g. Raised Crosswalks
 - i. Main Street Raised Crosswalks (cannabis impact fee funds)
 - ii. Raised Crosswalks project -- Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament, RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle
- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies, work to start in August
 - ii. McMahon CA
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks
 - ii. Fire line break on Jackson Street and South Summer corrected this week
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list to be prepared
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, review of existing GIS database was delivered to Veolia and several meetings have occurred
 - ii. May 31 submitted IDDE plan and updated SWMP
 - iii. July 31, submitted Semi-annual Compliance Report

- c. Contract Operations
 - i. Hazen – completed on-site workshop for conditions and risk assessments, delivered Draft Contract Operations Evaluation Report
 - ii. Abrahams – \$16,500 additional scope for sewer rate study
 - d. ARPA City Building projects
 - i. Shifting all City building projects to the OPM, including Fire Stations, HVAC, Roofs, City Hall, Annex – Carpets, boiler, air filtration, etc.
 - ii. Building envelope improvements, interior flooring and some office upgrades
 - iii. Second failed bid for boiler replacement at #6 and mini split installations at #3 and #6, rebid in fall
 - iv. Annex Fire Alarm, Building Department permit application submitted, need to bid
 - e. CSO River Terrace Sewer Separation Project
 - i. Need appropriation order from Council by October, sooner if possible for \$10.5M
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 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
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 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, meeting last week with Michael Baker design team, construction likely 2025, concerns about Canal Walk and Winn Development conflicts, may be phased.
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- a. 2023-25 Traffic Calming & Safety Measures Contract (due 8/23), 3-year contract
 - b. HVAC for Fire Stations #3 and #6, boiler and mini-splits, failed bid, 2x project estimate
 - c. ARPA Architectural services, selected 3 firms Architecture EL, Mount Vernon Group Architects, and Socotec - Getting proposals from AEL and MVG
6. Contracts
- a. Apremont Signal - Pine Ridge Technologies, \$328,722.00 (executed)
7. City Council / Regulatory
- a. Finance Committee – Need \$10.5M SRF loan appropriation, KB to provide Councilor's with Executive Summary of need
 - b. Ordinance Committee – N/A
 - c. Public Safety Committee - N/A
8. City Permits
- a. Stormwater Application (Large / BPW Approval) – South Street Dunkin' (continued)

9. Veolia

- a. NPDES Permit Renewal, response submitted June 5, 2023 , Hazen assistance, \$35,793
- b. Industrial Users – working on PFAS sampling program with Veolia
- c. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction with Inlet structure
 - ii. Dwight Street @ School St drain repair
 - iii. Mosher St sink hole
 - iv. 56 Baystate road, shim road, ponding
 - v. Basin repairs at 142, 344 Jarvis, 355 Cherry St, Homestead Ave @ Sterling (outside of future paving limits); 1742 Northampton St; Raise manhole S Water St; Westfield & Roosevelt, 86 Wedgewood Terr.

MLM Liaison Update
August 21, 2023

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Enterprise Fund and FY23/24 Rate

Board met with FinCom and Ordinance Committee June 7, 2023

Board is meeting with Ordinance Committee August 22, 2023. Board will discuss recommended rate with Mark Abrahams and staff on August 21. The recommended rate was developed with significant participation by the City Engineer and Chair of the Board. Most recent financial data, still incomplete, was used.

The Chair requested Mayor Garcia to file an order requesting the Council to transfer \$100,000 from available funds for contracting with a consulting/financial team to perform an FY24 comprehensive review of the Enterprise Fund and operations to establish an FY25 rate. Council agreed to support this request when they voted to zero out sewer stabilization.

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Upcoming discussions include securing specialized legal assistance. The Chair requested the Mayor to file an order with Council to transfer \$50,000 from available funds to support contracting with needed specialized legal services. Council agreed to support this request when they voted to zero out sewer stabilization.

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**Member candidates to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk
Open to new candidates for consideration**

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Schedule meeting with Water Commission – Fall 2023

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DPW Facility Improvements

Note the need to accommodate female staff

Senator Velis facility tour, May 19, 10AM. Senator Velis and aide Mark Messer. Senator Velis noted that Holyoke's DPW was the first in his district to reach out to his office. He noted that the bond bills are opportunities to target funding and added that bond bill projects needed continuous lobbying to the Governor from local officials to actually realize funding. His office will monitor and inform DPW of opportunities for additional funding.

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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 May 2024

Develop a public awareness activity

Recognize employees

Promote funding and support of DPW

Champion?

Mary L. Monahan, Chair

Holyoke Board of Public Works

August 21, 2023

Liaison Report

In June I attended a joint conference of the New England Water Environment Association (NEWEA) and the New York Water Environment Association (NYWEA) in Saratoga, NY. One of the speakers at the conference was George Hawkins. George is a former EPA lawyer and CEO of DC Water who launched a non-profit organization called Moonshot Missions.

Moonshot Missions is devoted to helping utilities in underserved communities. From an article in WaterWorld magazine in April of 2020:

"As infrastructure ages and funds become scarce, delivering safe drinking water and protecting local waterways is increasingly expensive and challenging. Unfortunately, the communities in greatest need are the most challenged as they struggle to maintain essential services. Moonshot Missions assists water utilities in underserved communities identify and adopt field-tested solutions that improve operational performance, reduce costs and/or even generate new revenue streams. In addition, Moonshot Missions will help better-resourced utilities to independently identify and customize solutions to optimize operations, reduce costs and target capital expenditures."

I reached out to Moonshot Missions to see what they could offer a community such as Holyoke. I will update the board as I learn more.

www.moonshotmissions.org

Are sewer rates on the website?

Board of Public Works Commission
Meeting Minutes

Date: August 21, 2023

Time: 5:30pm

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

Meeting attendees:

Mary Monahan, Chair
Joseph Kietner, Member
Libby Hernandez, Member
Michael Bissonette, Assistant City Solicitor
Kris Baker, City Engineer
Carl Rossi, Director of Public Works
Israel Rivera, City Councilor
Kocayne Givner, City Councilor
Mark Abraham
Matthew Abraham

Call to Order: The meeting was called to order at 5:09 pm by Chair Mary Monahan.

1. Public Comment: There were no public comments.

2. Consent Agenda:

a. Consideration of Minutes of the Past Meeting:

- Mary Monahan reviewed and approved minutes to be posted.

b. DPW Director Report (see attached):

- Vacancies:

- Hired Liz Rivera as the new full-time Principal Clerk, who has been with us for a week.
- HMEOs: 3 interviews conducted, 1 hire pending drug test and physical.
- Refuse and Recycling Coordinator: No new viable candidates at this time.
- Discussed the idea of training a driver to become a trainer for new drivers.
- Carl Rossi asked Libby to assist with Holyoke Media outreach before rolling out postcards. Mary inquired about extra postcards to share with businesses.
- Carl shared Fiesta Patronales numbers and credited Dave Beaudoin for planning; there were no complaints.

c. City Engineer Report (see attached):

- Highlighted new items in the report; No significant updates.
- Discussion on fueling station location, with consensus to keep it in its current central location.
- Update on Easthampton Road paving.
- Approval for the High/Maple Street Corridor Project, with further discussions with Robotics firm.
- Addressed the Railroad by Willimansett Bridge project, explaining the need to complete it.
- Online permits through Municipality going live.

d. Commissioners' Liaison Reports (see attached):

- Libby Hernandez discussed introducing more payment methods at the DPW; The Office Manager, Stephanie Rodriguez, is currently working on the implementation.
- Joseph Kietner referenced his report and recommended adding sewer rate information to the website.
- Advisory board matters were discussed, including concerns about open meeting laws.
- A meeting with Veolia staff was scheduled for September 6th.

3. Updates on financials regarding sewer enterprise and DPW operations; next steps.

a. A review of the recommended sewer rate took place, with historical context provided.

- The board discussed a proposed sewer rate of \$8.02 per 1000 gallons, translating to a \$117 increase for the average quarterly bill.
 - The 2021 rate recommendation to change to \$8.05 was not implemented, and it remained at \$7.50. Terrence Murphy provided reasons for the rate increase, which was previously voted down by the City Council.
 - A public study is proposed to clarify the rate's necessity, with a breakdown of costs. The study will detail costs for street sweeping, flood control systems, MS-4, and stormwater programs.

- Kietner motioned to recommend approval for the FY24 sewer rate. All were in favor.

b. Review Draft RFQ for Consulting Services

Pending \$100K funding, an RFQ will be used to select a design firm led by a consultant with financial expertise as part of their team.

- Libby Hernandez motioned to accept the consent agenda, which was seconded by Kietner and approved unanimously.

- Kietner motioned to continue and develop the RFQ for consulting services, which was seconded by Libby Hernandez and approved unanimously.

4. Discuss Board of Public Works Public Outreach Initiative:

- Discussion on Holyoke Media support for DPW outreach.
 - First recording session next week; recording multiple sessions in one day.

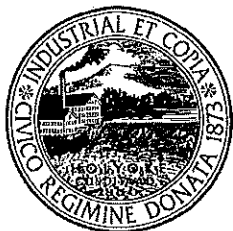
Libby Hernandez motioned to continue the outreach program with Holyoke Media support; seconded by Kietner; all in favor.

5. Schedule August Meeting:

- The next meeting was scheduled for September 18th at 5:30 PM.

Adjournment:

The meeting was adjourned at 6:53 pm.



Mayor Joshua A. Garcia

Kris Baker, P.E., City Engineer

City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
August 21, 2023

1. Staffing

- a. Grant Administrator and Stormwater Coordinator position posted, no applicants
- b. Senior Civil Engineer posted, 4 applicants, no interviews

2. Grant Opportunities

- a. CPA opened, 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall
- b. ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program, opened August 1
- c. Cannabis Impact Fee Applications - On hold for the time being
- d. River Terrace CSO – On the SRF IUP, \$10.5M, Requested \$2M earmark from Markey, Warren, Sen. Vellis
- e. Small Bridge Grant, MassDOT, only 2 City-owned BRIs, *(no staff capacity to determine go/no go, Tighe & Bond would assist if we wanted to replace Brookwood Rd bridge, not DPW priority)*
- f. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- g. Culvert Replacement Grants – *(DER for Keyes Road – no go, DER did not have positive feedback)*
- h. Downtown Traffic Calming Project, no funding source identified
- i. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program *(no capacity to compile grant application or administer)*
- j. Long Island Sound Futures Fund *(May 2023, no go because of staffing)*

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Proposed FY24:

Street	Side	From	To
Walnut St	E	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Elm St	W	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Chestnut St	E	Appleton	Suffolk
Appleton St	S	Chestnut	Elm
Suffolk St	S	Chestnut	Maple

- iii. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field complete, Track to be completed this week

c. Street Paving-Resurfacing

- i. 2024 list - 3.4 miles mill and overlay 1.5"
 - Beech Street from Northampton Street to Ladd Street (includes the addition of RRFBs and a crosswalk at Portland)
 - Bemis Road from Hillview Road to Easthampton Road (includes the installation of 3 speed humps)
 - Dupuis Road from Apremont Hwy to Southampton Town Line
 - Homestead Avenue from Fairmont Street to Westfield Road (includes the crosswalk and reconfiguration of the HCC entrance including sidewalks)
 - James Street from Main Street to End
 - Ladd Street from Beech Street to Linden Street

- Linden Street from Beech Street to Anderson Avenue
- Meadow Street from Main Street to End
- South Street from Northampton Street to High Street
- d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. Complete, corrective actions to be done at end of year on Sequoia cul-de-sac and Hemlock spot repair
- e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC , contract for \$895,500
 - iv. **Subcontract to Geeleher to install 4 manholes to access additional priority segments**
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding
 - i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are under in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
 - ii. ANSER is the OPM
 - iii. Architecture EL, Mount Vernon Group Architects designers
- g. Raised Crosswalks
 - i. Main Street Raised Crosswalks (cannabis impact fee funds)
 - ii. Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle
- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Need change order of \$212k working with Travelers Insurance
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies, work to start in September
 - ii. McMahon/Bowman providing construction oversight
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, final reimbursement to MassDEP next week.
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list sent
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible, but Investigating Sullivan School.
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Second failed bid for boiler replacement at #6 and mini split installations at #3 and #6, rebid in fall
 - ii. Annex Fire Alarm, Building Department permit application submitted, need to bid
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - h. CSO River Terrace Sewer Separation Project
 - i. Need appropriation order from Council by October, sooner if possible for \$10.5M

1. On Finance Committee agenda for 8/30, memo submitted to committee
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A -- Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
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 - i. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - ii. Existing database is 4 years old
 - j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
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 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement -- DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
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 - c. Boiler for FS#6 maybe fail, looking at state contracts
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 - a. None
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 - a. Finance Committee -- Need \$10.5M SRF loan appropriation, KB to provide Councilor's with Executive Summary of need
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 - c. Public Safety Committee - N/A
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 - a. Stormwater Application (Large / BPW Approval) -- South Street Dunkin' (continued)
 9. Veolia
 - a. Meeting with Veolia at DPW to discuss contract, consent decree, etc., 9/5
 - b. Received Draft Settlement Agreement, need final to bill Sonoco Q4
 - c. NPDES Permit Renewal, response submitted June 5, 2023 , Awaiting agency release of final
 - d. Industrial Users -- working on PFAS sampling program with Veolia
 - e. Collection System Repairs, FY24 proposed

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Champion?

Mary L. Monahan, Chair

Holyoke Board of Public Works
August 21, 2023

LIBBY HERNANDEZ

245 Walnut Street, Holyoke, MA 01040 | (C) 413-219-2511 | libbyward4@gmail.com

Liaison Report: 8/21/2023

Interacted with a constituent from Holyoke on Hello Holyoke social media group in which the services offered through our bays, specifically bulk item disposals were not completed due to not having enough payment options as it is currently "Cash only". I responded to the experience and ensured that it would be added to the agenda of the next BPW commission meeting for discussion. See the interaction printed and attached to this report.

End of report.

Sincerely,



Libby Hernandez
Holyoke BPW Vice-Chair

10:07

 79% 

New York, NY

Community ForumDan Cahillane · 9m · 

Fun times at the bulk waste drop off. We had 2 mattresses and box springs to drop off for recycling. I called Wednesday to confirm hours and ask what the cost would be. Was told no charge so I set up my stepson and his truck for Thursday morning. Loaded up 2 mattresses for the first trip and planned to do both box springs on the second. Arrived and the friendly staff said the 2 mattresses would be our limit for the year and the box springs on the next trip would be \$10 each. No problem just stop into the office when we arrive with them and pay. All smooth so far. Dropped the mattresses off and returned with the box springs half an hour later. Went into the office and they confirmed it would be \$20 so I pulled out my debit card and stick it in the card reader. Nope, Cash only they say! Caught flat footed with \$15 in my wallet we were only able to drop off one for \$10. So why cash only when they are fully capable of accepting cards .for bill payments? The staff couldn't give me any reason. Didn't have time for a 3rd trip so more than a little frustrated. Ok, rant over

 You and 4 others

3 comments



Like



Comment



Send



....





Posts



You, Peter P and 39 others

Top comments ▾



Libby Hernandez Top contributor

Thank you for sharing this experience! Although not completely smooth, let me add this to the agenda for our upcoming meeting. It does continue to be the most affordable way of getting rid of bulk and hazardous waste. I agree we need to have several ways to pay. 😊

3d Like Reply

23



Joshua A. Garcia

Libby Hernandez Thank you, Commissioner keep me posted!

2d Love Reply

1



Nicole Christine

Libby Hernandez this is such a refreshing/classy response to a helpful review! We need more of this! 🙌

2d Love Reply

4

[View 1 reply...](#)

[Rules](#)

Comment as Libby Hernandez

Board of Public Works Commission
Meeting Minutes

Date: September 18, 2023

Time: 5:30pm

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

Meeting attendees:

Mary Monahan, Chair
Joseph Kietner, Member
Libby Hernandez, Member
Michael Bissonette, Assistant City Solicitor
Kris Baker, City Engineer
Carl Rossi, Director of Public Works

1. Call to Order:

The meeting was called to order at 5:32pm.

2. Public Comment:

There were no public comments.

3. Motion to Move to Stormwater Hearing for the Peck Middle School Project:

Kietner motioned to move to the Stormwater hearing for the Peck Middle School Project.

Libby Seconded.

All in favor.

Moved to item 6.

4. Consent Agenda:

- Consideration of Minutes of the Past Meeting:

Mary will review the minutes.

Stephanie to present all past minutes for final approval.

5. DPW Director Report (see attached report)

6. City Engineer Report (see attached)

7. Commissioner's Liaison Reports (see attached):

Kietner motioned to accept reports under the consent agenda.

Roll call vote: unanimous.

8. Abatements discussion deferred to future meeting.

9. Proposal from Attorney Bruce Tobey:

- Bruce Tobey's services overview discussed.
- The Finance Committee approved \$50k for legal services.

Mary motioned to move forward pending funding for contract negotiation with Attorney Tobey.

Kietner second.

All in favor.

10. Financials and Recommended Sewer Rate:

-Kietner motioned to move forward with the recommended sewer rate of \$8.03.

Libby: Seconded

All in favor.

-Follow-up on discussion regarding Sonoco appealing of bill

-Veolia is conducting a sampling comparison

-Financial implications and contractual adjustments were discussed.

11. DPW/Engineering Transition Plan:

- Victoria to work two days a week.
- Discussion on filling the gap in the Engineering department.

12. Integrated Management Plan Project Team Discussion:

- Holyoke Media to support the integrated management plan video introduction.
- Motion to approve using Holyoke Media carried unanimously.

- Libby motioned to approve using Holyoke Media to support the integrated management plan as needed.

Kietner: Seconded

All in favor.

****STORMWATER COMMISSION****

Attendees:

Cam Gosine - Peck
Ed Lynch
Brian Ramoth
Chris Leblanc
Margaret Wood

13. Peck Middle School Project:

Commissioners expressed desire to have school officials comment on opportunity to incorporate low impact development and green infrastructure features with new construction

-Kietner motioned to continue the hearing to a time to be determined.

Libby: Seconded

All in favor.

-Libby motioned to return to the regular agenda/session.

Kietner: Seconded

All in favor.

14. Other Stormwater Applications:

- Nothing presented.

15. Executive Session:

- Motion to enter executive session for strategy discussion.

Kietner: Yes

Libby: Yes

All in favor.

-Kietner motioned to end executive session

Libby: Second

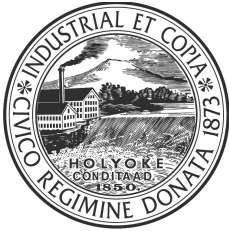
All in favor

****Next Meeting:****

October 2nd, 5:30 pm, coordinate with Libby as Vice Chair.

****Meeting Adjourned:****

The meeting adjourned at 8:15 pm.



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
September 18, 2023

1. Staffing

- a. Grant Administrator and Stormwater Coordinator position, interviewed one applicant, move to second interview
- b. Senior Civil Engineer posted, no interviews

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
- c. Woodard & Curran preparing application materials. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. Someone needs to apply for the <https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>, Holyoke is on the list. Possibly the match would be waived.
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs, *(no staff capacity to determine go/no go, Tighe & Bond would assist if we wanted to replace Brookwood Rd bridge, not DPW priority)*
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Culvert Replacement Grants – *(DER for Keyes Road – no go, DER did not have positive feedback)*
- g. Downtown Traffic Calming Project, no funding source identified
- h. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program *(no capacity to compile grant application or administer)*
- i. Cannabis Impact Fee Applications - On hold for the time being
- j. Long Island Sound Futures Fund *(May 2023, no go because of staffing)*

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Proposed FY24:

Street	Side	From	To
Walnut St	E	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Elm St	W	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Chestnut St	E	Appleton	Suffolk
Appleton St	S	Chestnut	Elm
Suffolk St	S	Chestnut	Maple

- iii. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field and Track complete, working through punch list

c. Street Paving-Resurfacing

- i. 2024 list - 3.4 miles mill and overlay 1.5"
 - Beech Street from Northampton Street to Ladd Street (includes the addition of RRFBs and a crosswalk at Portland)
 - Bemis Road from Hillview Road to Easthampton Road (includes the installation of 3 speed humps, **(may need to postpone due to gas work)**)
 - Dupuis Road from Apremont Hwy to Southampton Town Line

- Homestead Avenue from Fairmont Street to Westfield Road (includes the crosswalk and reconfiguration of the HCC entrance including sidewalks)
 - James Street from Main Street to End
 - Ladd Street from Beech Street to Linden Street
 - Linden Street from Beech Street to Anderson Avenue
 - Meadow Street from Main Street to End
 - South Street from Northampton Street to High Street
- d. Pavement Preservation
- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. **Complete, corrective actions to be done at end of year on Sequoia cul-de-sac and Hemlock spot repair, Indus to come back in November, they have not been paid**
- e. ARPA Sewer Rehabilitation
- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC , contract for \$895,500
 - iv. Subcontract to Geeleher to install 4 manholes to access additional priority segments
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding
- i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are under in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
 - ii. ANSER is the OPM
 - iii. Architecture EL, Mount Vernon Group Architects designers
- g. Raised Crosswalks
- i. **Failed bid for traffic calming measures 3-year, needs to be restructured and rebid**
 - ii. Main Street Raised Crosswalks (cannabis impact fee funds)
 - iii. Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle
- h. City-Wide Traffic Signal Replacement Project
- i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
 - ii. **Heritage working on easement for Cherry Street and Homestead Avenue corner mast arm**
- i. Dwight Street Sidewalk Vaults
- i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. **Need change order of \$212k working with Travelers Insurance, met 9/18 on site**
 - iv. **Lisa Ball to work on insurance company, Victoria or Carl will need to do change order/contract amendment**
- j. Apremont Highway / Route 202 Signal
- i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
- k. Jackson Street & South Holyoke
- i. **Projects coming to a close, South Holyoke project closed out with MassWorks, final reimbursement to MassDEP with site visit this week**
4. Status of Planning and Design Projects
- a. Integrated Plan, Hazen
- i. Criteria set
 - ii. Project list sent
- b. MS4 Stormwater Compliance, Kleinfelder
- i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
- c. Contract Operations
- i. City met with Veolia staff for informal discussion about contract issues
 - ii. Hazen – Final Contract Operations Evaluation Report provided to Veolia

- iii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Second failed bid for boiler replacement at #6 and mini split installations at #3 and #6, rebid in fall
 - ii. Annex Fire Alarm, Building Department permit application submitted, need to bid
 - iii. Sean Sheedy taking over as PM
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. Will need RFQ written, Jaime to help once provided technical language
 - f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. Will need RFQ written, Jaime to help once provided technical language
 - g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. Will need RFQ written, Jaime to help once provided technical language
 - h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old
 - j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton-- evaluate some options for this stretch, including going to one lane
 - l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRP Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line, scoping meeting 9/22
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted CPA grant
 - o. Municipality - Online Permits for DPW, September 26, 2023 – Municipality Go-Live
 - p. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300
 - q. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450
 - r. Wistariahurst Retaining Wall Design – Pare designing, \$40,000, concept design complete, sent to MHC for review, awaiting response
5. Procurement
- a. 2023-25 Traffic Calming & Safety Measures Contract (due 8/23), 3-year contract failed, restructure and re-bid
 - b. Minisplits for Fire Stations #3 and #6 to be split and bid ASAP
 - c. Boiler for FS#6 maybe fall, looking at state contracts

6. Contracts
 - a. Victoria Houle, Wickedhoule Engineering, LLC, \$3,500 to be increased with transfer into 14102-53010
 - b. Heritage Survey, \$19,450 for Street Acceptances
 - c. Woodard & Curran increase by \$210,000 for FY24 work, CRCC grant
 - d. Detour Construction increased for CDBG FY24 sidewalks
 - e. VHB Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino), \$82,300
7. City Council / Regulatory
 - a. Finance Committee – None
 - b. Ordinance Committee – None
 - c. Public Safety Committee - None
8. City Permits
 - a. Stormwater Application (Large / BPW Approval) – South Street Dunkin' (continued)
 - b. Stormwater Application (Large / BPW Approval) – Peck School Reconstruction
 - c. Stormwater Application (Large / BPW Approval) – 18 Cabot Street minor revisions to drainage design
 - d. Jon Moquin to take over Road Opening, Trench, etc.
9. Veolia
 - a. Meeting with Veolia at DPW to discuss contract, consent decree, etc., 9/5
 - b. Received Draft Settlement Agreement, \$56k bill was paid, needs revision
 - c. Final bill sent to Sonoco Q4, potential issue with lab results, holding for now.
 - d. NPDES Permit Renewal, response submitted June 5, 2023 , Awaiting agency release of final
 - e. Industrial Users – working on PFAS sampling program with Veolia
 - f. **PILOT Payments need to be resolved**
 - g. Collection System Repairs, FY24 proposed
 - i. **Temple Street drainage correction with inlet structure, easements requested this week from adjacent land owners to install an inlet; sent proposed sketch/plans to Veolia.**
 - ii. 56 Baystate road, shim road, ponding
 - iii. Basin repairs at 142, 344 Jarvis, 355 Cherry St, Homestead Ave @ Sterling (outside of future paving limits); 1742 Northampton St; Raise manhole S Water St; Westfield & Roosevelt, 86 Wedgewood Terr.
10. Outstanding DPW Crew Work
 - a. Circle K "Do Not Block the Box" order from May 2019, contact Sam Patel
 - b. Yield Sign on Bray Park
 - c. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023

MLM Liaison Update
September 18, 2023

New/Continued Items for Review

Enterprise Fund and FY23/24 Rate

On September 5, City Council tabled the sewer rate discussion based on a technicality. Council was cautioned that a delay in the vote could affect the proposed rate due to delays in billing. The City Council has scheduled a special meeting for September 20 for this vote and the request for transfer of \$100,000 for FY24 Enterprise Fund comprehensive review and \$50,000 for long term service agreement legal services.

Mark Abrahams, Director, Engineer, and Chair continue to review financial status of enterprise fund as updates on revenues and expenses get reported from Auditor and Treasurer.

Board met with FinCom and Ordinance Committee June 7, 2023

Board is meeting with Ordinance Committee August 22, 2023. Board will discuss recommended rate with Mark Abrahams and staff on August 21. The recommended rate was developed with significant participation by the City Engineer and Chair of the Board. Most recent financial data, still incomplete, was used.

The Chair requested Mayor Garcia to file an order requesting the Council to transfer \$100,000 from available funds for contracting with a consulting/financial team to perform an FY24 comprehensive review of the Enterprise Fund and operations to establish an FY25 rate. Council agreed to support this request when they voted to zero out sewer stabilization.

City Engineer Transition Plan

Engineer Baker, Director Rossi, and Chairman Monahan met with Victoria Houle PE of Wicked Houle Engineering to discuss contracted services for immediate permitting and associated engineering support while the City solicits for a new City Engineer. The need for DPW and the Mayor to identify a solution to provide support for additional administrative department functions, including existing project coordination, communications with program/funding agencies, and more is under discussion.

Service agreement advisory board

Advisory board met with Attorney Bruce Tobey on August 28, 2023. After a two-hour comprehensive discussion, the advisory board agreed to ask Attorney Tobey for a draft

proposal for review and approval for services, subject to negotiation, by the Board of Public Works.

Mimi Panitch, Chair of Planning Board, is the latest volunteer member. We agree that the renewal of a long-term service agreement at the WWTP is an opportunity to incorporate consideration for economic development.

Upcoming discussions include securing specialized legal assistance. The Chair requested the Mayor to file an order with Council to transfer \$50,000 from available funds to support contracting with needed specialized legal services. Council agreed to support this request when they voted to zero out sewer stabilization.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi

Open to new candidates for consideration

Consent Decree

The US District Court held a hearing (zoom) for August 31, 2023 to hear the parties on approval of the Holyoke CSO consent decree. This includes the \$50,000 fine.

The DPW Director, City Engineer, and Chair met with Veolia staff on September 5, 2023.

Draft Permit and Comments

Pending response from EPA and MassDEP

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Schedule meeting with Water Commission – Fall 2023

Billing data

Abatements

Shut-off program

Ongoing Items

DPW Facility Improvements

Note the need to accommodate female staff

Senator Velis facility tour, May 19, 10AM. Senator Velis and aide Mark Messer.
Senator Velis noted that Holyoke's DPW was the first in his district to reach out to his office. He noted that the bond bills are opportunities to target funding and added that bond bill projects needed continuous lobbying to the Governor from local officials to actually realize funding. His office will monitor and inform DPW of opportunities for additional funding.

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 May 2024

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

Mary L. Monahan, Chair
Holyoke Board of Public Works
September 18, 2023



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Sewer costs follow-up

3 messages

Mary Monahan <marylmonahan@gmail.com>

Wed, Aug 30, 2023 at 1:13 PM

To: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Joshua Garcia <garciaj@holyoke.org>

Cc: Stephanie Rodriguez <rodriguezs@holyoke.org>

Agenda item for September 11 meeting.

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>

Date: Wed, Aug 30, 2023 at 1:12 PM

Subject: Re: Sewer costs follow-up

To: Kevin Jourdain <Kevin.Jourdain@verizon.net>

Cc: Carl Rossi <rossic@holyoke.org>, <ziggy413@aol.com>, Jeffery Anderson-Burgos <anderson-burgosj@holyoke.org>, Kris Baker <bakerk@holyoke.org>

Hi Kevin:

Not including consideration for changes in flow, and applying simple calculations, on an annualized basis, the increase is about \$600,000.

As presented at the last Ordinance Committee meeting, identification of costs associated with CB repairs and MS4 compliance, including street sweeping, will be identified and confirmed through the proposed comprehensive financial and operational study in FY24. The Board of Public Works seeks the same information you do. Through the study, this data will be shared with Council and the public to set funding expectations, including operational costs, for FY25 enterprise fund and rate payer support. The level of effort to provide your additional data, including the programs' levels of effort, required for these services, is beyond the existing capacity of DPW staff.

Your referenced \$250,000 is actually \$235,000. It's a five-year average, which includes sewer breaks and CB repairs and broken pipes that have failed, some causing sinkholes in our roadways and alleys. These are emergency repairs. The MS4 stormwater permit requirements are prescriptive. Attached are the City's Stormwater MS4 update from Kleinfelder and the latest MS4 Stormwater Annual Report, submitted September 2022. The next report is due September 2023.

City Engineer Kris Baker will provide the Finance Committee the bond schedule for the noted debt.

There are no recent updates from Representative Neal that the Board of Public Works is aware of.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

On Wed, Aug 30, 2023 at 6:46 AM Kevin Jourdain <Kevin.Jourdain@verizon.net> wrote:

Hi Carl & Mary,

Friendly reminder to provide me the amount of money projected to be raised annually by the 52 cent proposed rate increase?

Estimate for annual expense needed for catch basin repairs – I hear a possible estimate of 250K – please confirm.

MS 4 work expense costs on annual basis? Please confirm the scope of work to be performed.

Street sweeping annual estimate – please check with operator for estimate from them?

Does the 52 cents include the principal and interest payment of the \$10.5M bond request (1st of 2 installments) in finance for tonight (I do not believe it does but want to confirm)? Or will that require a second increase and for how much? Has the Mayor's office/city heard back from Cong Neal office yet on package that Engineer and Mayor sent to him for 21M request for 2 CSO projects?

Thank you

Kevin Jourdain

2 attachments



Holyoke MS4 Gap Analysis_27Oct2022 (1).pdf

868K



2022.09.27 Holyoke PY4 Annual Report.pdf

5444K

Mary Monahan <marylmonahan@gmail.com>

Wed, Aug 30, 2023 at 2:07 PM

To: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Joshua Garcia <garciaj@holyoke.org>

Cc: Stephanie Rodriguez <rodriguezs@holyoke.org>

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>

Date: Wed, Aug 30, 2023 at 2:06 PM

Subject: Re: Sewer costs follow-up

To: Kevin Jourdain <Kevin.Jourdain@verizon.net>

Cc: Carl Rossi <rossic@holyoke.org>, <ziggy413@aol.com>, Jeffery Anderson-Burgos <anderson-burgosj@holyoke.org>, Kris Baker <bakerk@holyoke.org>

Keeping things simple: this is not an across the board \$600,000 increase in expenses. The \$600,000 is the result of factoring in anticipated usage - which is projected to go down. Thus, expenses have not risen by \$600,000, but usage demand will likely fall. This projection becomes even more problematic because we don't have usage yet for FY23 which would confirm, or not, that after covid sheltering, demand in general has gone down.

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

On Wed, Aug 30, 2023 at 1:56 PM Kevin Jourdain <Kevin.Jourdain@verizon.net> wrote:

Hi Mary

Thank you so much for this info and as usual your quick response.

For clarity I want to understand if this 10.5M bond schedule is covered for principal/interest by the 600K increase?

Or will we need additional to cover that please?

If you or Kris could help me with that here on email or tonight at Finance I would appreciate that

Thanks

Kevin

From: Mary Monahan [mailto:marylmonahan@gmail.com]

Sent: Wednesday, August 30, 2023 1:12 PM

To: Kevin Jourdain <Kevin.Jourdain@verizon.net>

Cc: Carl Rossi <rossic@holyoke.org>; ziggy413@aol.com; Jeffery Anderson-Burgos <anderson-burgosj@holyoke.org>;

Kris Baker <bakerk@holyoke.org>

Subject: Re: Sewer costs follow-up

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The MS4 stormwater permit requirements are prescriptive. Attached are the City's Stormwater MS4 update from Kleinfelder and the latest MS4 Stormwater Annual Report, submitted September 2022. The next report is due September 2023.

City Engineer Kris Baker will provide the Finance Committee the bond schedule for the noted debt.

There are no recent updates from Representative Neal that the Board of Public Works is aware of.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

[Quoted text hidden]

Mary Monahan <marylmonahan@gmail.com>

Fri, Sep 1, 2023 at 10:14 AM

To: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Joshua Garcia <garciaj@holyoke.org>

Cc: Stephanie Rodriguez <rodriguezs@holyoke.org>, Carl Rossi <rossic@holyoke.org>, Kris Baker <bakerk@holyoke.org>

Discussion with Mark Abrahams, September 1, 2023

Latest data from City Auditor, received August 30 at 6PM.

Summary

Based on FY23 data, the revenue increase for FY24 (based on flow data) is \$552,592.06. The previous estimated \$600,000 was not far off

Expenditures are within budget (recognizing Council transfers for projected shortfalls associated with sewer breaks)

Revenue shortfall for FY23 is \$148,000.

Encumbrances need to be verified as this latest data projects a total estimated shortfall of \$357,424.

Stephanie: these communications need to be in the agenda package and included with minutes.

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

[Quoted text hidden]



October 27, 2022

Kris Baker, PE

City Engineer

City Hall Annex, Room 300

20 Korean Veterans Plaza

Holyoke, MA 01040

SUBJECT: Holyoke MS4 Gap Analysis

Dear Mr. Baker,

This letter, along with the attached Gap Analysis Table, presents Kleinfelder's findings related to our review of the status of Holyoke's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program. This analysis is intended to provide a high-level summary of gaps between the City's MS4 program and the requirements of EPA's 2016 MS4 General Permit (2016 Permit). Kleinfelder reviewed the following documents to conduct this analysis:

- Notice of Intent (2018)
- Annual Reports Years 1 – 4
- Stormwater Management Plan (SWMP) (2019)
- Illicit Discharge Detection and Elimination (IDDE) Plan (2020)
- Stormwater MS4 System Map
- Draft EPA CSO LTCP Consent Decree (2022)

The 2016 Permit has 6 general requirements typically referred to as Minimum Control Measures (MCMs). These are:

MCM 1 - Public education and outreach,

MCM 2 - Public involvement and participation,

MCM 3 - Illicit discharge detection and elimination (IDDE) program,

MCM 4 - Construction site stormwater runoff control,

MCM 5 - Stormwater management in new development and redevelopment (post construction) stormwater management, and

MCM 6 - Good housekeeping and pollution prevention for permittee owned operations.

If an MS4 system discharges to a waterbody or any tributaries to a waterbody that has a documented pollutant impairment(s), or Total Maximum Daily Loading (TMDL) set by the EPA, the permittee must meet enhanced requirements on MCMs and/or follow additional requirements related to those pollutants as outlined in the permit.

Kleinfelder identified the following TMDL/Impairments that affect the City's requirements:

- Out of State Nitrogen TMDL (Long Island Sound)
- Bacteria & Pathogens Impairment (Connecticut River)

The Gap Analysis Table is organized by MCM requirement and contains the enhancements relevant to the impairments/TMDL identified. For this analysis, Kleinfelder assumed that Holyoke has met all ordinance/bylaw requirements unless reported otherwise in any documentation provided by the City. Below is a broader level summary of the largest gaps in the City's MS4 Program.

Largest Gaps (requiring greatest level of effort to come into compliance):

SWMP – The City has not updated the SWMP since 2019. The permit requires annual updates of the SWMP. Each year the SWMP is to include documentation of the City's plan to meet permit requirements. The SWMP is supposed to be the living document that the public and regulatory agency can use to see MS4 activities. As such, it is important to continually update and append updates to any required activities such as the IDDE or nitrogen (N) source identification plans to this document.

MCM 3 – The City has not completed IDDE Outfall Screenings or Phase I mapping, which are Year 2 and Year 3 requirements, respectively.

- Outfall Screening data is utilized to prioritize catchment investigations and influence the iterative Illicit Discharge Detection activities. Without more screening data, the City cannot begin to perform their Nitrogen Source Identification Report which is required to fulfill enhanced requirements for the Out of State Nitrogen TMDL.
- Phase I MS4 System mapping- Current mapping does not provide initial delineations of the MS4 catchments as was required in year 3.

MCM 5 – The city has not completed a Street and Parking Lot Design Guideline Analysis or a Green Infrastructure Analysis. Additionally, the City has not compiled a location inventory list for 5 structural BMPs.

- Street and Parking Lot Design Guidelines Analysis is meant for the City to review and propose changes to design guidelines in Zoning Bylaws and Subdivision Rules and Regulations. Proposed changes should allow/promote low impact design (roadside swales, pervious paving) and decrease impervious area creation.
- The Green Infrastructure Analysis, similarly, is to review and propose changes to Zoning, Subdivision Rules & Regulations, and building codes. Proposed changes should allow/encourage developers to use Green Infrastructure (rain barrels, green roofs, etc.). Schedules for proposed changes should also be made.
- All MS4 permittees are required to create an inventory for 5 permittee owned properties retrofit with structural BMPs. Kleinfelder recommends choosing these locations within catchments that are identified as contributing large amounts of N in the Nitrogen Source Identification Report so these two requirements can be met without spending money on multiple capital projects.

MCM 6 – The City is lacking documentation for their facilities that may require a SWPPP and general housekeeping procedures for all permittee operated facilities.

- Permittee owned facilities which handle hazardous wastes such as DPW yards, transfer stations, and maintenance garages, are required to have SWPPPs.
- General maintenance procedures for permittee owned facilities need to be documented and attached to the SWMP. Special attention should be given to the enhancements from the Nitrogen TMDL. Procedures should specify the use of low nitrogen/slow-release fertilizers, and proper disposal of yard waste (grass clippings, leaf litter).

Thank you for looking to Kleinfelder for assistance with evaluating Holyoke's MS4 permit status. We look forward to working with you on the next steps towards compliance. Please call me at 413-658-4175 (cell) or 413-240-4506 (office) with any questions.

Sincerely,

KLEINFELDER

A handwritten signature in blue ink, appearing to read "Pam Westgate".

Pam Westgate, PE
Principal Professional

cc: Peter Varga, PE
File

Holyoke MS4 Requirements & Compliance Status as of October 2022 (Year 5)

Impaired Waters: Bacteria/Pathogens (Connecticut River)
TMDLs: Out of State Nitrogen (Long Island Sound)

Key:

Completed	Overdue	Not Due yet	Not Applicable
X	O		n/a

S = SWMP
A = Annual Report
I = IDDE Plan
SP = SWPPP

Task	Permit Section	Year Due	Annual Update? (Y/N)	Reporting Req.	Requirement Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Consent Decree Due-date	Notes
NOI (1.7.2)												
Prepare and submit NOI	1.7.2	1	N		Include documentation on endangered species and historic properties	X	n/a	n/a	n/a	n/a	n/a	NOI Submitted without historic properties preservation documentation. According to the SWMP, the city certified in the NOI that Criteria A for the National Historic Preservation Act (NHPA) has been met and SW discharges do not have the potential to cause effects on historic properties. According to App. D, the City does not need further documentation of NHPA Compliance.
SWMP (1.10.2)												
Include/update most basic SWMP info (see SWMP Reqs tab): SSO inventory, BMP descriptions, written IDDE program, annual program evaluation, etc.	1.10.2	1	Y	S	Must complete & document 1.9.1 & 1.9.2 (Special eligibility Determinations). Document MCM program procedures.	X	O	O	O		5/31/2023	SSO Inventory is attached to the IDDE plan, which was last updated in 2020. The SWMP has structural and non-structural BMP descriptions and metrics. The SWMP needs to be updated with all activities related to the MS4 program. All permit required analyses should be appended to the SWMP as required by the permit. A New Mayor was elected, so a new signed letter of delegation must be signed and attached to the SWMP to allow DPW to sign off on Annual Reports and other MS4 documents. The Consent Decree will require an update to the SWMP to reflect updates to the Nitrogen impairment as laid out in Consent Decree Section 19.
Include/update list of waterbody segments, other interconnected MS4s, as-built requirements (2.3.6.a.iii), MS4 mapping (2.3.4.5)	1.10.2	2	Y	S	Create and document as-built review procedures.	n/a	O	O	O		5/31/2023	Lists Pequot Pond w/ 2 outfalls. 2018-2020 303d update has Total P impairment. Yr 2 Annual report says they identified two outfalls on unnamed tributary that connects to it. This was removed in year 4 annual report. No P impairment items were included in Consent Decree. Assumed that the MS4 system has been determined to not discharge into Pequot Pond and Pequot Pond is removed off of the City's Impaired waterbody list.
Include/update report assessing local regs on creation of street & parking lot impervious cover	1.10.2	4	Y	S	Assess the effectiveness of regulations/ordinances that impact the creation of impervious surfaces. Local planning boards and transportation board should be included in assessment.	n/a	n/a	n/a	O		n/a	Incomplete, this is a Yr 4 permit requirement for MCM5 that should be appended to the SWMP.
Include description of TMDL compliance reqs (2.2.1)	1.10.2, App F B. 1.	-	Y	S	Document enhanced public outreach, housekeeping, and regulation req's for Long Island Sound Nitrogen TMDL. Most structural BMP documentation is due by Year 5.	X	O	O	O		5/31/2023	SWMP documents N and bacteria/pathogen impairments public outreach requirements. Need to include impacts to housekeeping requirements and regulations specifically concerning streetsweeping frequency and fertilizer use. Should remove the solids impairment requirements.

Task	Permit Section	Year Due	Annual Update? (Y/N)	Reporting Req.	Requirement Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Consent Decree Due-date	Notes
SWMP (1.10.2)												
Include description of WQ Limited Waters reqs (2.2.2)	1.10.2, App H III. & V.	-	Y	S	Bacteria and pathogens impairments, N TMDL. Document enhanced public outreach, new/re- development ordinances, good housekeeping requirements. No explicit requirement for structural BMPs, but is encouraged that new or redevelopment for industrial/commercial is required to utilize measures in stormwater management design to remove relevant pollutants by Year 3.	X	O	O	O		5/31/2023	2018/2020 303(d) list update lists Pequot Pond as Total Phosphorus Impaired, apparently removed in Yr4 report from impaired WB list. Consent decree does not include P impairment requirements, so it is likely that the outfalls identified in year 4 discharge too far from Pequot Pond to qualify as discharging into an impaired waterbody. Nitrogen is also listed as impairment for all years in annual report, but unsure why as there is only an out of state TMDL. Removed solids impairment for the Connecticut River in Yr 2 (as reported in Annual Report) to reflect the 2018/2020 303d list. Bacteria/pathogens impairment remains in place for Pequot and Connecticut rivers. Impairment requirements for public education and messaging are listed in SWMP - pet waste, septic system maintenance.
MCM 1 - Public Education and Outreach (2.3.1)												
Distribute at least 2 educational messages at least one year apart to four required audiences	2.3.2.c	A	Y	A, S	Include list of target audiences, measurable goals, descriptions of BMPs, and dates of distribution, in SWMP.	X	X	X	X		n/a	Yr 1: Most education material from CT River Committee, Think Blue. Leaf litter, fertilizer, pet waste, was addressed by CT River SW Committee material. SW Page created with material for all 4 audience groups. A Paving Contractor Outreach letter was sent by the Engineering Dept of City. Yr 2: Mostly material from CT River Committee, Think Blue. The following messages were listed: Litter, dumpster/hazardous waste, development standards for erosion sediment control, fleet maintenance, leaf litter, fertilizer, yardwaste, pet waste, septic system care. A lot of these messages weren't distributed as hoped because of COVID. Yr 3: Same as Y2. Yr 4: All material was from CT River Committee, Think Blue again. A LID workshop for developers was added. Timing of these messages should be sufficiently targeted; currently, they are simply posted on the city website year round. Suggest promoting these messages made by NGOs at the prescribed time through town means (inserts in water bill or social media posts). Ensure the SWMP is being updated to actively reflect yearly messaging. Pet waste messaging should be also issued to pet owners more directly (e.g. upon dog license issuance).
Identify methods to evaluate educational program effectiveness	2.3.2.e	A	Y	A, S		X	X	X	X		n/a	Towards Year 2-4, all metrics and messages were handled by the CT River SW Committee. Would suggest trying more direct messaging for the town specifically in future years.
Track efficacy of educational messages/program to demonstrate educational goals are being achieved	2.3.2.g	A	Y	A, S		X	X	X	X		n/a	Don't know if metrics from Act Blue, and CT River SW Committee reported are for just Holyoke or larger associations. Would suggest trying more direct messaging for the town specifically in future years.

Task	Permit Section	Year Due	Annual Update? (Y/N)	Reporting Req.	Requirement Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Consent Decree Due-date	Notes
MCM 2 - Public Involvement and Participation (2.3.3)												
Put SWMP, Annual Report, and Appendix F documentation on public notice and make available online	2.3.3.a	A	Y	A, S		X	O	O	O		n/a	Yr 1 SWMP is posted on the website. Every year the SWMP should be updated and reposted for public input.
Get public SWMP input annually	2.3.3.b/c	A	Y	A, S	SWMP outlines it will be through public comment.	X	O	O	O		n/a	Public meeting hosted the day before permit due date in yr 3. If the SWMP hasn't been updated on the website to show the current actions done for SW, then this requirement is not met.
Report on public participation opportunities	2.3.3.c	A	Y	A, S	SWMP table plans for Annual Source to sea cleanup, and Annual household Hazardous waste collection events.	X	X	X	X		n/a	In year 1, Think Blue Mass/Mass. Statewide SW Coalition events were reported. Public hearings were held for projects with 2000 sf of repaving/new impervious area or 1 ac of site disturbance are reported in Yr 2 and Yr 3.
MCM 3 - IDDE (2.3.4)												
Create regulatory mechanism for legal authority to implement program	2.3.4.a	1	N	S	Should have been completed under 2003 Permit	X	n/a	n/a	n/a	n/a	n/a	Assumed it was done in Yr 1.
Complete SSO inventory - identify all SSOs from the previous 5 years	2.3.4.4.b	1	Y	A, S		X	n/a	n/a	n/a	n/a	n/a	SSO inventory starts in 2015.
Maintain SSO inventory	2.3.4.4.b/d	A	Y	A, S		O	X	X	X		n/a	SSO inventory updated to 2020 in IDDE report. Attached SSO inventory in email with updates for yr 4.
Complete Phase I mapping: outfalls, receiving waters, open channel conveyances, municipal stormwater treatment structures, initial catchment delineations, and waterbodies with impairments labelled.	2.3.4.5.a	2	Y	A, S		n/a	O	O	O		12/31/2022	Unclear if catchments were ever formally delineated. Reports state Phase I was not completed until year 4, Phase I determined by Kleinfelder to be incomplete. Current GIS database is missing interconnections, treatment structures, initial catchment delineations even though it is reported that all outfalls have catchments associated with them. Consent Decree requires Phase I to be submitted before the end of 2022.
Complete Phase II mapping: all stormwater assets (manholes, pipes, CBs, etc.), refined catchment delineations, sanitary sewer, combined sewer, investigations, remediation and capital projects completed for MS4 permit.	2.3.4.5.b	10	Y	A, S		n/a	n/a	n/a	n/a	n/a	n/a	Future requirement. Should be influenced by all field investigations related to the MS4 and resulting capital projects. Requirements mentioned in the Consent Decree, but not given a due date.
Written IDDE Plan	2.3.4.6	1	Y	A, S		O	X	O	O		5/31/2023	Needs to be updated with SSO inventory and Outfall screening results. The Consent Decree adds additional requirements to address combined pipes and MHs. This includes: ID of combined MHs, schedule for combined MH inspection, a schedule to eliminate combined MHs.
Inventory, classify, and prioritize outfalls for assessment, create inspection tracking framework	2.3.4.7.a	1	Y	A, S, I	Y2 -field investigation is required to determine the final disposal type, and in the case of being an outfall, rank them and screen them following the permit provisions	O	X	O	O		12/31/2023	Outfalls were ranked and prioritized initially in Table 5-1 based on numerous factors including age and public health concern, receiving WQ. Without current screening data, they cannot be reprioritized. Edit or re-prioritize as needed.
Develop written procedure for outfall screening & tracking data	2.3.4.7.b.i	1	N	S, I		O	X	n/a	n/a	n/a	5/31/2023	Completed in IDDE Plan. Needs to be expanded.

Task	Permit Section	Year Due	Annual Update? (Y/N)	Reporting Req.	Requirement Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Consent Decree Due-date	Notes
MCM 3 - IDDE (2.3.4)												
Conduct dry weather screening & sampling (high and low priority outfalls per ranking)	2.3.4.7.b	3	N	A	data from 2003 permit cycle can be used if it meets requirements of 2.3.4.7.b.iii	n/a	n/a	O	O		12/31/2023	The annual reports show 8 outfalls were screened out of 127. These results are supposed to be appended to the IDDE plan, but no Appendices were attached on the version available on the City website. In-field mapping was done by veolia and reportedly finished in year 4, unsure why screening activities weren't done at the same time. Because the Consent Decree requires a Nitrogen ID report to be completed by the end of 2023 (19.c.i). The N ID report requires screening and sampling results to be incorporated into the desktop study, which means that outfalls that discharge into the N impaired waterbodies (CT River) need to be screened before
Re-rank outfalls based on dry-weather screening/sampling findings	2.3.4.7.c.iii	3	N	A, I		n/a	n/a	O	O		n/a	
Create written catchment investigation procedure that includes relevant maps, historic records and data as well as manhole inspection methods and IDDE source detection.	2.3.4.8.a	2	N	S, I		n/a	X	n/a	n/a	n/a	n/a	Smoke, Sandbagging etc. is described in IDDE Plan. Appears to be adequate.
Review records to identify System Vulnerability Factors (SVFs) in each catchment		2	N	A, S, I	Not in permit specifically, but is logical step that should happen in order to comply with 2.3.4.8.c.i	n/a	O	O	O		5/31/2023	SVF table in IDDE Plan is blank and not filled in.
Investigate problem outfall catchments starting no later than 2 years after effective date per ranking	2.3.4.8.a	7	Y	A	Should follow priority ranking determined by dry weather screening results	n/a	O	O	O		n/a	No catchments can be prioritized because of missing screening data. 5% of catchments have reportedly been investigated. Consent Decree requires the city to set a schedule on investigations
Investigate low & high priority outfall catchments starting no later than 2 years after effective date per ranking	2.3.4.8.a	10	Y	A		n/a	O	O	O		n/a	
Conduct wet weather inspections where SVFs are identified	2.3.4.8.c.i	2	Y	A	Complete problem outfalls by year 7, high and low priority outfalls by Year 10.	n/a	O	O	O		12/31/2023	Per CD, N sampling required for N Source ID report. IDDE plan will include a schedule for investigations and prioritization. No SVFs were assigned to catchments, because there was no screening data. Under Consent Decree, all outfalls have to be screened during wet weather conditions every 3 years, regardless if an SVF was identified.
Conduct ongoing outfall screening	2.3.4.10	-	Y	A	each outfall shall be screened at least once every five years after completion of catchment inspection per reprioritization	n/a	n/a	n/a	n/a			8 outfalls were screened in total over years 1 and 2. City should start revisiting the outfalls in year 5 in addition to the rest of the screening. Consent Decree requires dry and wet weather screening for all outfalls every 3 years.
MCM 3 - IDDE (2.3.4)												
Implement outfall fixes/IDDE removal as encountered		A	Y	A		X					n/a	Years 1 & 2 report 1 illicit discharge was found and removed, but seemingly disappears in year 3 & 4. Seems to have been a water main break that was going into storm. Impossible to detect illicit discharge if outfall investigation didn't occur.
Continually track IDDEs for annual reporting and re-inspect catchment areas of outfalls one year after IDDE removal	2.3.4.8.e.ii	A	Y	A	Not specifically in permit, but logical step in order to complete Permit reporting requirements						n/a	Reported 1 illicit discharge in total, but probably not applicable given it was a water main break and later removed from the IDDE list.
Provide annual training	2.3.4.11	A	Y	A, S		X	X	X	X		n/a	Provided training last on 9/4/2020 according to IDDE Log. Reported it was done in year 4 in September.

Task	Permit Section	Year Due	Annual Update? (Y/N)	Reporting Req.	Requirement Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Consent Decree Due-date	Notes
MCM 4 - Construction Site Runoff Control (2.3.5)												
Develop ordinance or regulatory mechanism that requires the use of sediment and erosion control practices at construction sites	2.3.5.c.i	1	N	A, S	Should have been completed under 2003 Permit	X	n/a	n/a	n/a	n/a	n/a	Assumed Sufficient.
Create written procedures for site plan review, inspection and enforcement for erosion and sediment control measure by the permittee (if not already completed)	2.3.5.c.ii	1	N	S		X	n/a	n/a	n/a	n/a	n/a	Assumed Sufficient.
Conduct site review and inspections		A	Y	A		X	X	X	X		n/a	Annual reports have reported numbers for each year. There is no existing site inspection form or formal way of tracking inspections.
Track number of site reviews, inspection and enforcement actions	2.3.5.c.ii.2	A	Y	A		X	X	X	X		n/a	Annual reports have reported numbers for each year. Need to create formalized process for stormwater site inspections specifically.
MCM 5 - Post-Construction Stormwater Management (2.3.6.)												
Adoption or modification of ordinance that at least requires new development and redevelopment which disturbs greater than >1ac of land surface to manage stormwater on-site per the requirements of the 2008 MA Stormwater Handbook	2.3.6.a	3	N	A, S		n/a	n/a	X	n/a	n/a	n/a	Yr4 report states it was updated in Sep, 2021, however unclear if it meets the requirements of the N TMDL. Assumed to be sufficient.
Develop site plan review procedures to ensure development projects complying with this section of the permit are meeting stormwater management requirements			Y	S	This doesn't seem to be explicitly required per the permit, but "site plan review procedures" are included in the SWMP requirements	X	n/a	n/a	n/a	n/a	n/a	
Require submission of as-builts after construction of compliance projects	2.3.6.a.iii	2	N	A, S		n/a	X	X	X		n/a	Yr 2 report- checked off that procedures were developed for as-builts. All other years report as-built submissions. Assumed this will continue.
MCM 5 - Post-Construction Stormwater Management (2.3.6.)												
Develop a report assessing current street & parking lot design standards or any other that affect the creation of impervious cover that includes proposed rec's and implementation schedule	2.3.6.b	4	N	A, S		n/a	n/a	n/a	O		n/a	Overdue re MS4 Permit, but not a stated CD requirement. Yr 3: Reported that Holyoke received an MVP grant in 2019 to look at impervious area reduction and implementing green infrastructure. However, the permit requirement is largely targeting edits to zoning/subdivision regulations/building code to allow developers/property owners to reduce impervious area and implement green infrastructure. The retrofit 5 BMP inventory can be combined with N requirement.
Develop a report assessing local regs to ensure BMPs (green roofs, infiltration practices, non-potable, etc.) are allowable that includes proposed rec's and implementation schedule	2.3.6.c	4	N	A, S		n/a	n/a	n/a	O		n/a	
Implement street & parking lot design guideline and policies allowing implementation of GI per implementation schedule proposed in reports from 2.3.6.b and 2.3.6.c.	2.3.6.b/c	A	N	A	Kleinfelder's interpretation of permit language is that the reports recommending policy/guideline changes can be implemented after Year 4 per the implementation schedule in the reports (re: City can determine its own implementation timeline, but needs to report it).	n/a	n/a	n/a	n/a		n/a	Overdue re MS4 Permit, but not a stated CD requirement. Need to set implementation schedule for the resulting proposed changes in the above analysis.
Identify minimum of 5 municipally-owned properties that could be retrofitted with BMP	2.3.6.d	4	N	A		n/a	n/a	n/a	O		n/a	CD requires ALL City property to be in analysis, not just 5 sites. Best to combine with the N ID report areas and target the catchments that have high N loading.

Task	Permit Section	Year Due	Annual Update? (Y/N)	Reporting Req.	Requirement Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Consent Decree Due-date	Notes
MCM 5 - Post-Construction Stormwater Management (2.3.6.)												
If any projects opportunities in the Year 4 list are implemented, new project opportunities must be identified so that at least 5 projects are in the list	2.3.6.d	A	Y	A		n/a	n/a	n/a	n/a	n/a	n/a	Not applicable because do not have an inventory.
Report on all properties retrofitted with BMPs	2.3.6.d	A	Y	A	Can include privately owned properties	n/a	n/a	n/a	n/a	n/a	n/a	
MCM 6 - Good Housekeeping & Pollution Prevention (2.3.7)												
Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants	2.3.7.a.iii.1	2	Y	S		n/a	O	O	O		n/a	No Good housekeeping manual has been drafted to date.
MCM 6 - Good Housekeeping & Pollution Prevention (2.3.7)												
Optimize routine inspection, cleaning and maintenance of catch basins so that no catch basin is more than 50% full at any time: - Log catch basins cleaned or inspected (number and volume of material removed) - Document when a catch basin is more than 50% full during two consecutive cleanings - Establish metrics to demonstrate catch basin cleaning program is being optimized	2.3.7.a.iii.2	2	Y	A, S	SWMP Regs: - Document program that prioritizes cleaning catch basins near construction sites - Establish schedule that ensures no catch basin is more than 50% full - Document plan and metrics that demonstrates optimal catch basin cleaning program Annual Report Regs: - Document actions taken to abate catch basins that are >50% full two cleanings in a row - Document plan and metrics that demonstrates optimal catch basin cleaning program (Year 1 annual report only) - Total number of catch basins, number inspected, number cleaned, and total volume or mass of materials removed	n/a	O	O	O		12/31/2023	CD requires establishment of Good Housekeeping procedures in the SWMP for City owned operations. Yr 1: Catch basin cleanings reported to happen in every 4 years. Basins found that 50% full get extra street cleaning. Yr 2: None cleaned in year 2. Yr 3: 406 cleaned and inspected. Yr 4: 439 cleaned and inspected. No schedule or plan was included in the SWMP. No Good house keeping manual was kept either.
Sweep all curbed roadways and parking lots at least once per year: once in the spring (after winter sanding) Twice per year under App F, N requirements.	2.3.7.a.iii.3	2	Y	A, S	Report linear miles cleaned or volume of materials removed. For rural uncurbed roadways with no catch basins the permittee shall sweep once per year or develop a targeted sweeping plan within two years of the effective date and plan must be submitted with Year 1 annual report.	O	X	X	O		n/a	Street Sweeping procedures will be described in the SWMP. Yr 1: apparently swept only once in April. Yr 2: 70% of city swept twice (175mi), city owned parking lots not swept this year. Yr 3: 250 mi of the city were swept twice a year. Yr 4: No metrics were reported but this was still checked off for this year.
Properly store and dispose of catch basin cleanings and street sweepings so they did not discharge to receiving waters	2.3.7.a.iii.4	2	Y	S		X	X	X	X		n/a	Yr 4 reports this as complete.
Establish and implement procedure for winter road maintenance, minimize the use of salt, evaluate other materials, and ensure that snow does not get disposed in waterways	2.3.7.a.iii.5	2	N	S		n/a	O	O	O		n/a	Procedures will be described in SWMP. Yr 1 says that these procedures were going to be finished by 2019 winter. This was left unchecked for all subsequent years. Would be addressed by SWPPPs and goodhousekeeping manual.
Establish and implement inspection and maintenance frequencies and procedures for all stormwater treatment structures (GI BMPs), inspect annually at a minimum	2.3.7.a.iii.6	2	Y	A, S		n/a	O	O	O		n/a	Not checked off in any years.

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MCM 6 - Good Housekeeping & Pollution Prevention (2.3.7)												
Developed written SWPPPs for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater (see section 2.3.7.b.ii for SWPPP requirements)	2.3.7.b.i	2	N	S		n/a	O	O	O		Assume Not Required on this timeline due to Consent Decree	CD has no mention of SWPPP. An SOP document for Good Housekeeping on City properties will be included in the SWMP. Yr 4 has this unchecked. Our understanding is that Veolia/Suez has developed a SWPPP for the WWTP.
Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes	2.3.7.b.ii.g	2	N	S		n/a	O	O	O		n/a	CD has no mention of SWPPP. An SOP document for Good Housekeeping on City properties will be included in the SWMP. Yr 4 report has this unchecked.
Inspect all areas that are exposed to stormwater and all stormwater control measures quarterly (at least one inspection shall occur when a stormwater discharge is occurring)	2.3.7.b.iii	2	Y	A	Permit section includes specific items to include in inspection form. If issue is found it must be resolved next anticipated storm event if possible, or as soon as practicable.	n/a	O	O	O		n/a	An SOP document for Good Housekeeping on City properties will be included in the SWMP. No SWPPPs or inspection forms. No inspections on structural BMPs.
Keep a written record of all required activities associated with the SWPPP including but not limited to maintenance, inspection and trainings	2.3.7.b.iv	2	Y	A		n/a	O	O	O		n/a	An SOP document for Good Housekeeping on City properties will be included in the SWMP. Missing SWPPPs for facilities like DPW yards, garages, left unchecked in year 4.
Program Evaluations (4.1)												
Self-evaluate the appropriateness of selected BMPs in achieving the objectives of each MCM and the defined measurable goals	4.1.a	A	Y	A, S	Indicate any BMP modifications with a brief explanation of the modification in each Annual Report. Changes replacing an ineffective or infeasible BMP specifically identified in the SWMP with an alternative BMP may be made as long as the basis for the changes is documented in the SWMP: - An analysis of why the BMP is ineffective or infeasible; - Expectations on the effectiveness of the replacement BMP; and - An analysis of why the replacement BMP is expected to achieve the defined goals of the BMP to be replaced.	X	X	X	X		n/a	The annual reports have narratives for BMPs regarding changes due to effectiveness or impediments.
Record Keeping (4.2)												
Keep all records required by the permit for a period of at least 5 years	4.2.a	A	Y			X	X	X	X		n/a	Assumed this will be done. SWMP needs to be updated.

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App F & H Enhanced Public Outreach												
Permittee or its agents disseminated educational materials to dog owners at the time of issuance or renewal of dog license, or other appropriate time	App H - III.2.i	A	Y	A	Bacteria and Pathogens impairment. Make sure that this is documented in MCM1 and the SWMP.	X	X	X	O		12/31/2023	CD requires targeted messaging for N impairments. These messages are available year round because of Think Blue and CT River SW association. For full compliance the messages need to be targeted at appropriate seasons. Pet waste messaging was left unchecked in Year 4.
Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria	App H - III.2.i	A	Y	A	Bacteria and Pathogens impairment. Make sure that this is documented in MCM1 and the SWMP.	X	X	X	X		Continuous	Mentioned explicitly in the Consent Decree.
Distributed annual message in the spring (April/May) encouraging proper use and disposal of grass clippings and slow-release fertilizers	App F - B.1.1.a.i.1	A	Y	A	Long Island Sound Nitrogen TMDL. Ensure that this is documented in MCM1 and the SWMP.	X	X	X	X			
Distributed annual message in the summer (June/July) encouraging the proper management of pet waste	App F - B.1.1.a.i.1/ App H - II.a.i.1 & III.2.i	A	Y	A	Long Island Sound Nitrogen TMDL & Bacteria and Pathogen Impairment.	X	X	X	X			
Distributed annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter	App F - B.1.1.a.i.1	A	Y	A	Long Island Sound Nitrogen TMDL	X	X	X	X		Continuous	
App F & H Enhanced New & Re-development												
The permittee shall adopt any necessary ordinance or modify any regulatory mechanism to ensure that new development or redevelopment stormwater management BMPs be optimized for nitrogen removal	App F - B 1. a. i. 3.	3	Y	A	Long Island Sound Nitrogen TMDL	n/a	n/a	X	n/a	n/a	n/a	Assumed that the ordinance updated in year 3 is sufficient.
App F & H Enhanced Housekeeping												
The permittee shall use strategies and low-use management practices for slow release fertilizers; develop and implement procedures to manage yard litter from blowing on to impervious surfaces; Complete street cleanings after leaf fall and winter salting	App F - B 1. a. i. 3.	A	Y	A	Long Island Sound Nitrogen TMDL. These housekeeping procedures should be documented in SWMP and applicable SWPPPs.	O	O	O	O		5/31/2023	CD does not explicitly mention SWPPPs, however the SWMP requires formal establishment of Good Housekeeping SOPs. No SWPPPs or good housekeeping manual to confirm that these practices are being followed for most city owned facilities. Will need interdepartmental plan to make sure all departments are in compliance.
App F N ID Report & Structural BMPs												
Develop a N ID report that identifies catchments with high N loading, and identifies potential retrofit opportunities for BMPs	App F - B 1. b. i.	4	N	A	Long Island Sound Nitrogen TMDL. Requires outfall sampling of N and GIS study for N source identification.	n/a	n/a	n/a	O		12/31/2023	Need to create N Identification report. This report will need to calculate total urbanized area and follow calculation methods outlined Permit Appendix. Should include Consent Decree requires this report to be done.
Create list of 5 Planned Structural BMPs for N removal and provide a schedule for implementation	App F-B.1. 1. c. i.	4	N			n/a	n/a	n/a	O		1/31/2024	Should coordinate areas with N ID report. Targetting land owned by the permittee. This list will eventually become the prioritization list for capital projects. It can overlap with MCM 5 BMP requirement.
Install 1 of the planned BMPs targeting a high nitrogen loading catchment	App F-B.1. 1. c. ii.	6	N			n/a	n/a	n/a	n/a	n/a	12/31/2024	Serves as a demonstration project. Once one is built/removed from BMP list another must replace it so there are always at a minimum of 5 Structural BMPs on the list that can be built.

Task	Permit Section	Year Due	Annual Update? (Y/N)	Reporting Req.	Requirement Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Consent Decree Due-date	Notes
App H P ID Report & Structural BMPs												
Document installed BMPs, total treatment areas, design storage volume, and estimated N removal per year.	App	5	Y	A		n/a	n/a	n/a	n/a		n/a	Using methodologies in attachments to App. F to estimate removal amounts.
Develop a P ID report that identifies catchments with high P loading, and identifies potential retrofit opportunities for BMPs.	App H - II.1.b.i	4	N	A	Phosphorus Impairment. Requires outfall measurement of P and GIS study.	n/a	n/a	n/a	O		n/a	This may not be applicable if the 2 outfalls that discharge to Pequot are confirmed inadequate to trigger the P impairment requirement.
Create list of 5 Planned Structural BMPs for P removal and provide a schedule for implementation.	App H - II.1.c.ii	4	N			n/a	n/a	n/a	O		n/a	
Install 1 of the planned BMPs targeting a high phosphorus loading catchment	App H - II.1.c.ii	6	N			n/a	n/a	n/a	n/a	n/a	n/a	
Document installed BMPs, total treatment areas, design storage volume, and estimated P removal per year.	App H - II.1.c.iii	5	Y	A		n/a	n/a	n/a	n/a		n/a	
App H Bacteria & Pathogen IDDE												
Catchments draining to any waterbody impaired with Bacteria should be designated as problem or high priority in implementation of the IDDE Plan.	App H - III.2.a.ii.	A			Bacteria and Pathogen Impairment. Relevant Catchments need to be prioritized in the IDDE Plan.	O	O	O	O		n/a	Not apparent that catchments discharging into bacteria impaired waters will be designated high priority. The catchment prioritization table hasn't been filled out in IDDE plan.

Year 4 Annual Report

Massachusetts Small MS4 General Permit

Reporting Period: July 1, 2021-June 30, 2022

****Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form****

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2021 and June 30, 2022 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization: City of Holyoke

EPA NPDES Permit Number: MAR041011

Primary MS4 Program Manager Contact Information

Name: Kris Baker, P.E.

Title: City Engineer

Street Address Line 1: City Hall Annex, Room 300

Street Address Line 2: 20 Korean Veterans Plaza

City: Holyoke

State: MA

Zip Code: 01040

Email: bakerk@holyoke.org

Phone Number: (413) 322-5605

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://storage.googleapis.com/proudcity/holyokema/uploads/2020/04/SWMP-201900909-for-posting.pdf>

Date SWMP was Last Updated: Jan 1, 2019

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

Impairment(s)

- ☒ Bacteria/Pathogens ☐ Chloride ☒ Nitrogen ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- In State:** ☐ Assabet River Phosphorus ☐ Bacteria and Pathogen ☐ Cape Cod Nitrogen
☐ Charles River Watershed Phosphorus ☐ Lake and Pond Phosphorus
- Out of State:** ☐ Bacteria/Pathogens ☐ Metals ☒ Nitrogen ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 4 Requirements

- ☐ Developed a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

- ☐ No updates were recommended
☐ Updates were recommended. The anticipated date or date of completion for updates is/was:

- ☐ Developed a report assessing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

- ☐ No updates were recommended
☐ Updates were recommended. The anticipated date or date of completion for updates is/was:

- ☐ Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide an update on previous incomplete milestones, or provide any additional details, please use the box below:

The City received funding through the Massachusetts Municipal Vulnerability Preparedness (MVP) Program in 2019 focused on inventorying and eventually reducing impervious cover and its impacts in the City. The first phase of the project was completed in PY3, accurate mapping and inventorying of impervious cover has been completed and the second phase will use matching funds to follow up on the findings of the MVP

Impervious Surface Study with community stakeholders and promote awareness of green infrastructure strategies. These efforts include 1) creation of a place-based impervious surface curriculum for Holyoke youth, 2) updated StoryMap and survey on impervious surfaces, 3) design and content development of green infrastructure signage in Holyoke (English and Spanish), and 4) green infrastructure improvement events, to restore 3 separate public GI locations in Holyoke. The impervious surface curriculum is now in draft form.

In 2021 the City completed an Urban Forest Equity Plan and Tree Inventory and received a grant to improve a number of existing tree pits in the City. Work on development of the GI report is in progress. The City is applying for funding to complete a feasibility study for daylight of Day Brook as a future MVP project.

Annual Requirements

- ☒ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☒ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - ☐ This is not applicable because we do not have sanitary sewer
 - ☐ This is not applicable because we did not find any new SSOs
 - ☒ The updated SSO inventory is attached to the email submission
 - ☐ The updated SSO inventory can be found at the following website:
- ☐ Updated system map due in year 2 as necessary
- ☒ Provided training to employees involved in IDDE program within the reporting period
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☒ All curbed roadways were swept at least once within the reporting period
- ☐ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☐ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Updated inventory of all permittee owned facilities as necessary
- ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☐ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☐ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☐ Inspected all permittee owned treatment structures (excluding catch basins)

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach**

- ☒ Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☐ Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- ☒ Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach**

- ☒ Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Nitrogen Source Identification Report

- ☐ Completed the Nitrogen Source Identification Report
 - ☐ The Nitrogen Source Identification Report is attached to the email submission
 - ☐ The Nitrogen Source Identification Report can be found at the following website:

Potential structural BMPs

- Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was
- ☐ estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.
- ☐ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

☒ Yes

☐ No

If yes, describe below, including any relevant impairments or TMDLs:

The City evaluated the "Final Massachusetts Integrated List of Waters from the Clean Water Act 2018/2020 Reporting Cycle" and noted the following change has been made to the Town's waterbody impairments:

1. Pequot Pond (MA32055): Has been removed from Holyoke's list of impaired waters.
2. Log Pond Cover (MA34124): "Water Chestnut" was added. "Solids/TSS/Turbidity" and "E. coli" were removed.
3. Connecticut River (MA34-04): "Water Chestnut" was added. "Solids/TSS/Turbidity" was removed.
4. Connecticut River (MA34-05): "Solids/TSS/Turbidity" was removed.

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

BMP:#1. Think Blue Connecticut River Website

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#2 Nip Bottles

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: #3. Installation of Hooded Catch Basins

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#4. Low Impact Development Technologies and Strategies Workshop

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Developers

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#5. Installation of Hooded Catch Basins

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#6. Proper Disposal of Leaf Litter

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#7. Importance of Soil Test, Proper Use of Fertilizers, Disposal of Grass Clippings

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Resident

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#8. Proper Management of Pet Waste

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#9. Proper Septic System Care

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#10. Proper Disposal of Leaf Litter

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#11. Importance of Soil Test, Proper Use of Fertilizers, Disposal of Grass Clippings

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#12. Proper Management of Geese

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2022/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-4.pdf>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:#13. Fowl Water Messaging Through State-Wide Campaign

Message Description and Distribution Method:

<https://thinkblueconnecticutriver.org/pet-waste-management/>

Targeted Audience: Residents, businesses, institutions and commercial facilities

Responsible Department/Parties: Think Blue Massachusetts and Water Words that Work

Measurable Goal(s):

See reference above

Message Date(s): See reference above

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:[Message name here]

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The SWMP is posted to the City's website.

Was this opportunity different than what was proposed in your NOI? Yes ☐ No ☒

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

Public hearings are held by the Stormwater Authority for large projects, greater than 2,000 sf of repaving or new impervious area or 1 acre of site disturbance, as part of the permitting process.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

☐ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

MS4 System Mapping

Optional: Provide additional status information regarding your map:

Veolia is in the process of implementing infield mapping using GIS software and tablets. Phase I mapping of outfalls and receiving waters has been completed. All outfalls have catchments associated with them.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

- ☒ No outfalls were inspected
- ☐ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened:

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened:

Optional: Provide additional information regarding your outfall/interconnection screening:

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- ☒ No catchment investigations were conducted
- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period**.*

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated:

Optional: Provide any additional information for clarity regarding the catchment investigations below:

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ☒ No illicit discharges were found
☐ The illicit discharge removal report is attached to the email submission
☐ The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.***

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018).***

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Employee Training

Describe the frequency and type of employee training conducted **during this reporting period:**

IDDE employee training occurs annually in September.

MCM4: Construction Site Stormwater Runoff Control

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period.***

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance or Regulatory Mechanism

Date update was completed (due in year 3):

As-built Drawings

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received:

Optional: Enter any additional information relevant to the submission of as-built drawings:

Retrofit Properties Inventory

Below, list the permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (at least 5):

MCM6: Good Housekeeping

Catch Basin Cleaning

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Street Sweeping

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

☐ Number of miles cleaned:

☐ Volume of material removed:

☒ Weight of material removed:

Stormwater Pollution Prevention Plan (SWPPP)

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.*

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

COVID-19 Impacts

Optional: If any of the above year 4 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 5 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☐

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 5 below:

Part V: Certification of Small MS4 Annual Report 2021

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

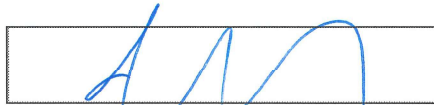
Name:

Joshua A. Garcia

Title:

Mayor

Signature:



Date:

9/27/2022

[Signatory may be a duly authorized representative]

September 5, 2023

City of Holyoke meeting with Veolia

Agenda

- Clarification of expectations regarding Appendix 5
- Request for reimbursement for MS4 contracted services
- Consent decree MS4 Permit violation penalty
- Follow-up to Hazen's Contract Operations Evaluation
- Billing/invoicing procedures, including schedule
- PILOT payments

BRUCE H. TOBEY
5 Michael's Lane
Gloucester, MA 01930

PROFESSIONAL EXPERIENCE

PANNONE LOPES DEVEREAUX & O'GARA LLC., Boca Raton, Florida and Johnston, Rhode Island 2011-present
PARTNER 2011-2017
OF COUNSEL 2017-present

Represent cities, towns, districts and counties in legal and procurement issues arising from their operation and governance of water and wastewater utilities; assist utilities and communities in evaluating and, when appropriate, utilizing public-private partnership tools; represent specialty private sector entities in advancing innovative solutions to utility operational challenges and in resolving company management and sale issues.

TOBEY PROJECT MANAGEMENT, LLC, Fort Lauderdale, Florida and Gloucester, Massachusetts 2018-present
PRINCIPAL

Provides management, strategic, marketing and communications, and intergovernmental relations consulting services to wastewater equipment manufacturing companies and installation gearing up for sale, often in a private equity setting.

HOME SERVICE USA CORP., Miami, Florida 2008-2011
VICE PRESIDENT OF BUSINESS DEVELOPMENT

Managed and executed nationwide strategies for marketing and fulfilling warranty plans to protect residential water service lines and sewer laterals..

SAFETY VALVE COMPANY, Bridgeport, Connecticut 2002-
200

DIRECTOR OF BUSINESS DEVELOPMENT and LEGAL COUNSEL

Managed and provided legal, regulatory and government relations support for marketing and fulfilling warranty plans to protect residential water service lines and sewer laterals..

CITY OF GLOUCESTER, Gloucester, Massachusetts 1991-1992, 1994-2002
MAYOR

Chief Executive Officer of a \$75 million per year Municipal Corporation. Developed and managed annual operating and capital budgets. Oversaw a 1200 employee work force and all labor relations issues. Provided extensive public works, water and wastewater utility, and environmental protection services. Led an intense effort to diversify and strengthen the community's economic base. Advocated for community needs before the state and federal governments. Participated in numerous overseas programs to promote understanding of local government operations models in emerging democracies.

MASSACHUSETTS WATER RESOURCES AUTHORITY, Boston, Massachusetts 1986-1990, 1992-1993
ATTORNEY

Rose through the ranks to head the General Law Department. Advised on legislative issues. Drafted regulations on wastewater and drinking water system operations, minority procurement, and community relations. Oversaw employee ethics and discrimination issues and provided advice on labor relations matters. Made presentations to MWRA board and public and private bodies on legal and policy questions.

EDUCATION

WESLEYAN UNIVERSITY, Middletown, Connecticut
Bachelor of Arts, Russian Language and Soviet Studies

SUFFOLK UNIVERSITY SCHOOL OF LAW, Boston, Massachusetts
Juris Doctor (Member, Law Review)

SUFFOLK UNIVERSITY, SAWYER SCHOOL OF MANAGEMENT, EXECUTIVE PROGRAM, Boston, Massachusetts
Master of Business Administration

PROFESSIONAL ACTIVITIES

City of Gloucester, Massachusetts	
City Council President	2008-2010
Councilor-at-large	1988-1991
	2006-2014
Commonwealth of Massachusetts, Water Infrastructure Finance Commission	
Member (Gubernatorial Appointee)	2010-2012
National League of Cities	
Advisory Council	2005-2011
Chair	2008
Vice Chair	2007
Board of Directors	1999-2001
Environment, Energy and Natural Resources Committee, Chair	1999
Massachusetts Municipal Association	
President	2008-2009
Board of Directors	2006-2011
United States Environmental Protection Agency	
Local Government Advisory Committee	1999-2010
Total Coliform Rule Distribution System Advisory Committee	2007-2009
Microbial Disinfection and Disinfection Byproducts Advisory Committees	1995-1998
Commonwealth of Massachusetts, Local Government Advisory Committee	
Member	2006-2013
Chair	2008
Commonwealth of Massachusetts, Executive Office of Environmental Affairs	
Working Group on Desalination Policy Development, Member	
2005	
Seaport Advisory Council, Member	1994-2002
Massachusetts Interlocal Insurance Association	
Board of Directors	1997-2001
Massachusetts Clean Water Council	
Member	1994-2001
Chair	1995-1996
United States Conference of Mayors	1994-2001

MISCELLANEOUS

Admitted as an Attorney in Massachusetts and New York.

Veteran, United States Coast Guard (LT/03), honorably discharged – Law Specialist, 1978-1982.

Provided extensive testimony to committees of the United States Congress and the Massachusetts Legislature on environmental and public infrastructure financing and procurement issues.

SUPPLEMENTAL INFORMATION REGARDING PROFESSIONAL EXPERIENCE

Federal

- National League of Cities – board member and chair of numerous environmental policy committees.
- Association of Metropolitan Sewerage Agencies/Water Infrastructure Network [now “NACWA”] – member; frequent witness before US Senate and House of Representatives committee and subcommittee hearings re. water and wastewater finance challenges.
- US Environmental Protection Agency – member of numerous Federal Advisory Committees (representing the National League of Cities), including:
 - *Stage 2 Disinfectants and Disinfection Byproducts* – five-year member of committee that actively advised USEPA’s Office of Water on the development of rules under the Safe Drinking Water Act reducing drinking water exposure to disinfection byproducts and tightening relevant parameters and compliance monitoring requirements.
 - *Total Coliform Rule* – two-year member of committee that advised USEPA’s Office of Water on the review of rules defining the use of total coliform levels in a water supply as an indicator to determine the adequacy of water treatment and the integrity of the distribution system.
 - *Local Government Advisory Committee* – nine-year member of committee advising USEPA in ensuring that its regulations, policies, guidance, and technical assistance improve the capacity of local governments to implement and carry out public health and environmental programs in a spirit of partnership.

State

- Massachusetts Municipal Association – President and long-time board member providing leadership and direction to organization developing and advancing policy initiatives that would advance the capability of 352 cities and town to meet their needs of their communities and citizen, frequently serving as a spokesperson and witness on its behalf.
- Commonwealth of Massachusetts Water Infrastructure Finance Commission – Member of commission chartered to conduct a statewide infrastructure needs assessment effort and to advise the Governor on programing under the American Recovery and Reinvestment Act of 2009.
- Massachusetts Clean Water Council - Member and chair of a non-profit advocacy group through which public and private water and wastewater entities promoted environmental and regulatory initiative and financial assistance proposals to state government.
- Massachusetts Local Government Advisory Committee – Member and chair of gubernatorial committee which promoted a wide array of municipal concerns through monthly meetings co-chaired by the Lieutenant Governor.
- Massachusetts Seaport Advisory Council – Member of a gubernatorial council providing advice to the Governor and secretariats on funding applications seeking to renew and expand infrastructure serving the Commonwealth’s seaport assets.

Publications

Recent projects include the following works:

- Public-Private Partnership Opportunities for Water and Water Resource Recovery Utility Energy Projects, 2017 – Principal Investigator and Co-Author of a peer-reviewed study sponsored by the Water Research Foundation. Through a combination of case studies and an in-depth literature review, the study explored energy and public-private partnership (“P3”), legal matters, allocation of risk, financing options, contractual drafting, and monitoring and oversight, among others. This study generated additional follow-up articles which appeared in such venues as “The Journal of the American Water Works Association.”
- Life Cycle Cost Analysis for Decision Making in Collection System Rehabilitation, 2019 – Co-Author of a peer-reviewed multi-disciplinary study of the use of Life Cycle Cost analysis (LCC) as a tool allowing utility owners to make sound project decisions, considering both capital and operating costs over a long-term analysis period. The authors contend that capital projects prioritized by rigorous LCC analyses facilitate strongly supportable

business case decisions. Through a case study, the study demonstrates the range of inputs which inform an LCC analysis and the striking conclusions which that analysis can yield. This paper was accepted and published by the American Society of Civil Engineers in its report of the proceedings of its wastewater collections conference.

Miscellaneous

- ASTM International – Voting member of the F-17 Plastic Piping Committee of ASTM International, formerly known as American Society for Testing and Materials, an international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.
- Head of delegation for a six-member team of Massachusetts municipal chief administrative officers in undertaking a two-visit training program in 2000 under a USAID grant focused on revenue generation and management programs to municipal leaders in the Republic of Montenegro as it broke away from the Former Republic of Yugoslavia.
- Co-Inventor under U.S. Patent #10,771,446 issued July 14, 2020 entitled “Trenchlessly Installed Subterranean Collector Drain for Surface and Subsurface Water.”
- Frequent speaker at regional and national conferences regarding municipal governance issues, the pros and cons of public private partnerships, and water and wastewater utility operations and finance.



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Next Recording

1 message

Mary Monahan <marylmonahan@gmail.com>

Tue, Sep 12, 2023 at 8:48 AM

To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Please print and include in agenda packets.

Thanks.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>

Date: Tue, Sep 12, 2023 at 8:44 AM

Subject: Re: Next Recording

To: Scott MacPherson <Scott@holyokemedia.org>, Kris Baker <bakerk@holyoke.org>, <BLEvin@hazenandsawyer.com>, Agrawal, Benjamin <bagrawal@hazenandsawyer.com>, Bill Dwight <bdwight@comcast.net>

All:

Let's confirm Tuesday, September 19 at 10AM at the studios.

Brief discussion outline reviewed with Ben Levin:

Intro to Integrated Management Planning

Grey/green infrastructure

Holyoke's priorities identified by key City staff

Brief intro to known/assumed problem areas

Next steps

How viewers can comment

Graphics or charts that can be incorporated into the final video

Pictures of green and grey infrastructure

Holyoke priority chart

Program email contact info

Other

Thanks.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Finance Committee Meeting Wednesday

1 message

Mary Monahan <marylmonahan@gmail.com>

Sun, Sep 10, 2023 at 11:42 AM

To: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Carl Rossi <rossic@holyoke.org>

Cc: Stephanie Rodriguez <rodriguezs@holyoke.org>

See following.

Stephanie: please include in the next meeting agenda package.

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>

Date: Sun, Sep 10, 2023 at 11:41 AM

Subject: Finance Committee Meeting Wednesday

To: Michael Sullivan <mike.sully53@yahoo.com>, BRIAN BEAUREGARD <thebeauregards@comcast.net>, Andrew Fisk <andrew.c.fisk@gmail.com>, M Panitch <m.panitch@gmail.com>

Hi Advisory Team:

On Wednesday, the Council Finance Committee will be discussing the request for \$50,000 for legal fees associated with the long term service agreement and \$100,000 for a consulting team to identify and review costs associated with the Enterprise Fund. The results of this review will provide a detailed understanding of costs and operations funded by the long term service agreement.

It would be great if you could attend Wednesday's Finance Committee meeting. Attorney Buca Tobey will submit an initial legal approach in advance of this meeting. I will share with you.

Attached is the summary of objectives associated with the enterprise fund costs and operations.

Thanks for contributing to this effort.

<https://www.holyoke.org/event/finance-committee-meeting-september-13-2023/>

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com



FY24Study.pdf

46K

Sewer Rate Study for the City of Holyoke

Proposed Sewer Enterprise Study for FY24

- Identify true costs associated with wastewater collection and treatment
- Identify other costs currently funded by sewer enterprise fund
- Establish a 5-year Capital Improvements Program
- Recommend a funding program and strategies (including public review and City approval)

Bruce Tobey, Of Counsel
401.824.5100
btobey@pldolaw.com

September 11, 2023

Mary Louise Monahan, Chair
City of Holyoke Board of Public Works
63 N. Canal Street
Holyoke, MA 01040

Re: Contract for the Operation, Maintenance, Repair and Improvement Services to the City of Holyoke Wastewater System [the "Contract"]

Dear Ms. Monahan:

My thanks go out to you and the City's team of advisors for exploring with me the current status of the Contract and the potential agenda of issues may it raise. Those issues relate to both past concerns and those which may arise during the period which remains under the term of the Contract. They could extend to exploring the identification of a successor arrangement for future operation and maintenance of your wastewater system. I would welcome the opportunity to work with you and the City as you undertake to address these concerns.

As we have discussed, I would bring to this task broad experience in both the public and private sectors. As my attached resume demonstrates, I have spent decades of my career as a lawyer and management advisor in the water and wastewater industry. It has given me valuable opportunities to work on the procurement, negotiation and execution of water and wastewater operations and maintenance contracts for utilities in New England and New York.

I am especially proud of the hands-on lessons I learned during my five terms as Mayor/CEO of the City of Gloucester. I led Gloucester's successful charge to realize cost-effective, best-value solutions to the wastewater operational and construction challenges posed by both daily O&M requirements as well federal and state consent decrees and their burdensome construction demands. In doing this, I was always guided by several key principles.

1. Gloucester's infrastructure is a critical asset that the citizens of our community own. The point must be to invest money in it so it remains the foundation for its public health and economic development future.

Northwoods Office Park
1301 Atwood Avenue, Suite 215 N Johnston, RI 02919
tel 401 824 5100 fax 401 824 5123

2. The contracts and agreements crafted to fulfill our obligations must be clearly and explicitly stated so the City and its contractors can use them to provide needed services at a fair cost.

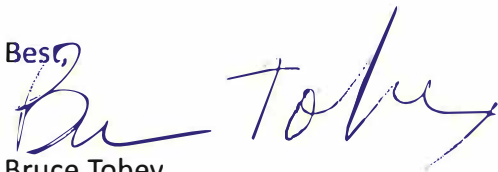
That is the way I propose to undertake this engagement with the City of Holyoke. Aided by other experienced attorneys from Pannone Lopes Devereaux & O'Gara, who bring additional expertise to the table in the areas of municipal infrastructure, contract review, environmental and public finance, I will manage our time closely and deliver solid and informed services on the analytical, drafting, financial and operational issues we will encounter.

Based on our previous discussions, I propose the following initial scope of our activities:

1. Assist the Board in:
 - a. Identifying the Commencement and Termination Dates of the Contract;
 - b. Determining whether and how to exercise its provisions for the extension of that term; and
 - a. Negotiating the resolution of existing issues with the vendor arising from its performance of the Contract.
2. Prepare documents resulting from these activities; and
3. Research and provide advice on possible public and private financing options for the performance of potential capital projects through the current contract or a successor agreement.

Thank you for the opportunity to share these thoughts. I would welcome working with you and the City team on this project.

Best,



Bruce Tobey
Of Counsel

Attachment: Bruce Tobey Resume



AGREEMENT
FOR
TREATMENT OF
SONOCO PRODUCTS COMPANY
INDUSTRIAL WASTEWATER
BY
CITY OF HOLYOKE

THIS AGREEMENT, made this 26th day of January 1973, by and between the City of Holyoke, Massachusetts, a municipal corporation in the County of Hampden, hereinafter called the "City" and Sonoco Products Company, a South Carolina corporation duly organized by law with a usual place of business in the City of Holyoke, County of Hampden, Commonwealth of Massachusetts, hereinafter called the "Company."

WHEREAS, wastewater treatment facilities for the treatment of wastewater prior to its discharge into the Connecticut River are to be constructed in order to comply with orders issued by the Massachusetts Division of Water Pollution Control pursuant to Chapter 685 of the Acts of 1966 to both the City and the Company, and

WHEREAS, the City engaged Tighe & Bond, Consulting Engineers, in 1972 to prepare a preliminary engineering report relative to the water pollution control program for the City and its Industry, and

WHEREAS, studies have been conducted to define the quantities and characteristics and to establish treatability of the Company's wastewaters, and,

WHEREAS, the City's Board of Aldermen approved an appropriation order in the amount of \$3,200,000 on May 18, 1972 in accordance with the provisions of Chapter 44, Section 3, Clause 15 of the General Laws, and

WHEREAS, on September 26, 1972, the Massachusetts Division of Water Pollution Control approved the program for joint treatment of the Company and the City of Holyoke wastewaters as recommended by Tighe & Bond in the April, 1972 City of Holyoke Water Pollution Control Program Report, and

WHEREAS, the execution of an Agreement between the City and the Company relative to treatment of the Company industrial wastes by the City is a prerequisite to allocation of State and/or Federal funds for the proposed facilities.

NOW THEREFORE, in consideration of the mutual promises contained herein and other valuable considerations, the City and the Company agree as follows:

1. For the purpose of this Agreement and amendments thereto, the following terms are defined:

- (a) "BOD" denotes Biochemical Oxygen Demand and shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Centigrade (68 degrees Fahrenheit) expressed in milligrams per liter by weight.
- (b) "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, or sewage, or wastewater, or other liquids, and which are removable by laboratory filtering.

- (c) "pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- (d) "Chlorine Demand" shall mean the amount in milligrams per liter of chlorine required to be added to water, sewage or other liquid to achieve a combined residual after fifteen (15) minutes of contact of one (1) milligram per liter.
- (e) "Composite Sample" shall mean a sample collected over a 24-hour length of time with the amount of sample collected at a given time during said period proportional to the rate of waste flow.
- (f) "Annual Debt Service" shall mean the annual amount required to make annual payment of principal on bonds issued for the Project and interest as more fully described in Section 11 (iv) herein.

2. The City shall design, construct, operate in a safe and lawful manner, and maintain a secondary wastewater treatment facility of approximately 21.0 million gallons flow per day capacity (hereinafter called "Facility") in the City as described in "Exhibit A" hereto attached and made a part hereof, said Facility to be capable of reducing pollution in industrial and municipal wastewaters to a level satisfactory to the Massachusetts Division of Water Pollution Control and the Environmental Protection Agency as required in said orders of the Massachusetts Division of Water Pollution Control. In addition, the City shall design, construct,

operate in a safe and lawful manner, and maintain transmission facilities which shall be desirable and necessary to transport the wastewaters of the Company and certain areas of the City to the Facility as indicated in said "Exhibit A" appended. The afore-said Facility and transmission facilities are hereinafter collectively called the "Project." The obligation of the City under this Section shall be contingent upon the City receiving a seventy-five percent (75%) Federal grant for the eligible portions of the Project.

3. The parties hereto agree to pursue the establishment of a sewer use charge system through the local legislative process which shall give appropriate recognition to the payments by the Company under this Agreement.
4. The City has engaged an engineering firm, Tighe & Bond, Division of the Sippican Corporation, of Holyoke, Massachusetts (hereinafter called the "City's Engineers") to prepare preliminary studies and reports, detailed plans, cost estimates, specifications and contract documents ready for the receipt of bids and the award of the contracts for the construction of the Project, and to furnish services during the construction of the Project including, but not limited to, tabulation and analysis of bids and awards of construction contracts, advice and assistance during construction, overseeing and inspecting the construction, review of the shop drawings, preparation of working drawings during construction and certification of partial payments to the contractor. The City's

Engineers shall also prepare an Operation and Maintenance Manual for the Project. In the event that any engineering firm engaged as the City's Engineers shall cease to serve in that capacity, the City shall promptly engage another reputable engineering firm experienced in sanitary engineering to serve as the City's Engineers.

5. The City shall apply for all available Federal and State grants and advances for its wastewater pollution control system, including the Project, and shall credit such grants, insofar as not prohibited by the terms of the grant or advance, to any payment required from the Company.
6. (a) It is understood and agreed that the Company shall have the right, at its sole option, and without any cost or expense to cancel this Agreement any time prior to April 1, 1973.

(b) It is further understood and agreed that the Company shall have the right, at its sole option, prior to the first publication of advertisement for bids for construction of the Project to cancel this Agreement, provided, however, that in such event the Company shall pay to the City a sum of money determined from the Withdrawal Fee Schedule below. The City shall give the Company not more than thirty (30) nor less than fifteen (15) days advance written notice of the first date of publication of advertisement for bid.

WITHDRAWAL FEE SCHEDULE

A sum of money equal to the cost incurred by the City for redesign of the Project, said amount in any event, not to be more than the amount recited for the Company below.

If Brown Company withdraws -	\$300,000
If Parsons Division withdraws -	210,000
If Sonoco Company withdraws -	280,000
If all of the paper mills withdraw -	460,000
If Brown Company and Sonoco Company withdraw -	460,000
If Brown Company and Parsons Division withdraw -	460,000
If Sonoco Company and Parsons Division withdraw -	380,000

It is agreed that the right of cancellation herein recited in this Section 6 (b) shall terminate with respect to the Company thirty (30) days after receipt of notice by the Company that a notice of cancellation has been filed by any other Company listed in the Withdrawal Fee Schedule above.

(c) Notwithstanding the termination of the rights of withdrawal recited above, the Company shall have the right at its sole option to cancel this Agreement prior to the award of a contract for the construction of any phase of the Project in the event of:

(i) The aggregate sum of the lowest eligible bids for all of the various phases of the Project exceeds the estimates shown on "Exhibit A" by fifteen percent (15%) or more, subject to adjustment of said estimates on the basis of the Engineering News Record Construction Cost Index.

- (ii) An act of God or other casualty or event beyond the control of the Company resulting in a substantial reduction in its requirement for wastewater treatment.

In the event the Company exercises its right of withdrawal pursuant to the above conditions, the withdrawal fee, subject to the limitation in the Withdrawal Fee Schedule above, shall be determined by Tighe & Bond, subject to the review of Tighe & Bond records as they relate to the re-design of the Project and shall be paid to the City forthwith by the Company upon such determination and shall be used for such re-design. The City shall give the Company not more than fifteen (15) nor less than seven (7) days advance written notice of the date of award of a Contract for the construction of any phase of the Project.

- 7. The Company shall install and maintain in proper operating condition at all times the following appurtenant equipment on any of its service pipelines ahead of its connection to the City system as specified by the City:

- (a) A gate valve.
- (b) A measuring device and related equipment properly arranged so as to measure and record the rate of flow being discharged to the City system and also the total flow discharged over any given time period.

- (c) A sampling station built by the Company to the specifications of the City for use by the City in determining periodically the characteristics of the Company wastestream.
 - (d) The Company shall design, construct, operate and maintain in good working condition such other facilities and equipment as may be listed and described in Item 1 of Appendix 1 hereto attached and made a part of this Agreement.
8. The Company shall permit representatives of the City to enter its premises and use the equipment and sampling station described in Section 7 above for the purpose of collecting samples of the Company wastes. The City shall give the Company advance notice of its intention to use said facilities. The Company, when requested by the City, shall furnish, on a confidential basis, mill operating data to the City as required to correlate and evaluate said sampling.
9. The City's Engineers shall keep the Company informed as to the construction schedule for the Project, and the Company will take all steps necessary on its part so that the wastewater service connection and appurtenances to be constructed and installed by the Company may be completed and ready to operate upon the completion of the Project, as certified by the City's Engineers.
10. Following completion of the Project, the City shall accept at all times during the life of the Project, process wastewaters and domestic sewage from the Company of the quantities and

qualities set forth in Item 2 of Appendix 1. Notwithstanding the requirement for compliance with the limiting quantity and quality listed in said Item 2 of Appendix 1, the Company shall do all things necessary to comply with the following conditions:

- (a) At no time shall dumps or discharges of highly concentrated wastes be made which may cause depletion of oxygen to 3.0 mg/l or less in aeration tanks at the wastewater treatment plant, or which may exceed the design capacity of the sludge handling facilities.
- (b) All highly concentrated soluble BOD wastes shall be discharged at a controlled rate into the City system if necessary to maintain a balanced BOD loading on the wastewater treatment system and so as to prevent shock loadings on said facilities.

- 11. The City's Engineers shall determine the "Total Capital Cost" of the Project which may be reviewed by the Company. "Total Capital Cost" shall mean the costs of the engineering services described in Section 4, legal costs for services related to the Project, the reasonable costs of preparing, issuing and marketing any bonds or notes issued by the City to raise the Net Capital Cost of the Project, and temporary financing costs (including interest) incurred by the City, and all other costs of constructing the Project and placing it in operation.

It is mutually agreed that the costs of engineering services and legal costs described in this Section, excluding treatment plant start-up costs, shall be fifteen percent (15%) of the final contract costs for constructing the Project as determined by the City's Engineers. Any pre-payments made by the Company shall be credited to said costs of engineering services.

The Company shall participate in the payment of the "Total Capital Cost" of the Project consistent with the following:

- (a) If the Environmental Protection Agency offers a construction grant for the Project on or before March 1, 1973, the Company shall participate only in the "Net Capital Cost" for the Project as defined in "Exhibit A," including site and easement costs. The "Net Capital Cost" as that term is used herein shall be the remainder, after subtracting from the Total Capital Cost, the amount of any Federal and State grants paid to the City pursuant to Federal and State grant offers and acceptances by the City for the Project.
- (b) If the Environmental Protection Agency offers a construction grant for the Project after March 1, 1973, the Company shall participate in the "Total Capital Cost"

only to the extent required by the Federal Water Pollution Control Act Amendments of 1972 and any regulations issued thereunder.

- (c) In the event sub-paragraph (a) above is applicable, the following shall prevail:

- (i) The City, in order to raise initially the Net Capital Cost of the Project, may issue general obligation bonds (hereinafter called the "Bonds") in an amount equal to such Net Capital Cost. The Bonds may be issued all at one time or from time to time either separately or as part of a larger issue of Bonds by the City. Each issue or series of Bonds will be payable in equal or diminishing annual installments not less than fifteen (15) nor more than thirty (30) years after their dates, and the interest on the Bonds shall be payable annually. After issuing Bonds, the City shall furnish the Company with a schedule of debt service payments showing the dates on which interest or principal and interest are payable and the amounts thereof.

- (ii) It is agreed that the Company shall pay an amount equal to the percentages of the Net Capital Cost of the Facility, and the North Interceptor as set forth in Item 3 of Appendix 1, all as defined in "Exhibit A" as such Net Capital Cost is defined in Section 11(a), including site and easement costs.
- (iii) The Company will pay to the City on demand a percentage of the City's net expenses for engineering fees for carrying out negotiations and for developing this Agreement with the Company as set forth in Item 4 of Appendix 1.
- (iv) Fifteen (15) days before each annual debt service payment with respect to the Bonds is payable by the City, the Company, for a period of twenty (20) years and not thereafter, shall pay to the City its share of Net Capital Cost, as defined above, plus with each payment an amount equal to accrued interest on the unpaid principal at the Bond interest rate. The schedule of payments of the principal amount by the Company shall be at the following rates:

Each year, one thru five	-	7% of Company's share of the Net Capital Cost
Each year, six thru ten	-	6% of Company's share of the Net Capital Cost
Each year, eleven thru fifteen	-	5% of Company's share of the Net Capital Cost
Each year, sixteen thru twenty	-	2% of Company's share of the Net Capital Cost

(v) Payments of Net Capital Cost and interest to be made to the City by the Company pursuant to this Agreement in advance of the time when a final determination of costs has been made for the items listed above shall be based on allocated cost to the Company as set forth in Item 5 of Appendix 1. Such initial payments shall be adjusted immediately after the Net Capital Cost has been finally determined.

12. The City will schedule the start-up of the plant and the introduction of the Company effluent into the system.
13. The City shall retain legal title to all the wastewater facilities which it constructs pursuant to this Agreement. This Agreement shall not be deemed a lease of real property creating a landlord-tenant relationship nor shall it be construed in any way as creating any estate in real property.

14. The Company also agrees to pay to the City its share of the Net Operating Costs of the City wastewater treatment Facility and other City facilities and equipment as set forth in Item 6 of Appendix 1, as long as the Project is operated in the manner and to the extent hereinafter provided. Payment of Net Operating Costs by the Company shall be made only so long as the Company discharges wastes to the Project.

(a) "Net Operating Costs" shall mean and consist of the following costs directly attributable to maintaining, operating, repairing and replacing of component parts of the City Facility and pumping station (if any) as set forth in Item 6 of Appendix 1: City's Engineers' fees, legal fees, salaries and employees benefits for operating, maintenance and administrative personnel, insurance premiums, and taxes (if any), chemicals, materials, supplies, utility charges, maintenance, repair and replacement costs, and all other generally accepted costs directly attributable to the lawful operation of the City pollution control Facility and said pumping station (if any).

(b) Beginning with the first full month after the Facility is placed into operation, the Company shall make payments to the City for its share of the Net Operating Costs. Said share shall be based on a direct proportion of the volume of the Company

wastewaters delivered to the City collector system as measured on the meter at the Company flow gauging station compared to the total volume of flows which pass through the Facility and said pumping station (if any) as measured on the meters to be installed therein.

(c) ~~As~~ As soon as practical (not to exceed 120 days) after the Project is in operation, and in order to distribute operating costs equitably, the City shall characterize on a quarterly basis the Company wastestream with respect to BOD and suspended solids by sampling the Company wastestream in the sampling station provided under Section 7 above for any ten (10) consecutive operating days in the quarter. The concentrations thus obtained shall be multiplied by the Company quarterly flow to determine the Company quarterly BOD and suspended solids. The Company will permit, however, the City to characterize the Company effluent for as long a period as the City deems necessary provided that the City will use only the data gathered during any two periods of five (5) consecutive operating days to determine the Company share of the Net Operating Costs of the Facility for the quarter. The City shall characterize the total wastestream entering the headworks of the Facility on as nearly a daily basis as practicable. All sampling data shall be made available to the Company upon its request and the Company shall furnish flow recordings to the City as requested by the City.

(d) Beginning with the first full quarter after that quarter in which the sampling program is initiated, payments to be made to the City by the Company for Net Operating Costs of the Facility shall be based on ratios of the Company flow to the total Facility flow, the ratio of the Company BOD to the total Facility BOD and the ratio of the Company suspended solids to the total Facility suspended solids all determined pursuant to (c) above times that amount of the Net Operating Costs attributable to flow, BOD and suspended solids as provided in (e) below. Payments to be made to the City by the Company for Net Operating Costs of said pumping station (if any) shall continue to be based on a direct proportion of the volume of the Company wastewaters delivered to the City collector system as measured on the meter at the Company flow gauging station compared to the total volume of flow which passes through said pumping station (if any) as measured on the meter to be installed therein.

(e) The Net Operating Costs of the Facility as described in (a) above shall be distributed to the parameters listed below in the percentages set opposite the parameters.

Flow	-	30%
------	---	-----

BOD	-	35%
-----	---	-----

Suspended Solids	-	35%
------------------	---	-----

- (f) All analyses shall be performed in accordance with Standard Methods for the Examination of Water and Wastewater, latest edition, American Public Health Association, Inc., New York, New York, or in accordance with any other method as may be agreed upon between the Company and the City.
- (g) In the event of failure of any metering equipment at the Company sampling station, and/or at the Facility, the City shall equitably allocate charges to the Company for the period of meter failure.
- (h) Quarterly payments to the City by the Company for Net Operating Costs shall be made in full within fifteen (15) days after receipt of an invoice from the City except that in the event an invoice to the Company includes additional charges for its share of Net Operating Costs because of major repairs and/or major replacements of components of the Facility and/or said pumping station (if any), the Company shall not be required to make payment for said additional charges until sixty (60) days after the receipt of said invoice. No interest for said additional charges shall accrue pursuant to Section 15 below until the expiration of said sixty (60) day period.
- (i) It is mutually agreed that the Company shall have the right to audit the City operating and maintenance costs records for the Facility and the said pumping station (if any), provided, however, that a request for said audit be filed in writing with

the Holyoke Board of Public Works. The City shall schedule the audit for the earliest practical date and shall so notify the Company, in writing, at least five (5) days in advance of said date, but in no event more than forty-five (45) days after said request.

- (j) In the event that Federal and/or State funds are received in the future to aid in the Net Operating Costs, the City shall apply said funds against the total Net Operating Costs in determining the amount of the Company share of the Net Operating Costs, unless prohibited by the terms of the grant and regulations applicable thereto.
- 15. In the event the Company shall fail to make payments for debt service charges and/or charges for Net Operating Costs as specified herein, the City shall charge and the Company shall pay interest on all unpaid amounts at the rate of 1% per month or part thereof that payments are in arrears.
- 16. The parties hereto agree that the apportionment of Net Operating Costs as set forth above shall be subject to review annually. Any substantial inequities in the distribution of costs or any significant changes in the characteristics of the City or the Company wastes such as in chlorine demand or other parameters, shall be cause for an amendment to this Agreement.
- 17. In the event that the Company fails to make any payments required herein, or in the event that the Company discharges to the Project

wastes which do not conform to the requirements of (a) the existing City Sewer Use Ordinance, (b) the Massachusetts Division of Water Pollution Control or (c) the Environmental Protection Agency, the City may, at its sole option, discontinue receiving and treating wastewater from the Company without liability to the City provided that:

- (a) Said failure or said violation continues for at least thirty (30) days beyond the date on which the City notifies the Company of said failure or said violation, and
- (b) The City notifies the Company, the Massachusetts Division of Water Pollution Control and the Environmental Protection Agency ten (10) days in advance of the scheduled date for said discontinuance. For the purpose of accomplishing said discontinuance the City may use the Company valve installed pursuant to Section 7 above. No action taken by the City under this Section shall reduce or modify the Company obligations to make payments under this Agreement. Upon the Company paying in full to the City any outstanding debts, or upon the Company satisfying the City that appropriate modifications have been made to bring the Company wastestream into compliance with the City Sewer Use Ordinance and/or requirements of the Massachusetts Division of Water Pollution Control and/or the Environmental Protection Agency, the City shall again receive and treat the Company wastes.

If a dispute exists between the Company and the City relative to the amount of the Company share of the Net Operating Costs, the City shall continue to receive and treat the Company wastes pending adjudication of the dispute and completion of the notice requirements herein.

18. In the event that the City ~~is~~ ordered by Federal or State authorities to replace any component of the Project as defined in Section 2 above as originally constructed, or to install additional components to transmit and/or treat the Company wastewaters, the cost thereof shall be deemed to be an annual operating cost, unless the City shall borrow money to finance such cost. In the latter event, and to the extent of such borrowing, the cost of such replacement or installation shall be deemed to be part of the Total Capital Cost of the Project or Net Capital Cost of the Project, as applicable. In either case, the Total Capital Cost or Net Capital Cost shall be distributed between the City and the Company in accordance with the provisions of Section 11 above. The City will give the Company prompt notice of any such order and notice of its intent to borrow money for the purpose of complying therewith. After notice of the City intent to borrow money as herein described, the Company will within sixty (60) days notify the City of its acceptance of the cost allocation provided above. In the absence of such notice from the Company, the City may proceed to implement actions necessary to comply with such order and to serve notice upon the Company that upon compliance with such order the City obligation to provide treatment of the Company wastes shall be terminated.

19. In the event that one party to this Agreement desires additional capacities for wastewater treatment, and further providing that the other party to this Agreement has excess capacity and is agreeable to relinquish a part or all of said excess capacity, then, the parties hereto agree to negotiate an equitable compensation for said relinquishing.
20. The Company shall notify the City reasonably in advance of any changes in operating schedules or practices which will significantly affect the Company wastewater discharges.
21. If at any time a substance is introduced into the Project by the Company which the Project as presently designed is unable to convey or treat, the Company shall bear the full cost of any facility necessary to eliminate or pretreat such substance and/or all damage, if any, to the Project resulting from the introduction of any such substance, and the full cost of such pretreatment. The City covenants and agrees to include this provision in all other Agreements for treatment of industrial wastes in the Project.
22. No assignment of this Agreement or any rights hereunder, shall be valid without the joint consent of the Company and the City, acting by its Mayor, except that the Company may, without such consent, assign part or all of its rights hereunder to its assigns or successors in interest arising by virtue of a merger or a sale or transfer of part or all of the manufacturing facilities and related property of the Company located in Holyoke, Massachusetts and in the event of such a merger, sale or transfer the Company shall be relieved from further performing of its obligations under this Agreement pertaining

to such merger, sale or transfer, provided that the assign or successor so arising furnishes to the City at the time of transfer such financial guarantees as may be reasonably required by the City and provided further that the Company shall secure the execution of an instrument by such successor or assign undertaking to perform the obligations of the Company hereunder for the benefit of the City.

23. The term of this Agreement is thirty (30) years and thereafter

it shall continue for successive five (5) year terms, subject to termination on written notice by either party one (1) year in advance of the expiration of the original term or any subsequent term.

24. This Agreement may be represented by two or more original duplicate counterparts. It shall take effect when two of such counterparts have been signed by the Board of Public Works of the City of Holyoke, approved by the Mayor, and signed by an officer, duly authorized of the Company, on its behalf.

25. This Agreement will be interpreted and governed by the law of the Commonwealth of Massachusetts.

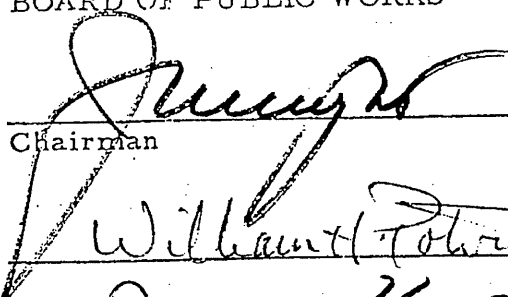
26. If any provision of this Agreement is unenforceable by reason of operation of law, it shall not affect the enforceability of the remainder of the Agreement.

27. The City agrees that it will not enter into any contract for the treatment of industrial waste from any wet industry on terms more favorable than those contained in this Agreement, unless such more favorable terms are made applicable to the Company.

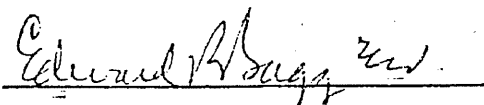
28. Any notice to the City required under this Agreement shall be sent by registered mail return receipt requested to the City Clerk at his office and any notice to the Company shall be sent by registered mail return receipt requested to the office of the Company in Holyoke.
29. The Company shall comply with all requirements set forth in Item 7 entitled "Special Provisions" of Appendix 1.
30. This Agreement shall be construed as an instrument executed under seal.

IN WITNESS WHEREOF, this Agreement is executed on behalf of the parties hereto by their duly authorized officers as of the day and year above first written.

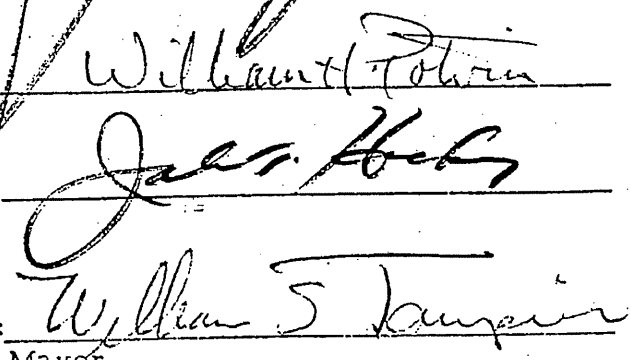
CITY OF HOLYOKE
BOARD OF PUBLIC WORKS


Chairman

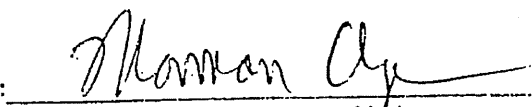
Witness:



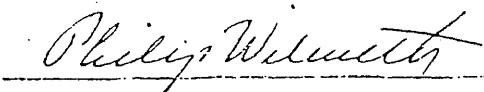
Approved:


Mayor

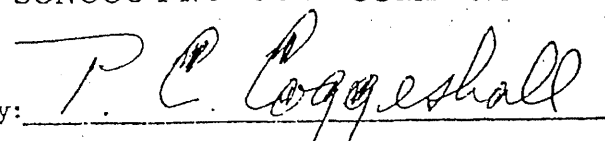
Approved as to Form:


Norman Ogan, City Solicitor

Witness:



By:

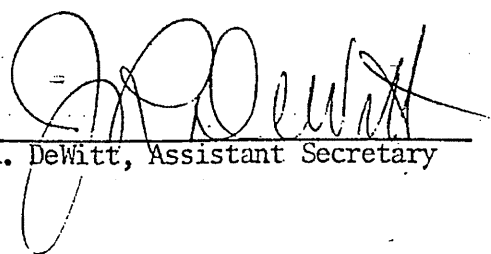


SONOCO PRODUCTS COMPANY

I, J. R. DEWITT, Assistant Secretary of Sonoco Products Company, a corporation duly organized and existing under the laws of the State of South Carolina and having its principal place of business in Harts-ville, South Carolina, hereby CERTIFY that the following is a true copy of certain resolution duly adopted by the Board of Directors of the said Corporation in accordance with the By-Laws at, and recorded in the minutes of, a meeting of said Board duly held on May 16, 1967, and not subsequently rescinded or modified:

BE IT RESOLVED by the Board of Directors of Sonoco Products Company, that C. W. Coker, Jr., as Executive Vice President, and P. C. Coggeshall, as Vice Presi-
dent, be and each of them is hereby authorized to sign or countersign all certificates, contracts, or other instruments of the Corporation, for and on behalf of the Corporation, to the same extent and as fully and effectually as the president of the Corporation is authorized by the By-Laws of the Corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the said Corporation this 24th day of January, 1973.



J. R. DeWitt, Assistant Secretary

(Corporate Seal)

APPENDIX 1

1. Additional facilities and equipment shall be provided by the Company pursuant to Section 7 of this Agreement.

None

2. The wastewaters to be accepted by the City from the Company pursuant to Section 10 of this Agreement shall be limited to the following quantities and qualities:
 - (a) Average daily wastewater flow of 2.00 million gallons on a monthly basis based on mill operating days. Flows on any one day shall not exceed 2.40 million gallons.
 - (b) Maximum rate of flow from the Company shall not exceed 3.50 mgd for a total of ten (10) minutes in any three (3) consecutive hours.
 - (c) The average daily BOD discharge from the Company shall not exceed 4,500 lbs./day on a monthly basis, based on mill operating days. BOD discharges on any one day shall not exceed 5,400 lbs.
 - (d) The average suspended solids discharge from the Company shall not exceed 5,000 lbs./day on a monthly basis, based on mill operating days. Suspended solids discharge on any one day shall not exceed 6,000 lbs.

3. The percentages of the Net Capital Cost of the Project to be paid by the Company pursuant to Section 11. (c) (ii) are 11.639 per centum (11.639%) of the Net Capital Cost applicable to the Facility and 10.716 per centum (10.716 %) of the Net Capital Cost applicable to the North Interceptor.
4. The percentage of the cost for engineering fees for carrying out negotiations and for developing this Agreement with the Company pursuant to Section 11. (c) (iii) is 16.67 per centum (16.67 %).
5. The allocated cost to the Company for the purpose of determination of the amount of initial payments of Net Capital Costs and interest pursuant to Section 11. (c) (v) is Three Hundred Twenty-One Thousand Dollars (\$321,000.00)
6. The pumping station through which the Company wastewaters will pass and in which the Company shall participate in Net Operating Costs pursuant to Section 14. of this Agreement is the Jackson Street pumping station.
7. SPECIAL PROVISIONS: None.

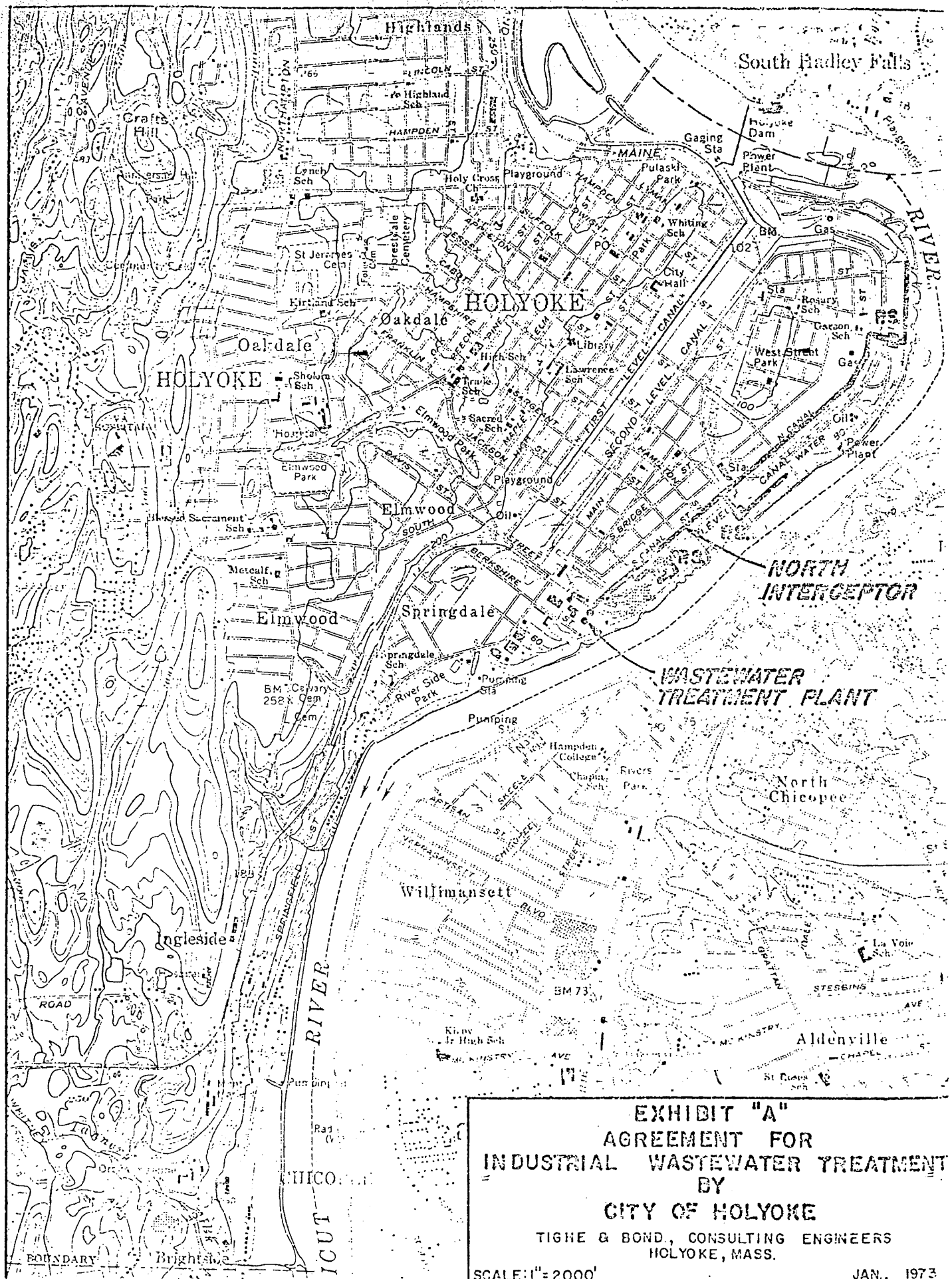
"EXHIBIT A"

For the purpose of this Agreement, the water pollution control system which the City of Holyoke shall construct and which is defined as the "Project" in Section 2 consists of the following:

- A. The North Interceptor is a combination gravity and pressure sewage transmission main approximately 10,000 feet in length with pipe diameters ranging from 18-inches to 48-inches in diameter. The main interceptor route generally follows the flood protection system from a point opposite the Crocker Division of the Brown Company where the wastes collected from upstream areas as well as the wastes from the Mosher Street municipal outfall sewer are pumped via a force main to North Canal Street. The wastes then flow by gravity in the pipeline along North Canal Street and South Canal Street, thence, beneath the Third Level Canal via a syphon and finally, by gravity to the wastewater treatment plant site on Berkshire Street. There are three pumping stations included as part of the interceptor system, namely: the Mosher Street Pumping Station, which is a mainline station and the Appleton Street and the Jackson Street Pumping Stations, both local pumping stations. Wastes from the Appleton Street and Jackson Street municipal outfall sewers as well as the wastes from the industries on the easterly side of the Third Level Canal are pumped via the local pump stations to the interceptor.

B. Wastewater Treatment Facility

The existing 10.5 MGD primary wastewater treatment facility on Berkshire Street is to be increased to a capacity of 21.0 MGD through the construction of two additional circular primary clarifiers. In addition, secondary wastewater treatment units, also with a capacity of 21.0 MGD and employing the activated sludge process, are to be constructed along with chlorination facilities. The existing sludge thickening, dewatering and destruction units are to also be expanded in order to process the increased solids loadings while influent and effluent pumping stations must also be added. Several parcels of land are to be acquired in conjunction with the expansion of the Facility described above.



" EXHIBIT A "

(continued)

ESTIMATED CONSTRUCTION COSTS

Engineering News Record Construction Cost Index = 1875

North Interceptor	-	\$1,936,000
Wastewater Treatment Facility	-	\$6,995,000

(The above costs exclude contingency and engineering as well as site and easement costs).

Board of Public Works Commission
Meeting Minutes

Date: October 16, 2023

Time: 5:30pm

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

1. Call to Order - 5:36 PM

2. Meeting Attendees:

- Mary Monahan, Chair
- Joseph Kietner, Member
- Libby Hernandez, Member
- Michael Bissonette, Assistant City Solicitor
- Kris Baker, City Engineer
- Carl Rossi, Director of Public Works
- Jenny Rivera, City Councilor

3. Public Comment - Councilor Jenny Rivera addressed phone system issues and proposed an order to the City Council. Expressed willingness to help.

4. Stormwater Meeting Opening

- Kietner motioned to open Stormwater meeting for Peck Middle School Reconstruction.
- Libby seconded.
- All in favor.

STORMWATER COMMISSION:

Attendees:

- Cam Gosine - Peck
- Ed Lynch
- Brian Ramoth
- Chris Leblanc
- Margaret Wood

A. South Street Dunkin

- Peck School Reconstruction: Evaluation requested.
- Filipe to forward information to Victoria H.
- Memo provided with challenges such as soil type; Victoria recommends approval.

B. Stormwater Permit for Peck Middle School

- Margaret Wood presented findings and discussed implementation of LID techniques.

- Letter received from Superintendent regarding LID (see attached).

- Kietner made a motion to approve stormwater permit for the reconstruction of Peck Middle School with conditions.

- Libby seconded

- All in favor

Closing of Stormwater Hearing

- Libby made a motion to close out the Stormwater hearing and return to the regular agenda.

- Kietner seconded

- All in favor

5. Consent Agenda

- Consideration of Minutes: Board members to review and bring back for final approval.

- DPW Director Report: Not present..

- City Engineer Report: See attached.

- Grant and Stormwater Grant Manager position filled.

- Various project updates discussed.

6. Commissioner's Liaison Reports (see attached)

- Libby: Holyoke media interview with Carl on 9/25.

- Kietner: Contract renewal every 5 years. Sonoco folder to be sent.

- Mary's Report: Video on FB page, add Integrated Management Plan on the city webpage.

- Kietner motion to accept liaison reports.

Libby second.

All in favor.

7. Abatements: Libby made a motion to table until 12-month billing was received.

Kietner seconded

All in favor.

8. Allegrone Dumpster Permit Extension - Applicant failed to attend

- Snow action plan presentation requested.

- Libby made a motion to table until the next Public Works meeting.

Kietner Seconded

All in favor.

9. Enterprise Fund and Sewer Rate Update

Libby made a motion to extend Mark Abraham's contract at \$160 per hour.

Kietner seconded,

All in favor.

10. Press Release Discussion:

Review and approval of the draft communication regarding the Enterprise Fund shortfall.

Libby motions to approve and send the draft communication to the City Council.
Kietner seconded.
All in favor.

11. Accounts Receivables Policy and Procedures

DPW to create a written policy.

Kietner motioned to table Accounts Receivables Policy and Procedures.

Libby seconded.

All in favor.

12. Proposal from Attorney Bruce Tobey

Kietner motioned to approve the proposed scope of work from Attorney Bruce Tobey.

Libby seconded.

All in favor.

13. Street Sweeping Costs Request

Request from Councilor Vacon regarding street sweeping costs:

Kietner motioned to table the request from Councilor Vacon to Veolia for a future meeting.

Libby seconded. All in favor.

14. City Engineer Position

- Discussion on the search/interview process.

15. Executive Session

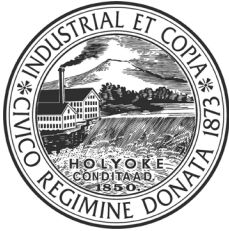
Kietner made a motion to go into executive session for collective bargaining or litigation strategy.

Libby Seconded

All in Favor

- Motion to conclude executive session and return to open session.

****MEETING ADJOURNED:** 8:16 PM**



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
October 16, 2023

1. Staffing

- a. **Grant Administrator and Stormwater Coordinator, position filled**
- b. Senior Civil Engineer posted
- c. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. **CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program**
<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs, *(no staff capacity to determine go/no go, Tighe & Bond would assist if we wanted to replace Brookwood Rd bridge, not DPW priority)*
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Culvert Replacement Grants – *(DER for Keyes Road – no go, DER did not have positive feedback)*
- g. Downtown Traffic Calming Project, no funding source identified
- h. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program *(no capacity to compile grant application or administer)*
- i. Cannabis Impact Fee Applications - On hold for the time being
- j. Long Island Sound Futures Fund *(May 2023, no go because of staffing)*

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Proposed FY24:

Street	Side	From	To
Walnut St	E	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Elm St	W	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Chestnut St	E	Appleton	Suffolk
Appleton St	S	Chestnut	Elm
Suffolk St	S	Chestnut	Maple

Walkthrough conducted with Contractor, Detour Construction, on Friday, September 22, 2023. Work started on October 2nd.

- iii. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
- b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete, working through punch list
- c. Street Paving-Resurfacing
 - i. 2024 list - 3.4 miles mill and overlay 1.5"
 - Beech Street from Northampton Street to Ladd Street (includes the addition of RRFBs and a crosswalk at Portland)
 - Bemis Road from Hillview Road to Easthampton Road (includes the installation of 3 speed humps, (may need to postpone due to gas work)
 - Dupuis Road from Apremont Hwy to Southampton Town Line
 - Homestead Avenue from Fairmont Street to Westfield Road (includes the crosswalk and reconfiguration of the HCC entrance including sidewalks)
 - James Street from Main Street to End
 - Ladd Street from Beech Street to Linden Street
 - Linden Street from Beech Street to Anderson Avenue
 - Meadow Street from Main Street to End
 - South Street from Northampton Street to High Street
- d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. **Complete, corrective actions to be done at end of year on Sequoia cul-de-sac and Hemlock spot repair, Indus to come back in November, they have not been paid**
- e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC , contract for \$895,500
 - iv. Subcontract to Geeleher to install 4 manholes to access additional priority segments
 - v. **Change Order requested for 4.5 days of CCTV inspection (\$22,050), verifying source of funding.**
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding
 - i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
 - ii. ANSER is the OPM
 - iii. Architecture EL, Mount Vernon Group Architects designers
- g. Raised Crosswalks
 - i. Failed bid for traffic calming measures 3-year, needs to be restructured and rebid
 - ii. Main Street Raised Crosswalks (cannabis impact fee funds)
 - iii. Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle
- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
 - ii. Heritage working on easement for Cherry Street and Homestead Avenue corner mast arm

- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. **Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. Waiting on Travelers to complete their assessment and concur on cost. Change order/contract amendment to follow.**
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, **Final reimbursement to MassDEP to be submitted**
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list sent
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - c. Contract Operations
 - i. City met with Veolia staff for informal discussion about contract issues
 - ii. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - iii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Second failed bid for boiler replacement at #6 and mini split installations at #3 and #6, rebid in fall
 - ii. Annex Fire Alarm, Building Department permit application submitted, need to bid
 - iii. Sean Sheedy taking over as PM
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. **Draft RFQ for preliminary design being reviewed by Purchasing**
 - f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. **RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023**
 - g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. **RFQ for existing conditions assessment and feasibility study being developed**
 - h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - i. Pavement Management System Update
 - i. **Chapter 90 project initiation needs to be submitted**
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old
 - j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work

- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton-- evaluate some options for this stretch, including going to one lane
 - l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRP Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - m. DOT-lead / TIP projects
 - i. **MassDOT to pave Easthampton Road from Lindor Heights to the town line, scoping meeting completed on September 22, 2023**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted CPA grant
 - o. Municipality - Online Permits for DPW, September 26, 2023 – **Municipality Go-Live being internally tested**
 - p. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300. **Agreement with VHB signed**
 - q. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – **Purchase order issued, waiting on deliverable mapping from Heritage Survey**
 - r. Wistariahurst Retaining Wall Design – Pare designing, \$40,000, concept design complete, sent to MHC for review, awaiting response
5. Procurement
- a. 2023-25 Traffic Calming & Safety Measures Contract (due 8/23), 3-year contract failed, restructure and re-bid
 - b. Minisplits for Fire Stations #3 and #6 to be split and bid ASAP
 - c. Boiler for FS#6 maybe fall, looking at state contracts
6. Contracts
- a. Victoria Houle, Wickedhoule Engineering, LLC, \$3,500 to be increased by \$22,400.00 with transfer into 14102-53010 - pending
 - b. Heritage Survey, \$19,450 for Street Acceptances - completed
 - c. Woodard & Curran increase by \$210,000 for FY24 work, CRCC grant - completed
 - d. Detour Construction increased for CDBG FY24 sidewalks - completed
 - e. VHB Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino), \$82,300 - completed
7. City Council / Regulatory
- a. Finance Committee – None
 - b. Ordinance Committee – None
 - c. Public Safety Committee – None

8. City Permits

- a. Stormwater Application (Large / BPW Approval) – South Street Dunkin' (continued)
- b. Stormwater Application (Large / BPW Approval) – Peck School Reconstruction

9. Veolia

- a. Received Draft Settlement Agreement, Veolia to confirm June 2022 invoice.
- b. Final quarterly bill sent to Sonoco (Q4). Sonoco questioning lab results, Veolia assisting with additional sampling to help address concerns.
- c. NPDES Permit Renewal. Response on draft submitted June 5, 2023, still waiting on final permit.
- d. Industrial Users – Working on PFAS sampling program with Veolia
- e. Resolving of PILOT Payments – Veolia continuing to look into
- f. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction with inlet structure. Two easements required, one received, one pending. Veolia is ready to go once second easement is signed.
 - ii. 56 Baystate Road – Pavement repairs scheduled for Fall 2023
 - iii. Basin repairs:
 - 1. 142, 344 Jarvis, 355 Cherry St – completed
 - 2. Homestead Ave @ Sterling and Homestead @ Pynchon – completed (structures fully replaced)
 - 3. Raise manhole S Water St; Westfield & Roosevelt - completed
 - 4. 86 Wedgewood Terr - completed
 - 5. 174 Allen Street – replaced approximately 20 feet of sewer main, complete with the exception of pavement top course
 - 6. Lyman @ N Canal – completed
 - 7. 1742 Northampton St - pending

10. Outstanding DPW Crew Work

- a. Circle K “Do Not Block the Box” order from May 2019, contact Sam Patel
- b. Yield Sign on Bray Park
- c. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023

8-10-23
City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

To Whom it may concern,

Hi. My name is Susan Goldman. I have resided at 234 Madison Ave.W. in the city of Holyoke for 2 years.

Upon receiving my most recent water and sewer bills, I realized something was not quite right given the billed amounts were so high. My neighbors suggested I must have a leak somewhere so I began searching for the problem. There were no obvious leaks having to do with my toilets my sinks, or the spigots outside. I called the Water Department. Andy and Sal arrived to help me figure out the problem. They discovered that a short pipe having to do with my irrigation system had developed a leak just outside of my houses' foundation and suggested that I hire a plumber to come by to fix it. I did. A plumber arrived a few days later and was able to take care of the problem.

I have the receipt for his service and am including it here.

I'd like to request that you kindly consider lowering/adjusting my bills given that neither I,myself, nor my 97 year old mother had a clue that we had this problem. The irrigation system is something I have had very little experience with. I now know where to turn it on, turn it off, and to read the water meter in case any other problems should arise.

Thank you for your attention in this matter.

Sincerely,

Susan Goldman
234 Madison Ave W
Holyoke, MA 01040

Water Acct # WR008771
Sewer Acct # SR008771

Enclosed for the City of Holyoke are two copies of a letter from the City of Holyoke, dated 8/10/23, regarding the water and sewer bills for the account numbers WR008771 and SR008771. The letter is being sent to the City of Holyoke as a courtesy and to provide you with a copy of the letter for your records.

Thank you for your attention in this matter.

Sincerely,

SIGNATURE	DATE COMPLETED
-----------	----------------

NAME Suzan Goldmen		DATE 5629	
ADDRESS 234 madison AVE		PHONE	
CITY Holyoke		JOB LOCATION	
JOB PHONE	ORDER TAKEN BY	STARTING DATE	
DESCRIPTION OF WORK			
Pd. 8-2-23			
TOTAL MATERIAL		\$40	
TOTAL LABOR			
TAX			
Thank You		PAY THIS AMOUNT ☐ \$375	



20 Commercial Street
Holyoke, MA 01040-5299

IMPORTANT UPDATE

The Board of Water Commissioners voted to adopt a new water rate of \$0.5709/100 gallons and a minimum charge of \$57.09/10,000 gallons to fund the Comprehensive Capital Improvement Projects. The increase is effective April 1, 2023 and will be included in the quarterly bills beginning July 2023

163 1 AV 0.471 E0163X I0317 D11481102793 S2 P9786017 0001:0002



SUSAN GOLDMAN
234 MADISON AVE W
HOLYOKE MA 01040-1929

WATER BILL

IMPORTANT INFORMATION

Make Checks Payable To:
Holyoke Water Works
Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:00 AM - 4:00 PM
Saturdays and Sundays
Closed

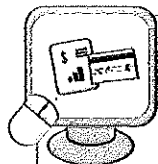
Contact Information:

Billing Information: (413) 536-0442
Service Department: (413) 536-0262
24 Hr. Emergency Service: (413) 536-0262

Messages:

Please include both water and sewer checks and stubs in the enclosed self-addressed envelope so your payments can be processed accordingly

Property Owner	Service Address				Account Number	Bill Date
SUSAN GOLDMAN	234 MADISON AVE. WEST				WR008771	07/15/23
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Water Use Charge	03/09/23	06/05/23	554,630	620,630	66,000	\$376.79
Maintenance Fee						\$8.00



NEW
Go Paperless!
View and Pay
Your Bill Online!

HolyokeMAWater.billtrust.com

Web Enrollment Token
BSR RHV FGT

Service Charges	Detail	Summary
Water Use Charge \$ 0.5709 per 100 Gallons Minimum Charge 0-10,000 GLS - \$52.09 Irrigation Charge \$ 0.5709 per 100 Gallons NO MINIMUM CHARGE Maintenance Fee Residential Homeowners: \$8.00/qlr. Other Residential, Commercial, Industrial and Public Customers: 5/8 in. - \$8.00 3/4 in. - \$9.00 1 in. - \$10.00 1-1/2 in. - \$18.00 2 in. - \$26.00 3 in. - \$40.00 4 in. - \$54.00 6 in. - \$54.00 8 in. - \$54.00	Past Due Date: 08/29/23 Interest Charge: \$0.00 Past Due: \$0.00 Current Charge: \$376.79 Balance Due: \$384.79	
Messages *ATTENTION* The Maintenance Fee for Residential Customers includes a Water Service Protection Plan that provides coverage for any repairs and/or replacement of the water service. See reverse side for details.		

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR WATER BILL.
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: HOLYOKE WATER WORKS.

WATER BILL



20 Commercial Street
Holyoke, MA 01040-5299

Service Address	
234 MADISON AVE. WEST	
Account #	Bill Date
WR008771	07/15/23
Amount Due	Due Date
\$384.79	08/29/23

SUSAN GOLDMAN
234 MADISON AVE W
HOLYOKE MA 01040-1929

Make checks payable to:
Holyoke Water Works
P.O. Box 4184
Woburn, MA 01888-4184

0001:0002

000000001000384791008771



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:

City of Holyoke

Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:

Public Works: 413-322-5645

Messages:

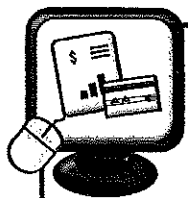
Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

183 1 AV 0.471 E0163 I0318 D11481112897 S2 P9786017 0002:0002



SUSAN GOLDMAN
234 MADISON AVE W
HOLYOKE MA 01040-1929

Property Owner	Service Address	Account Number	Bill Date			
SUSAN GOLDMAN	234 MADISON AVE. WEST	SR008771	07/15/23			
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	03/09/23	06/05/23	554,630	620,630	66,000	\$495.00



NEW
Go Paperless!
View and Pay
Your Bill Online!

HolyokeMASewer.billtrust.com

Web Enrollment Token
KDX DQG HTD

Sewer Use Charge

Sewer Use Charge
\$7.50 per 1,000 Gallons
\$7.50 per 1,000 Gallons

Detail

Summary

Past Due Date: 08/29/23
Interest Charge: \$0.00
Past Due: \$0.00
Current Charge: \$495.00
Balance Due: \$495.00

Messages:

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.

SEWER BILL



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

Service Address
234 MADISON AVE. WEST
Account #
SR008771
Amount Due
\$495.00
Bill Date
07/15/23
Due Date
08/29/23

SUSAN GOLDMAN
234 MADISON AVE W
HOLYOKE MA 01040-1929

Make checks payable to:

City of Holyoke
P.O. Box 4184
Woburn, MA 01888-4184

0002:0002

000000002000495007008771



City of HOLYOKE
DEPARTMENT OF PUBLIC WORKS
63 CANAL STREET HOLYOKE MA. 01040
PERMIT APPLICATION

APPLICATION FOR PERMIT TO OCCUPY OR OBSTRUCT THE PUBLIC WAY

This application must be completed in its entirety prior to the time of submittal. It is the responsibility of the applicant to provide all pertinent information required herein.

Application Date: 5/26/2023

Name of Applicant: Benjamin Kleiner

Applicant Address: 150 Pittsfield Road, Lenox Ma 01240

Applicant Email Address: bjkleiner@allegro.com

Applicant Phone #: (413) 822-6384

Applicant Cell Phone #: (413) 822-6384

Organization/Business Name: Allegro Construction Co., Inc.

Organization/Business Phone: (413) 997-9275

Organization/Business Address: 150 Pittsfield Road, Lenox Ma 01240

Location of Occupancy/Obstruction: 48 Franklin Street - 348 Chestnut Street

Street #: 48 Street Name: Franklin Street

Estimated Dates of Occupancy:

From: 10/1/2023

To: 1/31/2024

10/27/23 See Exp.

Reason for Occupancy/Obstruction: Dumpster

If Other, Please Explain: Dumpster to be placed on sidewalk up against Voces Building to facilitate construction. See attached logistics plan for details.

APPLICABLE SPECIFICATIONS:

1. Applicant agrees to take responsibility for any and all claims that may be made against the City of Holyoke, or it's agency, for damages which may be occasioned during the period of occupancy.
2. All necessary precautions must be taken to ensure the safety of the pedestrian and motoring public, including the establishment of a "temporary" walkway should the sidewalk be affected.
3. Applicant is responsible for any and all traffic control and police protection if required.

(Contact Holyoke Police Department, Traffic Bureau @ 413-536-6431)

Affirmation

I have read the attached and hereby agree to comply strictly with the terms of this permit and indemnify the City of Holyoke and its agents from all loss, cost or reason of such occupancy. I the undersigned hereby certifies that I have read and examined this application and that the proposed occupancy/obstruction is accurately represented in the statements made in this application. I understand that the occupancy/obstruction shall be executed in accordance with the terms and conditions of said permit and all applicable laws in effect. I understand that deviations from the approved permit requirements shall result in immediate revocation of the permit and require immediate restoration of occupied area to pre-occupancy conditions.

SIGNED BY: Benjamin Kleiner
(Applicant)

DPW USE ONLY	
Certificate of Insurance Required:	☒ Yes ☐ No
Certificate of Insurance Received:	☒ Yes ☐ No
Permit Fee \$	<u>50</u>
Permit Fee Received:	☐ No ☒ Yes Date received <u>09/29/23</u>
☐ Cash ☐ Check	Check # <u>88673 dated 09/27/23</u>
Application Fee Received By:	<u>SK</u> Initials
Permit Status:	☒ Approved ☐ Denied Expiration Date: <u>10/27/23</u>
APPROVED:	<u>F Me J</u> Date: <u>9/27/23</u>

PAID
SEP 29 2023
DEPT. OF PUBLIC WORKS

NOTICE: THIS PERMIT IS VALID FOR THIRTY (30) DAYS FROM DATE OF ISSUANCE UNLESS IT SPECIFICALLY PROVIDES OTHERWISE. A COPY OF THIS PERMIT MUST BE MADE AVAILABLE AT THE SITE DURING THE OCCUPANCY/OBSTRUCTION.



ALLECON-01

PATRICIA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Phillips Insurance Agency, Inc. 97 Center Street Chilcopee, MA 01013	CONTACT NAME: Patricia A Mahoney		
	PHONE (A/C, No, Ext): (413) 594-5984	FAX (A/C, No): (413) 592-8499	
	E-MAIL ADDRESS: patty@phillipsinsurance.com		
INSURED Allegrone Construction Company 150 Pittsfield Road Lenox, MA 01240	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Ohio Security Insurance Co		24082
	INSURER B: Ohlo Casualty		24074
	INSURER C: Pacific Insurance Company Ltd		
	INSURER D:		
	INSURER E:		
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		BKS56048388	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		BAS56048388	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0		USO56048388	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	XWO56048388	12/31/2022	12/31/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment Floater		BMO58433151	12/31/2022	12/31/2023	Rented Equipment 100,000
C	Prof Liability		08CPIAZ6036	6/1/2023	6/1/2024	Professional Liab 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

City of Holyoke is included as Additional Insured when required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Holyoke
Department of Public Works
63 Canal Street
Holyoke, MA 01040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



City of Holyoke,
Massachusetts
Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Draft Press Release

1 message

Libby Hernandez <libbyward4@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Fri, Sep 29, 2023 at 3:16 PM

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>
Date: Fri, Sep 29, 2023 at 1:40 AM
Subject: Fwd: Draft Press Release
To: Libby Hernandez <libbyward4@gmail.com>, Carl Rossi <rossic@holyoke.org>, Joe Kietner <Jkietner@gmail.com>

This discussion will be on an agenda. This data is still preliminary but not expected to change by much. See follow-up email.

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>
Date: Thu, Sep 28, 2023 at 6:51 PM
Subject: Draft Press Release
To: Joshua Garcia <garciaj@holyoke.org>

See attached

I don't want the DPW and Board of Public Works to look like we're responsible for the financial issues in the enterprise fund and sewer rate. We are trying to fix a problem that precedes us.

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

--

Libby Hernandez (she/her/hers) ([what is this?](#))



101623PressRelease .docx
16K



City of Holyoke,
Massachusetts
Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: FY23 Preliminary Closing WW

1 message

Libby Hernandez <libbyward4@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Fri, Sep 29, 2023 at 3:16 PM

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>
Date: Fri, Sep 29, 2023 at 1:41 AM
Subject: Fwd: FY23 Preliminary Closing WW
To: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Carl Rossi <rossic@holyoke.org>

This discussion will be on an agenda.

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **bettergov@aol.com** <bettergov@aol.com>
Date: Thu, Sep 28, 2023 at 2:18 PM
Subject: Re: FY23 Preliminary Closing WW
To: Mary Monahan <marylmonahan@gmail.com>, Tanya Wdowiak <wdowiakt@holyoke.org>
Cc: Rory Casey <caseyr@holyoke.org>, Matt Abrahams <bettergov2@aol.com>, Sharon Bittner-Willis <bittners@holyoke.org>, Carl Rossi <rossic@holyoke.org>

Thank you Tanya.

Attached is my initial analysis of your June 30 preliminary close based on your Sept 27 YTD report. Four tabs.

1. Your original file.
2. Revenues
3. Expenditures and encumbrances.
4. Summary.

Projected deficit \$905,000 ish.
Please read my notes on each tab.
Numbers may be off due to rounding.
See if you agree with my analysis.

Mark

On Wednesday, September 27, 2023 at 03:33:03 PM EDT, Tanya Wdowiak <wdowiakt@holyoke.org> wrote:

Hi Mark,

Attached is the updated sewer fund with the additional revenue figures posted per Rory's email. This should help us out a little!

I haven't had a chance to review all of the figures yet but hopefully will have time tomorrow.

Thank you.
Tanya

On Tue, Sep 19, 2023 at 3:43 PM Sharon Bittner-Willis <bittners@holyoke.org> wrote:

I'll let Tanya review and confirm also, but I don't see these being posted...the last cash book we received with this activity on it was from 3/31/23.

On Tue, Sep 19, 2023 at 3:03 PM Rory Casey <caseyr@holyoke.org> wrote:

Good afternoon,

I have been reviewing this report and it does seem that there is missing revenue related to lockbox deposits. They had been discussed during previous conversation about revenue but don't seem to be included in these reports. I have created a supplemental turnover.

Tanya & Sharon, can you please review? If these numbers have not been posted they will help resolve some of the FY23 deficit.

Best,

Rory

On Mon, Sep 18, 2023 at 4:54 PM bettergov@aol.com <bettergov@aol.com> wrote:

Attached is my latest analysis based on your September 11 YTD report.
It consists of 4 tabs.

1. Account detail is your report.
2. Expenditures
3. Revenues
4. Summary

The expenditures tab shows the amount expended, the amount that should be encumbered and the amount of reversions (unspent appropriations). This includes adjusting Veolia's encumbered amount and maintaining other encumbrances per Kris' first analysis.

The revenue tab shows what was received and posted by you, what additional industrial receipts received by Rory but not posted by you and the fourth Sunuco payment that is in dispute for June 30, 2023. The later has not been received yet and may be accrued as June 30 revenue if received by September 30. If not received by September 30, DOR may not recognize that for FY23.

The summary tab pulls the expenditures, encumbrances and revenues together. The results are not good. \$1.6 million short if the disputed bill is allowed, higher if not. The appropriations were not overspent. The City has a revenue problem. No surprise. And the \$8.02 is not enough to rectify it.

Two things.

1. Please review and see if you agree with these numbers.
2. Please provide me with feedback.

I am available most of tomorrow (Tuesday) to discuss.

Mark

--

Rory Casey
City Treasurer
[536 Dwight Street](https://www.holyoke.org)
[Holyoke, MA 01040](https://www.holyoke.org)
413-322-5560
caseyr@holyoke.org

Please visit www.holyoke.org for a listing of city departments, contact information and ongoing updates regarding the City's Coronavirus response. Email communications and voicemails are welcome and a staff member will return your message as soon as possible.

--

Tanya Wdowiak
City Auditor
413-322-5589

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Libby Hernandez (she/her/hers) ([what is this?](#))



2023 EOY Expense Report Sewer - 9-27-2023.xlsx
41K

			SUB-	Original	Transfers/	Revised			Available	
ACCOUNT DESCRIPTION	TYPE	ROLLUP	ROLLUP	APPROP	ADJSMTS	BUDGET	YTD ACTUAL	ENC	BUDGET	% USED
SEWER LIEN REVENUE	R			0	0	0	-46,735.72	0.00	46,736	100.00
SEWER TAX TITLE REVENUE	R			0	0	0	-9,121.27	0.00	9,121	100.00
SEWER USE REVENUE	R			-8,950,067	0	-8,950,067	-8,833,217.28	0.00	-116,850	98.70
SEPTAGE/WASTE FEE REV.	R			0	0	0	-17,600.00	0.00	17,600	100.00
SEWER ENTRANCE FEE REV.	R			0	0	0	-825.00	0.00	825	100.00
EARNINGS ON INVESTMENTS	R			0	0	0	-32,051.56	0.00	32,052	100.00
MISCELLANEOUS RECEIPTS	R			0	0	0	-1,750.00	0.00	1,750	100.00
SEWER ADMIN FEES	R			0	0	0	-3,950.00	0.00	3,950	100.00
TRANS.FROM GENERAL FUND	R			0	0	0	-24,919.00	0.00	24,919	100.00
TRANS. FROM STABILIZATION	R			0	0	0	-293,000.00	0.00	293,000	100.00
TRANS. FROM CANNABIS STAB	R			0	0	0	-402,000.00	0.00	402,000	100.00
TRANS. TO ENTERPRISE	E			0	293,000	293,000	293,000.00	0.00	0	100.00
PAY-PRICIPAL CLERK/STENO.	E			101,176	3,657	104,833	104,830.13	0.00	3	100.00
PAY-OVERTIME	E			2,500	0	2,500	6,969.06	0.00	-4,469	278.80
PAY-LONGEVITY	E			2,100	0	2,100	2,100.00	0.00	0	100.00
PAY-CLOTHING ALLOWANCE	E			650	0	650	650.00	0.00	0	100.00
RETIREMENT & BENEFITS	E			35,000	-3,657	31,343	49,850.38	0.00	-18,507	159.00
R & M - SEWERS	E			7,500	0	7,500	0.00	0.00	7,500	0.00
PROF. SERVICES - AUDIT	E			13,000	6,000	19,000	8,000.00	11,000.00	0	100.00
PROF.SERVICES-OTHER	E			48,000	316,500	364,500	246,060.22	115,439.78	3,000	99.20
MANAGEMENT SERVICE CONTRACT	E			7,050,000	888,802	7,938,802	6,983,806.58	954,995.01	0	100.00
LOAN ORIGATION & ADMIN FEES	E			50,153	0	50,153	16,154.85	0.00	33,998	32.20
SEWER CHG.-WHITNEY AVE.	E			30,000	16,614	46,614	16,613.85	30,000.00	0	100.00
USER CHARGE ADMIN.	E			100,000	0	100,000	100,000.00	0.00	0	100.00
SHUT OFF PROGRAM	E			20,000	0	20,000	18,000.00	0.00	2,000	90.00
OFFICE & PROF. SUPPLIES	E			1,500	0	1,500	763.43	199.66	537	64.20
PRINCIPAL-CSO/PLANT IMPRV.2007	E			300,000	0	300,000	300,000.00	0.00	0	100.00
PRINCIPAL-WPAT CSO ABATE FACIL	E			592,625	0	592,625	592,625.00	0.00	0	100.00
PRINCIPAL-2013 WPAT CSO	E			43,751	0	43,751	43,750.84	0.00	0	100.00
PRINCIPAL-2013 SEWER/FLOOD CON	E			40,000	0	40,000	40,000.00	0.00	0	100.00
PRINCIPAL-2017 REFUNDING	E			135,000	0	135,000	135,000.00	0.00	0	100.00
INTEREST-CSO/PLANT IMPRV.2007	E			47,250	0	47,250	47,250.00	0.00	0	100.00

SEWER LIEN REVENUE	R			0	0	0	-46,735.72	0.00	46,736	100.00
INTEREST-WPAT CSO ABATE FACIL	E			239,960	0	239,960	239,958.71	0.00	1	100.00
INTEREST-2013 WPAT CSO	E			10,743	0	10,743	10,742.34	0.00	1	100.00
INTEREST-2013 SEWER/FLOOD CON	E			17,512	0	17,512	17,512.50	0.00	-1	100.00
INTEREST-2007 REFUNDING	E			21,525	0	21,525	21,525.00	0.00	0	100.00
INTEREST-MCWT JACKST ST SEWER	E			40,122	0	40,122	0.00	0.00	40,122	0.00
INTEGRATED PLAN- CONTR SERVICE	E			0	402,000	402,000	37,773.49	364,226.51	0	100.00
Total 6000 SEWER ENTERPRISE				0	1,922,915	1,922,915	-332,233.45	1,475,860.96	779,288	59.50
Revenue Total				-8,950,067	0	-8,950,067	-9,665,169.83	0.00	715,103	108.00
Expense Total				8,950,067	1,922,915	10,872,982	9,332,936.38	1,475,860.96	64,185	99.40
Grand Total				0	1,922,915	1,922,915	-332,233.45	1,475,860.96	779,288	59.50

ACCOUNT DESCRIPTION	TYPE	ROLLUP	SUB-ROLLUP	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL
SEWER LIEN REVENUE	R			0	0	0	-46,735.72
SEWER TAX TITLE REVENUE	R			0	0	0	-9,121.27
SEWER USE REVENUE	R			-8,950,067	0	-8,950,067	-8,833,217.28
SEPTAGE/WASTE FEE REV.	R			0	0	0	-17,600.00
SEWER ENTRANCE FEE REV.	R			0	0	0	-825.00
EARNINGS ON INVESTMENTS	R			0	0	0	-32,051.56
MISCELLANEOUS RECEIPTS	R			0	0	0	-1,750.00
SEWER ADMIN FEES	R			0	0	0	-3,950.00
TRANS.FROM GENERAL FUND	R			0	0	0	-24,919.00
TRANS. FROM STABILIZATION	R			0	0	0	-293,000.00
TRANS. FROM CANNABIS STAB	R			0	0	0	-402,000.00
Revenue Total				-8,950,067	0	-8,950,067	-9,665,169.83
Sewer user charge actual receipts were \$116,850 less than the estimated budget for sewer user charges.							
Sewer revenues actual were \$9,665,170.							
sewer revenues actual include transfers from the general, stabilization and cannabis stabilization funds.							
This may not include the diputed 4th quarter Sunoco payment which may be received after Sept 30.							

ENCUMBRANCES	AVAILABLE BUDGET	% USED
0.00	46,736	100.00
0.00	9,121	100.00
0.00	-116,850	98.70
0.00	17,600	100.00
0.00	825	100.00
0.00	32,052	100.00
0.00	1,750	100.00
0.00	3,950	100.00
0.00	24,919	100.00
0.00	293,000	100.00
0.00	402,000	100.00
0.00	715,103	108.00

			SUB-	Original	Transfers/	Revised			Available			FB Res 4
ACCOUNT DESCRIPTION	TYPE	ROLLUP	ROLLUP	APPROP	ADJSMTS	BUDGET	YTD ACTUAL	ENC	BUDGET	% USED	Reversions	Enc
TRANS. TO ENTERPRISE	E			0	293,000	293,000	293,000.00	0.00	0	100.00		
PAY-PRICIPAL CLERK/STENO.	E			101,176	3,657	104,833	104,830.13	0.00	3	100.00	3	
PAY-OVERTIME	E			2,500	0	2,500	6,969.06	0.00	-4,469	278.80	-4,469	
PAY-LONGEVITY	E			2,100	0	2,100	2,100.00	0.00	0	100.00		
PAY-CLOTHING ALLOWANCE	E			650	0	650	650.00	0.00	0	100.00		
RETIREMENT & BENEFITS	E			35,000	-3,657	31,343	49,850.38	0.00	-18,507	159.00	-18,507	
R & M - SEWERS	E			7,500	0	7,500	0.00	0.00	7,500	0.00	7,500	
PROF. SERVICES - AUDIT	E			13,000	6,000	19,000	8,000.00	11,000.00	0	100.00		11,000.00
PROF.SERVICES-OTHER	E			48,000	316,500	364,500	246,060.22	115,439.78	3,000	99.20	3,000	115,439.78
MANAGEMENT SERVICE CONTRACT	E			7,050,000	888,802	7,938,802	6,983,806.58	954,995.01	0	100.00	86,906	868,089
LOAN ORIGATION & ADMIN FEES	E			50,153	0	50,153	16,154.85	0.00	33,998	32.20	33,998	
SEWER CHG.-WHITNEY AVE.	E			30,000	16,614	46,614	16,613.85	30,000.00	0	100.00		30,000.00
USER CHARGE ADMIN.	E			100,000	0	100,000	100,000.00	0.00	0	100.00		
SHUT OFF PROGRAM	E			20,000	0	20,000	18,000.00	0.00	2,000	90.00	2,000	
OFFICE & PROF. SUPPLIES	E			1,500	0	1,500	763.43	199.66	537	64.20	537	199.66
PRINCIPAL-CSO/PLANT IMPRV.2007	E			300,000	0	300,000	300,000.00	0.00	0	100.00		
PRINCIPAL-WPAT CSO ABATE FACIL	E			592,625	0	592,625	592,625.00	0.00	0	100.00		
PRINCIPAL-2013 WPAT CSO	E			43,751	0	43,751	43,750.84	0.00	0	100.00		
PRINCIPAL-2013 SEWER/FLOOD CON	E			40,000	0	40,000	40,000.00	0.00	0	100.00		
PRINCIPAL-2017 REFUNDING	E			135,000	0	135,000	135,000.00	0.00	0	100.00		
INTEREST-CSO/PLANT IMPRV.2007	E			47,250	0	47,250	47,250.00	0.00	0	100.00		
INTEREST-WPAT CSO ABATE FACIL	E			239,960	0	239,960	239,958.71	0.00	1	100.00		
INTEREST-2013 WPAT CSO	E			10,743	0	10,743	10,742.34	0.00	1	100.00		
INTEREST-2013 SEWER/FLOOD CON	E			17,512	0	17,512	17,512.50	0.00	-1	100.00		
INTEREST-2007 REFUNDING	E			21,525	0	21,525	21,525.00	0.00	0	100.00		
INTEREST-MCWT JACKST ST SEWER	E			40,122	0	40,122	0.00	0.00	40,122	0.00	40,122	
INTEGRATED PLAN- CONTR SERVICE	E			0	402,000	402,000	37,773.49	364,226.51	0	100.00		364,226.51
Total 6000 SEWER ENTERPRISE				0	1,922,915	1,922,915	-332,233.45	1,475,860.96	779,288	59.50	151,089	1,388,955
Expense Total				8,950,067	1,922,915	10,872,982	9,332,936.38	1,475,860.96	64,185	99.40		
						Total Expended	9,332,936					
						Total Reverted	151,089					
						Total Encumbered	1,388,955					
						Totals	10,872,981					
						Control Total	10,872,982					

The encumbrances were identified by Kris before he left. Someone in DPW should validate the encumbrances.						
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ACCOUNT DESCRIPTION	TYPE	ROLLUP	SUB-ROLLUP	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL
Revenues							-9,665,170
Expenditures							9,332,936
Encumbrances							1,388,955
Total Expenditures and encumbrances							10,721,892
Estimated Shortfall							-1,056,722
Reversions							151,089
Estimated Deficit							-905,633
The City as a projected deficit of \$905,633.							
The City spent within its appropriations, reverting \$151,089 in unspent, unencumbered appropriations.							
The City has \$1,056,722 in encumbrances that will carryforward into FY 2024.							
The City has a revenue problem.							
Using the latest sewer flow figure							1,101,452
The city would need an additional sewer user fee over and above the \$7.50 to cover the shortfall if the City wanted the fund to be self sustaining.							\$ 0.82
Adding the \$7.50 flat fee							\$ 7.50
Resulting annualized sewer user fee							\$ 8.32
These results may be affected by the 4th quarter Sunoco disputed bill.							



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Finance Committee

1 message

Mary Monahan <marylmonahan@gmail.com>

Tue, Oct 10, 2023 at 10:36 AM

To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Cc: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Michael Bissonnette <bissonnettem@holyoke.org>, Carl Rossi <rossic@holyoke.org>

Please add to October 16 agenda:

Review request from Councilor Vacon to Veolia regarding street sweeping costs.

Please include this email in the agenda packet.

Thanks.

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>

Date: Tue, Oct 10, 2023 at 3:32 PM

Subject: Re: Finance Committee

To: Williams, Michael <michael.williams4@veolia.com>

Cc: Carl Rossi <rossic@holyoke.org>, Burke, Michael <michael.burke@veolia.com>

Gentlemen:

I suggest that this request be passed through the Board of Public Works for two reasons:

1. There is currently an active RFQ for a consultant to perform a detailed financial and operational analysis of the enterprise fund which will identify street sweeping and all other costs not directly related to wastewater collection and treatment. Council and the public will have the opportunity to comment, and ultimately council will vote on how these costs will be paid for. This includes maintaining sewer ratepayer funding, taxation, stormwater fee, etc. In addition to street sweeping, there is catchbasin O/M, storm sewer mapping and inspection, flood control management, and more which are not directly related to wastewater collection and treatment, thus should be considered along with street sweeping if Councilor Vacon's objective is to remove all these functions from the enterprise fund. As noted, all this will be covered in the detailed financial and operational analysis of the enterprise fund to be completed this fiscal year.
2. The contract between the contractor of the long term services agreement (Veolia) and the City is through the Board of Public Works. That makes it appropriate that requests and subsequent responses to information, data, and other financial or operational assessments be reviewed by the Board of Public Works.

I will have this request added to the Board of Public Works agenda for Monday, October 16, 2023.

Thanks.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

On Tue, Oct 10, 2023 at 2:20 PM Williams, Michael <michael.williams4@veolia.com> wrote:

Good Morning Carl & Mary,

I would like to hear from you both, on how we at Veolia should respond to this order. This order is on the agenda to be taken up tomorrow October 11.

I can attend this meeting but I would like to understand the position and direction we would like to take as a team.

Thank you,
Mike W

----- Forwarded message -----

From: **Jeffery Anderson-Burgos** <anderson-burgosj@holyoke.org>

Date: Fri, 6 Oct 2023 at 13:16

Subject: Finance Committee

To: Williams, Michael <michael.williams4@veolia.com>

Mike

The following order was referred to our Finance Committee and they're looking at taking it up when they meet next Wednesday evening. Is this something you believe you could have ready in time for Wednesday's meeting in order to have a discussion.

VACON — that Veolia provides the estimated cost for street sweeping for the next fiscal year for the purpose of decreasing the sewer rate required for the sewer enterprise fund. This is a citywide service that is properly paid from the general fund. A written response is acceptable.

Thanks

*****Please note: I will be away the week of October 16th-20th*****

Jeffery Anderson-Burgos (He/Him/His) (*what is this?*)

Administrative Assistant to the City Council

City of Holyoke

536 Dwight St, Room 10

O: 413-322-5525

E: Anderson-BurgosJ@holyoke.org

Web: www.holyoke.org/departments/city-council/

"You cannot escape the responsibility of tomorrow by evading it today"

-- Abraham Lincoln



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Requested information

1 message

Mary Monahan <marylmonahan@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>
Cc: Carl Rossi <rossic@holyoke.org>

Wed, Oct 11, 2023 at 8:41 AM

Please print and include in meeting packets. Thanks.

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **Tobey, Bruce** <btobey@pldolaw.com>
Date: Wed, Oct 11, 2023 at 3:21 AM
Subject: Requested information
To: Mary Monahan <marylmonahan@gmail.com>

Hi Mary,

Here is the requested information:

A. Proposed Initial Steps

Assist the City of Holyoke and its Board of Public Works with the administration of the final years of its twenty-year contract for private operations of its wastewater treatment plant and associated capital assets and the procurement of a successor agreement Board through the following initial steps:

- i. Identifying the Commencement and Termination Dates of the current contract;
- ii. Determining whether and how to exercise extension of term provisions of the current contract;
- iii. Negotiating the resolution of existing issues with the vendor arising from its performance of the current contract;
- iv. Preparing documents resulting from these activities; and
- v. Researching potential public and private financing options for the performance of potential capital projects through the current contract or a successor agreement and briefing the Board and providing options based on that research.

- B. Proposed Rate Schedule - a \$325 per hour blended rate, which means each attorney bills at the same hourly rate of \$325 whether they ordinarily bill at a higher rate given their being Partners or Senior Associates; this is a substantial savings insofar as three of the attorneys named below are concerned. Each will be used only as needed and with strict management of their use of time.
- C. Proposed team – I will be the team leader and point of contact. Three other attorneys, to be used only when their noted specialty roles are required, are noted below with links to their firm biographies:

John Gowell – project management financial options and planning - <https://pldolaw.com/attorneys/john-jay-r-gowell/>

Patrick McBurney – litigation - <https://pldolaw.com/attorneys/patrick-j-mcburney/>

Joshua Butera – RFP and contractual drafting - <https://pldolaw.com/attorneys/joshua-j-butera/>

I'll stand by your feedback and next steps.

Thanks,

Bruce

From: Mary Monahan <marylmonahan@gmail.com>
Sent: Wednesday, October 4, 2023 9:16 AM
To: Tobey, Bruce <btobey@pldolaw.com>
Subject: Re: Checking in

Hi Bruce:

The Council unanimously voted to approve \$50,000 for legal services associated with the long term service agreement.

Please forward a general scope, including hourly rate, associated with these services.

I have copied Assistant City Solicitor Michael Bissonette and DPW Director Carl Rossi. Council is requesting that the Solicitor's Office be informed and engaged along the way.

The Board of Public Works and the advisory committee look forward to working with you and your firm.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

On Mon, Sep 25, 2023 at 2:49 PM Tobey, Bruce <btobey@pldolaw.com> wrote:

Good morning!

Just circling back to see how things are progressing – any news to share?

Hope all is well,

Bruce

This message was sent from outside the company. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

New/Continued Items for Review

Enterprise Fund and FY23/24 Rate

On September 20, 2023, at a Special Meeting of the City Council, the Council voted 5 to 8 to deny the proposed sewer rate. Despite a minority vote, the sewer rate required a super majority to pass. This vote guarantees another sewer fund deficit for FY24, unless a new rate is approved that reflects ongoing financial updates from the City Auditor and Treasurer and accounts for FY24 missed billing cycles.

Note that as of this writing, October 8, 2023, the Board of Public Works and Mark Abrahams, our contracted auditor, still do not have final confirmed financial data for the end of FY23.

Council also approved funding for a comprehensive financial and operations analysis of the Enterprise Fund. The RFQ has been released. This study will provide the City an understanding of the discreet costs of contracted services in the long term service agreement. It will help the Board of Public Works in preparing for the next long term service agreement. The Board of Public Works will review submissions and recommend award.

On September 5, City Council tabled the sewer rate discussion based on a technicality. Council was cautioned that a delay in the vote could affect the proposed rate due to delays in billing. The City Council has scheduled a special meeting for September 20 for this vote and the request for transfer of \$100,000 for FY24 Enterprise Fund comprehensive review and \$50,000 for long term service agreement legal services.

Mark Abrahams, Director, Engineer, and Chair continue to review financial status of enterprise fund as updates on revenues and expenses get reported from Auditor and Treasurer.

Board met with FinCom and Ordinance Committee June 7, 2023

Board is meeting with Ordinance Committee August 22, 2023. Board will discuss recommended rate with Mark Abrahams and staff on August 21. The recommended rate was developed with significant participation by the City Engineer and Chair of the Board. Most recent financial data, still incomplete, was used.

The Chair requested Mayor Garcia to file an order requesting the Council to transfer \$100,000 from available funds for contracting with a consulting/financial team to

perform an FY24 comprehensive review of the Enterprise Fund and operations to establish an FY25 rate. Council agreed to support this request when they voted to zero out sewer stabilization.

City Engineer Transition Plan

Engineer Victoria Houle is under contract to provide support specific to permit requests, limited project review, and site plan reviews.

Engineer Baker, Director Rossi, and Chairman Monahan met with Victoria Houle PE of Wicked Houle Engineering to discuss contracted services for immediate permitting and associated engineering support while the City solicits for a new City Engineer. The need for DPW and the Mayor to identify a solution to provide support for additional administrative department functions, including existing project coordination, communications with program/funding agencies, and more is under discussion.

Integrated Management Plan

City Engineer Kris Baker, Hazen & Sawyer project team leads Ben Levin and Ben Agrawal, spoke with Bill Dwight and me and introduced Holyoke's Integrated Management Plan. The conversation was recorded at Holyoke Media studio. The IMP has an aggressive public outreach and participation task. Holyoke Media and the project team will identify additional opportunities to use media resources to present and solicit public input. Hazen is developing a project website that will provide project updates. The recording can be viewed here:

<https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Service agreement advisory board

Veolia has requested a meeting with the advisory board. We plan to meet with Veolia at the treatment plant.

City Council approved \$50,000 to contract with Attorney Bruce Tobey at Pannone Lopes Devereaux & O'Gara LLC (PLDO). The Board of Public Works will review and approve a proposal. At the request of Council, Attorney Bissonnette will be copied and included in all discussions and invoicing.

Advisory board plans to meet Advisory board met with Attorney Bruce Tobey on August 28, 2023. After a two-hour comprehensive discussion, the advisory board agreed to ask Attorney Tobey for a draft proposal for review and approval for services, subject to negotiation, by the Board of Public Works.

Mimi Panitch, Chair of Planning Board, is the latest volunteer member. We agree that the renewal of a long-term service agreement at the WWTP is an opportunity to incorporate consideration for economic development.

Upcoming discussions include securing specialized legal assistance. The Chair requested the Mayor to file an order with Council to transfer \$50,000 from available funds to support contracting with needed specialized legal services. Council agreed to support this request when they voted to zero out sewer stabilization.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi

Open to new candidates for consideration

Consent Decree

The US District Court held a hearing (zoom) for August 31, 2023 to hear the parties on approval of the Holyoke CSO consent decree. This includes the \$50,000 fine.

The DPW Director, City Engineer, and Chair met with Veolia staff on September 5, 2023.

Draft Permit and Comments

Pending response from EPA and MassDEP

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Schedule meeting with Water Commission – Fall 2023

Billing data

Abatements

Shut-off program

Ongoing Items

DPW Facility Improvements

Note the need to accommodate female staff

Senator Velis facility tour, May 19, 10AM. Senator Velis and aide Mark Messer.

Senator Velis noted that Holyoke's DPW was the first in his district to reach out to his office. He noted that the bond bills are opportunities to target funding and added that

bond bill projects needed continuous lobbying to the Governor from local officials to actually realize funding. His office will monitor and inform DPW of opportunities for additional funding.

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 May 2024

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

Mary L. Monahan, Chair
Holyoke Board of Public Works
October 16, 2023

LIBBY HERNANDEZ

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Liaison Report: 10/16/2023

- Attended Holyoke Media interview on 9/5/2023 with DPW Director Carl Rossi to discuss trash bin rollout, dual stream recycling, street sweeping, the connecting the dots meeting (7/11/2023) was discussed in which the HPD, Veolia, and DPW strategized to streamline communication and enforce already established City ordinances.
- 9/12/2023 – Attended City Council Ordinance committee meeting
- 9/13/2023 – Attended City Council Finance Committee meeting
- Attended City Council Special Meeting on 9/20/2023
- 10/2/2023 – Interviewed at DPW conference room, potential prospect for City Engineer position
- 10/3/2023 – During the Holyoke City Council meeting, City Councilor Ward 1 Jenny Rivera proposed an order for a new phone system for the Holyoke Department of Works and was met with opposition from the Nay-sayers on the Council. She states that despite her attempts at reaching someone at DPW, she was unsuccessful. I picked up on her post and responded that we would be discussing this at our next BPW meeting set for 10/16/2023. See the images attached.
- 10/8/2023 – Joined the Peaceful March on “STOP the violence” with all those in attendance

End of report.

Sincerely,



Libby Hernandez

Holyoke BPW Vice-Chair



Jenny Rivera



Oct 3 · 🌐

Today, during the city council meeting, I proposed an order for a new phone system for DPW. Unfortunately, a councilor, who consistently criticizes city departments, opposed it solely based on personal bias. Despite my attempts to contact DPW and facing unresponsiveness, he suggested I inquire further. It's frustrating when someone undermines the right to present orders. If you claim superiority, consider your own actions. Research your candidates; some may talk down to departments while hindering progress. Let's prioritize upgrading Holyoke's systems for the betterment of our community



You, Daphne Board and 24 others

7 comments



Libby Hernandez

Thank you! Honorable Councilor
Jenny Rivera , I can add this to our
Agenda for 10/16/2023

1w Like Reply

3



Jenny Rivera Libby Hernandez Thank you



Kathy McKean

Thank you for all your hard work.

1w Like Reply

2



Jenny Rivera Kathy McKean Thank you.



Kyra Rodriguez

It's disgusting that you have to battle
against people like that just to better
the place you love and live in! I am
so grateful that Holyoke has you as
one of its defenders

1w Like Reply

2



Jenny Rivera Kyra Rodriguez Thank you



Lizabeth Rodriguez

That's how we know who's really for
the city !!! We need to vote them
out !!!

Comment as Libby Hernandez



CITY OF HOLYOKE
BOARD OF PUBLIC WORKS

63 N. Canal Street
Holyoke, Ma 01040

COMMISSIONERS

Mary L. Monahan
Chairperson
Libby Hernandez
Member
Joseph Kietner
Member

October 16, 2023

The Board of Public Works is doing its job by recommending to the City Council a fiscally responsible sewer rate for FY24. A minority of City Council members is delaying, obfuscating, and misrepresenting these efforts, resulting in a fiscal scenario that adds additional costs, will likely increase the rate in consideration of fiscal year ending, and puts at risk the timely certification of the City's tax rate.

The Board of Public Works presents the following to the City Council, the Mayor, and Holyoke's residents.

The City Council has failed to approve a sewer rate as recommended by the Board of Public Works. The proposed rate is based on the best available data from the City Auditor and Treasurer, analysis of historical usage, and an Enterprise Fund budget that represents the minimum appropriation as determined by the Commonwealth of Massachusetts Division of Local Services to support a balanced budget for FY24. Historically, the Enterprise funds generate a deficit 50% of the time.

The current discussion about what should be included in the enterprise fund and paid for by taxpayers is a distraction. The Board of Public Works has issued a Request for Qualifications to contract with a firm experienced in wastewater operations and funding so that FY25's sewer rate will include consideration for city-wide services currently paid for by the ratepayer, including catch basin maintenance, street sweeping, storm sewer operations and maintenance, and operations and maintenance of the City's flood control systems, which were also funded through the Enterprise Fund. This effort will include significant public outreach and participation. For councilors to focus on just street sweeping and act surprised at this knowledge is concerning. Did they not execute their fiscal due diligence over the past 17 years when reviewing the Enterprise Fund budget?

With respect to funding, considering we are approaching the halfway mark for FY24, **the Board of Public Works is asking Council, what do you want the sewer rate to be for FY24?** Once the Board of Public Works knows this, we can identify the budget shortfall. The City Council will need to appropriate funding from available sources to address this shortfall. At the same time, an explanation of services to be impacted because of this additional burden on the taxpayer should be shared with the residents.

Holyoke's sewer commissioners are appointees of Mayor Garcia. We bring to the Board of Public Works significant experience in public works, constituency services, and environmental compliance. We will continue to execute our responsibility to the ratepayers and taxpayers of the City. We just ask that the City Council move beyond delay tactics and make clear their intent for FY24.

Approved by the Board of Public Works October 16, 2023

Mary L. Monahan, Chairperson
Board of Public Works

Board of Public Works Commission
Special Meeting Minutes

Date: October 23, 2023

Time: 5:30 pm (Electronic Access Only)

Location: Zoom Meeting

Attendees:

- Mary Monahan, Chair
- Joseph Kietner, Commissioner
- Carl Rossi, Director
- Michael Bissonette, Assistant City Solicitor

1. Call to Order:

The meeting was called to order at 5:38 pm.

2. Agenda Item: Review and Recommend FY24 Sewer Rate

The main agenda item focused on reviewing and recommending the fiscal year 2024 sewer rate.

Discussion Points:

- Proposal of a sewer rate of \$16.06 for the remainder of fiscal year 2024.
- Discussed the potential budget impact if the rate is not approved, emphasizing the need for a balanced budget.
- Emphasized the importance of Council approval and discussed the potential deficit if the rate remains at \$8.03.
- Discussed the role of the enterprise fund.
- Plans were made to communicate the final decision to the Mayor.

Motion:

Joseph Kietner made a motion to recommend the sewer rate of \$16.06 for the remainder of the 2024 fiscal year.

Seconded by Mary Monahan.

All in favor.

Adjournment:

The special meeting was adjourned at 6:04 pm.

City of Holyoke
FY 2024 Sewer Rate Analysis

Full Rate (2)

FY 2024 Supplemental WW Budget		\$ 8,177,293	(includes additional \$135,000+\$100,000 for sewer line repairs)				
FY 2024 Supplemental Debt Service Budget		\$ 1,940,436	(includes latest debt schedules with SRF fees)				
Total FY 2024 Supplemental Sewer Budget		\$ 10,117,729					
Non Flow Revenues (FY 2023 Actual)							
Sewer Administration Fees	\$ 3,950						
Sewer Liens	\$ 46,736						
Sewer Tax Titles	\$ 9,121						
Septage/Waste Fee	\$ 17,600						
Earnings on Investments	\$ 32,052						
Miscellaneous Receipts	\$ 1,750						
Sewer Entrance Fee	\$ 825						
Non-Residential Fees	\$ 1,208,524						
	<u>\$ 1,320,558</u>	\$ 1,320,558					
Amount to be Recovered through User Charges		\$ 8,797,171	\$ 8,797,171				
Sewer Estimated Flow FY 2023		1,095,538	547,769				
Estimated User Charge Rate for Full Year Full Recovery		\$ 8.03	\$ 16.06				
		Full Rate	6 Month Rate				
This rate would recover sufficient user fees to meet the FY24 budget assuming the non flow revenues materialize as stated and the FY24 budget is not overspent and the rate would be applied for a 12 month period.							
But the new rate would be applicable for 6 months, not 12 months, assuming a rate increase would be implemented for flow on or after January 1, 2024.							
This is an estimate, not based on a billing analysis.							
The six month rate would if voted need to be adjusted on July 1, 2024 for a full 12 months of FY 2025 rate							
Numbers may be off due to rounding.							

Board of Public Works Meeting - Minutes

Date: November 6, 2023

****Location:**** DPW Conference Room, Pellissier Building, 63 North Canal St.

****Attendees:****

- Mary Monahan, Chair
- Libby Hernandez, Vice Chair
- Joseph Kietner, Member
- Carl Rossi, Director,
- Victoria Houle, Engineer
- Mike Bissonette, Assistant City Solicitor

1. ****Meeting Called to Order:**** 5:33pm
2. ****Public Comment:****
No public comments were made.
3. ****Consent Agenda:****
The consent agenda was approved unanimously.
4. ****Minutes of the Past Meeting:****
Minutes were reviewed.
5. ****DPW Director Report (see attached):****
Various topics were discussed, including vacancies, CDL training, grant applications, completed refuse cart roll-out, dual-stream reimplementation success, ongoing work with law to change ordinance, and plans to swap large totes for smaller ones by December. There was a discussion to increase bulk waste fees and the training budget for FY25. Concerns were raised regarding the snow dump and salt shed, with the salt shed lease being expired.
6. ****City Engineer Report (see attached):****
Updates on sidewalk work, Roberts Field turf and track replacement, raised crosswalks, Apremont Highway light signal, Jackson St. reimbursement, MassDOT-approved upcoming projects, and various road repairs were discussed.
7. ****Commissioner's Liaison Reports (see attached):****
Reports were presented by Kietner, Hernandez, and Monahan covering issues such as, signage proposals, enterprise fund updates, recruitment of a City Engineer and filling the Engineering Department's work gap.

8. ****Abatements:****

Abatements were discussed - Susan Goldman of 234 Madison Ave
Motion by Kietner to approve the abatement of half of the \$495 (\$247.50) amount due for Susan Goldman. Seconded by Hernandez and unanimously approved.

9. ****Allegrone Dumpster Permit Extension:****

Allegrone did not attend the meeting.
A motion by Hernandez to request the director's discretion regarding Allegrone dumpster permit. Seconded by Kietner and unanimously approved.

10. ****Enterprise Fund and Sewer Rate Update:****

Evaluation forms to be shared with Jaime Morrow.
Motion made by Kietner to approve working with the Hazen team and entering into a contract. Seconded by Libby and approved unanimously.

11. ****Award Sewer Rate Study/Ops Analysis:****

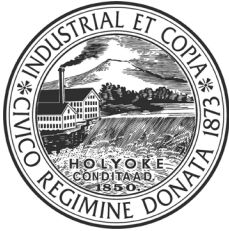
Kietner made a motion to award the sewer rate study/ops analysis contract.
Seconded by Libby, and unanimously approved.

12. ****Additional Comments:****

Kietner thanked the DPW for their prompt response in fixing a fallen street sign.
Hernandez notes significant progress in the community.

****Next Meeting:**** November 20, 2023, at 5:30pm.

****Meeting Adjourned:**** 7:27pm



City of Holyoke

Department of Public Works

Board of Public Works Meeting

Engineer's Report

November 6, 2023

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program (<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>)
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs, *(no staff capacity to determine go/no go, Tighe & Bond would assist if we wanted to replace Brookwood Rd bridge, not DPW priority)*
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Culvert Replacement Grants – *(DER for Keyes Road – no go, DER did not have positive feedback)*
- g. Downtown Traffic Calming Project, no funding source identified
- h. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program *(no capacity to compile grant application or administer)*
- i. Cannabis Impact Fee Applications - On hold for the time being
- j. Long Island Sound Futures Fund *(May 2023, no go because of staffing)*

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Proposed FY24:

Street	Side	From	To
Walnut St	E	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Elm St	W	Appleton	Suffolk
	E	Suffolk	Dwight
	W	Suffolk	Dwight
	W	Dwight	Hampden
Chestnut St	E	Appleton	Suffolk
Appleton St	S	Chestnut	Elm
Suffolk St	S	Chestnut	Maple

Sidewalk work on Walnut Street from Appleton Street to Hampden Street has been constructed as well as along Elm Street from Appleton to Dwight. Overall project work is expected to be completed by November 17th.

- iii. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
- b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete. **Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.**
- c. Street Paving-Resurfacing
 - i. 2024 list - 3.4 miles mill and overlay 1.5"
 - Beech Street from Northampton Street to Ladd Street (includes the addition of RRFBs and a crosswalk at Portland)
 - Bemis Road from Hillview Road to Easthampton Road (includes the installation of 3 speed humps, (may need to postpone due to gas work)
 - Dupuis Road from Apremont Hwy to Southampton Town Line
 - Homestead Avenue from Fairmont Street to Westfield Road (includes the crosswalk and reconfiguration of the HCC entrance including sidewalks)
 - James Street from Main Street to End
 - Ladd Street from Beech Street to Linden Street
 - Linden Street from Beech Street to Anderson Avenue
 - Meadow Street from Main Street to End
 - South Street from Northampton Street to High Street
- d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. **Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed.**
- e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC, contract for \$895,500
 - iv. Subcontract to Geeleher to install 4 manholes to access additional priority segments
 - v. **Change Order requested for 4.5 days of CCTV inspection (\$22,050), verifying source of funding.**
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding
 - i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
 - ii. ANSER is the OPM
 - iii. Architecture EL, Mount Vernon Group Architects designers
- g. Raised Crosswalks
 - i. Main Street Raised Crosswalks (cannabis impact fee funds)
 - ii. Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle. **Painted crosswalks installed at some of the above locations due to need to re-bid traffic calming measure installation.**
 - iii. Project was bid in August with a total cost estimate of \$364k, one bid was received in the amount of \$1.89 Million. Project being restructured for re-bid.

- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
 - ii. Heritage working on easement for Cherry Street and Homestead Avenue corner mast arm
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. Waiting on Travelers to complete their assessment and concur on cost. Change order/contract amendment to follow.
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. **Project is nearing completion, signal to be set on flash for 7 days before fully operational**
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, **Final reimbursement to MassDEP has been submitted**
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list sent
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - c. Contract Operations
 - i. City met with Veolia staff for informal discussion about contract issues
 - ii. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - iii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Second failed bid for boiler replacement at #6 and mini split installations at #3 and #6, rebid in fall
 - ii. Annex Fire Alarm, Building Department permit application submitted, need to bid
 - iii. Sean Sheedy taking over as PM
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. **RFQ for design services advertised on October 23, 2023 with letters of interest due November 21, 2023**
 - f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023
 - g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. **RFQ for design services advertised on October 23, 2023 with letters of interest due November 21, 2023**
 - h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace

- i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton-- evaluate some options for this stretch, including going to one lane
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRP Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. **MassDOT approval received for Canal and Race Street**
- m. DOT-lead / TIP projects
 - i. **MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
- n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted CPA grant
- o. Municipality - Online Permits for DPW, September 26, 2023 – Municipality Go-Live being internally tested
- p. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
- q. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 –Waiting on deliverable mapping from Heritage Survey
- r. Wistariahurst Retaining Wall Design – Pare designing, \$40,000, concept design complete, sent to MHC for review, awaiting response
- 5. Procurement
 - a. 2023-25 Traffic Calming & Safety Measures Contract (due 8/23), 3-year contract failed, restructure and re-bid
 - b. Minisplits for Fire Stations #3 and #6 to be split and bid ASAP
 - c. Boiler for FS#6 maybe fall, looking at state contracts
- 6. Contracts
 - a. **VHB Contract Amendment #4, City Center Connector – Canal and Race Streets – Design through Construction Phase Services – Amendment approved and waiting on new Purchase Order (\$338,918.12)**

7. City Council / Regulatory
 - a. Finance Committee – None
 - b. Ordinance Committee – None
 - c. Public Safety Committee – None
8. City Permits
 - a. **Stormwater Application (Large / BPW Approval) – South Street Dunkin' (continued)**
 - i. Revised plans submitted and review comments sent back to Applicant on October 24, 2023
9. Veolia
 - a. Final Settlement Agreement received.
 - b. Final quarterly bill sent to Sonoco (Q4). Awaiting lab results from Phoenix.
 - c. NPDES Permit Renewal. Still waiting on final permit.
 - d. Industrial Users – Working on PFAS sampling program with Veolia
 - e. Resolving of PILOT Payments – Veolia continuing to look into
 - f. **Collection System Repairs, FY24 proposed**
 - i. Temple Street drainage correction with inlet structure. Two easements required, one received, one pending. Veolia is ready to go once second easement is signed.
 - ii. 56 Baystate Road – Still awaiting pavement repairs
 - iii. Basin repairs:
 1. 174 Allen Street – replaced approximately 20 feet of sewer main, complete with the exception of pavement top course
 2. 1742 Northampton St - completed
10. Outstanding DPW Crew Work
 - a. Circle K “Do Not Block the Box” order from May 2019, contact Sam Patel
 - b. Yield Sign on Bray Park
 - c. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023

Board of Public Works Meeting - Minutes

Date: Monday, December 04, 2023

Location:** DPW Conference Room, Pellissier Building, 63 North Canal St.

****Attendees:****

- Mary Monahan, Chair
- Libby Hernandez, Vice Chair
- Joseph Kietner, Member
- Carl Rossi, Director
- Victoria Houle, Engineer
- Mike Bissonette, Assistant City Solicitor
- Filipe, Dunkin Donuts

1. ****Call to Order:****

- The meeting was called to order at 5:30pm.

2. ****Public Comment:****

- No public comments were made.

3. ****Consent Agenda:****

- The consent agenda was reviewed and approved.

4. ****DPW Director Report:**** (See attached)

- A report was presented, highlighting the addition of \$5000 to the supplemental budget.

5. ****City Engineer Report:**** (See attached)

- The City Engineer reported on various ongoing projects and activities.

6. ****Commissioner's Liaison Reports:**** (See attached)

- Positive feedback was received from the community regarding DPW's participation in the parade of lights.
- Discussion on introducing councilors to DPW functions for better understanding.
- Concerns raised about cybersecurity, especially in water and wastewater operations.

7. ****Update on Enterprise Fund and Sewer Rate:****

- Discussion on the Enterprise Fund and Sewer Rate and the number of billing cycles left, with plans for the upcoming council meeting
- Libby made a motion to accept the report on the enterprise fund. All in favor.

11. ****Executive Session:****

- Libby made a motion to enter into executive session. Roll call vote. Unanimous.
- Libby made a motion to exit the executive session. Roll call vote. Unanimous.

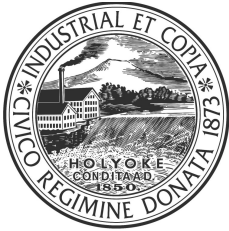
12. ****Stormwater Commission Minutes:****

- Discussion on various stormwater-related matters, including the South Street Dunkin Donuts project.
- Filipe presented details of the project, addressing concerns related to stormwater management.
- Victoria, the interim engineer, communicated satisfaction with the documents submitted.
- Mary inquired about the operation and maintenance plan, which Filipe confirmed to be part of the stormwater drainage report.
- Libby made a motion to approve the permit for the South St. Dunkin project. All in favor.

****Meeting Conclusion:****

- Mary officially deemed the meeting closed and thanked everyone, concluding the session.

****Next Meeting:**** December 18, 2023 at 5:30pm



City of Holyoke

Department of Public Works

**Board of Public Works Meeting
Engineer's Report
December 2, 2024**

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant application submitted for \$204,400 on June 14th, waiting on status of award.
- b. Cannabis Impact Fee Applications - On hold
- c. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th. Grant was awarded in the amount of \$187,500. City match of 25% to be met with in-kind services. Contract w/Tighe & Bond being drafted.
- d. Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program (Planning/Design) – Application submitted to request \$250,000 for the preparation of a Final Environmental Impact Report and finalize the MEPA Permitting Process for the City's CSO Long-Term Control Plan. Waiting on status of award.
- e. CPA's FY25 Holyoke Community Preservation Act Grant Cycle – Letters of interest were due on September 16th. Two projects were submitted by Engineering/DPW: Phase 2 of Wistariahurst Retaining Wall Repairs and Phase 5 of the City Hall Stained Glass Windows project.
 - i. Notified that both the Stained Glass Windows and Wistariahurst Retaining Wall Projects were eligible projects and invited to submit formal applications by December 20, 2024
 - ii. Presentations made to CPA regarding both projects on November 12th.
- f. MassDOT Materials Distribution Project - Rectangular Rapid Flashing Beacons (RRFBs) for Pedestrian Safety in Massachusetts – MassDOT would provide the equipment free of charge and the municipality would be responsible for installation. Locations submitted for consideration include:
 - i. Whiting Farms Rd at Farnum Dr
 - ii. Whiting Farms Rd @ Tokeneke Rd
 - iii. Homestead Ave @ Sterling Rd
 - iv. Homestead Ave @ Upland Rd
 - v. Northampton St @ Myrtle Ave
 - vi. Northampton St @ Washington Ave
- g. New Grant Opportunity through PVPC "2024-2026 Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program" – Applications due February 24, 2025 - The purpose of the PROTECT Program is to provide grants on a competitive basis for projects that seek to strengthen surface transportation to be more resilient to natural hazards, including climate change, sea level rise, heat waves, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure.

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
- ii. Staff developing list of locations for upcoming round of CDBG sidewalk work. Current funding available is \$398,094.50.
- iii. Application made for additional CDBG funds.
- iv. **Draft Bid Documents have been started and project ready to advertise by the end of the month.**

b. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. **Temporary line striping of lanes has been placed. Temporary striping of crosswalks and turning symbols to take place in next two weeks.**
- ii. Spring paving proposed:
 1. Jackson Street (from High Street to South Race Street)
 2. Meadow Street (from Main Street to end)
 3. Old Jarvis Avenue (from Jarvis Avenue to Easthampton Road)
 4. Bassett Road (from Old Jarvis Avenue to Alma Street)
 5. Dupuis Road (from Apremont Highway to the Southampton town line)

c. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. **Phase 2 Scope of Work delayed due to outstanding legal questions related to rights to work in alleys.**

d. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding

- i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
- ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
- iii. Architecture EL, Mount Vernon Group Architects designers
- iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. This project has been bid and awarded to the low bidder, City Enterprise, Inc. The value of the bid was \$4,529,211, plus \$58,688 for an alternate to add roof scuppers at the Children's Museum (total of \$4,587,211). Construction has started and is anticipated by the end of this year.
- v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. Draft plans and bid documents received and comments forwarded to

architect. The project is to be bid in Fall, with renovations beginning after the first of the year. Temporary relocations are anticipated as part of this work.

- vi. City Hall Building Envelope Repairs and Police Station Duct Cleaning: ARPA funds have been used to 1) survey and develop a complete scope of possible work for maintaining the roofs and walls of the project and 2) to develop a bid package for Police Station Duct Cleaning. ARPA funds available after the bidding for the interior flooring replacement will be utilized to meet these needs. Project advertised for bids. Non-mandatory pre-bid walkthrough scheduled for November 20th. Filed sub-bids due December 2nd. General Contractor bids due December 9th.

e. City-Wide Traffic Signal Replacement Project

- i. Pleasant St/Hampden St – Construction work has started. All foundations have been installed and most of electrical groundwork is complete. **Work is 85% complete and waiting on HG&E work in area to complete.**
- ii. Cherry St/Homestead Ave – Work scheduled for Spring 2025.
- iii. Work is being coordinated within next two weeks to remove graffiti from traffic cabinets and signal poles throughout the City.

f. Dwight Street Sidewalk Vaults

- i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
- ii. Asbestos & Haz Mat issues inside the vault
- iii. Meeting held with Travelers and their consultant, Vertex, on Wednesday May 29th. Vertex to review scope of work previously provided by Campora and let City know if there is any additional information needed to process claim.
- iv. Release and Settlement Agreement to complete change order work received from Travelers. Change Order has been issued to Contractor.
- v. Construction is in progress.

g. Apremont Highway / Route 202 Signal

- i. Awarded to Pine Ridge Technologies
- ii. McMahon/Bowman providing construction oversight
- iii. **Waiting on completion of final punch list items including installation of signage.**

4. Status of Planning and Design Projects

a. Integrated Plan, Hazen

- i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.

b. MS4 Stormwater Compliance, Kleinfelder

- i. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
- ii. FY24 (Permit Year 6) Annual Report has been submitted.
- iii. Construction of bioretention area at Maurice Donahue School is substantially complete.
- iv. Veolia to begin dry weather screen as part of IDDE Program.

c. Contract Operations

- i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
- ii. Abrahams – Working on additional scope for sewer rate study

d. ARPA City Building projects, City-managed projects

- i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.

- ii. HFD FS#3 & #6 Mini Splits Bid – Project has been awarded to the low bidder, Boulanger. Delay in delivery equipment although latest update is that equipment will arrive December 6th and work will start on that date.
 - iii. Contract is being distributed for execution. The anticipated timeline for completion is 90 days from the notice to proceed.
 - iv. The Library Carpet in the Community Room – Work has been completed.
- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. Project kick-off held with consultant. Draft technical memo anticipated to be complete by April 2025.
- f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. **Contract with Weston & Sampson (\$192,500) being finalized.**
- g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. Contract finalized and project kick-off meeting held on October 30th. Site visit by design team held on November 12th.
- h. CSO River Terrace Sewer Separation Project
 - i. Easements obtained.
 - ii. Approval to advertise received from CWSRF.
 - iii. Project advertised for bid with bids due on November 21st. Four addenda have been issued.
 - iv. **Two bids received, with Ludlow Construction identified as lowest bidder.**
 - v. **Overall project cost estimate comes in within original \$10.5 Council spending authorization.**
 - vi. **Request for Authorization to Award Contract and grant deadline award to December 20th has been submitted to CWSRF. Waiting on authorization and deadline approval.**
 - vii. **Will need to enter into Agreement with Woodard & Curran for Construction Inspection and Administration Services.**
 - viii. **Project information to be sent to EPA for pending \$2 million grant award.**
- i. CSO Long-Term Control Plan
 - i. Meeting w/MEPA staff to discuss Notice of Project Change for LTCP held on July 17th. Working to prepare and submit a NPC for MEPA circulation.
 - ii. Notice of Project Change was submitted September 9th. Draft NPC has been circulated for review. Target date for submission is September 16th. Notice should

be published in the Environmental Monitor on September 25th with comments due by October 15th.

- iii. Request to extend comment period received from Connecticut River Conservancy and two-week extension granted with comment period ending on October 29th.
 - iv. City was notified of preliminary approval for requested FY25 Congressionally Directed Spending funding which included \$200,000 towards completion of Final EIR.
 - v. Application in the amount of \$250,000 was also made to CWSRF and waiting on status of award. There may be a 20% City match required on FY25 CDS monies and CWSRF funds may be allowed for match although we need to confirm.
 - vi. **Approval to proceed with Final EIR has been received. Staff to review and determine next steps.**
- j. Pavement Management System Update
- i. BETA Group has started 2024 inspections and work is anticipated to be completed by March 2025.
 - ii. Draft roadway data and report has been received.
- k. Race Street Repaving Cabot to Sargeant
- i. Concept plans prepared by VHB and reviewed internally. No funding source identified at this time and estimated project cost is \$500k.
- l. Center City – submitted 100% design to DOT, FY2025 TIP
- i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans have been submitted.
 - v. Meeting held with MassDOT to review steps needed to complete right-of-way acquisition phase. City is responsible for title examinations, appraisals, and compensation – approximately 33 affected properties with 7 permanent easements and 43 temporary easements. Waiting on official authorization to proceed from MassDOT. Cost unknown and funding source not yet identified.
 - vi. Change Order with VHB for Special Foundation Design for design of traffic signal foundations (\$15,500) processed and to be paid for with Chapter 90 funds.
- m. DOT-lead / TIP projects
- i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Paving is completed and minor restoration work including repairs to driveway aprons is ongoing.
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned. Meeting held with MassDOT on Oct. 29th to review design alternatives.
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project with construction slated for 2026. 25% Design plans received from MassDOT.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97. Meeting held with Fuss & O'Neill to review 25% Design. City comments based on 25% Design forwarded to F&O and MassDOT. Public meeting tentatively scheduled for mid-November has been postponed until possibly mid-December due to delay in updating of 25% Design Plans. Preliminary public outreach efforts and notice to be sent out once meeting date is confirmed.

- v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
- vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
- vii. MassDOT Local Bottleneck Reduction Grant Program – Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @ Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. Field meeting held on June 4th and follow up meeting held with Fuss & O'Neill to discuss recommended improvements. Final recommendation memo received and waiting on next steps. High priority recommendations include signal timing improvements and other signal upgrades.
- viii. MassDOT Vulnerable Road User Program - MassDOT has agreed to evaluate a total of ten (10) bus stop locations for potential safety improvements under the Vulnerable Road User Program. Seven (7) of the locations were identified by the City and three (3) were identified by MassDOT assessment. Project is being coordinated by Fuss & O'Neill and there is no direct cost to the City. Evaluations have not yet started although it is possible that implementation of some improvements may be in place within the next year. Site visits by MassDOT consultant scheduled for week of November 18th.
- n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Presentation made to CPA on November 12th for consideration of FY25 CPA funding.
- o. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. Proposal for Feasibility Study received from Architecture EL received. CPA Agreement has been signed. **Revised proposal received from Architecture EL and staff to review and confirm scope of work with CPA staff.**
- p. Municipity – Program is now live and being used for online permits.
- q. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. Meeting held with VHB to review potential typical cross-sections for Main St Corridor. Project Notification for TIP consideration has been submitted to MassDOT. **Meeting to present project to MassDOT scheduled for December 5, 2024.**

- r. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. Waiting on steps of approval process with Solicitor's Office.
 - s. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was awarded \$254,000 from CPA. Project was also recently awarded \$75,000 from MHC. Working with Megan Selier to finalize bid documents for advertisement. Draft bid documents submitted to MHC for final review. Waiting on authorization to advertise.
 - ii. Presentation made to CPA on November 12th for consideration of FY25 CPA funding.
5. Contracts
6. City Council / Regulatory
- a. Finance Committee
 - b. Ordinance Committee
 - c. Public Safety Committee
7. City Permits
- a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Revised SW Permit Application was received although design has gone back to version much more similar to the previously approved design. Changes appear to be similar enough to handle administratively. Waiting on confirmation of Planning Board approval of Site Plan.
 - b. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
 - c. Small Development Permit Application – 7 Cray Ave – Application received to pave 4,855 SF in conjunction with site improvements to accommodate new building tenant. Permit approved with conditions including bonding prior to the start of construction activities.
Waiting on bond from Applicant.
 - d. Small Development Stormwater Permit Application received for proposed Large-Scale Battery Energy Storage System at 0 Bobala Road/Kelly Way (Parcel ID 176-00-004A). Initial review completed and Applicant requested to revise and resubmit as Large Development Application due to area of disturbance and proposed impervious surface. **Revised Application and materials received and reviewed. Public Hearing for Board consideration set for December 16, 2024.**
 - e. Large Development Stormwater Permit Application received for pedestrian, parking lot, and driveway improvements at Holyoke Community College. Waiting on response to review comments sent to Applicant. **May be ready for Public Hearing and Board consideration on December 16, 2024.**
 - f. Large Development Stormwater Permit Application received for proposed motor vehicle garage at 37 Appleton St. **Comments sent to Applicant and waiting on response to comments. May be ready for Public Hearing and Board consideration on December 16, 2024.**
8. Veolia
- a. Sunoco –
 - i. FY25 Quarter 1 bill sent.
 - b. Industrial Users – PFAS sampling program will be created upon final permit designation.
9. Outstanding DPW Crew Work
10. Other Updates
- a. Review of all Board of Public Works permits and approvals noted by Ordinance currently underway.

Board of Public works Meeting December 4, 2023

Director's Report

Vacancies

- HMEO – One opening available in current budget. Mayor added two more to the supplemental budget. Supplemental budget to be in front of council Tuesday November 21, 2023 for approval. Two more will be added to the FY 2025 budget that were cut from the 2024 budget.
- Mechanics – One opening available.
- Loader Operator – One opening available
- Assistant Engineer – As of this date we do not have any viable candidates.
- City Engineer – As of this date we do not have any viable candidates.

Two employees applied for the city sponsored CDL training.

Grant Opportunities

Grant application was submitted for the EV Garbage Truck. We should hear back from Mass DEP early 2024.

Stormwater Coordinator applied for Warning System at CSO outfalls in the amount of \$50,000. Working with Conservation for other grant opportunities.

Refuse Totes rollout/Dual Stream Recycling

Working with the solicitor's office on updating ordinance. It has not been put on the ordinance committee agenda.

Recycling Coordinator compiling request list for smaller totes. December target date to swap the larger totes for the smaller one (ordinance pending).

Dump fees will be update for the calendar year 2024.

Training

\$5,000 has ben added to the supplemental budget for training.

Stormwater Coordinator will be attending Green infrastructure Training offered through MassDEP/Rutgers University.

Purchasing Safety management Suite through JJ Keller and Associates. This is for staff safety training.

Budget

Preparing for FY 2025 Capital and Operating Budget. Meetings with each supervisor regarding 5-year capital equipment plan completed and data is being compiled. Meeting regarding Operating Budget in January.

Snow Dump

Identifying locations to dump snow. Properties are scarce. If we have a heavy winter there can be a potential for a crisis.

Salt Shed under 391. Lease is up. Looking to renew with NJDOT. If it is not renewed, we will need to look for another location. Mass DOT will not allow Holyoke to store sand/salt mixture at the site any longer, DPW is storing it temporarily in one of our bays. This highlights a need for a new DPW facility. Working with solicitor's office regarding new lease.

Holyoke Water Works

Board of Water Commissioners would like to meet with the Board of Public Works on they would like to know a few dates to meet.

Invoice for the sewer billing - \$100,000 (budgeted)

Invoice for shutoff program - \$21,000 (budgeted)

Billtrust Processing fee - \$25,000 (not budgeted)

Sonoco Billing

Getting more samples for the month of December. There are differences between PACE and Sonoco still.

DPW was awarded 2nd place in the Parade of lights this past Saturday.

Board of Public Works Meeting - Minutes

Date: Monday, December 18, 2023

Location:** DPW Conference Room, Pellissier Building, 63 North Canal St.

Attendees:

- Mary Monahan, Chair
- Libby Hernandez, Vice Chair (partial attendance)
- Joseph Kietner, Member
- Carl Rossi, Director
- Victoria Houle, Engineer
- Mike Bissonette, Assistant City Solicitor
- Filipe, Dunkin Donuts

1. **Call to Order:**

- The meeting was called to order at 5:32pm.

2. **Public Comment:**

- No public comments were made.

3. **Consent Agenda**

a. **Consideration of Minutes of the Past Meeting**

Libby Hernandez motioned to accept the minutes as presented for the following meetings:

September 18, 2023

October 16, 2023

October 23, 2023

November 06, 2023

Seconded by Kietner.

All in favor.

b. **DPW Director Report** (See attached)

The director presented the following updates:

- Discussion on the upcoming ordinance meeting.
- Recycling cost savings through dual-stream process.
- Transition from larger totes to smaller ones.
- Reviewing dump fees.
- Updated recycling calendar for 2024 distributed to various locations..
- Queries regarding DPW's payment for fire hydrant maintenance.
- Request for clarification on fees charged by HWW.
- Scheduled meeting with HWW Commissions in February.
- Mentioned fair share award of \$483K.
- Planning meeting with the mayor regarding fund allocation.

c. ****City Engineer Report****

Report attached.

d. ****Commissioner's Liaison Reports****

Reports attached.

e. ****Abatements****

The following abatements were discussed:

Pablo Perez - 163 Elm St

Motion to deny abatement by Kietner, seconded by Mary. All in favor.

James McDonnell - 244 Hillside Ave

Motion to deny abatement by Kietner, seconded by Mary. All in favor.

Plumbers and Pipefitters - 86 Lower Westfield Rd

Motion to deny abatement by Kietner, seconded by Mary. All in favor.

Carl Eger - 1966 Northampton St

Motion to approve abatement to bring cost down to the average of recent billing cycles.

Seconded by Mary.

All in favor.

Michael McIntyre - 39 O'Connor Ave

Motion to deny abatement by Kietner, seconded by Mary. All in favor.

Motion to accept the entire consent agenda by Kietner.

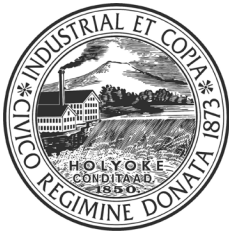
Seconded by Mary Monahan.

All in favor.

****Meeting Conclusion:****

****The meeting adjourned at 6:54 PM.**

****Next meeting is scheduled for January 8, 2024, at 5:30 PM.**



City of Holyoke

Department of Public Works

Board of Public Works Meeting

Engineer's Report

December 18, 2023

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program (<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>)
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs, *(no staff capacity to determine go/no go, Tighe & Bond would assist if we wanted to replace Brookwood Rd bridge, not DPW priority)*
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Culvert Replacement Grants – *(DER for Keyes Road – no go, DER did not have positive feedback)*
- g. Downtown Traffic Calming Project, no funding source identified
- h. Flood Control – Grants for closing penetrations/gates – EOEAA Dam and Seawall Repair and Removal Fund Program *(no capacity to compile grant application or administer)*
- i. Cannabis Impact Fee Applications - On hold for the time being
- j. Long Island Sound Futures Fund *(May 2023, no go because of staffing)*

3. Status of Construction Projects

- a. Sidewalk Replacement Project
 - i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
 - ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
 - iii. CDBG Proposed FY24 Spring – List of proposed locations being developed
 - iv. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
- b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. 2024 list - 3.4 miles mill and overlay 1.5"
 - Beech Street from Northampton Street to Ladd Street (includes the addition of RRFBs and a crosswalk at Portland)
 - Bemis Road from Hillview Road to Easthampton Road (includes the installation of 3 speed humps, (may need to postpone due to gas work)
 - Dupuis Road from Apremont Hwy to Southampton Town Line
 - Homestead Avenue from Fairmont Street to Westfield Road (includes the crosswalk and reconfiguration of the HCC entrance including sidewalks)
 - James Street from Main Street to End
 - Ladd Street from Beech Street to Linden Street
 - Linden Street from Beech Street to Anderson Avenue
 - Meadow Street from Main Street to End
 - South Street from Northampton Street to High Street

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed.

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Subcontract to Geeleher to install 4 manholes to access additional priority segments
- v. Change Order approved for 4.5 days of CCTV inspection (\$22,050).
- vi. **Change Order proposed for additional work w/Geeleher (subcontractor). Work deadline to also be extended through June 2024**
- vii. **Pipe Repairs Completed:**
 - 1. **Plymouth Place Alley/High St Alley pipe repair: Geeleher repaired collapsing pipe in the alley between Plymouth Place and Sargeant Street and between Commercial Street and High Street. Installed approximately 80' of new 12" PVC sewer, 20' of new 8" PVC sewer, 15' of new 6" PVC sewer, and a new precast concrete manhole. Tighe & Bond currently reviewing invoices.**
- viii. **□ CIPP Lining:**
 - 1. **Maple Street – MH between Franklin and Jackson to MH at Franklin Street (5180-TB-3), 198' of 12"**
 - 2. **Maple Street – MH at Franklin Street to MH between Franklin and Sargeant (TB-3-TB-3A), 134' of 12"**
 - 3. **Elm Street Alley – MH between Essex and Cabot to MH at Essex Street (5728-5746), 74' of 15"**
 - 4. **Miller Street/Clinton Avenue – MH in Clinton Avenue to MH at Hampden Street (TB-23-TB-26), 280' of 12"**
 - 5. **Elm Street Alley – two MHs between Hampden Street and Lyman Street by the St Jerome Church (6109TB1-6109TB2), 110' of 12"**
 - 6. **High Street Alley – MH between High and Essex to MH at Essex Street (TB-14-5734), 138' of 15"**

- ix. **CCTV Inspection:**
 - 1. Beacon Avenue – Parker Street to Faight Avenue
 - 2. Beacon Avenue – Faight Avenue to Nonotuck Street
 - 3. Maple Street Alley – Hampshire Street to Sargeant Street attempted but could not CCTV due to blockages/access issues
 - 4. Maple Street Alley – Franklin Street to Jackson Street attempted but could not CCTV due to blockages/access issues
 - 5. Essex Street – Nick Cosmos Way towards First Level Canal
 - 6. Pulaski Park – attempted but could not CCTV due to access issues
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding
 - i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
 - ii. ANSER is the OPM
 - iii. Architecture EL, Mount Vernon Group Architects designers
- g. Raised Crosswalks
 - i. Main Street Raised Crosswalks (cannabis impact fee funds)
 - ii. Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle. Painted crosswalks installed at some of the above locations due to need to re-bid traffic calming measure installation.
 - iii. **Project was bid in August with a total cost estimate of \$364k, one bid was received in the amount of \$1.89 Million. Restructured bid package drafted and in review.**
- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
 - ii. Heritage working on easement for Cherry Street and Homestead Avenue corner mast arm. **Easement plan received and forwarded to Fire Department and Solicitor's Office for finalizing**
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. **Waiting on Travelers to complete their assessment and concur on cost. Change order/contract amendment to follow.**
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. **Issue with the foundation bolt pattern and mast arm; Construction Inspection team evaluating solutions. Issue has resulted in delay of installing mast arm which will be postponed to Spring.**
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list sent

- b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
- c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
- d. ARPA City Building projects, City-managed projects
 - i. Sean Sheedy took over as PM in September
 - ii. Second failed bid for boiler replacement at #6 and mini split installations at #3 and #6 -- **Advertisement for filed subbids going out soon, General Contractor bid to follow**
 - iii. Annex Fire Alarm, Building Department permit application submitted – **Advertised and working on addendum**
- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. **RFQ for design services advertised; 2 responses received, responses being evaluated by team**
- f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – **only one letter of interest received, RFQ to be readvertised**
- g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. **RFQ for design services advertised; 4 responses received, responses being evaluated by team**
- h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
- i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton- - evaluate some options for this stretch, including going to one lane
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB

- iii. MassDOT approval received for Canal and Race Street
 - m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. **Draft plans sent by DOT for City review.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted CPA grant
 - o. Municipality - Online Permits for DPW, September 26, 2023 – Municipality Go-Live being internally tested
 - p. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - q. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 –Draft plans received fro Heritage Survey, waiting on updated plans to address comments
 - r. Wistariahurst Retaining Wall Design – Pare designing, \$40,000, concept design complete, sent to MHC for review, awaiting response
5. Procurement
- a. 2023-25 Traffic Calming & Safety Measures Contract (due 8/23), 3-year contract failed, **Project was bid in August with a total cost estimate of \$364k, one bid was received in the amount of \$1.89 Million. Restructured bid package drafted and in review.**
 - b. Minisplits for Fire Stations #3 and #6 – advertisement for filed subbids going out soon, **General Contractor bid to follow**
 - c. Boiler for FS#6 – **Advertised and contract pending with Boulangers**
6. Contracts
- a. VHB Contract Amendment #4, City Center Connector – Canal and Race Streets – Design through Construction Phase Services – Amendment approved and waiting on new Purchase Order (\$338,918.12)
7. City Council / Regulatory
- a. Finance Committee – None
 - b. Ordinance Committee
 - i. **2 Handicap parking space requests recently approved - 34 No. Summer St and 247 Walnut St**
 - c. Public Safety Committee – None
8. City Permits
- a. **Stormwater Application (Large / BPW Approval) – 28 Water Street – building addition and revised parking**
 - i. **Request to schedule public hearing on January 8, 2024**
9. Veolia
- a. Final quarterly bill sent to Sonoco (Q4). **Most lab results received, results being evaluated.**
 - b. NPDES Permit Renewal. **Still waiting on final permit.**
 - c. Industrial Users – **Working on PFAS sampling program with Veolia**

- d. Resolving of PILOT Payments – Veolia continuing to look into
 - e. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction - Both easements received, trying to complete work before snow (no asphalt required)
 - ii. 56 Baystate Road – Still awaiting pavement repairs
 - iii. Homestead Ave – three (3) manhole covers raised/replaced
 - iv. Basin repairs:
 - 1. Bemis Rd/Hillview – 2 basin repairs completed
 - 2. Stebbins – 1 repaired
 - 3. Holyoke Street near train bridge – 1 basin repaired
10. Outstanding DPW Crew Work
- a. Circle K “Do Not Block the Box” order from May 2019, contact Sam Patel - **completed**
 - b. Yield Sign on Bray Park – **pending**
 - c. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – **pending**
 - d. ADA panel replacement on Cabot and Race – **to be completed in Spring**

Board of Public works Meeting December 18, 2023

Director's Report

Vacancies

- HMEO – One opening available in current budget. Mayor added two more to the supplemental budget. Supplemental budget to be in front of council Tuesday November 21, 2023 for approval. Two more will be added to the FY 2025 budget that were cut from the 2024 budget.
- Loader Operator – One opening available
- Assistant Engineer – As of this date we do not have any viable candidates.
- City Engineer – As of this date we do not have any viable candidates.

Grant Opportunities

Grant application was submitted for the EV Garbage Truck. We should hear back from Mass DEP early 2024.

Stormwater Coordinator applied for Warning System at CSO outfalls in the amount of \$50,000. Working with Conservation for other grant opportunities.

Refuse Totes rollout/Dual Stream Recycling

Garbage totes passed in ordinance committee. Council approval December 19th meeting.

Recycling Coordinator compiling request list for smaller totes. Beginning to swap out totes.

Dump fees will be updated for the calendar year 2024.

Training

Stormwater Coordinator will be attending Green infrastructure Training offered through MassDEP/Rutgers University.

Purchasing Safety management Suite through JJ Keller and Associates. This is for staff safety training.

Budget

Preparing for FY 2025 Capital and Operating Budget. Meetings with each supervisor regarding 5-year capital equipment plan completed and data is being compiled. Meeting regarding Operating Budget in January.

Snow Dump

With the help of Aaron Vega and Holyoke Housing Authority, we have identified sites for snow dump for this snow season.

Salt Shed under 391. Lease is up. Looking to renew with NJDOT. If it is not renewed, we will need to look for another location. This highlights a need for a new DPW facility. Working with solicitor's office regarding new lease.

Holyoke Water Works

Board of Water Commissioners would like to meet with the Board of Public Works on they would like to know a few dates to meet.

Invoice for the sewer billing - \$100,000 (budgeted)

Invoice for shutoff program - \$21,000 (budgeted)

Billtrust Processing fee - \$25,000 (not budgeted)

Sonoco Billing

Getting more samples for the month of December. There are differences between PACE and Sonoco still.

New/Continued Items for Review

For Consideration

DPW Workshop

Discuss the opportunity to present a DPW and Board of Public Works intro to City Council and the public. This could be a special meeting, perhaps held at Holyoke Media studio. It would be an opportunity for DPW to discuss the department divisions, various functions, and responsibilities. The Board of Public Works could introduce ongoing initiatives including the long term service agreement and the integrated management planning.

Cybersecurity

A Pennsylvania public water supply was recently hacked by international cyber terrorists. The threat from hacks and associated risks to water supply and wastewater operations are being prioritized by homeland security and the FBI. Consider a formal request from the Board of Public Works for a report from Veolia regarding their security protocols.

Enterprise Fund and FY23/24 Rate

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate is being processed. Project completion is May 2024.

Council approved the Mayor's supplemental budget which fully funded the enterprise fund FY23 deficit and FY24 projected deficit through the tax levy. Council voted to deny the \$135,000 for sewer breaks. The sewer rate is still waiting action by Ordinance Committee. As of this writing, Chair Vacon has not yet scheduled discussion of the sewer rate. The initial reason for delay was allegedly missing info that Councilor Vacon and Jourdain had requested. Council President shared with Mayor Garcia the same concerns. See attached email to President McGee noting that DPW or the Board of Public Works has not received any requests for info. On Friday, November 24, Director Rossi, who was away on vacation and medical, received a request from Jourdain asking for three years of financial data and analysis in advance of a possibly scheduled ordinance committee meeting in mid-December. Director Rossi forwarded the request to the City Auditor and Treasurer as the majority of that info is under their control. In the meantime, Veolia submitted to Vacon costs associated with street sweeping. Also attached.

As of this writing Ordinance Committee Chair Vacon has not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants.

Attorney Bruce Tobey, Hazen team with Mark Abrahams, DPW Director Rossi, Assistant City Solicitor Bissonnette, and DPW Commission Chair Monahan met last week to coordinate tasks associated with the separate agreements for sewer rate study, financial and operational analyses of enterprise fund, and associated legal support. This meeting was to ensure that all consultants recognize the comprehensive nature of their discreet contracts and the need to coordinate and communicate.

On September 20, 2023, at a Special Meeting of the City Council, the Council voted 5 to 8 to deny the proposed sewer rate. Despite a minority vote, the sewer rate required a super majority to pass. This vote guarantees another sewer fund deficit for FY24, unless a new rate is approved that reflects ongoing financial updates from the City Auditor and Treasurer and accounts for FY24 missed billing cycles.

Note that as of this writing, October 8, 2023, the Board of Public Works and Mark Abrahams, our contracted auditor, still do not have final confirmed financial data for the end of FY23.

Council also approved funding for a comprehensive financial and operations analysis of the Enterprise Fund. The RFQ has been released. This study will provide the City an understanding of the discreet costs of contracted services in the long term service agreement. It will help the Board of Public Works in preparing for the next long term service agreement. The Board of Public Works will review submissions and recommend award.

On September 5, City Council tabled the sewer rate discussion based on a technicality. Council was cautioned that a delay in the vote could affect the proposed rate due to delays in billing. The City Council has scheduled a special meeting for September 20 for this vote and the request for transfer of \$100,000 for FY24 Enterprise Fund comprehensive review and \$50,000 for long term service agreement legal services.

Mark Abrahams, Director, Engineer, and Chair continue to review financial status of enterprise fund as updates on revenues and expenses get reported from Auditor and Treasurer.

Board met with FinCom and Ordinance Committee June 7, 2023

Board is meeting with Ordinance Committee August 22, 2023. Board will discuss recommended rate with Mark Abrahams and staff on August 21. The recommended

rate was developed with significant participation by the City Engineer and Chair of the Board. Most recent financial data, still incomplete, was used.

The Chair requested Mayor Garcia to file an order requesting the Council to transfer \$100,000 from available funds for contracting with a consulting/financial team to perform an FY24 comprehensive review of the Enterprise Fund and operations to establish an FY25 rate. Council agreed to support this request when they voted to zero out sewer stabilization.

City Engineer Transition Plan

As of this writing Ordinance Committee Chair Vacon has not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants.

Issues associated with hiring experienced engineers from other communities include the City's failure to provide COLA's which almost all other communities do and the City's inability to offering a starting salary above the midpoint salary range without union approval.

Holyoke Media hosts a video promoting the open position of City Engineer and Holyoke's cool projects.

Engineer Victoria Houle is under contract to provide support specific to permit requests, limited project review, and site plan reviews.

Engineer Baker, Director Rossi, and Chairman Monahan met with Victoria Houle PE of Wicked Houle Engineering to discuss contracted services for immediate permitting and associated engineering support while the City solicits for a new City Engineer. The need for DPW and the Mayor to identify a solution to provide support for additional administrative department functions, including existing project coordination, communications with program/funding agencies, and more is under discussion.

Integrated Management Plan

The IMP team will be scheduling site visits to review condition/reports associated with the flood control operations. Mike Sullivan and a representative from HG&E will be asked to participate.

The IMP team met November 29, 2023. They are beginning to populate a map and database with potential sites for GI and LID to address MS4 compliance and flooding. Director Rossi, Mike Sullivan, HG&E rep, and Parks staff Dave Lally will meet the team in the field for review of interior flooding and flood control pump stations. Miira Gates has

joined the DPW team to better coordinate funding options with potential project priorities. Still waiting for staff capacity to assist in website updates and public outreach planning.

The IMP team met October 30. The team clarified that project goals include consideration for FY25 capital plan and coordination of investigations and recommendation associated with next steps and work for consideration on the existing and next long term service agreement. The City's flood control systems need to be addressed. HG&E provided DPW a report which was shared with Hazen. Next steps include preparing an intro to the project which can be uploaded to DPW webpage. Links will include the Holyoke Media discussion and the priority lists.

City Engineer Kris Baker, Hazen & Sawyer project team leads Ben Levin and Ben Agrawal, spoke with Bill Dwight and me and introduced Holyoke's Integrated Management Plan. The conversation was recorded at Holyoke Media studio. The IMP has an aggressive public outreach and participation task. Holyoke Media and the project team will identify additional opportunities to use media resources to present and solicit public input. Hazen is developing a project website that will provide project updates. The recording can be viewed here: <https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Service agreement advisory board

The Advisory Board is meeting with Veolia on December 19 for a presentation on Decarbonization.

DPW Grant Writer Miira Gates has identified the federal Community Change grant program that may support a feasibility study for anaerobic digesters at the treatment plant. She is exploring the possibility through this grant and others.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

City Council approved \$50,000 to contract with Attorney Bruce Tobey at Pannone Lopes Devereaux & O'Gara LLC (PLDO). The Board of Public Works reviewed and approved a proposal. At the request of Council, Attorney Bissonnette will be copied and included in all discussions and invoicing. Negotiations and discussions continue. In the meantime, Attorney Tobey is contributing to internal discussions and info requests.

Advisory board plans to meet Advisory board met with Attorney Bruce Tobey on August 28, 2023. After a two-hour comprehensive discussion, the advisory board agreed to ask Attorney Tobey for a draft proposal for review and approval for services, subject to negotiation, by the Board of Public Works.

Mimi Panitch, Chair of Planning Board, is the latest volunteer member. We agree that the renewal of a long-term service agreement at the WWTP is an opportunity to incorporate consideration for economic development.

Upcoming discussions include securing specialized legal assistance. The Chair requested the Mayor to file an order with Council to transfer \$50,000 from available funds to support contracting with needed specialized legal services. Council agreed to support this request when they voted to zero out sewer stabilization.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi

Open to new candidates for consideration

Consent Decree

\$50,000 payment penalty is due within the next 30 days. The Mayor has included this in the amended budget to be presented to Council on November 9. Approved.

The US District Court held a hearing (zoom) for August 31, 2023 to hear the parties on approval of the Holyoke CSO consent decree. This includes the \$50,000 fine.

The DPW Director, City Engineer, and Chair met with Veolia staff on September 5, 2023.

Draft Permit and Comments

Pending response from EPA and MassDEP

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Schedule meeting with Water Commission – Fall 2023

Billing data

Abatements

Shut-off program

Ongoing Items

DPW Facility Improvements

Note the need to accommodate female staff

Senator Velis facility tour, May 19, 10AM. Senator Velis and aide Mark Messer. Senator Velis noted that Holyoke's DPW was the first in his district to reach out to his office. He noted that the bond bills are opportunities to target funding and added that bond bill projects needed continuous lobbying to the Governor from local officials to actually realize funding. His office will monitor and inform DPW of opportunities for additional funding.

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 May 2024

Develop a public awareness activity

Recognize employees

Promote funding and support of DPW

Champion?

Mary L. Monahan, Chair

Holyoke Board of Public Works

December 1, 2023

FY 2024 Supplemental WW Budget		\$ 8,177,293	(includes additional \$135,000+\$100,000 for sewer line repairs)						
FY 2024 Supplemental Debt Service Budget		\$ 1,940,436	(includes latest debt schedules with SRF fees)						
Deduct \$135,000 Sewer Repairs		\$ (135,000)							
Street sweeping		\$ (515,211)							
Total FY 2024 Supplemental Sewer Budget		\$ 9,467,518							
FY 2023 Sewer Revenues, Non General Fund									
User Charges		\$ 8,833,217							
Other Departmental Revenue		\$ 76,031							
Investment Income		\$ 33,801	\$ 8,943,049						
Projected Shortfall			\$ 524,469						
Sewer Flow			\$ 1,095,538						
Rate to recover shortfall, Annual	\$ 7.50	\$ 0.48	\$ 7.98						
Rate to recover shortfall, Half Year	\$ 7.50	\$ 0.96	\$ 8.46						

Board of Public Works Meeting - Minutes

Date: Monday, January 8, 2024

Location:** DPW Conference Room, Pellissier Building, 63 North Canal St.

Attendees:

- Mary Monahan, Chair
- Libby Hernandez, Vice Chair
- Joseph Kietner, Commissioner
- Michael Bissonnette, Assistant City Solicitor
- Victoria Houle, Interim City Engineer
- Chris Chamberland & Leon Szafran - Berkshire Design Group

Call to Order - 5:31 PM

Public Comment

- (none)

Consent Agenda

- Consideration of Minutes of the Past Meeting
 - Final edits to be made on minutes for meetings held on 11/6/23, 12/4/23, and 12/18/23.

DPW Director Report (See attached)

- Budget discussions and employment gaps
- Discussion about reaching an agreement with the Professional Supervisor Association to increase the top rate for engineers.
- Mention of removing the engineering position from the union, allowing more flexibility in determining the salary.

City Engineer Report (See attached)

Commissioner's Liaison Reports (See attached)

- Discussion about snow removal efforts, challenges faced during a recent storm, and the need for better enforcement of parking bans. The Board of Public Works acknowledges the difficulties encountered during the storm, commends the efforts of the snow removal crews, and emphasizes the importance of addressing parking violations. They discuss potential solutions, such as collaborating with the police department for better enforcement, exploring alternative parking options, and considering long-term measures like training new personnel and acquiring

updated equipment. The conversation also touches on the competitive rates for private contractors, the shortage of experienced drivers, and the need for a comprehensive plan to improve winter storm response in the city.

****Division Supervisor Update (first meeting of the month)****

- (none)

****Abatements (second meeting of the month unless otherwise noted)****

- (none)

****Status Updates:****

- Integrated Management Plan:
 - The integrated management plan is progressing, with discussions about potentially abandoning flood control pump stations and organizing stakeholder meetings to gather input.
- Comprehensive Analysis of Sewer Enterprise Fund:
 - The contract for the comprehensive financial and operation analysis of the Enterprise Fund has been reviewed internally and will commence soon. The analysis aims to provide insights into the sewer rate breakdown and identify areas for improvement.
- Long Term Service Agreement:
 - There's recognition of the wastewater treatment plant's potential for generating resources beyond clean water, such as energy or economic development opportunities. The board discusses the importance of leveraging the plant's capacity for community benefit and economic growth.

****Potential for Private Partnership re: plastics recycling****

- Discussion on the potential for private partnerships regarding plastics recycling.
- Commissioner Hernandez mentioned an article she read about recycling plastic bags into benches for parks and schools. The board member highlighted that several communities have contracts with vendors for recycled materials, suggesting opportunities for the city to utilize its plastic waste for various products like flower urns, benches, and tables.
- They discussed the long-term possibility of collaborating with a facility generating enough heat from their engines to melt plastics into materials.
- Commissioners agreed to further discuss the matter with the Recycling Committee in the future, seeking information on how other cities manage plastic

waste, with a reference to the city of Keene, New Hampshire, as a potential example.

**** EXECUTIVE SESSION:****

- Motion to enter into executive session.
 - Kietner made a motion to enter into executive session. Roll Call vote. All in favor.
- Motion to exit executive session
 - Libby made a motion to end the executive session and return to regular session. Roll call vote. All in favor.

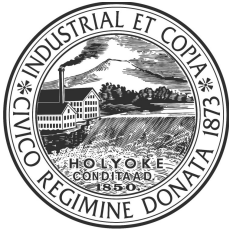
****STORMWATER COMMISSION****

- 28 Water Street Stormwater Permit Application
 - Chris C. from Berkshire Design Group presented an overview of the project, detailing the expansion of an existing facility and the associated stormwater management plans, including underground infiltration basins and surface infiltration basins. The presentation also highlighted historical soil conditions and the use of clean sand for integration. The board discussed the project and raised questions about the stormwater management and potential legal considerations for a change order.
 - Chris discusses infiltration structures, recharge of runoff, and proposed solutions for water quality. He mentions replicating historical water flow patterns towards Water Street and the canal and addressed concerns from a neighboring landowner and emphasizes measures taken to prevent water discharge onto their property.
 - Agreement to delay decision until January 20th pending Planning Board and Conservation Commission feedback.

Kietner motioned to accept Consent Agenda

- Libby seconded
- All in favor

**** MEETING ADJOURNED - 7:51 PM****



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
January 8, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program (<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>)
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs, *(no staff capacity to determine go/no go, Tighe & Bond would assist if we wanted to replace Brookwood Rd bridge, not DPW priority)*
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Culvert Replacement Grants – *(DER for Keyes Road – no go, DER did not have positive feedback)*
- g. Downtown Traffic Calming Project, no funding source identified
- h. Flood Control – Grants for closing penetrations/gates – EOEAA Dam and Seawall Repair and Removal Fund Program *(no capacity to compile grant application or administer)*
- i. Cannabis Impact Fee Applications - On hold for the time being
- j. Long Island Sound Futures Fund *(May 2023, no go because of staffing)*

3. Status of Construction Projects

- a. Sidewalk Replacement Project
 - i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
 - ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
 - iii. **CDBG Proposed FY24 Spring – List of proposed locations being developed**
 - iv. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
- b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. 2024 list - 3.4 miles mill and overlay 1.5"
 - Beech Street from Northampton Street to Ladd Street (includes the addition of RRFBs and a crosswalk at Portland)
 - Bemis Road from Hillview Road to Easthampton Road (includes the installation of 3 speed humps, (may need to postpone due to gas work)
 - Dupuis Road from Apremont Hwy to Southampton Town Line
 - Homestead Avenue from Fairmont Street to Westfield Road (includes the crosswalk and reconfiguration of the HCC entrance including sidewalks)
 - James Street from Main Street to End
 - Ladd Street from Beech Street to Linden Street
 - Linden Street from Beech Street to Anderson Avenue
 - Meadow Street from Main Street to End
 - South Street from Northampton Street to High Street

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed.

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. **Change Order proposed for additional work w/Geeleher (subcontractor). Work deadline to also be extended through June 2024**
- v. **Blocked and damaged sections are being reported to Veolia for repair.**

f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding

- i. Roofing, skylights, carpeting, HVAC, fire alarms, and other various upgrades in select city-owned buildings are in design, with construction to begin later this year. Coordination will occur with City employees throughout the project.
- ii. ANSER is the OPM
- iii. Architecture EL, Mount Vernon Group Architects designers

g. Raised Crosswalks

- i. Main Street Raised Crosswalks (cannabis impact fee funds)
- ii. Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle. Painted crosswalks installed at some of the above locations due to need to re-bid traffic calming measure installation.
- iii. **Project was bid in August with a total cost estimate of \$364k, one bid was received in the amount of \$1.89 Million. Restructured bid package drafted and in review.**

h. City-Wide Traffic Signal Replacement Project

- i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
- ii. Heritage working on easement for Cherry Street and Homestead Avenue corner mast arm. Easement plan received and forwarded to Fire Department and Solicitor's Office for finalizing

- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. Waiting on Travelers to complete their assessment and concur on cost. Change order/contract amendment to follow.
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. **Issue with the foundation bolt pattern and mast arm. Contractor proposed solution includes order and fabrication of new mast arm. Contractor to pay for 3rd party structural review of new mast arm. Waiting on change order. Time to install new mast arm is anticipated as 26 weeks.**
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list sent
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Sean Sheedy took over as PM in September
 - ii. Second failed bid for boiler replacement at #6 and mini split installations at #3 and #6 -- **Advertisement for filed subbids going out soon, General Contractor bid to follow**
 - iii. Annex Fire Alarm, Building Department permit application submitted – **Advertised and working on addendum**
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. **RFQ for design services advertised; 2 responses received, responses being evaluated by team**
 - f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – **only one letter of interest received, RFQ to be readvertised**
 - g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. **RFQ for design services advertised; 4 responses received, responses being evaluated by team**
 - h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000

- iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
- i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton - evaluate some options for this stretch, including going to one lane
 - iii. **VHB working on the following concepts:**
 - 1. **Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street**
 - 2. **Linden Street at West Franklin – All-Way Stop**
 - 3. **Linden Street traffic calming**
 - 4. **Intersection of Cherry at Dale Street – traffic calming**
 - 5. **Assess speed hump along Brey Park Drive**
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. **Race Street – Survey is complete, VHB working on concepts**
- m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. **City comments on draft plans sent by DOT for review sent late December. Construction anticipated in 2024 with majority completed before June 30th.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
- n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted CPA grant

- o. Municipity - Online Permits for DPW, September 26, 2023 – Municipity Go-Live being internally tested
 - p. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. **VHB working on base mapping and field work.**
 - q. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 –Draft plans received from Heritage Survey, waiting on updated plans to address comments
 - r. Wistariahurst Retaining Wall Design – Pare designing, \$40,000, concept design complete, sent to MHC for review, awaiting response
5. Procurement
- a. 2023-25 Traffic Calming & Safety Measures Contract (due 8/23), 3-year contract failed, **Project was bid in August with a total cost estimate of \$364k, one bid was received in the amount of \$1.89 Million. Restructured bid package drafted and in review.**
 - b. Minisplits for Fire Stations #3 and #6 – advertisement for filed subbids going out soon, General Contractor bid to follow
 - c. Boiler for FS#6 – Advertised and contract pending with Boulangers
6. Contracts
7. City Council / Regulatory
- a. Finance Committee – None
 - b. Ordinance Committee
 - c. Public Safety Committee – None
8. City Permits
- a. **Stormwater Application (Large / BPW Approval) – 28 Water Street – building addition and revised parking**
 - i. **Public hearing on January 8, 2024**
9. Veolia
- a. Final quarterly bill sent to Sonoco (Q4). **Most lab results received, results being evaluated.**
 - b. NPDES Permit Renewal. **Still waiting on final permit.**
 - c. Industrial Users – **Working on PFAS sampling program with Veolia**
 - d. Resolving of PILOT Payments – **Veolia continuing to look into and info expected in February**
 - e. **Collection System Repairs, FY24 proposed**
 - i. **Temple Street drainage correction – 70% complete**
 - ii. **56 Baystate Road – regrading to direct water to basin completed**
10. Outstanding DPW Crew Work
- a. Yield Sign on Bray Park – pending
 - b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – pending
 - c. ADA panel replacement on Cabot and Race – to be completed in Spring

New/Continued Items for Review

For Consideration

DPW Workshop

Discuss the opportunity to present a DPW and Board of Public Works intro to City Council and the public. This could be a special meeting, perhaps held at Holyoke Media studio. It would be an opportunity for DPW to discuss the department divisions, various functions, and responsibilities. The Board of Public Works could introduce ongoing initiatives including the long term service agreement and the integrated management planning.

Cybersecurity

A Pennsylvania public water supply was recently hacked by international cyber terrorists. The threat from hacks and associated risks to water supply and wastewater operations are being prioritized by homeland security and the FBI. Consider a formal request from the Board of Public Works for a report from Veolia regarding their security protocols.

Enterprise Fund and FY23/24 Rate

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting to be scheduled. Project completion is May 2024.

Council approved the Mayor's supplemental budget which fully funded the enterprise fund FY23 deficit and FY24 projected deficit through the tax levy. Council voted to deny the \$135,000 for sewer breaks. The sewer rate is still waiting action by Ordinance Committee. As of this writing, Chair Vacon has not yet scheduled discussion of the sewer rate. The initial reason for delay was allegedly missing info that Councilor Vacon and Jourdain had requested. Council President shared with Mayor Garcia the same concerns. See attached email to President McGee noting that DPW or the Board of Public Works has not received any requests for info. On Friday, November 24, Director Rossi, who was away on vacation and medical, received a request from Jourdain asking for three years of financial data and analysis in advance of a possibly scheduled ordinance committee meeting in mid-December. Director Rossi forwarded the request to the City Auditor and Treasurer as the majority of that info is under their control. In the meantime, Veolia submitted to Vacon costs associated with street sweeping. Also attached.

As of this writing (December 18, 2023) Ordinance Committee Chair Vacon has not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants.

Attorney Bruce Tobey, Hazen team with Mark Abrahams, DPW Director Rossi, Assistant City Solicitor Bissonnette, and DPW Commission Chair Monahan met last week to coordinate tasks associated with the separate agreements for sewer rate study, financial and operational analyses of enterprise fund, and associated legal support. This meeting was to ensure that all consultants recognize the comprehensive nature of their discreet contracts and the need to coordinate and communicate.

On September 20, 2023, at a Special Meeting of the City Council, the Council voted 5 to 8 to deny the proposed sewer rate. Despite a minority vote, the sewer rate required a super majority to pass. This vote guarantees another sewer fund deficit for FY24, unless a new rate is approved that reflects ongoing financial updates from the City Auditor and Treasurer and accounts for FY24 missed billing cycles.

Note that as of this writing, October 8, 2023, the Board of Public Works and Mark Abrahams, our contracted auditor, still do not have final confirmed financial data for the end of FY23.

Council also approved funding for a comprehensive financial and operations analysis of the Enterprise Fund. The RFQ has been released. This study will provide the City an understanding of the discreet costs of contracted services in the long term service agreement. It will help the Board of Public Works in preparing for the next long term service agreement. The Board of Public Works will review submissions and recommend award.

On September 5, City Council tabled the sewer rate discussion based on a technicality. Council was cautioned that a delay in the vote could affect the proposed rate due to delays in billing. The City Council has scheduled a special meeting for September 20 for this vote and the request for transfer of \$100,000 for FY24 Enterprise Fund comprehensive review and \$50,000 for long term service agreement legal services.

Mark Abrahams, Director, Engineer, and Chair continue to review financial status of enterprise fund as updates on revenues and expenses get reported from Auditor and Treasurer.

Board met with FinCom and Ordinance Committee June 7, 2023

Board is meeting with Ordinance Committee August 22, 2023. Board will discuss recommended rate with Mark Abrahams and staff on August 21. The recommended

rate was developed with significant participation by the City Engineer and Chair of the Board. Most recent financial data, still incomplete, was used.

The Chair requested Mayor Garcia to file an order requesting the Council to transfer \$100,000 from available funds for contracting with a consulting/financial team to perform an FY24 comprehensive review of the Enterprise Fund and operations to establish an FY25 rate. Council agreed to support this request when they voted to zero out sewer stabilization.

City Engineer Transition Plan

The Chair was notified on January 5, 2024 that the PSA union has agreed to removing the position of City Engineer. This will give DPW and the Mayor more flexibility in attracting a qualified candidate.

As of this writing (December 18, 2023) Ordinance Committee Chair Vacon has not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants.

Holyoke Media hosts a video promoting the open position of City Engineer and Holyoke's cool projects.

Engineer Victoria Houle is under contract to provide support specific to permit requests, limited project review, and site plan reviews.

Engineer Baker, Director Rossi, and Chairman Monahan met with Victoria Houle PE of Wicked Houle Engineering to discuss contracted services for immediate permitting and associated engineering support while the City solicits for a new City Engineer. The need for DPW and the Mayor to identify a solution to provide support for additional administrative department functions, including existing project coordination, communications with program/funding agencies, and more is under discussion.

Integrated Management Plan

The IMP team, including Miira Gates, Mike Sullivan, and MLM visited the City's flood control infrastructure on January 3, 2024. Planning for the public outreach sessions has begun. The City will target specific stakeholder groups including the cannabis business community (paid Holyoke host fees), housing in the downtown and EJ neighborhoods (landlords, facility managers, other), consideration for HTA and/or the Chamber of Commerce, other.

The IMP team met November 29, 2023. They are beginning to populate a map and database with potential sites for GI and LID to address MS4 compliance and flooding. Director Rossi, Mike Sullivan, HG&E rep, and Parks staff Dave Lally will meet the team in the field for review of interior flooding and flood control pump stations. Miira Gates has joined the DPW team to better coordinate funding options with potential project priorities. Still waiting for staff capacity to assist in website updates and public outreach planning.

The IMP team met October 30. The team clarified that project goals include consideration for FY25 capital plan and coordination of investigations and recommendation associated with next steps and work for consideration on the existing and next long term service agreement. The City's flood control systems need to be addressed. HG&E provided DPW a report which was shared with Hazen. Next steps include preparing an intro to the project which can be uploaded to DPW webpage. Links will include the Holyoke Media discussion and the priority lists.

City Engineer Kris Baker, Hazen & Sawyer project team leads Ben Levin and Ben Agrawal, spoke with Bill Dwight and me and introduced Holyoke's Integrated Management Plan. The conversation was recorded at Holyoke Media studio. The IMP has an aggressive public outreach and participation task. Holyoke Media and the project team will identify additional opportunities to use media resources to present and solicit public input. Hazen is developing a project website that will provide project updates. The recording can be viewed here: <https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Service agreement advisory board

The Advisory Board met with Veolia on December 19 for a presentation on Decarbonization.

The group discussed a feasibility study to identify options at the plant for anaerobic digesters, gasification, and other processes that reduce carbon emissions and generate power. At the request of the Chair, Representative Duffy is reaching out to MassCEC regarding grant assistance – see attached email. Mayor Garcia has scheduled a meeting with Jesse Lederman, Chief of Staff to Senator Markey for January 25 to discuss grant assistance for this and CSO work. Rossi, Vega, and Monahan will participate.

DPW Grant Writer Miira Gates has identified the federal Community Change grant program that may support a feasibility study for anaerobic digesters at the treatment plant. She is exploring the possibility through this grant and others.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

City Council approved \$50,000 to contract with Attorney Bruce Tobey at Pannone Lopes Devereaux & O’Gara LLC (PLDO). The Board of Public Works reviewed and approved a proposal. At the request of Council, Attorney Bissonnette will be copied and included in all discussions and invoicing. Negotiations and discussions continue. In the meantime, Attorney Tobey is contributing to internal discussions and info requests.

Advisory board plans to meet Advisory board met with Attorney Bruce Tobey on August 28, 2023. After a two-hour comprehensive discussion, the advisory board agreed to ask Attorney Tobey for a draft proposal for review and approval for services, subject to negotiation, by the Board of Public Works.

Mimi Panitch, Chair of Planning Board, is the latest volunteer member. We agree that the renewal of a long-term service agreement at the WWTP is an opportunity to incorporate consideration for economic development.

Upcoming discussions include securing specialized legal assistance. The Chair requested the Mayor to file an order with Council to transfer \$50,000 from available funds to support contracting with needed specialized legal services. Council agreed to support this request when they voted to zero out sewer stabilization.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi

Open to new candidates for consideration

Consent Decree

\$50,000 payment penalty paid. DPW Director and the Chait met with Veolia staff on December 19, 2023.

The DPW Director, City Engineer, and Chair met with Veolia staff on September 5, 2023.

Draft Permit and Comments

Pending response from EPA and MassDEP

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Schedule meeting with Water Commission – Fall 2023

Board of Public Works and Water Commission has schedule a joint meeting for January 29, 2024 at DPW. Discussion items include

Payments made by DPW

Billing data

Abatements

Shut-off program

Ongoing Items

DPW Facility Improvements

Note the need to accommodate female staff

Senator Velis facility tour, May 19, 10AM. Senator Velis and aide Mark Messer. Senator Velis noted that Holyoke's DPW was the first in his district to reach out to his office. He noted that the bond bills are opportunities to target funding and added that bond bill projects needed continuous lobbying to the Governor from local officials to actually realize funding. His office will monitor and inform DPW of opportunities for additional funding.

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 May 2024

Develop a public awareness activity

Recognize employees

Promote funding and support of DPW

Champion?

Mary L. Monahan, Chair
Holyoke Board of Public Works
January 8, 2024

Board of Public Works, Sewer Commission, and
Stormwater Commission Joint Meeting

Date and Time: January 29, 2024, 5:30 PM

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

Attendees:

- Mary Monahan, Chair
- Libby Hernandez, Vice Chair
- Joseph Kietner, Commissioner
- Victoria Houle, Interim City Engineer
- Carl Rossi, Director

Stormwater Meeting Attendees:

- Chris Cumberland, Berkshire Design Group

HWW Meeting Attendees:

- Bill N. Harbilas, HWW Chair
- Timothy Keabe, HWW Vice Chair
- Henry Seidel, Treasurer
- David Conti, HWW Manager
- Joe Manzi, HWW Business Manager

****Call to Order****

- Meeting called to order at 5:36 PM.

****Public Comment****

- No public comments received.

****Stormwater Commission Meeting (5:30 PM)****

- Agenda Item: 28 Water Street Stormwater Permit Application
 - Kietner motioned to enter into the Stormwater Commission.
 - Hernandez seconded.
 - Motion approved unanimously.
- Kietner. motioned to approve the stormwater permit for 28 Water Street with discussed conditions.
 - Hernandez seconded.

- Motion approved unanimously.
- Kietner motioned to close the Stormwater Commission and return to the open agenda at 5:42 PM.
- Hernandez seconded.
- Motion approved unanimously.

****Joint Meeting of Board of Public Works and Water Commission (6:30 PM)****

- Agenda Item: Review Agreement for Sewer Billing and Water Shut-Off Services
- Overview of costs by Dave and Joe Manzi
- Discussion on shut-off procedures and costs.
- Discussion on the HWW process for water reading.
- Discussion on options for handling billing costs.
- Talked about the fire hydrant statute and billing for fire hydrant services.
- Cyber threats to water operations and customer data discussed by Joe Manzi.

Kietner made a motion to end the joint meeting at 8:01 PM, seconded by Libby, approved unanimously.

Kietner Motion to enter back into the regular meeting at 8:02 PM, seconded by Libby, approved unanimously.

****Board of Public Works Regular Meeting****

Consent Agenda

- Consideration of Minutes of the Past Meeting - Stephanie to submit minutes for the next meeting.
- DPW Director Report (see attached)
 - Discussed vacancies, HMEO Budget, Management Training.
 - Updates on City Engineer and staff engineer hirings, including a recommendation for salary adjustment.
- City Engineer Report (see attached)
 - Updates on bridges, paving roads, and sidewalks, RFQ for fueling station
 - Meeting with BETA group
 - Survey completed on Race Street
 - MassDOT looking into fiber optic installation
 - stained glass windows phase 5 presented
- Commissioner's Liaison Reports (see attached.)

- Division Supervisor Update
 - (none)
- Abatements - (none)
- Status updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement.
- Discussion on the grant awarded to the City for Urban Forestry through the Office of Conservation and Sustainability.

Hernandez made a motion to accept the consent agenda, seconded by Joe, approved unanimously.

****Executive Session****

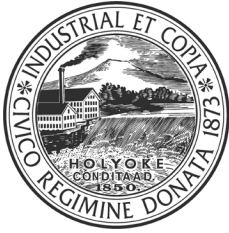
- Kietner motioned to enter executive session, seconded by Libby.
Roll Call Vote: Unanimous
- Kietner motioned to exit the executive session, seconded by Libby.
Roll Call Vote: Unanimous

****Next Meeting****

- To be announced.

****Adjournment****

- Meeting adjourned at 9:09 PM.



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
January 29, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall. **Currently working Megan Seller and a firm who has gotten approval for the repair plan which would allow for proper drainage while complying with the Mass Historic Commission's guidelines.**
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program (<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>)
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs. **New round of grant funding potentially available in late Spring 2024 for FY2025. Tighe & Bond could assist if we wanted to replace Brookwood Rd bridge although this location is not a DPW priority.**
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Downtown Traffic Calming Project, no funding source identified
- g. Flood Control – Grants for closing penetrations/gates – EOEAA Dam and Seawall Repair and Removal Fund Program. **Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assesment of the flood control system before action is taken.**
- h. Cannabis Impact Fee Applications - On hold for the time being
- i. **Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system, waiting on award status.**
- j. **MVP Action Grant - Working with Kleinfelder for stormwater and climate resiliency planning. Application due March 2024**

3. Status of Construction Projects

- a. Sidewalk Replacement Project
 - i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
 - ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
 - iii. **CDBG Proposed FY24 Spring – List of proposed locations being developed**
 - iv. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

- b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.
- c. Street Paving-Resurfacing
 - i. **Total funding available through Chapter 90 is \$2,042,404. Additional money may also come from City. Working with DPW to finalize proposed paving list for 2024.**
- d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed.
- e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC, contract for \$895,500
 - iv. **Change Order #2 for Geeleher excavation/repair work and additional cleaning (est. \$222,000) expected early February. Work deadline to also be extended through May 31, 2024.**
 - v. **Looking at draft change order for additional inspection to include roads on upcoming paving projects such that any potential lining and/or repairs can be completed prior to paving.**
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
 - i. ANSER is the OPM. **Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.**
 - ii. Architecture EL, Mount Vernon Group Architects designers
 - iii. **The roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum) are all underway. Bidding is anticipated by April 26th.**
- g. Raised Crosswalks
 - i. Main Street Raised Crosswalks (cannabis impact fee funds)
 - ii. Raised Crosswalks project – Shared Streets, Sargeant Street, Rohan Park (Chapman Ave./Alderman St.), Westfield Road at Blessed Sacrament. RRFBs at Sargeant Street, Sycamore Street, and Kane Road at McMahon Elementary School and Knollwood Circle. Painted crosswalks installed at some of the above locations due to need to re-bid traffic calming measure installation.
 - iii. **Project restructure and advertised with bids due February 8, 2024.**
- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
 - ii. Heritage working on easement for Cherry Street and Homestead Avenue corner mast arm. Easement plan received and forwarded to Fire Department and Solicitor's Office for finalizing
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault

- iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. **Travelers comments received, Campora following up with subcontractors, information expected early February. Change order/contract amendment to follow.**
 - j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. **Drawings, specifications, and 3rd party review of new mast arm received. McMahon is reviewing submittal to confirm proposed new mast arm meets project needs. No cost change order and estimated timeline for installation to follow (estimated time for installation is 26 weeks at this time).**
 - k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list sent
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. **Boiler HFD FS#6 has been awarded to Boulangers and they will begin the project soon.**
 - ii. **HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials will be abated by a local contractor before going out to bid.**
 - iii. **The Library Carpet in the Community Room has been awarded, colors and product has been chosen and the project will begin soon.**
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. **RFQ for design services advertised; 2 responses received, responses being evaluated by team**
 - f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
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 - g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. **RFQ for design services advertised; 4 responses received. Tighe & Bond has been identified as most highly advantageous firm, negotiations team being established for contract negotiations.**
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 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000

- iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
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 - i. Chapter 90 project initiation needs to be submitted. **List of streets being finalized with DPW.**
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old – **Meeting with BETA Group to discuss next round of pavement evaluations to take place in early February.**
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton- - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the following concepts:
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. **Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.**
- m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. **Waiting on Agreement from MassDOT for City review and signature. Construction anticipated in 2024 with majority completed before June 30th.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design

- vi. **MassDOT Rail Corridor Project** - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police.
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board.
 - ii. Grant funding application for feasibility study of the City Hall Granite Stairs and the Annex Stone Pillars has been submitted and will be heard at the 1/17/24 CPA meeting.
 - o. Municipity - Online Permits for DPW, September 26, 2023 – Municipity Go-Live being internally tested
 - p. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. **VHB working on base mapping and field work.**
 - q. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 –Draft plans received from Heritage Survey, waiting on updated plans to address comments
 - r. Wistariahurst Retaining Wall Design – Pare designing, \$40,000, concept design complete, sent to MHC for review, awaiting response
5. Procurement
- a. 2024 Traffic Calming & Safety Measures Contract, 3-year contract failed, **Project restructured and advertised and rebid for advertisement with bids due February 8, 2024.**
 - b. Boiler HFD FS#6 has been awarded to Boulangers and they will begin the project soon.
 - c. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials will be abated by a local contractor before going out to bid.
 - d. Springdale – **Responses to RFQ being evaluated by evaluation team.**
 - e. Parking Deck – **Negotiations team being established for Contract Negotiations with Tighe & Bond (most highly advantageous firm)**
 - f. Central Fuel Station – **Readvertisement scheduled for week of January 29, 2024.**
6. Contracts
7. City Council / Regulatory
- a. Finance Committee – None
 - b. Ordinance Committee
 - c. Public Safety Committee – None
8. City Permits
- a. **Stormwater Application (Large / BPW Approval) – 28 Water Street – building addition and revised parking (continued)**
9. Veolia
- a. Final quarterly bill sent to Sonoco (Q4). **Results being evaluated.**
 - b. NPDES Permit Renewal. **Still waiting on final permit.**
 - c. Industrial Users – **Working on PFAS sampling program with Veolia, program will be created upon final permit designation.**
 - d. Resolving of PILOT Payments – **Veolia should have a final determination before end of Q1**
 - e. **Collection System Repairs, FY24 proposed**
 - i. **Temple Street drainage correction – 70% complete, waiting for weather to complete final grading**

10. Outstanding DPW Crew Work

- a. Yield Sign on Bray Park – pending
- b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – pending
- c. ADA panel replacement on Cabot and Race – to be completed in Spring

11. Other Updates

- a. **Holyoke Gas & Electric will be performing its annual Spring Canal Outage from Saturday March 23,2024 at 0:01 a.m. through Friday March 29, 2024 at 3:00 p.m.**

Board of Public works Meeting January 29, 2024

Director's Report

Vacancies

- HMEO – Two openings available in current budget.
- Loader Operator – One opening available
- Assistant Engineer – Interviewing a candidate 1/13/2024
- City Engineer – Potential Candidate, salary and stipend for approval to finance committee and council.

Grant Opportunities

Grant application was submitted for the EV Garbage Truck. We should hear back from Mass DEP early 2024.

Stormwater Coordinator applied for Warning System at CSO outfalls in the amount of \$50,000. Working with Conservation for other grant opportunities.

Dump Fees/Recycling

Proposed dump fee schedule attached.

Training

Stormwater Coordinator will be attending Green infrastructure Training offered through MassDEP/Rutgers University.

Purchasing Safety management Suite through JJ Keller and Associates. This is for staff safety training.

Personnel sponsoring management training, February 5&6 Director and 3 supervisors will be attending. All day training.

Co-op Program – Working with Dean Tech to get students interested in working at DPW as part of the Co-op program.

Budget

Preparing for FY 2025 Capital and Operating Budget. Meetings with each supervisor regarding 5-year capital equipment plan completed and data is being compiled. Meeting regarding Operating Budget in January.

Snow Dump

Salt Shed under 391. Lease is up. Looking to renew with NJDOT. If it is not renewed, we will need to look for another location. This highlights a need for a new DPW facility. Working with solicitor's office regarding new lease. Meeting with Mass DOT, Friday February 9, 2024.

Holyoke Water Works

Invoice for the sewer billing - \$100,000 (budgeted)

Invoice for shutoff program - \$21,000 (budgeted)

Billtrust Processing fee - \$25,000 (not budgeted)

Sonoco Billing

Veolia will send us a letter regarding samples for the fourth Quarter FY23.

Preparing Billing for first and second quarters for FY 2024. Working with City Engineer.

Chapter 90/Fairshare

The City received \$473,823 in Fair Share Funding. Including Fair Share Funding the City has an available balance in Chapter 90 of \$2,042,40.81. The City Engineer/Director prepared a list of roads to be paved following the pavement management plan while also putting an emphasis on the downtown areas.

Sewer Repairs

Collection System Fund monies (\$151,577) for collection repairs has been expended. The City will be responsible for the remaining balance of \$5,976.47 as part of the true up at the end of this fiscal year. Emergency repair as follows through Enterprise Fund:

YMCA approximately \$50,000

Pine St. Manhole

Chestnut St.

Snow Operations:

Down 6 contractor vehicles/equipment from last year.



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Sewer Billing and Related Services

3 messages

David Conti <contid@holyoke.org>

Wed, Nov 15, 2023 at 12:30 PM

To: Carl Rossi <rossic@holyoke.org>

Cc: Rory Casey <caseyr@holyoke.org>, Joe Manzi <manzij@holyoke.org>, Tim Keane <Tkeane78@gmail.com>, Stephanie Rodriguez <rodriguezs@holyoke.org>

Dear Carl,

Attached please find an invoice for Sewer Billing and related services for Fiscal Year 2024. The invoice includes the standard sewer billing charge of \$100,000, the sewer shut-off charge of \$21,000 (seven months of shut-off services at \$3,000 per month); and the 50% of the Billtrust processing fee which is now paid directly by the Holyoke Water Works (HWW) for the period 7/1/23 to 10/31/23.

Rory Casey from the Treasurer's Office will no longer be paying the Billtrust processing charges through the City. This cost will now be shared equally between HWW and the Department of Public Works (DPW). To simplify matters, I have asked Billtrust to invoice HWW directly for the services and seek reimbursement from DPW for 50% of your shared cost.

These services are outlined under Section 1.6 in the Sewer Billing Agreement between HWW and DPW and not a part of the Agreement. Outsourcing of these services is the sole responsibility of DPW, for which the former City Treasurer assumed the responsibility for payment. I have attached a copy of the Agreement along with copies of the charges issued by Billtrust for the 4 month period for your information. Next year you should expect to see the full 12 months of invoices from Billtrust for their services.

In regards to these changes, the Board of Water Commissioners has requested to meet with the DPW Board to discuss these services along with other related matters of concern between the two departments. If you would be so kind as to inquire if your Board would be willing to meet with the Board of Water Commissioners at their next available meeting scheduled for Wednesday, November 29th, I would see that these discussions are the only ones listed on the Agenda. Please let me know at your earliest convenience if this meeting is possible, and if not, please provide me with some dates which are more suitable to your Board. Sincerely,



David M. Conti, Manager

Holyoke Water Works

20 Commercial Street, Holyoke, MA 01040

Phone (Office): 413-536-1418

Email: contid@holyoke.org

3 attachments



Sewer Billing Invoice FY24.pdf

165K



Billtrust Invoices 7-1-23 to 10-31-23.pdf

1123K



Sewer Billing Agreement.pdf

2174K

Carl Rossi <rossic@holyoke.org>

Mon, Nov 20, 2023 at 9:31 AM

To: David Conti <contid@holyoke.org>

Cc: Rory Casey <caseyr@holyoke.org>, Joe Manzi <manzij@holyoke.org>, Tim Keane <Tkeane78@gmail.com>, Stephanie Rodriguez <rodriguezs@holyoke.org>



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Lawrenceville, NJ 08648
1-888-580-2455
clientservices@billtrust.com
Tax ID 83-3780685

HOLYOKE MA WATER & SEWER DEPARTMENT
PAYABLES
CITY HALL
536 DWIGHT ST ROOM 17
HOLYOKE, MA 01040-

INVOICE

ACCOUNT NUMBER	INVOICE NUMBER
HOLYOKEMAWATERSEWER	321280
INVOICE DATE	PAYMENT TERMS
10/31/2023	Net 60
TOTAL DUE	REFERENCE
3,132.37	2023-10-01 to 2023-10-31
CURRENCY	P.O. NUMBER
USD	

Please Remit All Payments To:

ACH	CHECK
PACIFIC WESTERN BANK Account: 2002210 Routing: 122238200 AccountsReivable@Billtrust.com	Factor Systems, LLC 75 Remittance Drive Dept 1394 Chicago, IL 60675-1394
TO VIEW OR PAY ONLINE:	USE ENROLLMENT CODE:
http://factorsystems.billtrust.com	MDD DWZ KWF

Detach here and return above portion with your payment.

ACCOUNT NUMBER		INVOICE NUMBER	INVOICE DATE	PAYMENT TERMS	REFERENCE		
HOLYOKEMAWATERSEWER		321280	10/31/2023	Net 60	2023-10-01 to 2023-10-31		
PAPER BILLS		EMAIL BILLS	FAX BILLS	EBILLS	PULLS	TOTAL BILLS	
0		0	0	0	0	0	
LINE	DESCRIPTION		QUANTITY	RATE	AMOUNT	TAXES	LINE TOTAL
Service Fees							
1	Envelopes Mailed		2,161.00	0.0000	0.00	0.00	0.00
2	Maintenance Fee - CompleteBilling		1.00	151.9383	151.94	0.00	151.94
3	Color Printing Surcharge		4,246.00	0.0441	187.25	11.70	198.95
4	Flat Envelope Supplied and Processed		1.00	0.3647	0.36	0.02	0.38
5	6"x9" Envelopes Supplied and Processed		13.00	0.0852	1.11	0.07	1.18
6	Duplex Printing		4,246.00	0.0122	51.80	3.24	55.04
7	Invoices Mailed		2,086.00	0.2553	532.56	33.29	565.85
8	Invoices Mailed		2,160.00	0.2553	551.45	34.47	585.92
9	Additional Pages Processed		2,085.00	0.0000	0.00	0.00	0.00
10	Credit Card Payments (Real Time)		288.00	0.0000	0.00	0.00	0.00
11	ACH Returns		3.00	23.1525	69.46	0.00	69.46
12	ACH Payments		394.00	0.0000	0.00	0.00	0.00
13	Invoice Gateway Ebill Fee		2,232.00	0.1824	407.12	0.00	407.12
Postage							
14	Actual Postage - USA		1,096.53	1.0000	1,096.53	0.00	1,096.53
SERVICE FEES		POSTAGE		TAX TOTAL		INVOICE TOTAL	
1,953.05		1,096.53		82.79		3,132.37	



Thank you for your business!



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HOLYOKE MA WATER & SEWER DEPARTMENT
PAYABLES
CITY HALL
536 DWIGHT ST STE 17
HOLYOKE MA 01040-5019

INVOICE

ACCOUNT NUMBER	INVOICE NUMBER
HOLYOKEMAWATERSEWER	318996
INVOICE DATE	PAYMENT TERMS
9/30/2023	Net 60
TOTAL DUE	REFERENCE
2,611.62	2023-09-01 to 2023-09-30
CURRENCY	P.O. NUMBER
USD	

Please Remit All Payments To:

ACH	CHECK
PACIFIC WESTERN BANK Account: 2002210 Routing: 122238200 AccountsReceivable@Billtrust.com	Factor Systems, LLC 75 Remittance Drive Dept 1394 Chicago, IL 60675-1394
TO VIEW OR PAY ONLINE:	USE ENROLLMENT CODE:
http://factorsystems.billtrust.com	MDD DWZ KWF

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ACCOUNT NUMBER		INVOICE NUMBER	INVOICE DATE	PAYMENT TERMS	REFERENCE		
HOLYOKEMAWATERSEWER		318996	9/30/2023	Net 60	2023-09-01 to 2023-09-30		
PAPER BILLS		EMAIL BILLS	FAX BILLS	EBILLS	PULLS	TOTAL BILLS	
3,647		1	0	0	0	3,648	
LINE	DESCRIPTION		QUANTITY	RATE	AMOUNT	TAXES	LINE TOTAL
	Service Fees						
1	Envelopes Mailed		1,673.00	0.0000	0.00	0.00	0.00
2	Maintenance Fee - CompleteBilling		1.00	151.9383	151.94	0.00	151.94
3	Color Printing Surcharge		3,647.00	0.0441	160.83	10.05	170.88
4	Flat Envelope Supplied and Processed		9.00	0.3647	3.28	0.21	3.49
5	6"x9" Envelopes Supplied and Processed		22.00	0.0852	1.87	0.12	1.99
6	Duplex Printing		3,648.00	0.0122	44.51	2.78	47.29
7	Invoices Mailed		1,798.00	0.2553	459.03	28.69	487.72
8	Invoices Mailed		1,849.00	0.2553	472.05	29.50	501.55
9	Additional Pages Processed		1,975.00	0.0000	0.00	0.00	0.00
10	Credit Card Payments (Real Time)		377.00	0.0000	0.00	0.00	0.00
11	ACH Returns		2.00	23.1525	46.31	0.00	46.31
12	ACH Payments		459.00	0.0000	0.00	0.00	0.00
13	Invoice Gateway Ebill Fee		1,750.00	0.1824	319.20	0.00	319.20
	Postage						
14	Actual Postage - USA		881.25	1.0000	881.25	0.00	881.25
6540-05 ENTERED Joe Manzi							
SERVICE FEES		POSTAGE		TAX TOTAL		INVOICE TOTAL	
1,659.02		881.25		71.35		2,611.62	



Thank you for your business!



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INVOICE

ACCOUNT NUMBER	INVOICE NUMBER
HOLYOKEMAWATERSEWER	316924
INVOICE DATE	PAYMENT TERMS
8/31/2023	Net 60
TOTAL DUE	REFERENCE
3,411.34	2023-08-01 to 2023-08-31
CURRENCY	P.O. NUMBER
USD	

Please Remit All Payments To:

ACH	CHECK
PACIFIC WESTERN BANK	Factor Systems, LLC
Account: 2002210	75 Remittance Drive
Routing: 122238200	Dept 1394
AccountsReivable@Billtrust.com	Chicago, IL 60675-1394

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PAYABLES
CITY HALL
536 DWIGHT ST STE 17
HOLYOKE MA 01040-5019



Joe Manzi

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ACCOUNT NUMBER		INVOICE NUMBER	INVOICE DATE	PAYMENT TERMS		REFERENCE		
HOLYOKEMAWATERSEWER		316924	8/31/2023	Net 60		2023-08-01 to 2023-08-31		
PAPER BILLS		EMAIL BILLS	FAX BILLS	EBILLS		PULLS	TOTAL BILLS	
4,483		1	0	2,564		0	7,048	
LINE	DESCRIPTION			QUANTITY	RATE	AMOUNT	TAXES	LINE TOTAL
	Service Fees							
1	Envelopes Mailed			2,288.00	0.0000	0.00	0.00	0.00
2	Maintenance Fee - CompleteBilling			1.00	151.9383	151.94	0.00	151.94
3	Color Printing Surchage			4,483.00	0.0441	197.70	12.36	210.06
4	Flat Envelope Supplied and Processed			4.00	0.3647	1.46	0.09	1.55
5	6"x9" Envelopes Supplied and Processed			14.00	0.0852	1.19	0.07	1.26
6	Duplex Printing			4,483.00	0.0122	54.69	3.42	58.11
7	Invoices Mailed			2,223.00	0.2553	567.53	35.47	603.00
8	Invoices Mailed			2,260.00	0.2553	576.98	36.06	613.04
9	Additional Pages Processed			2,195.00	0.0000	0.00	0.00	0.00
10	Credit Card Payments (Real Time)			329.00	0.0000	0.00	0.00	0.00
11	ACH Returns			6.00	23.1525	138.92	0.00	138.92
12	ACH Payments			592.00	0.0000	0.00	0.00	0.00
13	Invoice Gateway Ebill Fee			2,564.00	0.1824	467.67	0.00	467.67
	Postage							
14	Actual Postage - USA			1,165.79	1.0000	1,165.79	0.00	1,165.79

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SERVICE FEES	POSTAGE	TAX TOTAL	INVOICE TOTAL
2,158.08	1,165.79	87.47	3,411.34



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Tax ID 83-3780685

INVOICE

ACCOUNT NUMBER	INVOICE NUMBER
HOLYOKEMAWATERSEWER	314282
INVOICE DATE	PAYMENT TERMS
7/31/2023	Net 60
TOTAL DUE	REFERENCE
3,253.12	2023-07-01 to 2023-07-31
CURRENCY	P.O. NUMBER
USD	

Please Remit All Payments To:

ACH	CHECK
PACIFIC WESTERN BANK	Factor Systems, LLC
Account: 2002210	75 Remittance Drive
Routing: 122238200	Dept 1394
AccountsReceivable@Billtrust.com	Chicago, IL 60675-1394

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HOLYOKE MA WATER & SEWER DEPARTMENT
PAYABLES
CITY HALL
536 DWIGHT ST STE 17
HOLYOKE MA 01040-5019



Joe Manzi

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ACCOUNT NUMBER		INVOICE NUMBER	INVOICE DATE	PAYMENT TERMS		REFERENCE		
HOLYOKEMAWATERSEWER		314282	7/31/2023	Net 60		2023-07-01 to 2023-07-31		
PAPER BILLS		EMAIL BILLS	FAX BILLS	EBILLS		PULLS	TOTAL BILLS	
0		0	0	0		0	0	
LINE	DESCRIPTION			QUANTITY	RATE	AMOUNT	TAXES	LINE TOTAL
	Service Fees							
1	Invoices Mailed			2,081.00	0.2553	531.28	33.21	564.49
2	Invoices Mailed			2,159.00	0.2553	551.19	34.45	585.64
3	Invoice Gateway Ebill Fee			2,215.00	0.1824	404.02	0.00	404.02
4	Maintenance Fee - CompleteBilling			1.00	151.9383	151.94	0.00	151.94
5	ACH Payments			523.00	0.0000	0.00	0.00	0.00
6	ACH Returns			11.00	23.1525	254.68	0.00	254.68
7	Credit Card Payments (Real Time)			256.00	0.0000	0.00	0.00	0.00
8	6"x9" Envelopes Supplied and Processed			15.00	0.0852	1.28	0.08	1.36
9	Flat Envelope Supplied and Processed			1.00	0.3647	0.36	0.02	0.38
10	Color Printing Surcharge			4,240.00	0.0441	186.98	11.69	198.67
11	Duplex Printing			4,240.00	0.0122	51.73	3.23	54.96
12	Envelopes Mailed			2,159.00	0.0000	0.00	0.00	0.00
13	Additional Pages Processed			2,081.00	0.0000	0.00	0.00	0.00
	Postage							
14	Actual Postage - USA			1,036.98	1.0000	1,036.98	0.00	1,036.98

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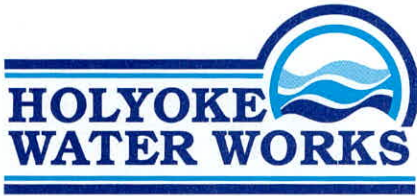


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SERVICE FEES	POSTAGE	TAX TOTAL	INVOICE TOTAL
2,133.46	1,036.98	82.68	3,253.12



Main Office: 20 Commercial Street
Holyoke, MA 01040
Tel: (413) 536-0442
Fax (413) 538-6244

INVOICE

To: Holyoke Department of Public Works
Attn: Carl Rossi, DPW Director
RE: **Sewer Billing Services for Fiscal Year 2024**
Date: November 15, 2023

The following amount is due for sewer billing services and other related services for Fiscal Year 2024 in accordance with the Agreement between the Board of Public Works and the Holyoke Board of Water Commissioners.

Sewer Billing Charge:	\$100,000.00
Sewer Shut-Off Services:	21,000.00
(7 months @ \$3,000/mn.)	
Billtrust Processing Fee:	6,204.22
(7/1/23 to 10/31/23 x 50%)	
Total Due:	\$127,204.22

Please make check payable to: **Holyoke Water Works**
Address: 20 Commercial Street
Holyoke, MA 01040

Sincerely,

Joseph Manzi, Business Manager

Cc: Rory Casey, Acting City Treasurer



Printed on Recycled Paper

AGREEMENT FOR SEWER BILLING AND WATER SHUT-OFF SERVICES

This Agreement is made as of this 6 day of DECEMBER 2017 by and between CITY OF HOLYOKE a municipal corporation within the County of Hampden, Commonwealth of Massachusetts, with its principal offices at 536 Dwight Street, Holyoke, Massachusetts 01040, acting by and through the Holyoke Board of Public Works (hereinafter referred to as the "Board"), a local municipal board, with the approval of its Mayor (hereinafter referred to as the "City") and the Board of Water Commissioners of the Holyoke Water Works (hereinafter referred to as the HWW), an entity established by Special Acts of the Legislature with its usual place of business at 20 Commercial Street in said Holyoke.

WHEREAS, pursuant to regulations of the Environmental Protection Agency (EPA) and the authority contained in Section 16, Chapter 83 of the Massachusetts General Laws, the City of Holyoke has enacted a sewer use charge ordinance; and

WHEREAS, the Board is designated by the ordinance as the entity establishing the charge; and

WHEREAS, the charge for majority of users of the sewerage system is a function of the number of gallons of metered water charged to the property owners; and

WHEREAS, the HWW collects and stores water consumption data and is willing to assist the Board; and

WHEREAS, the Board has delinquent sewer accounts; and

WHEREAS, one method for collection of the Board's delinquent sewer accounts is to shut off the sewer service; and

WHEREAS, the first step to shut off sewer service is by determining which of the accounts are delinquent on sewer charges;

NOW THEREFORE, the parties agree as follows:

1. Sewer Billing Services

HWW will provide Sewer Billing Services to the Board under the following terms and conditions:

- 1.1 The HWW will provide the Board with the raw data on water consumption, the use of its server, the limited use of its office staff, and equipment necessary to prepare sewer use bills for inserting and mailing by the HWW or any party HWW or the City of Holyoke contracts with that provides such services.
- 1.2 The Board shall have access to all account information including usage data and shall be responsible for its share of any costs associated with such. Any costs associated with the City's network shall be the responsibility of the Board.
- 1.3 The Board shall pay the HWW for each fiscal year, on or before August 15th of each fiscal year, ONE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$100,000.00) for the aforementioned billing services. This amount is based on the costs listed in the Holyoke Water Works 2017 Water/Sewer Annual Estimated Billing Costs attached as "Table A" and incorporated herein by reference. Any changes to "Table A" will be made by addendum to this agreement to be signed by both parties.
- 1.4 This Agreement shall commence on July 1, 2017 and

end on June 30, 2018 with the option to renew for two (2) additional one-year terms. This agreement may be earlier terminated or extended according to the terms and conditions of this Agreement. Any extension of the term of the Agreement will require a written amendment to the Agreement signed by authorized representatives of the parties listed on the signature page hereto, or their successors in office or title. If either party wishes to opt out of this agreement, they must give the other party sixty (60) days written notice. The parties shall meet to negotiate any changes in services that may result from hardware and/or software upgrades, personnel changes and other matters related to services provided under this Agreement.

1.5 The parties understand that the computer programs of the HWW shall remain separate and distinct from the programs required by the Board. HWW will establish and maintain all customer account information such as owner's name, address and account category to be shared with the Board, otherwise the only additional information which the HWW is making available to the Board is the quarterly list of water consumption by property owners. All other information of both parties shall remain confidential within each respective department.

1.6 The HWW will outsource a service that will mail a combined invoice for Water and Sewer charges to all accounts, except those designated by the Board for

manually generated or special billing Sewer Charges. Such services are not a part of this Agreement and are the sole responsibility of the Board.

- 1.7 The Board agrees that it is not bound to accept HWW action with regards to abatements. Abatements granted by HWW can be used by the Board for consideration purposes only. HWW will provide account adjustments for water usage in gallons on a monthly basis for use by the Board.
- 1.8 The Board will provide one (1) person designed to be in charge of the computer hardware/software for the Board, likewise, the HWW will provide the same in case of problems that may arise from the day-to-day operations.
- 1.9 The Board recognizes that the HWW has the right to modify or change its existing computer hardware and/or software and the Board must purchase, at its own expense, components including hardware and/or software which are compatible to the system. HWW will take into consideration the Board's input on the selection of any new software or hardware but retains sole authority on any decision making relative to this matter.

2 Water Shut-Off Services

HWW will shut off the water service to the properties of delinquent sewer customers under the following terms and conditions:

- 2.1 HWW will shut off the water to properties

delinquent on sewer charges during the period beginning April 1st of each calendar year until October 31st of the same year. In the event of any disagreement between the Board and HWW as to whether the temperature is too cold to shut off the water, the HWW will make the final decision.

- 2.2 HWW will assume no liability resulting from the termination of water service for non-payment of sewer charges. The Board bears all responsibility for any and all, errors, omissions, damages, costs, penalties or liability as a result of the termination of water service for non-payment of sewer charges.
- 2.3 The Board will be responsible for all required notices including but not limited to "Notice of Termination", "Final Shut-off Notice", "Notice to Tenants" and any/all demand notices. All Notice Forms shall be reviewed and approved by HWW prior to being mailed and/or posted. HWW will review all properties being considered for shut off and if, in the opinion of HWW, the water cannot be shut off due to problems with the shut-off valve, the water will not be shut off. If HWW determines the grass belt, sidewalk and/or road must be excavated for the purpose of accessing, repairing and or replacing the shut-off valve, the Board will hire and pay all costs associated with either the Board's personnel

performing the work or an independent contractor employed by the Board to perform said work.

2.4 In the event HWW terminates water service for non-payment of sewer charges and such action affects the operation of the property's fire suppression system, it shall be the HWW's responsibility to give notice to the Holyoke Fire Department.

2.5 HWW will be acting solely as an independent contractor hired by the Board. All decisions regarding which properties shall be shut off or turned back on will be made by the Board. The Board will appoint a person who has the ability to make decisions concerning termination of water service. The Board shall provide HWW the name and telephone number of the contact person who must be available at all times.

2.6 The HWW shall be paid by the Board the sum of \$3,000.00 per month for all months shut off service takes place in Fiscal Year 2018. This amount is due as compensation for the months that shut offs occur prior to the Fiscal Year 2019 amounts due per this Agreement. Said amount shall be determined upon execution of this Agreement and shall be due no later than thirty (30) days upon receipt of an invoice from HWW.

2.7 The HWW will be paid by the Board the sum of

\$21,000.00 per Fiscal Year beginning with Fiscal Year 2019 for the shut off service. This amount is due as compensation for the seven (7) months that the shut offs can occur. This figure is non-negotiable, does not depend on the number of shut offs and is due in full April 1st of each year this contract is in place. In addition, the owner of record for the property who's water service has been terminated for none payment of sewer charges will be liable for payment prior to activation of water service a non-refundable payment of \$100 for water shut-off/turn-on if water service is activated between the hours of 8:00 a.m. to 2:00 p.m., Monday thru Friday. In the event water service is requested to be restored outside this time period an additional charge in the amount of \$100 will be assessed at the time of activation.

2.8 In the event the HWW is summonsed into Court due to shutting off water for the Board, the Board will pay all of HWW costs and fees including legal fees.

2.9 HWW will conduct the shut off program during normal working hours including turn ons and shut offs except during the months of November to March when shut offs will not occur due to possible frozen pipes. HWW will only shut off a maximum of thirty (30) accounts per month. The

Board will notify the HWW on the first of each month the delinquent accounts that it wishes shut off that month. ~~The Board will provide HWW a list monthly of the delinquent accounts it wants terminated.~~

- 2.10 Any water service that has been terminated for non-payment by request of the Board and needs to be turned on after hours will be charged an extra fee. Costs incurred by HWW for after-hour or weekend turn-on will be collected from the account holder by HWW at the time service is restored.
- 2.11 HWW will be notified of any payments made to the Board during the period after the posting and before the shut off date. Should the Board fail to inform of payments to the Board which results in cancellation of the shut off order, the Board shall be liable for any HWW expenses.
- 2.12 Should the entity having the water shut off by order of the Board owe the HWW for water services, water service will not be restored until the water bill is paid in full.
- 2.13 Should the HWW be ordered by a Federal or State court or State or City, their agency or commission to turn on the water, the Board shall be responsible for any cost and fees associated with the order to turn water back on.

2.14 This Agreement may be terminated by the HWW upon City's failure to make any payments due to it. The HWW agrees to give the City written notice of any outstanding payments due to it and further agrees to give the City thirty (30) days to make payment prior to terminating this agreement for non-payment.

2.15 The Board's maximum liability under this Agreement for the services described herein shall be \$121,000.00.

IN WITNESS WHEREOF, the City of Holyoke, acting by and through the Board of Public Works with the approval of its Mayor, and HWW, have executed this Agreement as of the date the same is signed by all parties hereto, on the latest date noted below.

[Remainder of page intentionally left blank; signature page to follow.]

HOLYOKE WATER WORKS

CITY OF HOLYOKE:

Printed Name: _____

Signature: John P. Banta
Title: CHAIRMAN
Date signed: 10/24/17

Printed Name: _____

Signature: [Signature]
Title: VICE-CHAIRMAN
Date signed: 10/24/17

Printed Name: _____

Signature: Bill N. Hebert
Title: TREASURER 10/24-17
Date signed: _____

Jose L. Gami
Chairman, Board of Public Works
Date signed: _____

[Signature]
Member, Board of Public Works
Date signed: _____

Kathleen Anderson
Member, Board of Public Works
Date signed: _____

[Signature]
Chief Procurement Officer
Date signed: 12-20-17

Approved as to appropriation:

[Signature]
City Auditor
Date signed: 12-20-17

APPROVED: Alex B. Morse
Alex B. Morse, Mayor
Date signed: 12/20/17

Approved as to form:

[Signature]
Assistant City Solicitor
Date signed: 11/21/17

**HOLYOKE WATER WORKS
2017 WATER/SEWER
ANNUAL ESTIMATED
BILLING COSTS**

TABLE A

Labor Costs for Billing:	
Water Service Inspectors (2) \$50,294 + (40% Benefits) x 100%	\$140,823.00
Business Manager (1) \$58,240 + (40% Benefits) x 5%	\$4,076.00
Office Personnel (2) \$46,300 + (40% Benefits) x 50%	\$64,820.00
Subtotal:	\$209,719.00
Hardware and Maintenance Costs for Billing:	
Servers (2) (\$10,000 - 10 year depreciation)	\$1,000.00
Server Maintenance/backup (CNE Consultants)	\$9,540.00
Continental Software Maintenance Agreement	\$4,596.00
Itron Software & Handheld Maintenance Agreement	\$5,610.21
Handheld Units (\$14,097 - 5 year depreciation)	\$2,819.00
Subtotal:	\$23,565.21
Billing Services (Paid by City of Holyoke):	
Billtrust/Lighthouse Services (average year costs)	-\$30,000.00
Subtotal:	-\$30,000.00
Total Billing Cost:	\$203,284.21

Water Meter Replacement Costs (not included in Estimate):	
Working Foreman Meter Repairman (1) \$55,160 + (40% Benefits) x 100%	\$77,225.00
Water System Maintenance Man (1) \$45,260 + (40% Benefits) x 20%	\$12,673.00
Water Meters (estimate)	\$120,000.00
Tubing, Fittings, and Miscellaneous Parts (estimate)	\$10,000.00
Subtotal:	\$219,898.00
Total:	\$219,898.00



Incident Response Guide

Water and Wastewater Sector

Publication: January 2024

Cybersecurity and Infrastructure Security Agency
Federal Bureau of Investigation
Environmental Protection Agency

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Executive Summary

Cyber threat actors are aware of—and deliberately target—single points of failure. A compromise or failure of a Water and Wastewater (WWS) Sector organization could cause cascading impacts throughout the Sector and other [critical infrastructure sectors](#).

There are many aspects of the large and complex WWS Sector that pose challenges to raising cyber resilience sector wide:

- Governance and regulation involve a mix of federal and state, local, tribal, and territorial authorities.
- Cybersecurity maturity levels across the sector are disparate.
- Often, WWS Sector utilities must prioritize limited resources toward the functionality of their water systems over cybersecurity.
- Universal solutions to cyber challenges in a diverse, target-rich, and resource-poor environment are unfeasible.

To provide meaningful cybersecurity support to the WWS Sector that can help with these challenges, CISA—in conjunction with the Environmental Protection Agency (EPA) and the Federal Bureau of Investigation (FBI), as well as the federal government and WWS Sector partners listed in this guide’s acknowledgement section—has created this joint Incident Response Guide (IRG) for the WWS Sector.

The unique value¹ of this joint IRG is that it provides WWS Sector owners and operators information about the federal roles, resources, and responsibilities for each stage of the cyber incident response (IR) lifecycle. Sector owners and operators can use this information to augment their respective IR plans and procedures. By empowering individual WWS Sector utilities, the authors of this guide—CISA, FBI, EPA, and the acknowledged federal government and WWS Sector partners—aim to drive improvements to cyber resilience and incident response across the WWS Sector.

¹ Multiple resources exist to guide incident response (IR) planning, e.g., [National Institute of Standards and Technology \(NIST\) Special Publication \(SP\) 800-61 Rev. 2](#) (NIST SP 800-61).

Acknowledgments

In addition to the co-sealers—the Environmental Protection Agency and the Federal Bureau of Investigation—the Department of Homeland Security’s Office of Intelligence and Analysis (DHS I&A) contributed to this IRG.

In addition, the following individuals and organizations contributed to this IRG: AlexRenew, American Water, Association of State Drinking Water Administrators (ASDWA), Center on Cyber and Technology Innovation (CCTI), City of Dover, Cyber Readiness Institute (CRI), DC Water, Dragos, East Bay Municipal Utility District, EMA Inc., Google/Mandiant, International Society of Automation (ISA), Maine DHHS CDC Drinking Water Program, Microsoft, New Jersey Cybersecurity & Communications Integration Cell (NJCCIC), Platte Canyon Water & Sanitation District, San Francisco Public Utilities Commission (SFPUC), Schneider Electric, Tenable, Tetra Tech, Trinity River Authority of Texas, Water Environment Federation, WaterISAC, West Yost Inc., Xylem, and individuals from the American Water Works Association (AWWA).

Disclaimer

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Purpose

As the national coordinator for critical infrastructure security and resilience, CISA created this incident response guide (IRG)—along with the Federal Bureau of Investigation (FBI), the Environmental Protection Agency (EPA), and the federal, nonprofit, and private sector partners acknowledged above—to provide information about how Water and Wastewater Systems Sector (hereafter simplified as “WWS”) utilities can work with federal partners during each stage of the cyber incident lifecycle.² This IRG advises WWS utilities on both the suitability and means of collaboration with specific federal entities for each lifecycle stage. Utilities can use this IRG to augment their IR planning and collaborate with federal partners and the WWS before, during, and following a cyber incident. **Note:** Water utilities with the means and capability to participate in a broader collective IR process during a cyber incident should see Annex I: A More Advanced Collective Response.

Scope

This guide provides information on the potential IR roles, resources, and responsibilities of specific federal government entities in supporting WWS entities, during each stage of the cyber incident lifecycle. This guide also serves to contextualize the importance, and potential impact of, a WWS cyber incident to national security.

This guide does not:

- Mandate action.
- Provide exhaustive cyber best practices.
- Establish requirements.
- Recommend technical configurations.
- Share cyber threat information.
- Endorse vendors, vendor products, or vendor services.
- Conflict, replace, or supersede existing regulatory or other legal requirements.

Audience

CISA, EPA, FBI, and partners have tailored this guide for U.S. WWS utility owners and operators, specifically, WWS utility personnel dedicated to cyber incident planning and response. These personnel should reference this guide for information on federal roles, responsibilities, and resources related to cyber incident response. Familiarity with this information will better prepare WWS utilities to respond to—and recover from—a cyber incident. **Note:** Technical expertise is not required to effectively use this guide.

² As defined by NIST SP 800-61: [SP 800-61 Rev. 2, Computer Security Incident Handling Guide](#).

Threat Background

Malicious cyber actors have varying goals and capabilities, which can result in a wide range of threat activity. The dependency that many U.S. critical infrastructure sectors—including Energy and Healthcare and Public Health—have on the WWS makes the Sector a target for cyber threat actors. In targeting U.S. WWS critical infrastructure, malicious cyber actors conduct activities in alignment with their overarching goals, which may be financially and/or politically motivated. In recent years, various malicious cyber incidents have impacted WWS including, but not limited to, unauthorized access, and ransomware.³

Cyber threat actors frequently use ransomware against WWS utilities. On internet-facing operational technology (OT) networks, ransomware can quickly propagate to affect operations. For example, in July 2021, criminal cyber actors used the ransomware ZuCaNo, via remote access, to compromise a supervisory control and data acquisition (SCADA) computer on the OT network of a Maine-based WWS utility. This incident caused the utility to revert to manual control of critical processes. Additionally, in August 2021, malicious cyber actors used Ghost variant ransomware against a California-based WWS utility. The ransomware variant resided in the system for about a month before discovery when three SCADA servers displayed a ransomware message.⁴

Nation-state cyber actors also have demonstrated an intent to target U.S. WWS utilities. According to [joint Cybersecurity Advisory IRGC-Affiliated Cyber Actors Exploit PLCs in Multiple Sectors, Including U.S. Water and Wastewater Systems Facilities](#),⁵ in November 2023, the cyber actor group “CyberAv3ngers,” which is affiliated with Iranian Government’s Islamic Revolutionary Guard Corps (IRGC), targeted and compromised Israeli-made Unitronics Vision Series programmable logic controllers (PLCs) used at U.S. WWS utilities. The cyber actors likely accessed the affected device by exploiting cybersecurity weaknesses, including poor password security and exposure to the internet.

³ FBI, CISA, EPA, NSA. “Ongoing Cyber Threats to U.S. Water and Wastewater Systems.” Joint Cybersecurity Advisory. Oct. 25, 2021. <https://www.cisa.gov/news-events/cybersecurity-advisories/aa21-287a>.

⁴ Ibid.

⁵ FBI, CISA, NSA, EPA, INCD. “Cybersecurity Advisory IRGC-Affiliated Cyber Actors Exploit PLCs in Multiple Sectors, Including U.S. Water and Wastewater Systems Facilities.” Joint Cybersecurity Advisory. Dec. 1, 2023. <https://www.cisa.gov/news-events/cybersecurity-advisories/aa23-335a>.

Collective Response

1. Key Federal Partners

Dozens of federal entities work to secure cyberspace. For the purposes of this guide, however, WWS utilities can narrow their focus to federal partners with direct cybersecurity equity in the WWS: CISA, EPA, FBI, the Office of the Director of National Intelligence (ODNI), and the DHS Office of Intelligence and Analysis (I&A).

CISA is the operational lead for federal cybersecurity, the national coordinator for critical infrastructure security and resilience, and serves as the lead federal agency for asset response. CISA works closely with:

- EPA, which is the WWS's [Sector Risk Management Agency](#).
- FBI, which is the federal lead for threat response, counterterrorism and counterintelligence, and federal law enforcement.
- ODNI, which is the intelligence lead for threat awareness and analysis.
- DHS I&A, which is the lead for delivering intelligence to state, local, tribal, and territorial (SLTT) and private sector partners.

Each of these federal entities performs distinct and critical roles in securing the WWS, leveraging their respective authorities and executive policy.

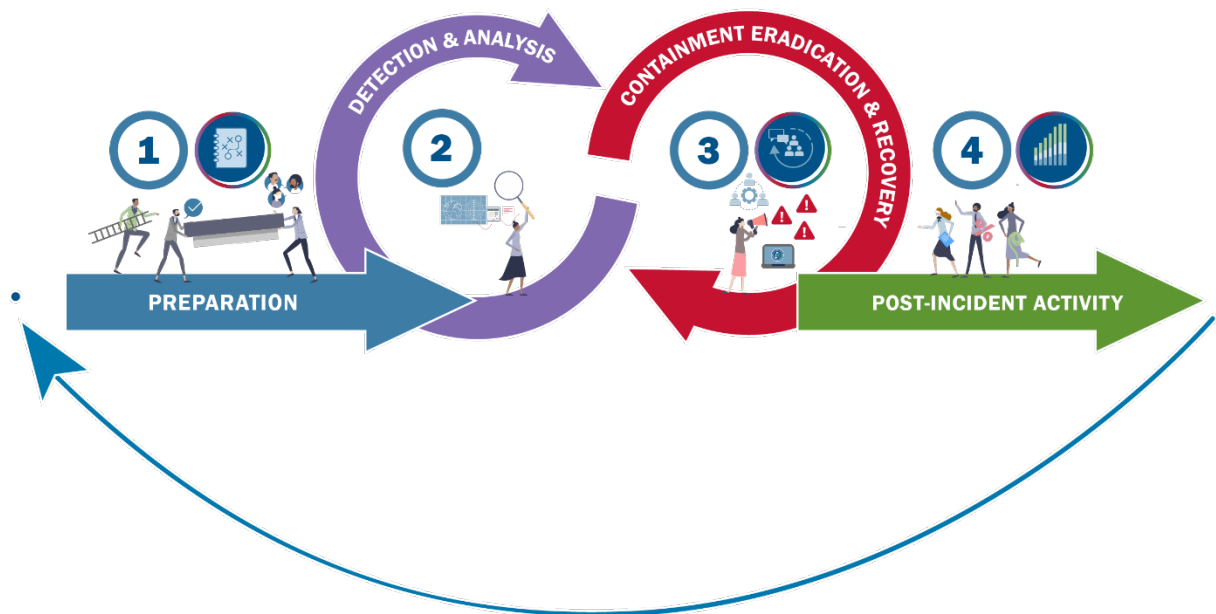
As WWS utilities navigate this guide, they should consider the role(s) these federal partners may have in individual IR plans and the resources, tools, and services available from these partners.

1.1. Information Sharing

Utilities should keep in mind that specific information they can provide to federal partners about a cyber incident could be invaluable. Bi-directional information sharing drives the collective federal response and supports the provision of critical support to affected entities. In incidents involving more than one entity, bi-directional information sharing can enable the federal government to build and share a complete picture.

2. Incident Response Process

This section walks utilities through the IR lifecycle, identifies ways to interface with the federal-level response and highlights key measures to better posture and prepare for collaboration with federal partners. The four IR lifecycle phases, as illustrated in figure 1 and defined by NIST SP 800-61, are preparation, detection and analysis, containment, eradication and recovery, and post-incident activities.



The IR lifecycle provides organizations with a step-by-step framework for identifying and responding to a cyber incident. This IRG leverages the IR lifecycle framework, allowing WWS utilities to augment their own IR plans with information on federal roles, responsibilities, and resources.

Figure 1: Incident and Vulnerability Response Lifecycle

2.1. Preparation

Preparation, illustrated in figure 2, is the first of four stages in the IR lifecycle. Preparation may seem counterintuitive for incident response. However, preparation ensures an organization is better positioned to prevent cyber incidents and reduces both the impact and the time it takes to return to normal operations. While no two utilities have the same planning considerations, simple, prioritized steps can make preparation manageable.

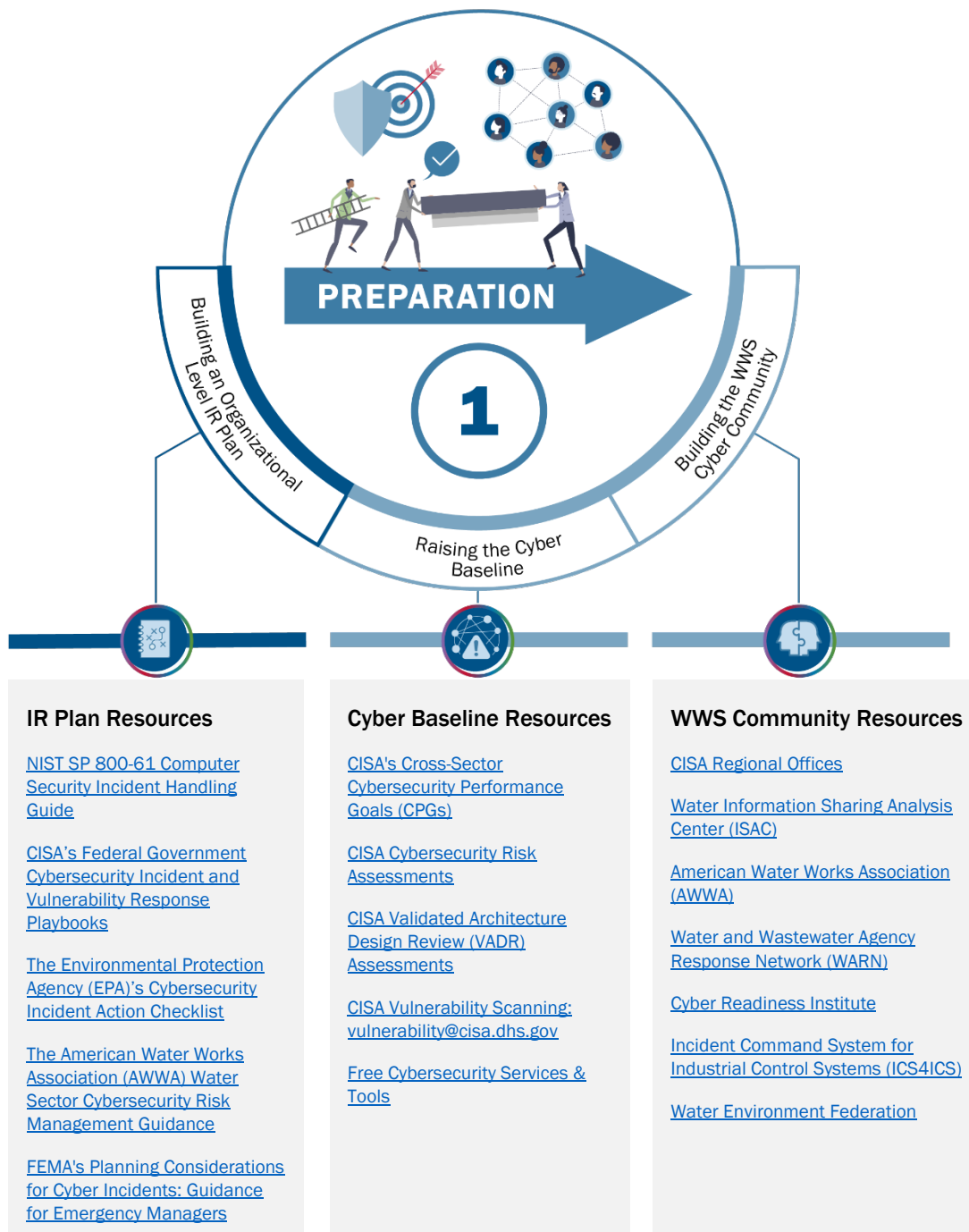


Figure 2: Preparation Phase

2.1.1. Building An Organizational-Level Incident Response Plan

Creating an organization-level IR plan is critical to preparing for a cyber incident and setting up a posture to engage with federal entities. No two IR plans are the same as they depend on the individual characteristics of the utility and the unique reporting requirements it has for state, local, territorial, or tribal (SLTT) authorities, cyber insurance providers, and other potential reporting obligations.⁶ However, regardless of resources, size, location, reporting obligations, or ownership structure, having an individual IR plan is critical to interfacing with federal agencies during crisis.⁷

2.1.2. Raising the Cyber Baseline

Establishing a strong cybersecurity baseline that includes critical controls and safeguards found in CISA's [Cyber Performance Goals \(CPGs\)](#) can help an organization build a more defensible network architecture and reduce the chance of becoming an easy target of opportunity for an adversary. Improving an organization's cyber posture requires an understanding its current cybersecurity baseline. Understanding that these improvements take time and resources, CISA encourages WWS utilities to consult the CPGs to begin the journey toward strengthening their cybersecurity baseline. A strong baseline is also a critical enabler for organizations to be able to effectively detect, respond to, and recover from incidents. For example, ensuring IT/OT segmentation, having system backups, and maintaining sufficient logging practices are all recommended steps to minimizing the impacts from and maximizing an organization's ability to rapidly recover from cyber incidents.

2.1.3. Building the Water and Wastewater Sector Cyber Community

Cyber communities drive collective response. Utilities of any cyber maturity level can engage with existing groups, information streams, and local offices that enhance and raise the cybersecurity posture of the Sector. Although this engagement may cost individual utilities time and resources, it ultimately creates better conditions for collective response to a cyber incident. Thus, this guide strongly recommends utilities of all sizes investigate and integrate into their local cyber communities.⁸

2.2. Detection & Analysis

The Detection and Analysis phase, illustrated in figure 3, is the next step in the IR lifecycle. A robust response at this stage requires two critical components—(1) accurate and timely reporting and (2) rapid collective analysis—to understand the full scope and impact of a cyber incident. First, to determine whether to report an incident, the utility should do their best to validate and confirm they are experiencing a malicious cyber incident. Second, on a

⁶ For more information on cyber insurance, see: [Cyber Insurance | Federal Trade Commission](#).

⁷ For more resources on building an organizational-level IR Plan, see Annex II.

⁸ For suggestions on how to engage your local cyber community, please see Annex II.

case-by-case basis, the utility, at the organizational level, should follow any mandatory reporting requirements and consider optional reporting options for all confirmed incidents. Third, after confirming and reporting the incident at the organizational level, the utility should determine whether they are able to participate in state/federal-level collective analysis actions for the threat activity. **Note:** For an understanding on how collective analysis works at the federal level, please see Annex I of this guide.

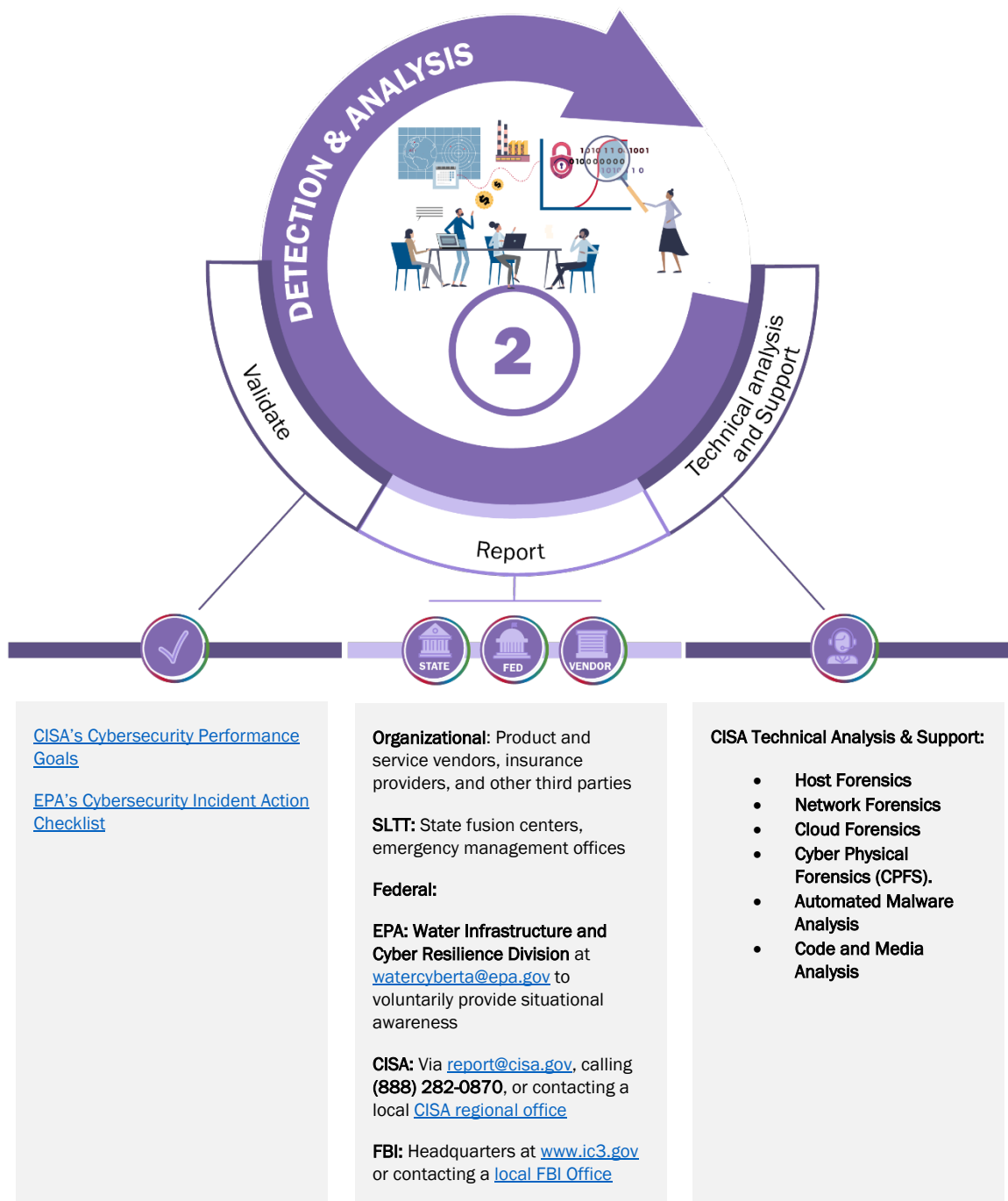


Figure 3: Detection & Analysis Phase

2.2.1. Validate

As a part of IR, utilities should evaluate affected systems and networks for adversary behavior.⁹ Before reporting an incident, it is important to **validate** that unusual activity is not the result of common user-error related activities, like firewall misconfigurations, access control issues, etc. Here are some signs that an organization may be experiencing a malicious cyber incident:

- **Unusual System Behavior:** If a system is running slower than usual, crashing frequently, or displaying excessive pop-ups.
- **Unfamiliar Network Activity:** Network activity or traffic shows unusual or unexpected data transfers, connections to unknown IP addresses, or unauthorized access attempts.
- **Unexplained Data Loss or Modification:** Files suddenly disappear, become corrupted, or their contents are modified without authorization.
- **Security Software Alerts:** The utility's anti-malware or firewall software sends warnings.
- **Phishing Attempts:** Suspicious emails, messages, or phone calls asking for personal information or login credentials come into the utility.
- **Unusual Networks or Systems:** Unknown devices or unauthorized access points start appearing on system networks.

[EPA's Cybersecurity Incident Action Checklist](#) and [CISA's Cybersecurity Performance Goals](#) can provide further guidance to help utilities validate whether they are experiencing a cyber incident.

⁹ Per [CISA's Federal Government Cybersecurity Incident and Vulnerability Response Playbooks](#).

2.2.2. Report

***Note:** The cyber incident reporting landscape is constantly evolving.¹⁰ This guide is not intended to provide a comprehensive overview of all possible reporting channels. Instead, this guide is intended to supplement an organization's existing cyber incident response resources with potential illustrative examples of key reporting avenues to consider. Organizations should consult their legal counsel to identify relevant statutory, contractual, regulatory, and other legal reporting requirements that may apply at the time of the cyber incident.*

As the next phase in the IR lifecycle, the utility should review its reporting obligations and consider engaging in additional voluntary reporting and/or information sharing.

First, reporting the incident at the organizational level can provide access to support from a vendor, managed service/security service provider (MSP/MSSP), or insurance company. Second, reporting an incident at the state-level and federal-level can increase understanding of the full scope and impact of the cyber incident, especially if the incident is not isolated.

If an adversary targets multiple critical infrastructure entities, federal and state governments may not realize the full scope of an incident until it has progressed to the point of disrupting services. Federal and state government work in tandem with organizations like the WaterISAC, American Water Works Association, and Water Environment Federation (WEF) to develop a clearer picture of the Sector's threat landscape. Reporting at any level facilitates collective response.

Reporting on an ongoing or potential cyber incident could, potentially, drive numerous federal response measures. CISA may be able to determine that the vulnerable device the threat actors are exploiting in one WWS utility's OT system is commonly used across the Sector. CISA could then coordinate with the affected device's vendor so that the vendor could develop mitigation or remediation strategies and notify other customers. Additionally, cyber threat information (CTI) that a WWS utility reports may help FBI attribute malicious cyber activity to a specific nation-state or criminal advanced persistent threat (APT). Once identified, FBI could conduct law enforcement activities to deter further attacks from that APT.

Reporting can be a confusing process to navigate. Generally, there are three levels of consideration for reporting: Organization, SLTT, and federal. Table 1 provides the steps for organization- and SLTT-level reporting and table 2 provides the steps for federal-level reporting.

¹⁰ Further information about U.S. federal cyber incident reporting requirements, either in effect or proposed across the U.S. federal government as of September 2023, is included in Appendix B of the DHS Report on *Harmonization of Cyber Incident Reporting to the Federal Government*, available at <https://www.dhs.gov/publication/harmonization-cyber-incident-reporting-federal-government>.

Table 1: Organization and SLTT Reporting Levels and Activities

Reporting Level	Activity
Organization-level reporting: There are two organizational-level reporting activities to consider.	First, if the incident involves a specific product or solution, the utility should consider immediately reporting it to the vendor's support team or product security incident response (PSIR) team , if available. Many vendors have PSIR teams that maintain reporting portals with email addresses and web portals to receive product incident or vulnerability information. ¹¹
	Second, the utility should consider reporting the incident to their designated cyber insurance provider to activate applicable services and protections.
SLTT-level reporting: SLTT entities have unique guidance and/or mandates for reporting cyber incidents and utilities should have a clear understanding of their state's specific requirements.	For example, the utility's state may require reporting of incidents that impact or may impact the delivery of safe drinking water to the State Primacy Agency .
	Additionally, each state has emergency management service offices that have a role during cyber incident response, especially if there are potential physical consequences stemming from the cyber incident.
	Finally, all states have Fusion Centers that track cyber incidents and individual states may have additional IR resources for utilities unable to secure third-party support.

¹¹ Per ISO 29147 and the FIRST.org PSIR framework vendors.

Table 2: Federal Reporting Levels and Activities

Reporting Level	Activity
Federal-level reporting:¹² As stated above, federal partners with direct cybersecurity equity in the Water and Wastewater Systems Sector are CISA, EPA, FBI, and ODNI. These are the key federal players for utilities to consider engaging, especially to enable collective IR. This guide outlines <i>who</i> to report to, <i>why</i> it is important, and <i>how</i> to do so. The sections to the right describe the potential lines of effort in terms of federal response if an incident meets the collective threshold. CISA highly encourages reporting cyber incidents to these federal entities.	CISA has two main methods of reporting: directly to a region or to CISA's 24/7 operational center. CISA Regions: A utility may report to their local CISA regional office. A regional CISA office has several functions it can perform once it confirms an incident. For example, the regional office can: • Reach out to other federal partners on behalf of the victim. • Physically go to the utility onsite to provide guidance and/or coordination. • Articulate the needs of the victim to CISA headquarters. • Coordinate with relevant state and federal fusion centers. • Assist a victim in navigating the federal response. Additionally, CISA regional offices establish personalized relationships with FBI and other federal entities when possible. See cisa.gov/regions for contact information for each region. CISA Central: A utility may report an incident to CISA via report@cisa.gov, or by calling (888) 282-0870. Reporting requires point of contact (POC) information from the utility, a call-back number, and a description of the incident. The advantage to reporting in this manner is that the center is operational 24/7 and ensures CISA writ large is aware of the activity.
	FBI: A utility may report an incident to FBI Headquarters at www.ic3.gov or by contacting a local FBI Office. The FBI encourages organizations to report, especially if the incident: • Involves significant loss in data, system availability, or control of systems. • Impacts a large number of victims. • Indicates unauthorized access to or malicious software on critical information technology systems. • Affects critical infrastructure or core government functions. • Impacts national security, economic security, or public health and safety.
	EPA: The EPA is the sector risk management agency for the WWS. Contact the EPA Water Infrastructure and Cyber Resilience Division at watercyberta@epa.gov to voluntarily provide situational awareness.

¹² The federal contact information in this document is up to date as of Jan. 17, 2024.

2.2.3. CISA Technical Analysis and Support

CISA and its federal partners stand ready to help organizations prepare for, respond to, and mitigate the impact of cyber incidents. On a case-by-case basis, federal agencies may be able to provide no-cost tools and services to impacted utilities. CISA may provide onsite and/or virtual technical analysis and support to an organization after receiving reporting. This support may include:

- **Tailored Guidance.** CISA may provide strategic and tactical guidance to critical infrastructure organizations affected by cybersecurity incidents through technical expertise, threat intelligence, tactical mitigations, and industry best practices. CISA tailors this guidance to the impacted organization.
- **Technical Support.** When CISA provides on-site or remote technical guidance and support, the victim will receive tailored and accessible recommendations related to findings from the analysis of the threat actor behavior and related artifacts:
 - **Host Forensics.** CISA examines a wide breadth of host systems and provides detailed analysis of endpoints and forensic artifacts (both individual and at scale) to detect adversary presence or anomalies. CISA works with affected entities to deploy technologies to facilitate engagement services, perform frequency analysis, log analysis, and other forensic analysis.
 - **Network Forensics.** CISA conducts network-level intrusion detection activities in direct support of hunt and IR engagements. CISA works with affected entities to install network-monitoring solutions to assist engagement activities, develop signatures based on network traffic to identify adversary activity, and examine network traffic at scale.
 - **Cloud Forensics.** CISA provides subject matter expertise on the security architecture, technology landscape, and incident response nexus for cloud-based technologies. CISA provides guidance on the effective utilization of cloud technologies, facilitating the utility's ability to quickly deploy incident response capabilities.
 - **Cyber Physical Forensics (CPFS).** CISA provides forensic analysis and threat hunting of environments that include industrial control systems (ICS) and/or SCADA using specially trained and experienced ICS analysts. These analysts use hunt plans tailored to specific environments and circumstances. CPFS include network traffic analysis, host analysis, and radio communications with ICS field device-level interrogation and serial protocols. CPFS analysts maintain proficiency in the general structures and methodologies found in [the 16 critical infrastructure sectors](#) to be prepared to provide expert assistance to affected ICS entities.
 - **Automated Malware Analysis.** CISA generates an automated report for submitters that provides indicators of compromise (IOCs), [MITRE ATT&CK® mapping](#), and mitigation information.

- **Code and Media Analysis.** CISA provides in-depth malware reverse engineering analysis of malware samples. CISA provides findings via detailed Malware Analysis Reports that explain how submitted malware operated when executed and detail any associated indicators.

2.2.4. FBI Technical Analysis and Support

FBI has specially trained cyber squads in each of their 56 field offices, working hand-in-hand with interagency task force partners across government, to provide technical support and analysis. Like CISA, FBI deploys resources on a case-by-case basis based on reporting and prioritization mechanisms.

- The FBI's first responders to a cyber incident are the cyber special agents in the local field office. Prior to an incident, the local field office prioritizes engaging with companies, businesses, and owners and operators of critical infrastructure to build relationships and knowledge pertaining to each entity.
- When an incident occurs, the local field office manages the response and deployment of special agents and technical personnel to the site, a possible investigation, and, if applicable, the deployment of additional advanced technical capabilities like the Cyber Action Team (CAT). **Note:** When an incident occurs, the Water utility should provide the FBI: (1) the signatory authority for consent to perform investigative activities and (2) the layout of the IT and OT networks. Commonly, the FBI, at the discretion of the case team, will provide the information found as part of the investigative activities to the entity. This information may detail the findings of malicious activity or lack thereof.
- The rapid-response CAT comprises special agents and computer scientists who specialize in cyber incident response. The CAT provides investigative support and answers to critical questions that can quickly move a case forward. With advanced training in computer intrusions, forensic investigations, and malware analysis, the CAT can deploy across the country within hours to respond to major incidents. Upon activation from a case team, CAT will be onsite within 24 hours for locations in the continental United States (CONUS) and 48 hours for locations outside of the continental United States (OCONUS). See <https://www.fbi.gov/news/stories/the-cyber-action-team>.

2.3. Containment, Eradication, and Recovery

Containment, Eradication, and Recovery is the next step in the IR lifecycle. At the organizational level, WWS utilities will continue following their established IR Plans throughout the response process. At the collective level, meanwhile, partners will be focusing on ensuring a coordinated response throughout the containment, eradication, and recovery phase. Depending on the severity of the incident, partner focus may additionally be on coordinating technical analysis and support for impacted entities.



Figure 4: Containment, Eradication, and Recovery Phase

2.3.1. Coordinated Messaging and Information Sharing

Although each cyber incident or threat is unique and requires a tailored collective response, WWS utility owners and operators should focus on the following potential activities that are likely to be a part of most responses:

- **Mitigation Guidance:** In the case of a cyber incident, CISA and other partners will develop, coordinate, and distribute relevant mitigation guidance and alerts throughout the response. These communications can include:
 - **Cybersecurity Advisories:** CISA and relevant interagency partners, e.g., FBI, develop, co-seal, and publish these advisories, which contain relevant and up-to-date technical information related to the ongoing cyber incident, including mitigations. CISA publishes these on [their website](#).
 - **Tailored Cybersecurity Alerts:** EPA publishes water-specific alerts on [their website](#), which also provides a sign-up form for subscriptions to general information that the Water Infrastructure and Cyber Resilience Division (WICRD) Outreach may send out.
- **Information Sharing:** Throughout the collective response, partners will continually share relevant information to support the response and defense efforts. Typical information shared with or by CISA during response efforts includes relevant adversary tactics, techniques, and procedures (TTPs), relevant indicators of compromise (IOCs), and other relevant technical data that utilities or their third-party service providers can utilize in their organizational-level response. This information will likely be shared through the communication channels established in the preparatory phases of collective response. CISA and its partners often use this information to determine the need, and content, for cybersecurity advisories.¹³

2.3.2. Remediation and Mitigation Assistance

Depending on the type of incident, CISA can provide vital information to WWS utility owners and operators on defensive measures to take to contain and eradicate unauthorized threat actors within their assets.

- **Software Vulnerability Mitigation.** CISA and other partners can develop and provide mitigations against software vulnerabilities both before and after exploitation.
- **Adversary Countermeasures and Eviction.** After exploitation and infiltration, CISA and other partners can advise on an effective course of action in countering the movement of adversaries inside WWS utility networks and assets. CISA and other

¹³ For more information on information sharing with the federal government during an incident, please see Annex I.

partners may also be able to provide guidance on removing adversary methods of persistence and evicting adversary control within WWS utility networks and assets.

2.4. Post-Incident Activity

Post-Incident Activity is the last step in the IR lifecycle. At the conclusion of any cyber incident, it is important for all relevant partners to conduct a retrospective analysis of both the incident and how responders handled it. The summation of post-incident activities determines “lessons learned.”



Figure 5: Post-Incident Activity

2.4.1. Evidence Retention

Evidence retention is the process of preserving data and evidence related to the incident for potential future prosecution or investigation, which is especially significant for the FBI. As a part of preparation, organizations should have a well-defined process for preserving data and evidence related to cyber incidents. This process should include clear guidelines for data collection, storage, and access. CISA and its interagency partners strongly urge utilities to implement this process in their planning. Regional CISA or FBI offices can provide guidance on data retention.

2.4.2. Using Collected Incident Data

On a voluntary basis, CISA and its interagency partners collect data from impacted organizations, anonymize it, and share the anonymized data broadly to support cyber defenders across the critical infrastructure space. This data may include relevant TTP, IOCs, and other technical data that may support collective defense.

2.4.3. Lessons Learned

CISA and its partners will collect lessons learned from the response effort. A lessons-learned analysis enables all partners to review the effectiveness and efficiency of incident handling. Often, this process can be as simple as a meeting of all the responders to review the incident chronologically. Assessing information gleaned through evidence retention can drive practical, non-technical solutions. For example, well maintained logs from the incident can reveal the number of hours personnel spent performing specific tasks, which may inform how an organization handles future incidents. Consolidating lessons learned into a formal report is an effective way to memorialize key factors, educate new personnel, and raise situational awareness across an organization.

Annex I: A More Advanced Collective Response

The Water and Wastewater Sector is large and complex. Cybersecurity maturity levels across the sector are disparate. Often, WWS utilities must prioritize limited resources toward the functionality of their water systems over cybersecurity. Therefore, CISA does not expect utilities to participate in collective action to respond to a cyber incident beyond managing their own organizational response. However, to the extent possible, CISA welcomes and encourages participation in its collective response efforts from relevant partners across the sector. In this case, CISA welcomes participation also from WWS utilities who are not the specific victims of the incident. The following Annex describes the coordination activities utilities may experience should they opt into collective activities.

A. Collective Analysis

As the national coordinator for critical infrastructure security and resilience, CISA participates in the federal review and triage of reported sector incidents, conducting collective analysis to determine the incident's size and scope. CISA coordinates with federal partners to discover the full impact and any cascading or cross-cutting impacts across other critical infrastructure sectors. As appropriate, CISA engages relevant external partners to gather additional information, evaluate the severity of the incident(s), and build common situational awareness.

Collective evaluation of a cyber incident has two purposes. First, it prompts information sharing that will either inform mitigation or remediation activities. Second, it helps partners determine if collective action is warranted.

Based on results from the evaluation period, relevant partners (federal agencies, SLTT authorities, MSPs/MSSPs, ICS vendors, etc.) will work together on next steps for mitigation or remediation. Partners should rely on their own IR plans and policies to inform specific mitigation or remediation activities but may have opportunities to align and coordinate those activities moving forward. Coordination steps CISA may take at this stage include:

- **Communication Channels.** CISA may stand up real-time chat (e.g., Slack) dedicated for a specific incident and include relevant technical, legal, policy, and communications points of contact from partner organizations.
- **Rules of Engagement.** CISA and its partners will collectively determine the frequency of stakeholder meetings and means of communication (primary, alternate, and emergency).
- **Collective Criteria.** CISA and its partners will strive to establish success criteria to determine when operations can return to a pre-incident cadence of operations.

To invite participation in collective response activities, CISA may contact a utility proactively, for example directly, through another federal agency, or through an SLTT, ISAC or association partner. Any participation in collective response led by CISA is conducted on a strictly voluntary basis.

B. Collective Response

After the initial collective analysis is complete, CISA and its partners may decide to continually coordinate and collaborate on a response. Below are some of the ways this collaboration may manifest:

- **Snap and Regular Incident-Specific Meetings.** CISA may host a snap-meeting for relevant partners—including relevant WWS entities—with the purpose of 1) providing baseline information about the incident(s) for partners and 2) soliciting updates or recommendations from partners on next steps.
- **Technical Coordination.** CISA and its partners may coordinate on providing technical services to victims, depending on the severity of the incident(s).
- **External Communications Coordination.** CISA and its partners may coordinate on external messaging as appropriate. Partners typically support the development, distribution, or amplification of public mitigation guidance, alerts, and advisories to affected parties.
- **Continued Information Sharing.** Effective collective IR depends on close operational collaboration and technical information sharing between relevant partners. This information sharing usually occurs via previously established communications channels (as described in the “Collective Analysis” section), direct technical exchanges between organizations, or through automated technical information sharing processes. The type of information continually shared usually includes technical details (e.g., IOCs, TTPs) and mitigation strategies (e.g., physical countermeasures, enhanced logging).

C. Post-Incident Collective Activities

Typically, CISA will conduct a review following an incident to collect observations, lessons learned, best practices, and areas for improvement related to CISA planning and operations associated with the cyber incident.

- **Lessons Learned Assessment.** Prior to demobilization, CISA may solicit input from all parties who were involved in the process to assess the response. This is an opportunity for partners to provide feedback on the response process, as well as retrospectively consider highlights of the collaboration, challenges of the collaboration, and reflection on bandwidth considerations and further preparation activities that may improve collaboration with the relevant operational community in the future.

Annex II: Preparation Resources

The below list provides resources for actioning the recommendations in the *2.1: Preparation* section of this document.

A. Building an Organizational-Level IR Plan:

- [NIST SP 800-61 Computer Security Incident Handling Guide](#): This guide is foundational for creating organizational-level IR plans. The guide is universal and applicable for any organization, agnostic of sector. Many other IR guides map to or reference this publication.
- [The Environmental Protection Agency \(EPA\)'s Cybersecurity Incident Action Checklist](#): The checklist covers actions to take to **prepare** for an incident, to **respond** to an incident, and to **recover** from an incident.
- [The American Water Works Association \(AWWA\) Water Sector Cybersecurity Risk Management Guidance](#): This guidance provides a voluntary and sector-specific approach for adopting the [NIST Cybersecurity Framework](#).
- [CISA's Federal Government Cybersecurity Incident and Vulnerability Response Playbooks](#): Tailored to federal civilian executive branch (FCEB) agencies, these playbooks provide a standard set of procedures to identify, coordinate, remediate, recover, and track successful mitigations from incidents and vulnerabilities affecting FCEB systems, data, and networks. Though the playbooks are for the FCEB, WWS utilities may find them helpful in building their own plans.
- The Federal Emergency Management Agency (FEMA)'s [National Incident Management System \(NIMS\)](#): This system guides all levels of government, nongovernmental organizations, and the private sector on how to work together to prevent, protect against, mitigate, respond to and recover from incidents. Although the referenced incidents are *not* restricted to cyber incidents, the guide provides critical insights to consider when building individual IR plans.
 - [Planning Considerations for Cyber Incidents: Guidance for Emergency Managers](#): FEMA developed this guide in coordination with CISA to help SLTT emergency management personnel collaboratively prepare for a cyber incident and support the development of a cyber IR plan or annex. While focused on the roles and responsibilities that government emergency managers may have, emergency managers in academia, nonprofits, or the private sector should also find the concepts helpful.
 - The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The [ICS](#)

[Resource Center \(fema.gov\)](https://www.fema.gov) includes training, job aids, and reference materials.

- For more help understanding and implementing FEMA's ICS, reference the AWWA informational series [Making ICS Easy for Water and Wastewater Systems of Any Size](#).
- **Vendor-Specific Resources:** Product vendors that utilities work with may have additional resources and recommendations for organizational-level IR plans. For example, vendors may recommend establishing a collection management framework: A key component to accelerating incident investigation and response is understanding the key information utilities need to collect and how long, and where, to store it. Establishing a collection management framework helps an organization quickly translate suspicious activity into a set of hypotheses and know what data is available to help tell the difference between a cyber incident and a benign event. A product vendor should be able to instruct on what data is logged and the method of accessing those logs.

B. Resources to Raise the Cyber Baseline:

There are a variety of resources aimed at understanding an organization's cyber baseline and improving cyber hygiene:

- **Cybersecurity Performance Goals (CPGs):** CISA's [CPGs](#) are a subset of voluntary cybersecurity practices to help small- and medium-sized organizations kickstart their cybersecurity efforts by prioritizing investment in a limited number of essential actions with high-impact security outcomes.
- **15 Cybersecurity Fundamentals for Water and Wastewater Utilities:** WaterISAC's [15 Cybersecurity Fundamentals for Water and Wastewater Utilities guide](#) contains best practices, grouped into 15 main categories, that water and wastewater systems can implement to reduce security risks to their IT and OT systems. Each recommendation contains links to corresponding technical resources, providing information for a dive deep into each topic.
- **Conducting a Cybersecurity Risk Assessment:** Conducting a risk assessment helps an organization understand the cyber risks to their operations, organizational assets, and individuals. [CISA Regional Offices](#) may be able to help set up risk assessments for WWS utilities.
- **Conduct a Validated Architecture Design Review (VADR) Assessment:** A VADR is an assessment based on federal and industry standards, guidelines, and best practices. Assessments can be conducted on IT or OT infrastructures (ICS-SCADA). Assessments focus on 1) Evaluation of Architecture, 2) Analysis of Network Traffic, and 3) Systems Log Review and Analysis. [CISA Regional Offices](#) may be able to help set up VADRs for WWS utilities.

- **Vulnerability Scanning:** CISA uses automated tools to conduct vulnerability scanning on external networks. These tools look for vulnerabilities and weak configurations that adversaries could use to conduct malicious cyber activity. Scanning provides an external, non-intrusive review of internet-accessible systems. The scanning does not reach the organization's private network and cannot make any changes. CISA sends participants weekly reports with information on known vulnerabilities found on internet-accessible assets, week-to-week comparisons, and recommended mitigations.
 - Email vulnerability@cisa.dhs.gov with the subject line, "Requesting Vulnerability Scanning Services." Include the name of your utility, a point of contact with an email address, and the physical address of your utility's headquarters.

CISA will reply with a Service Request Form and Vulnerability Scanning Acceptance Letter to obtain the necessary information about your utility and your authorization to scan your public networks.

- **CISA Free Tools and Services:** CISA has compiled a list of [free cybersecurity tools](#) and services to help organizations further advance their security capabilities. This living repository includes cybersecurity services provided by CISA, widely used open-source tools, and free tools and services offered by private and public sector organizations across the cybersecurity community.¹⁴
- **NIST SP 800-82 Rev. 3 Guide to Operational Technology (OT) Security:** This [document](#) provides guidance on how to secure OT while addressing their unique performance, reliability, and safety requirements. Includes an overview of OT and typical system topologies, identifies common threats and vulnerabilities to these systems, and provides recommended security countermeasures to mitigate the associated risks.

C. Building the Water Cyber Community

Operational communities drive collective response. Utilities of any cyber maturity level can engage with existing groups, information streams, and local offices to raise the cybersecurity posture of the Water Sector. Engagement may cost individual utilities time and resources but ultimately creates better conditions for collective response to a cyber incident.

- **Engage with your Water Information Sharing Analysis Center (ISAC):** Generally, most critical sectors have individual ISACs that serve as a clearinghouse for government and private information that helps members identify risks and prepare for emergencies. WaterISAC is the ISAC for the Water Sector. Join WaterISAC through their [website](#).

¹⁴ See CISA's [Free Cybersecurity Services and Tools | CISA](#) page.

- **Get to Know your State, Local, Tribal, and Territorial (SLTT) Offices:** SLTT governments are key partners to help prepare for, and respond to, a cyber incident. In addition to providing cybersecurity resources and guidance, SLTT authorities can provide information on any laws and regulations that may inform IR planning. For example, data breach notification requirements vary by state. The compromise of personally identifiable information (PII), such as customer billing addresses, may require different actions from the utility depending on the state of residence of the affected customers.
- **Get to Know Federal Regional Offices:** Utilities can access the breadth of CISA's resilience building, risk mitigation, and IR capabilities through 10 [regional offices](#), which understand the planning considerations unique to specific communities, states, and regions. Consider scheduling an [Assist Visit](#) through the appropriate regional office to explore opportunities for improving information sharing with government partners, identifying vulnerabilities, and driving down risk.
- **Explore Nonprofit Associations:** There is a broad community of non-profit organizations available to support WWS utility IR planning, preparedness, and response. The [Cyber Readiness Institute](#) (CRI), [American Water Works Association](#) (AWWA), and the [Incident Command System for Industrial Control Systems](#) (ICS4ICS) are examples of such collaborative opportunities. In addition to providing direct resources and training, engaging with non-profit partners builds relationships and drives cooperation across the Sector.
- **Join Your State WARN or other Mutual Aid organizations:** A [Water and Wastewater Agency Response Network](#) (WARN) is a network of utilities helping other utilities to respond to, and recover from, emergencies. Participation in a WARN allows utilities that have sustained, or anticipate, damages from natural or human-caused incidents to provide and receive emergency aid and assistance in the form of personnel, equipment, materials, and other associated services as necessary from other WWS utilities.
- **Understand how to engage vendors' product security incident response (PSIR) capabilities:** The OT in water and wastewater systems often comprises products from multiple vendors of industrial control systems. In turn, these vendors typically have Product Security Incident Response Teams (PSIRT) in place for handling responses to vulnerability reports and incidents specific to those products. Understanding and even rehearsing vendor PSIR processes can augment utility IR planning (e.g., how does a vendor notify customers of a vulnerability associated with a specific device?).



Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Veolia North America Municipal Water

2 messages

Mary Monahan <marylmonahan@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Tue, Jan 23, 2024 at 9:16 AM

Please print 5 copies. Include in packets. Thanks.

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **Williams, Michael** <michael.williams4@veolia.com>
Date: Thu, Jan 18, 2024 at 10:32 AM
Subject: Re: Veolia North America Municipal Water
To: Burke, Michael <michael.burke@veolia.com>
Cc: rossic@holyoke.org <rossic@holyoke.org>, Mary Monahan <marylmonahan@gmail.com>

Good Morning Mary and Carl,

I wanted to provide you with an update on Veolia recent ransomware attack. Our IT team has monitored the attack continuously and diligently. We have not observed any disruptions in Holyoke support systems.

Please see the attached letter. Let me know if you have any questions or concerns.

Mike

On Wed, 10 Jan 2024 at 20:33, Burke, Michael <michael.burke@veolia.com> wrote:

Hi Carl & Mary,

On January 9, 2024, Veolia North America's Municipal Water division was the victim of an apparent ransomware attack that affected some of the company's software applications and systems. This attack appears to be isolated to internal Veolia back-end systems, and there is no indication it has affected any water or wastewater treatment operations. We have quickly mobilized our internal IT and Security Incident Response Teams and are coordinating with law enforcement and other third parties to investigate and respond to this incident.

Veolia has taken some internal systems offline to respond to this attack, and some of our customer operations have been affected by a lack of access to those systems. We are working as quickly as possible to restore those systems and bring our customers back to normal operations. While we have no reason to believe this incident is affecting your operations, we want you to be aware of what has happened.

Veolia continues to investigate this incident and will share more information as it becomes available. If you have questions about this situation, please direct them to cyber.event@veolia.com.

--
Michael Burke*Regional Vice President MA,NH,VT**Municipal Water Contract Operations
VEOLIA NORTH AMERICA, UNITED STATES*

Upcoming OOO 01/27 - 1/31

Cell: 413-262-1632

[1 Berkshire Street](#)[Holyoke, MA 01040](#)Michael.Burke@veolia.com
www.veolianorthamerica.com or www.veolia.caResourcing the world  **Update for Veolia clients NOT affected by cyber incident.pdf**
100K

Mary Monahan <marylmonahan@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Tue, Jan 23, 2024 at 9:17 AM

Print 5 - include in packets
[Quoted text hidden]

Update for Veolia clients NOT affected by cyber incident

We want to provide you an update on the apparent cyber incident that affected Veolia North America's Municipal Water division last week.

The scope of the cyber incident still appears isolated to some internal back-end systems within some parts of Municipal Water. There is no indication the incident affected any water or wastewater treatment operations. We disconnected them from Veolia's IT network as soon as the incident was discovered.

Veolia proactively took some internal systems offline as a defensive measure while we responded to the incident. At this time, we've restored almost all of our back-end system and we do not believe that activity has affected your operations.

We are partnering with a leading third-party forensics firm to conduct a thorough investigation of the incident and to examine additional measures we can take to help prevent incidents of this kind in the future. We are putting our full resources behind these efforts. Our internal and external cybersecurity experts are working with law enforcement as part of the investigation. Our investigation is still ongoing so we may be unable to answer certain questions about the incident at this time.

We continue to investigate whether any personal information has been impacted and will provide updates as necessary. Together, we remain focused on our business and customers. If you or your municipality have additional questions about this incident, please contact cyber.event@veolia.com.



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Late File Order City Engineer

1 message

Mary Monahan <marylmonahan@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Tue, Jan 23, 2024 at 9:23 AM

print. packet
Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>
Date: Mon, Jan 22, 2024 at 11:04 AM
Subject: Late File Order City Engineer
To: Joshua Garcia <garciaj@holyoke.org>
Cc: Michael Bissonnette <bissonnettem@holyoke.org>, Carl Rossi <rossic@holyoke.org>

Mayor:

After morning discussion with Attorney Bissonnette and Director Rossi:
Proposed late file order:
To authorize the Mayor to exceed the Schedule A salary for the position of City Engineer/Assistant DPW Director.

Background: City Engineer candidate agrees to base salary of \$102,875.00 and additional Assistant DPW Director stipend of \$10,000.

This salary addresses the salary expectations for municipal engineer positions.

Expectation that a councilor can file a late order for tonight's meeting with the anticipation that it will be referred to Finance Committee.

Please don't hesitate to call with any questions.

Thanks.
Mary

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

Transfer Station Price Changes 2024

***Furniture (mattress, box spring or foundation, futon mattress, sofa, loveseat, recliner, individual sectional pieces)**

Currently- 2 Free per year, \$10 for each extra

New Rate- 2 Free per year, \$30 for each extra

***TV (all sizes)**

Currently- 2 Free per year, \$10 for each extra

New Rate- 1 Free per year, \$20 for each extra

***Freon (ac, refrigerator, freezer, dehumidifier, water dispenser)**

Currently- 5 Free per year, \$10 for each extra

New Rate- 2 Free per year, \$20 for each extra

***Tires**

Currently- 8 Free per year, \$10 for each extra

New Rate- 4 Free per year, \$10 each extra

***Demolition**

Currently- Half a pickup load per visit, 7 visits per year

New Rate- Half a pickup truck load per visit, 2 visits per year

July 1, 2023 - June 30, 2024

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New/Continued Items for Review

For Consideration

DPW Workshop

Discuss the opportunity to present a DPW and Board of Public Works intro to City Council and the public. This could be a special meeting, perhaps held at Holyoke Media studio. It would be an opportunity for DPW to discuss the department divisions, various functions, and responsibilities. The Board of Public Works could introduce ongoing initiatives including the long term service agreement and the integrated management planning.

Cybersecurity

A Pennsylvania public water supply was recently hacked by international cyber terrorists. The threat from hacks and associated risks to water supply and wastewater operations are being prioritized by homeland security and the FBI. Consider a formal request from the Board of Public Works for a report from Veolia regarding their security protocols.

Massachusetts Municipal Management Association 2024 Trade Show

Recap

Weston & Sampson

Reaching out to discuss new facility planning study - \$40,000

Casella

Will discuss food waste diversion and AD with ad hoc committee

PMA

Will discuss employee safety and training

TRC

Will discuss cybersecurity planning and response

Dewberry

Will discuss flood control system and funding

Fuss & O'Neil

Will discuss flood control system and funding

CMRK

Will discuss expansion of new recycling program

Enterprise Fund and FY23/24 Rate

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting January 31, 2024. Project completion is May 2024.

Council approved the Mayor's supplemental budget which fully funded the enterprise fund FY23 deficit and FY24 projected deficit through the tax levy. Council voted to deny the \$135,000 for sewer breaks. The sewer rate is still waiting action by Ordinance Committee. As of this writing, Chair Vacon has not yet scheduled discussion of the sewer rate. The initial reason for delay was allegedly missing info that Councilor Vacon and Jourdain had requested. Council President shared with Mayor Garcia the same concerns. See attached email to President McGee noting that DPW or the Board of Public Works has not received any requests for info. On Friday, November 24, Director Rossi, who was away on vacation and medical, received a request from Jourdain asking for three years of financial data and analysis in advance of a possibly scheduled ordinance committee meeting in mid-December. Director Rossi forwarded the request to the City Auditor and Treasurer as the majority of that info is under their control. In the meantime, Veolia submitted to Vacon costs associated with street sweeping. Also attached.

As of this writing (December 18, 2023) Ordinance Committee Chair Vacon has not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants.

Attorney Bruce Tobey, Hazen team with Mark Abrahams, DPW Director Rossi, Assistant City Solicitor Bissonnette, and DPW Commission Chair Monahan met last week to coordinate tasks associated with the separate agreements for sewer rate study, financial and operational analyses of enterprise fund, and associated legal support. This meeting was to ensure that all consultants recognize the comprehensive nature of their discreet contracts and the need to coordinate and communicate.

On September 20, 2023, at a Special Meeting of the City Council, the Council voted 5 to 8 to deny the proposed sewer rate. Despite a minority vote, the sewer rate required a super majority to pass. This vote guarantees another sewer fund deficit for FY24, unless a new rate is approved that reflects ongoing financial updates from the City Auditor and Treasurer and accounts for FY24 missed billing cycles.

Note that as of this writing, October 8, 2023, the Board of Public Works and Mark Abrahams, our contracted auditor, still do not have final confirmed financial data for the end of FY23.

Council also approved funding for a comprehensive financial and operations analysis of the Enterprise Fund. The RFQ has been released. This study will provide the City an understanding of the discreet costs of contracted services in the long term service agreement. It will help the Board of Public Works in preparing for the next long term service agreement. The Board of Public Works will review submissions and recommend award.

On September 5, City Council tabled the sewer rate discussion based on a technicality. Council was cautioned that a delay in the vote could affect the proposed rate due to delays in billing. The City Council has scheduled a special meeting for September 20 for this vote and the request for transfer of \$100,000 for FY24 Enterprise Fund comprehensive review and \$50,000 for long term service agreement legal services.

Mark Abrahams, Director, Engineer, and Chair continue to review financial status of enterprise fund as updates on revenues and expenses get reported from Auditor and Treasurer.

Board met with FinCom and Ordinance Committee June 7, 2023

Board is meeting with Ordinance Committee August 22, 2023. Board will discuss recommended rate with Mark Abrahams and staff on August 21. The recommended rate was developed with significant participation by the City Engineer and Chair of the Board. Most recent financial data, still incomplete, was used.

The Chair requested Mayor Garcia to file an order requesting the Council to transfer \$100,000 from available funds for contracting with a consulting/financial team to perform an FY24 comprehensive review of the Enterprise Fund and operations to establish an FY25 rate. Council agreed to support this request when they voted to zero out sewer stabilization.

City Engineer Transition Plan

The Chair was notified on January 5, 2024 that the PSA union has agreed to removing the position of City Engineer. This will give DPW and the Mayor more flexibility in attracting a qualified candidate. After consultation with Attorney Bissonnette, Director Rossi, and Chair Monahan, the Mayor has been requested to file and order to authorize the Mayor to exceed the Schedule A salary for the position of City Engineer/Assistant DPW Director.

As of this writing (December 18, 2023) Ordinance Committee Chair Vacon had not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants. There is a new Ordinance Committee in 2024.

Holyoke Media hosts a video promoting the open position of City Engineer and Holyoke's cool projects.

Engineer Victoria Houle is under contract to provide support specific to permit requests, limited project review, and site plan reviews.

Engineer Baker, Director Rossi, and Chairman Monahan met with Victoria Houle PE of Wicked Houle Engineering to discuss contracted services for immediate permitting and associated engineering support while the City solicits for a new City Engineer. The need for DPW and the Mayor to identify a solution to provide support for additional administrative department functions, including existing project coordination, communications with program/funding agencies, and more is under discussion.

Integrated Management Plan

The IMP team, including Miira Gates, Mike Sullivan, and MLM visited the City's flood control infrastructure on January 3, 2024. Planning for the public outreach sessions has begun. The City will target specific stakeholder groups including the cannabis business community (paid Holyoke host fees), housing in the downtown and EJ neighborhoods (landlords, facility managers, other), consideration for HTA and/or the Chamber of Commerce, other.

The IMP team met November 29, 2023. They are beginning to populate a map and database with potential sites for GI and LID to address MS4 compliance and flooding. Director Rossi, Mike Sullivan, HG&E rep, and Parks staff Dave Lally will meet the team in the field for review of interior flooding and flood control pump stations. Miira Gates has joined the DPW team to better coordinate funding options with potential project priorities. Still waiting for staff capacity to assist in website updates and public outreach planning.

The IMP team met October 30. The team clarified that project goals include consideration for FY25 capital plan and coordination of investigations and recommendation associated with next steps and work for consideration on the existing and next long term service agreement. The City's flood control systems need to be addressed. HG&E provided DPW a report which was shared with Hazen. Next steps include preparing an intro to the project which can be uploaded to DPW webpage. Links will include the Holyoke Media discussion and the priority lists.

City Engineer Kris Baker, Hazen & Sawyer project team leads Ben Levin and Ben Agrawal, spoke with Bill Dwight and me and introduced Holyoke's Integrated Management Plan. The conversation was recorded at Holyoke Media studio. The IMP has an aggressive public outreach and participation task. Holyoke Media and the project team will identify additional opportunities to use media resources to present and solicit public input. Hazen is developing a project website that will provide project updates. The recording can be viewed here: <https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Service agreement advisory board

The Advisory Board met with Veolia on December 19 for a presentation on Decarbonization.

The group discussed a feasibility study to identify options at the plant for anaerobic digesters, gasification, and other processes that reduce carbon emissions and generate power. At the request of the Chair, Representative Duffy is reaching out to MassCEC regarding grant assistance – see attached email. Mayor Garcia has scheduled a meeting with Jesse Lederman, Chief of Staff to Senator Markey for January 25 to discuss grant assistance for this and CSO work. Rossi, Vega, and Monahan will participate.

DPW Grant Writer Miira Gates has identified the federal Community Change grant program that may support a feasibility study for anaerobic digesters at the treatment plant. She is exploring the possibility through this grant and others.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

City Council approved \$50,000 to contract with Attorney Bruce Tobey at Pannone Lopes Devereaux & O'Gara LLC (PLDO). The Board of Public Works reviewed and approved a proposal. At the request of Council, Attorney Bissonnette will be copied and included in all discussions and invoicing. Negotiations and discussions continue. In the meantime, Attorney Tobey is contributing to internal discussions and info requests.

Advisory board plans to meet Advisory board met with Attorney Bruce Tobey on August 28, 2023. After a two-hour comprehensive discussion, the advisory board agreed to ask Attorney Tobey for a draft proposal for review and approval for services, subject to negotiation, by the Board of Public Works.

Mimi Panitch, Chair of Planning Board, is the latest volunteer member. We agree that the renewal of a long-term service agreement at the WWTP is an opportunity to incorporate consideration for economic development.

Upcoming discussions include securing specialized legal assistance. The Chair requested the Mayor to file an order with Council to transfer \$50,000 from available funds to support contracting with needed specialized legal services. Council agreed to support this request when they voted to zero out sewer stabilization.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi

Open to new candidates for consideration

Consent Decree

\$50,000 payment penalty paid. DPW Director and the Chair met with Veolia staff on December 19, 2023.

The DPW Director, City Engineer, and Chair met with Veolia staff on September 5, 2023.

Draft Permit and Comments

Pending response from EPA and MassDEP

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Schedule meeting with Water Commission – Fall 2023

Board of Public Works and Water Commission has schedule a joint meeting for January 29, 2024 at DPW. Discussion items include

Payments made by DPW

Billing data

Abatements

Shut-off program

Ongoing Items

DPW Facility Improvements

Note the need to accommodate female staff

Senator Velis facility tour, May 19, 10AM. Senator Velis and aide Mark Messer. Senator Velis noted that Holyoke's DPW was the first in his district to reach out to his office. He noted that the bond bills are opportunities to target funding and added that bond bill projects needed continuous lobbying to the Governor from local officials to actually realize funding. His office will monitor and inform DPW of opportunities for additional funding.

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 May 2024

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

Mary L. Monahan, Chair
Holyoke Board of Public Works
January 29, 2024

Board of Public Works Meeting

Date and Time: February 12, 2024, 5:30 PM

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

Attendees:

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner (VIRTUAL)

Carl Rossi, Director

Stephanie Rodriguez, Office Manager

Michael Williams, Veolia

Call to Order 5:33pm

Kietner made a motion to move Review Final NPDES Permit for Holyoke Water Pollution Control Facility to agenda item #1.

Seconded by Monahan

All in favor.

1. Public Comment

No comment.

2. Consent Agenda

a. Consideration of Minutes of the Past Meeting

Minutes for 1/8 and 1/29 to be approved at the next meeting.

b. DPW Director Report (SEE ATTACHED)

- It was noted that an 8pm parking ban is to be implemented.%
- Discussion ensued regarding the funding source for the City Engineer's salary, which is derived from the Department of Public Works (DPW) budget. It was emphasized that the engineer may not always be readily available to the DPW due to the engineer's involvement with multiple departments and boards.%
 - Carl R. raised inquiries regarding negotiations for the City Engineer's salary. Specifically, there was a proposal to offer \$102,000 plus a stipend. Mike B. confirmed the feasibility of this proposal, highlighting the management nature of the position and suggesting that it should not be included in the Professional Services Agreement (PSA).%
 - Carl R. proposed pushing for the \$102,000 salary plus stipend. Mike B. agreed to pursue this approach to secure the candidate's appointment.%
 - Mary M. raised concerns about the inclusion of a \$10,000 stipend in the union contract. Mike B. clarified that any stipend adjustments would need to be negotiated into the contract.%

- Carl expressed intentions to connect with Mike in the morning to further discuss negotiations for the engineer's salary.%
- Interviewed internal candidates for Highway Foreman position.%
- Proposed idea of having a Working Foreman instead of Heavy Motor Equipment Operators (HMEOs).%
- New dump fees to be implemented on March 1st.%
- Established a co-op program with Dean Technical High School.%
- Currently working on both capital and operating budgets.%
- Discussed plans for the salt shed: Met with MassDOT on Friday and determined that it needs to be relocated to the other side of the road, with an estimated cost of \$500,000.%
- Carl proposed considering a temporary structure as an interim solution.%

c. City Engineer Report (SEE ATTACHED)

- City Engineer is not present.
- No comments or question were raised from the Board.

d. Commissioner's Liaison Reports (SEE ATTACHED)

e. Division Supervisor Update (first meeting of the month)

- None

Abatements (second meeting of the month unless otherwise noted)

- None

3. Updates on City Engineer and staff engineer hirings including recommendation for salary adjustment

- Discussed during the Director's report.

Kietner made a motion to accept report on item #3

Seconded by Hernandez.

All in favor.

Kietner made a motion to accept reports from the consent agenda.

Seconded by Hernandez.

All in favor.

4. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement

- Items discussed during liaison reports.

Kietner made a motion to accept report on item #4

Seconded by Hernandez

All in favor

Late filed agenda item:

Review Final NPDES Permit for Holyoke Water Pollution Control Facility.

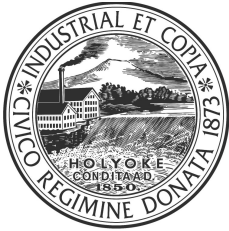
- The permit was issued on January 25th, with a 30-day window for response.
- Consultations with engineering experts from Hazen and other stakeholders were held to discuss the technical components and potential impacts on the city's infrastructure and development initiatives.
- Concerns were raised regarding certain permit requirements and their potential implications for future economic development.
- It was noted that the Environmental Protection Agency (EPA) may not reopen the permit based on current information, but efforts to address concerns through footnotes and regulatory engagement were underway.
- Specific concerns were raised regarding limitations on aluminum, copper, lead, and nitrogen, and their implications for current and future operations.
- The need for accurate sampling methods, particularly regarding perfluoroalkyl substances (PFAS), was discussed, pending EPA-approved lab techniques.
- It was agreed to empower the city solicitor and consulting team to finalize recommendations for the city's response to the NPDES permit.
- Board members were encouraged to participate in the Thursday morning 10am calls for enhanced understanding and perspective.

Hernandez made a motion for the Board to approve empowering the City Solicitor and the consulting team to make final recommendations with respect to the City's response to the final NPDES permit.

Seconded by Kietner

All in favor.

MEETING ADJOURNED AT 6:28PM



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
February 12, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall. **Waiting on status of application.**
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program (<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>)
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs. New round of grant funding potentially available in late Spring 2024 for FY2025. Tighe & Bond could assist if we wanted to replace Brookwood Rd bridge although this location is not a DPW priority.
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- g. Cannabis Impact Fee Applications - On hold for the time being
- h. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system, waiting on award status.
- i. MVP Action Grant - Working with Kleinfelder for stormwater and climate resiliency planning. Application due March 2024

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
- iii. **CDBG Proposed FY24 Spring – List of proposed locations being developed**
- iv. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

- b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.
- c. Street Paving-Resurfacing
 - i. Total funding available through Chapter 90 is \$2,042,404. **Additional money may also come from City. Met with utilities to discuss draft list of streets for 2024 paving, working with DPW to finalize proposed paving list for 2024.**
- d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed.
- e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC, contract for \$895,500
 - iv. Change Order #2 for Geeleher excavation/repair work and additional cleaning (est. \$222,000) expected early February. Work deadline to also be extended through May 31, 2024.
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
 - i. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - ii. Architecture EL, Mount Vernon Group Architects designers
 - iii. The roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum) are all underway. Bidding is anticipated by April 26th.
- g. Raised Crosswalks
 - i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. **Project restructured and advertised with bids opened February 8, 2024. Low bidder, Detour Construction \$591,000. Engineer's estimate \$587.450.**
- h. City-Wide Traffic Signal Replacement Project
 - i. Hampden and Linden work under way, Pleasant & Hampden, Pleasant & Lincoln next, easement issues w/ Solicitor's Office
 - ii. Heritage working on easement for Cherry Street and Homestead Avenue corner mast arm. Easement plan received and forwarded to Fire Department and Solicitor's Office for finalizing

- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. **Travelers comments received, Campora following up with subcontractors. Change order/contract amendment to follow.**
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. **Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow (estimated time for installation is 26 weeks at this time).**
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list sent
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. **Preconstruction meeting to be held week of February 12th.**
 - ii. HFD FS#3 & #6 Mini Splits Bid was retracted. **Hazardous materials have been abated by a local contractor. Project will be put out to bid again soon.**
 - iii. The Library Carpet in the Community Room has been awarded, colors and product has been chosen. **Project will begin in March.**
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. **RFQ for design services advertised; 2 responses received, responses being evaluated by team**
 - f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received, RFQ readvertised the week of January 29, 2024.
 - g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. RFQ for design services advertised; 4 responses received. Tighe & Bond has been identified as most highly advantageous firm, negotiations team being established for contract negotiations.
 - h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000

- iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
- iv. MassDEP is currently reviewing the 90% plans and specs, which were submitted as part of the SRF Application. No ETA on when comments will be received.
- v. Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - 1. Easements
 - a. Woodard & Curran subconsultant will perform the survey for the easement drawings for this project, waiting on update regarding dates of on-site field work.
 - 2. WM-16 Permit Required
 - a. This permit was not anticipated to be necessary for this project, as it is typically only needed for wastewater treatment plant projects. However, MassDEP is now requiring any and all wastewater projects to submit such a permit. Checking with Woodard & Curran to see if change order will be required to complete this application.
 - 3. MEPA Compliance
 - a. Woodard & Curran is in coordination with MEPA staff to outline next steps for final approval.
- i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted. List of streets being finalized with DPW.
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old – Meeting with BETA Group to discuss next round of pavement evaluations held on February 8th.
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the following concepts:
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street

1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. **Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Construction anticipated in 2024 with majority completed before June 30th.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. **Project information forwarded to HG&E.**
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. **Waiting on CPA acceptance.**
 - ii. Grant funding application for feasibility study of the City Hall Granite Stairs and the Annex Stone Pillars has been submitted and will be heard at the 1/17/24 CPA meeting. **Waiting on CPA acceptance.**
 - o. Municipality - Online Permits for DPW, September 26, 2023 – Municipality Go-Live being internally tested
 - p. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB working on base mapping and field work.
 - q. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – **Final plans received from Heritage Survey.**
 - r. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. **Currently working Megan Selier and a firm who has gotten approval for the repair plan which would allow for proper drainage while complying with the Mass Historic Commission's guidelines. Pare designing is working on final design, approximately 50% complete.**
 - ii. **Waiting on status of finding application.**
5. Procurement
- a. 2024 Traffic Calming & Safety Measures Contract, 3-year contract failed, **Bids received February 8, 2024. Low bidder, Detour Construction \$591,000. Engineer's estimate \$587,450.**

- b. Boiler HFD FS#6 has been awarded to Boulangers. **Preconstruction meeting scheduled for week of February 12th.**
 - c. HFD FS#3 & #6 Mini Splits Bid was retracted. **Hazardous materials have been abated and project will be rebid soon.**
 - d. Springdale – Responses to RFQ being evaluated by evaluation team.
 - e. Parking Deck – Negotiations team being established for Contract Negotiations with Tighe & Bond (most highly advantageous firm)
 - f. Central Fuel Station – **Readvertised, letters of interest due February 29, 2024**
6. Contracts
7. City Council / Regulatory
- a. Finance Committee – None
 - b. Ordinance Committee
 - c. Public Safety Committee – None
8. City Permits
9. Veolia
- a. Final quarterly bill sent to Sonoco (Q4). Results being evaluated.
 - b. NPDES Permit Renewal. **Final permit received, City has 30 days to respond with any comments.**
 - c. Industrial Users – PFAS sampling program will be created upon final permit designation.
 - d. Resolving of PILOT Payments – Veolia should have a final determination before end of Q1
 - e. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading
10. Outstanding DPW Crew Work
- a. Yield Sign on Bray Park – pending
 - b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – pending
 - c. ADA panel replacement on Cabot and Race – to be completed in Spring
11. Other Updates
- a. **None**

Board of Public works Meeting February 12, 2024

Director's Report

Vacancies

- Loader Operator – One opening available
- Assistant Engineer – Still Open
- City Engineer – Potential Candidate, salary and stipend for approval to finance committee and council.
- Interviewing internal candidates for Highway Foreman

Grant Opportunities

Grant application was submitted for the EV Garbage Truck. We should hear back from Mass DEP early 2024.

Stormwater Coordinator applied for Warning System at CSO outfalls in the amount of \$50,000. Working with Conservation for other grant opportunities.

Dump Fees/Recycling

Implement Dump Fees March 1, 2024.

Training

Stormwater Coordinator will be attending Green infrastructure Training offered through MassDEP/Rutgers University.

Purchasing Safety management Suite through JJ Keller and Associates. This is for staff safety training.

Personnel sponsoring management training, February 5&6 Director and 3 supervisors attended.

Co-op Program – Met with Dean Tech.

Budget

Preparing for FY 2025 Capital and Operating Budget. Meetings with each supervisor regarding 5-year capital equipment plan completed and data is being compiled. Meeting regarding Operating Budget in January.

Snow Dump

Salt Shed under 391. Lease is up. Looking to renew with Mass DOT. If it is not renewed, we will need to look for another location. This highlights a need for a new DPW facility. Working with solicitor's office regarding new lease. Meeting with Mass DOT, Friday February 9, 2024.

Sonoco Billing

Veolia sent us a letter regarding samples for the fourth Quarter FY23. The email was sent to Attorney Bisonnette.

Billing for first and second quarters for FY 2024 will be sent this week..

Chapter 90/Fairshare

The city received \$473,823 in Fair Share Funding. Including Fair Share Funding the City has an available balance in Chapter 90 of \$2,042,404.81. The City Engineer/Director prepared a list of roads to be paved following the pavement management plan while also putting an emphasis on the downtown areas. Finalizing list.

Sewer Repairs

Collection System Fund monies (\$151,577) for collection repairs has been expended. The City will be responsible for the remaining balance of \$5,976.47 as part of the true up at the end of this fiscal year. Emergency repair as follows through Enterprise Fund:

YMCA approximately \$50,000

Pine St. Manhole

Chestnut St.

Snow Operations:

Down 6 contractor vehicles/equipment from last year. Snow Preparations for tonight's storm

New/Continued Items for Review

DPW Workshop

City Council Development and Governmental Relations Committee (DGR) (members: Chair Givner, Vacon, Sullivan, Ocasio, Anderson-Burgess) will schedule a presentation (order filed by Sullivan) to present a DPW and Board of Public Works intro to City Council and the public. This is an opportunity for DPW to discuss the department divisions, various functions, and responsibilities. The Board of Public Works could introduce ongoing initiatives including the long term service agreement and the integrated management planning.

Cybersecurity

Emergency Management Director Jeffrey Trask has been brought into the discussion.

Enterprise Fund and FY23/24 Rate

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting was January 31, 2024. Project completion is May 2024.

New Finance Committee Chair Israel Rivera is cleaning up the committee jacket – business left over from previous year. On February 7, 2024, Commissioners Monahan and Hernandez briefly updated the Committee on the Comprehensive Financial Analysis and sewer breaks and repair needs to date.

As of this writing (December 18, 2023) Ordinance Committee Chair Vacon has not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants.

On September 20, 2023, at a Special Meeting of the City Council, the Council voted 5 to 8 to deny the proposed sewer rate. Despite a minority vote, the sewer rate required a super majority to pass. This vote guarantees another sewer fund deficit for FY24, unless a new rate is approved that reflects ongoing financial updates from the City Auditor and Treasurer and accounts for FY24 missed billing cycles.

City Engineer Transition Plan

Update: The PSA union will not approve removing City Engineer. The Chair was notified on January 5, 2024 that the PSA union has agreed to removing the position of City Engineer. This will give DPW and the Mayor more flexibility in attracting a qualified candidate. After consultation with Attorney Bissonnette, Director Rossi, and Chair Monahan, the Mayor has been requested to file and order to authorize the Mayor to exceed the Schedule A salary for the position of City Engineer/Assistant DPW Director.

Integrated Management Plan

Planning continues for public outreach sessions.

The IMP recording can be viewed here:
<https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Service agreement advisory board

Veolia is reaching out to members of the ad hoc advisory board in preparation of a March 4, 2024, meeting to discuss next steps.

Jacobs Engineering is meeting with the Advisory Board of February 14, 2024.

Jesse Lederman from Senator Markey's office met with Garcia, Rossi, Monahan, and Vega on January 25. DPW's request for \$500,000 to fund a facility plan at the WWTP was enthusiastically received and is being advanced.

Representative Patricia Duffy is coordinating a meeting with MassCEC to discuss funding for energy efficiency apps at the WWTP.

The Advisory Board met with Veolia on December 19 for a presentation on Decarbonization.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi, Yoni Glogower

Open to new candidates for consideration

Draft Permit and Comments

Final Permit Issued January 25, 2024

On the Board of Public Works agenda February 12, 2024

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Board of Public Works and Water Commission met January 29, 2024 at DPW.

Discussion items included

Payments made by DPW

Billing data

Abatelements

Hydrants

Shut-off program

Ongoing Items

DPW Facility Improvements

DPW is meeting with Weston and Sampson on February 24 to begin discussion on the development of a facility plan.

Note the need to accommodate female staff

Public Works Week May 2024

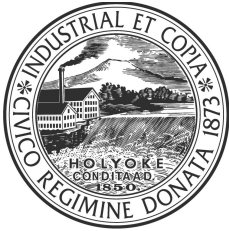
Develop a public awareness activity

Recognize employees

Promote funding and support of DPW

Champion?

Mary L. Monahan, Chair
Holyoke Board of Public Works
January 29, 2024



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
March 4, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall. **CPA approved the retaining wall project and denied to fund the stained glass window project.**
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program (<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>)
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs. New round of grant funding potentially available in late Spring 2024 for FY2025. Tighe & Bond could assist if we wanted to replace Brookwood Rd bridge although this location is not a DPW priority.
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- g. Cannabis Impact Fee Applications - On hold for the time being
- h. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system, waiting on award status.
- i. **CDBG Funding – Application submitted by Community Development office on behalf of Engineering/DPW for sidewalks and traffic calming, \$600,000.**
- j. **MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project.**
- k. **Dam and Seawall Program Grant – New funding round announced. Applications due April 5th. Evaluating potential projects for application.**
- l. **Massachusetts Historic Commission – Submitting grant application to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project.**

3. Status of Construction Projects

- a. Sidewalk Replacement Project
 - i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.

- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
 - iii. **CDBG Proposed FY24 Spring – List of proposed locations being developed**
 - iv. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
- b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.
- c. Street Paving-Resurfacing
 - i. Total funding available through Chapter 90 is \$2,042,404. **Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project. Met with utilities to discuss draft list of streets for 2024 paving, working with DPW to finalize proposed paving list for 2024.**
- d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. **Waiting on update from Indus on timing of Spring repairs.**
- e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC, contract for \$895,500
 - iv. **Change Order #2 for Geeleher excavation/repair work and additional cleaning (est. \$222,000) received, time extension to May 31, 2024 included. Negative change order to follow for work removed (est. \$200,000).**
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
 - i. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - ii. Architecture EL, Mount Vernon Group Architects designers
 - iii. The roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum) are all underway. **Waiting on RW Hall information on HVAC work to be done at Annex Building to finalize bid package. Bidding is anticipated by end of March. Construction expected to be completed by end of July.**
 - iv. **Interior improvements, painting, flooring replacement/repair, improvements to Union Break/Training Room – Mount Vernon brought in as architect. Hazardous materials testing is almost complete. Design and bid documents to follow.**
- g. Raised Crosswalks
 - i. Projects to be Funded by Shared Streets Grant
 1. Location 1: Homestead Ave at Pynchon Rd
 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 3. Location 3: Sargeant Street at Chapman Ave
 4. Location 4: Sargeant Street at Sycamore Street
 5. Location 8: Westfield Road Midblock West of Northampton Street
 6. Location 9: Kane Road at Knollwood Circle

- ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. **Project restructured and advertised with bids opened February 8, 2024. Low bidder, Detour Construction \$591,000. Engineer's estimate \$587,450. Funding to come from Shared Streets, Cannabis Impact Fund, and Chapter 90. Waiting on Chapter 90 project approval to award contract.**
 - h. City-Wide Traffic Signal Replacement Project
 - i. **Work at Cherry St/Homestead to begin this Spring.**
 - ii. **Work at Pleasant St/Hampden to begin this Spring.**
 - i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. **Campora information forwarded to Travelers. Travelers in review. Change order/contract amendment to follow.**
 - j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. **Waiting on updated delivery estimate from Contractor (estimated time for installation is 26 weeks at this time).**
 - k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. **As-built drawings being submitted in the next few weeks.**
4. Status of Planning and Design Projects
- a. Integrated Plan, Hazen
 - i. Criteria set
 - ii. Project list sent
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. **Preconstruction meeting held on February 14th. Project to start in April/May.**
 - ii. HFD FS#3 & #6 Mini Splits Bid was retracted. **Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. Project will be rebid soon.**
 - iii. The Library Carpet in the Community Room has been awarded, colors and product has been chosen. Project will begin in March.

- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
- f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. RFQ readvertised with letters of interest due February 29, 2024. Only one letter of interest received from Weston & Sampson. Evaluation team to review and determine if project should be awarded to Weston & Sampson.
- g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. RFQ for design services advertised; 4 responses received. Tighe & Bond has been identified as most highly advantageous firm. Site walkthrough held w/Tighe & Bond to review site conditions. Tighe & Bond to prepare draft scope of work and negotiations to follow.
- h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - iv. MassDEP is currently reviewing the 90% plans and specs, which were submitted as part of the SRF Application. No ETA on when comments will be received.
 - v. Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - 1. Easements
 - a. Draft easements received. City to coordinate with property owners.
 - 2. WM-16 Permit Required
 - a. This permit was not anticipated to be necessary for this project, as it is typically only needed for wastewater treatment plant projects. However, MassDEP is now requiring any and all wastewater projects to submit such a permit. Change Order will be required for Woodard & Curran assistance. MassDEP review time is estimated at 100 days.
 - 3. MEPA Compliance
 - a. Woodard & Curran is in coordination with MEPA staff to outline next steps for final approval.
 - 4. SRF Funding
 - a. City has until June 30th to award the Contract. Bidding should occur in April and checking with Woodard & Curran to see how project can be bid with outstanding approvals.
 - b. Additional SRF funding may be needed upon receipt of Contractor Bids.

- i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted. **List of streets being finalized with DPW.**
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old – **BETA Group updating database with 2023 paving activities. Proposal received for new inspections.**
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton- - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the following concepts:
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
- m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. **Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Construction anticipated in 2024 with majority completed before June 30th.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station

and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. **Project information forwarded to HG&E.**

- n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. **CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.**
- o. City Hall Granite Stairs and Annex Stone Pillars - **Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000.**
- p. Municipity - Online Permits for DPW, September 26, 2023 – Municipity Go-Live being internally tested
- q. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB working on base mapping and field work.
- r. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. **Waiting on direction for next steps.**
- s. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. **Project was selected by CPA to receive \$254,000, waiting on Council approval. Working with Megan Selier to submit application for additional \$100,000 from MHC towards construction of first phase.**

5. Procurement

- a. **2024 Traffic Calming & Safety Measures Contract, 3-year contract failed. Bids received February 8, 2024. Low bidder, Detour Construction \$591,000. Engineer's estimate \$587,450. Funding to come from Shared Streets, Cannabis Impact Fund, and Chapter 90. Waiting on Chapter 90 project approval to award contract.**
- b. Boiler HFD FS#6 has been awarded to Boulangers. **Preconstruction meeting held on February 14th. Project to start in April/May.**
- c. HFD FS#3 & #6 Mini Splits Bid was retracted. **Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. Project will be rebid soon.**
- d. Springdale – **RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. Working with Tighe & Bond to develop scope and negotiations to follow.**
- e. Parking Deck – **Tighe & Bond has been identified as most highly advantageous firm. Site walkthrough held w/Tighe & Bond to review site conditions. Tighe & Bond to prepare draft scope of work and negotiations to follow.**
- f. Central Fuel Station – **RFQ readvertised with letters of interest due February 29, 2024. Only one letter of interest received from Weston & Sampson. Evaluation team to review and determine if project should be awarded to Weston & Sampson.**

6. Contracts

7. City Council / Regulatory

- a. Finance Committee – None
- b. Ordinance Committee
- c. Public Safety Committee – None

8. City Permits

9. Veolia

- a. Sunoco –
 - i. Final FY23 quarterly bill sent to Sonoco (Q4). Results being evaluated.
 - ii. **FY24 Quarter 1 and 2 invoices sent to Sunoco.**
- b. NPDES Permit Renewal. **Final permit received; City has 30 days to respond with any comments.**
- c. Industrial Users – PFAS sampling program will be created upon final permit designation.
- d. Resolving of PILOT Payments – Veolia should have a final determination before end of Q1
- e. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading

10. Outstanding DPW Crew Work

- a. Yield Sign on Bray Park – pending
- b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – pending
- c. ADA panel replacement on Cabot and Race – to be completed in Spring

11. Other Updates

- a. **New projects proposed by Mayor. Funding through Council will be requested soon. Sean Sheedy coordinating with Mayor's Office.**
 - i. **Dwight Street Parking Garage Repairs - \$750,000 (Design & Construction)**
 - ii. **Suffolk Street Parking Garage Repairs - \$250,000 (Design & Construction)**

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Brian Stebbins

Mailing Address 1705 Northampton St

Phone 413 330-9797

Email Lbstebbins@gmail.com

Service Location 1705 Northampton St

Account Number SR004 857 Bill Number _____

Sewer Use Charge 51,570 gallons \$386.78

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Signature B Stebbins

Date 2/9/24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

To: Board of Public Works/Sewer Commission

From: Brian and Linda Stebbins

Date: 2/09/1024

Reason: Abatement Hearing Request

Hello Board,

My name is Brian Stebbins and I live at 1705 Northampton St. When I received my Sewer and Water bill 08/15/23, I was in shock. My usage has always been between 7-10K gallons per quarter. This bill was for 51,570 gallons. I immediately went to the Publics Works office and was told that the water dept. controls the water bill and that you, the sewer dept., bills on what the water department bills. I was told that you follow them so I should work with the water department and if they make a change to bring that back and you would follow their decision.

So since then, I have been working the Water Department and they finally sent me a letter this week saying they would abate 25% of that bill. When I called today (2/9/24) to your office I was told by Mr. Allen that that is not how it works and I have to do the same thing and go to your board/commission and go through the same process.

I have put in a copy of my bill and showing I paid this. Also a copy of my letter to the water dept that I wrote explain the issue and a copy of the water dept abatement request finding.

I am asking that you follow the same decision. We have never used even close to using this much water in a quarter.

Please let me know if you have any questions.

Thank you for your consideration.

Brian and Linda Stebbins

A handwritten signature in black ink, appearing to read 'B. Stebbins', with a long horizontal flourish extending to the right.

To: The Board of Directors/Holyoke Water Department

From: Brian and Linda Stebbins

Date: 11/29/2023

Reason: Abatement Hearing Request

Hello Board,

My name is Brian Stebbins and I live at 1705 Northampton Street. I have owned this home for 6-7 years now. It was a 3-family home with my office on the 1st floor and rentals on the 2nd and 3rd floor. In 2021 we turned it into a one family home that my wife and I now live in. We move in June 2022. We gutted the 2nd and 3rd floors and rebuilt a completely renovated home for my wife and I.

Our water usage was always around 7 to 10k gallons per quarter. In August of this year, I got a bill for \$302.41 for April 3– July 6 and \$386.78 for sewage with a usage of 51,570 gallons.

My wife and I could not believe this. It was at least 4 times our average price and usage. I went down to the office and talked with Joe Manzi. He sent his guys to do some checks for leaks and could not find anything. Joe then said to me to let's wait for the next quarter bill to come and see what it shows and then we can see how to move forward.

I also discussed with Joe that we did put in a new sprinkler system. We had this checked for leaks and found none. Joe said this may be why the bill is so high. I explained to him that if you remember that it rained so much from April through July. I told him we almost never put on our sprinklers in April through July because we had so much rain that we almost never needed it.

This is where he said to wait and see what the next quarter bill was. I said to him it would be more because I was now using my sprinklers on an almost normal use. So, our next quarter bill came in and our usage for July 6 – October 4 was 23,820 gallons. This is almost half of what we used in the previous quarter and again we did not use our sprinklers in April-July and did use them more normally in July Through October.

We can not figure out why this is but something does not make sense. Joe said that I should ask for an abatement hearing with you gentlemen. So that is what I am doing. I am hoping to be present for this hearing/meeting. I will be in Kentucky from December 15 to January 22 visiting with family.

Please let me know if you need anything else from me.

Thank you



Brian and Linda Stebbins



Main Office: 20 Commercial Street
Holyoke, MA 01040
Tel: (413) 536-0442
Fax (413) 538-6244

February 2, 2024

Brian & Linda Stebbins
1705 Northampton Street
Holyoke, MA 01040

RE: Abatement Request

Dear Stebbins Family:

At a regular meeting of the Board of Water Commissioners held on 1/10/24, the Commission reviewed your request for an abatement of a portion of the charges issued on 8/15/23 in the amount of \$302.41 for the property located at 1705 Northampton Street.

In consideration of your appeal the Commission has agreed to abate \$75.60 or 25% in water charges along with \$10.34 in interest charges which accrued while this matter was under investigation. The balance now due after adjustments is a credit in the amount of \$85.94 and will be applied to future charges to the account.

If you have any questions regarding this matter, please feel free to contact me.

Sincerely yours,

Joseph Manzi
Business Manager





City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:
City of Holyoke
Please write your Account Number
on front of check.

Office Hours:
Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:
Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

811 1 AV 0.498 E0251 I0473 D11630608713 S2 P9838745 0002:0002



BRIAN & LINDA STEBBINS
1705 NORTHAMPTON ST
HOLYOKE MA 01040-1936

Property Owner	Service Address	Account Number	Bill Date
BRIAN & LINDA STEBBINS	1705 NORTHAMPTON ST.	SR004857	08/15/23

Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge						



NEW
Go Paperless
View and Pay
Your Bill Online

HolyokeMASewer.billtrus

Web Enrollment Token
MVL GQG ZTG

AMOUNT PAID:
\$396.41

DEPT. OF PUBLIC WORKS

PAYMENT

ORDER# 167573294

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:

City of Holyoke

Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
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811 1 AV 0.498 E0251 I0473 D11630608713 S2 P9838745 0002:0002



BRIAN & LINDA STEBBINS
1705 NORTHAMPTON ST
HOLYOKE MA 01040-1936

Property Owner		Service Address		Account Number	Bill Date	
BRIAN & LINDA STEBBINS		1705 NORTHAMPTON ST.		SR004857	08/15/23	
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	04/03/23	07/06/23	1,077,200	1,128,770	51,570	\$386.78



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Go Paperless!
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Your Bill Online!

HolyokeMASewer.billtrust.com

Web Enrollment Token
MVL GQG ZTG

Sewer Use Charge	Detail	Summary
Sewer Use Charge \$7.50 per 1,000 Gallons \$7.50 per 1,000 Gallons	Past Due Date:	09/29/23
PAID AUG 22 2023 DEPT. OF PUBLIC WORKS	Interest Charge:	\$0.00
	Past Due:	\$0.00
	Current Charge:	\$386.78
	Balance Due:	\$386.78
	Messages:	

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.

To: The Board of Directors/Holyoke Water Department

From: Brian and Linda Stebbins

Date: 11/29/2023

Reason: Abatement Hearing Request

Hello Board,

My name is Brian Stebbins and I live at 1705 Northampton Street. I have owned this home for 6-7 years now. It was a 3-family home with my office on the 1st floor and rentals on the 2nd and 3rd floor. In 2021 we turned it into a one family home that my wife and I now live in. We move in June 2022. We gutted the 2nd and 3rd floors and rebuilt a completely renovated home for my wife and I.

Our water usage was always around 7 to 10k gallons per quarter. In August of this year, I got a bill for \$302.41 for April 3– July 6 and \$386.78 for sewage with a usage of 51,570 gallons.

My wife and I could not believe this. It was at least 4 times our average price and usage. I went down to the office and talked with Joe Manzi. He sent his guys to do some checks for leaks and could not find anything. Joe then said to me to let's wait for the next quarter bill to come and see what it shows and then we can see how to move forward.

I also discussed with Joe that we did put in a new sprinkler system. We had this checked for leaks and found none. Joe said this may be why the bill is so high. I explained to him that if you remember that it rained so much from April through July. I told him we almost never put on our sprinklers in April through July because we had so much rain that we almost never needed it.

This is where he said to wait and see what the next quarter bill was. I said to him it would be more because I was now using my sprinklers on an almost normal use. So, our next quarter bill came in and our usage for July 6 – October 4 was 23,820 gallons. This is almost half of what we used in the previous quarter and again we did not use our sprinklers in April-July and did use them more normally in July Through October.

We can not figure out why this is but something does not make sense. Joe said that I should ask for an abatement hearing with you gentlemen. So that is what I am doing. I am hoping to be present for this hearing/meeting. I will be in Kentucky from December 15 to January 22 visiting with family.

Please let me know if you need anything else from me.

Thank you



Brian and Linda Stebbins

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name ANTHONY RUSSO

Mailing Address 3 FRANCIS AVE, HOLYOKE, MA 01040

Phone 413-650-5386

Email AJRUSSO88@GMAIL.COM

Service Location 3 FRANCIS AVE

Account Number SR005909 Bill Number _____

Sewer Use Charge \$978.83

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Signature _____

Date _____

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

From Anthony Russo
3 Francis Ave, Holyoke
MA 01040
Date: February 26th, 2024

To Board of Commissioners
Holyoke Water and Sewer Works
20 Commercial Street, Holyoke
MA 01040

Sub: Regarding waiver of payment

Dear, Board of Commissioners

Greetings!

The purpose of writing this letter is to request you to kindly waive off the payment of water bill account no. WR005909 dated 2.15.24 which is \$ 753.08 and sewer account no. SR005909 dated 2.15.24 which is \$978.83.

As you are aware that I am deaf and American Sign Language user. When I received the bills, and I was immediate reach out with plumber contractor. He found the problem; toilet was running inside pipe. I had not known that it was running that which I wouldn't hear. Afterward, plumber contractor had fixed the issue. I tried my best and have managed to clear all other dues of your organization except this one and therefore, I would like to request you to kindly consider this situation as special and have the payment of the invoice mentioned above waived off.

I am working hard to bring things to solve, and I am hopeful that eventually things are going to fall in place but until then we would request your consideration and support.

Thanking you.

Sincerely,

Anthony Russo

Videophone: 413-650-5386

Email: ajrusso88@gmail.com



City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Stephen A Foster
Mailing Address Po Box 267 Cape Canaveral FL 32920
Phone 413 575 1888
Email Foster Stephen A @ Gmail.com
Service Location 143 Bona Ave
Account Number SR 002620 Bill Number _____
Sewer Use Charge \$ 3126 87

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

I was unaware of a water shut-off valve leaking until my water & sewer bill came in. I called the water department as soon as I got the bill in November and they told me to ask for an abatement when my next bill came in.

Signature 

Date 2/21/24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Douglas Theroux
Mailing Address 38 Taylor Street
Phone 413-627-0889
Email budget3@hotmail.com
Service Location 38 Taylor Street
Account Number SR 003319 Bill Number _____
Sewer Use Charge \$612.83

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Hello, The water usage in our home of 3 people averaged 22,100 for the last 3 quarters, but suddenly jumped to 81,710 last billing cycle. The water company sent a technician and did not find anything out of order. I did go ahead and replace both toilet valves anyway and the usage appears to have normalized.

I have made a payment of 50% on this bill, but this sudden unexplained jump combined with the increase in the water bill is a financial burden that I am unprepared for.

I am respectfully asking for a one-time abatement for the balance of this massive bill.

Thank you for your consideration

Signature Doug Theroux

Date 2-1-2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Henry Gallegos

Mailing Address 129 Hillside ave

Phone 347-951-7057

Email Henry.mgallegos@gmail.com

Service Location 129 Hillside ave

Account Number SB004970 Bill Number 11/15/23

Sewer Use Charge \$830.46

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

There was an error in the calculation of the final sewer for the past owner. The balance the ^{past} owner owes is \$830.46 on the closing of the house. Plus any interest reflecting this amount.

Signature 

Date 02/22/24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

NOTICE OF PROPERTY CHANGE

Account No. 004970 Date 9-12-2023

Location of Property 129 Hillside Ave.

Name of Owner Leo Campbell

Reported by Law Offices Sarah Miller
(Attorney, Realtor, etc.)

Sarah Miller
Sellers Clerk, Reporting Change (413) 351-2100
Attorney

Arrears \$619.28

Final Gallons 121726
109423

123030 X 0.0075 =

Final Cost 92.27 (Should be 922.73)

Total Cost \$711.55

12/6/23
owe 830.46
fixed

Paid 9-18-23
Fixed Should be 1542.01



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: filing on EPA appeal

3 messages

Mary Monahan <marylmonahan@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Mon, Mar 4, 2024 at 7:59 AM

Please print this email for tonight. Also, print the attachments except for the large file which is the final permit. 5 copies please.

Thanks.

Mary

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **Lisa Ball** <balll@holyoke.org>
Date: Fri, Mar 1, 2024 at 4:09 PM
Subject: Re: filing on EPA appeal
To: Mary Monahan <marylmonahan@gmail.com>
Cc: Michael Bissonnette <bissonnettem@holyoke.org>

Mary,

Thank you for that thorough response. Agree that a lack of a city engineer makes it very difficult to move a lot of our projects forward. To that point, we meet with the professional union again Tuesday and I can update you afterward.

I appreciate your work on this and appreciate the explanation. I recognize it was a complicated process which I now understand a little better.

Lisa A. Ball
City Solicitor
City of Holyoke
20 Korean Veterans Plaza
Holyoke MA 01040
413-322-5657

On Fri, Mar 1, 2024 at 4:00 PM Mary Monahan <marylmonahan@gmail.com> wrote:

The absence of a City Engineer or staff engineer resulted in the lack of full time professional staff who could coordinate the needed discussions, research, outreach, and more that would have resulted in a better process. The previous appeal was managed through City Engineer Kris Baker. That being said, we got to the goal of developing an appeal that represents the City's concerns about overreach and costs.

Timeline Summary of Development of NPDES WWTP Permit Appeal

Prepared by Mary L. Monahan
March 1, 2024

Note: This timeline reflects the major communications leading up to the final appeal draft. There are other emails that are more housekeeping and schedule. The attachments present key communications in this process. This timeline is limited to my knowledge of actions and communications based on my emails and meeting participation.

January 29, 2024: DPW Director Carl Rossi and Mike Williams (Veolia) received final permit via email.

January 30, 2024: Mary Monahan, Chair Board of Public Works received forwarded permit from Rossi

February 9, 2024: Initial call. Ben Levin from Hazen scheduled: Hazen team, Rossi, Ricardo Cantu, Monahan, Williams and Swain from Veolia

February 9, 2024: Final permit, notes and attachments from February 9 meeting were distributed to Board of Public Works, Assistant Solicitor Bissonnette, Director Rossi, Interim City Engineer Houle, and Office Manager Rodriguez. Notice was given of next call scheduled for February 15, 2024

February 9, 2024: Board of Public Works agenda was updated to include discussion of the final permit.

February 12, 2024: Mike Williams (Veolia) and Board of Public Works reviewed final permit and recommendations.

February 15, 2024: Permit review discussion

Invitees/Participants:

Organizer: blevin@hazenandsawyer.com

Carl Rossi

Hickey, Saya

Mary Monahan

Miira Gates

Michael Bissonnette

RICARDO CANTU

scott.urban@veolia.com

Williams, Michael

February 19, 2024: email to Garcia, Bissonnette, Rossi regarding benefits of NACWA support

February 20, 2024: email and attachments from Ricardo Cantu

February 22, 2024. Team Call

Organizer

blevin@hazenandsawyer.com

Mary Monahan

Carl Rossi

Hickey, Saya

Joe Kietner

Miira Gates

Michael Bissonnette

RICARDO CANTU

Swain, Jason

scott.urban@veolia.com

Williams, Michael

February 26, 2024: Call with NACWA

Organizer: Hickey, Saya

Mary Monahan

Michael Bissonnette
Joshua Garcia
Carl Rossi
Emily Remmel
blevin@hazenandsawyer.com
ngardner-andrews@nacwa.org

February 27, 2024: Team Call
Organizer
Hickey, Saya
Mary Monahan
Michael Bissonnette
Carl Rossi
blevin@hazenandsawyer.com
RICARDO CANTU
Williams, Michael

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

On Fri, Mar 1, 2024 at 2:09 PM Lisa Ball <balll@holyokey.org> wrote:
Mary and Mike:

Now that it has been a few days since we dealt with this unexpected emergency, I have questions.

I obviously was not involved in the front end of this appeal process because Mike and it looks like several others were handling it.

Tuesday afternoon was incredibly stressful learning we had an appeal due the next day and then the uncertainty as to how it was going to get filed. Had I had any sort of heads up about this, we could have been ready for it.

The City has no current mechanism to overnight something with a guarantee of next morning. We do have express mail but that is not a next day guarantee.

Obviously I used my own private office to make sure this happened but that is not what we should be doing.

I just want to understand why this was not ready until the day before it was due-there was a lot of rushing involved as the end of the day was approaching and as I said, stress of possibly missing a deadline. In a lawyer's world, this is a complete disaster that you do anything to avoid.

My email is not meant to be accusatory of anyone, I just want to understand why it was getting filed so late and to figure out a better way to do these things in the future.

Thank you.

On Tue, Feb 27, 2024 at 3:42 PM Mary Monahan <marylmonahan@gmail.com> wrote:
Do we have staff available to make this happen today? We actually don't have much of a choice.....

Mary L. Monahan
413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Levin, Benjamin** <BLevin@hazenandsawyer.com>

Date: Tue, Feb 27, 2024 at 3:29 PM

Subject: RE: Log Account EPA

To: Williams, Michael <michael.williams4@veolia.com>, Michael Bissonnette <bissonnettem@holyoke.org>, Mary Monahan <marylmonahan@gmail.com>

Cc: Hickey, Saya <shickey@hazenandsawyer.com>

Mary/Mike B.,

We confirmed that our Silver Springs office can print and deliver the package tomorrow.

One challenge is that we can not find anything in writing than an original is not needed if hand delivered, so we want to play it safe. Saya is currently completing the cover letter. Can the Mayor sign it before the end of the day and can someone drop it off to FedEx for a morning delivery to our Silver Springs office?

We probably do need to submit a package to MA DEP. Our Boston office can most likely assist with that.

Thanks,

Ben

From: Williams, Michael <michael.williams4@veolia.com>

Sent: Tuesday, February 27, 2024 2:54 PM

To: Levin, Benjamin <BLevin@hazenandsawyer.com>

Cc: Mary Monahan <marylmonahan@gmail.com>; Hickey, Saya <shickey@HazenandSawyer.com>; Michael Bissonnette <bissonnettem@holyoke.org>

Subject: Re: Log Account EPA

Also,

Do we need to serve the MA DEP as well as they are Co-writers?

On Tue, 27 Feb 2024 at 14:49, Levin, Benjamin <BLevin@hazenandsawyer.com> wrote:

Mary, NACWA may not be able to use their account because they are not the entity appealing. Saya, thoughts?

Mary, FYI, we are talking to our Silver Springs office at 3:00 to see if they can assist with a hand delivery.

Thanks,

Ben

From: Mary Monahan <marylmonahan@gmail.com>
Sent: Tuesday, February 27, 2024 2:40 PM
To: Hickey, Saya <shickey@HazenandSawyer.com>; Michael Bissonnette <bissonnettem@holyoke.org>; Williams, Michael <michael.williams4@veolia.com>; Levin, Benjamin <BLevin@hazenandsawyer.com>
Subject: Re: Log Account EPA

How about NACWA?

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

On Tue, Feb 27, 2024 at 2:32 PM Mary Monahan <marylmonahan@gmail.com> wrote:

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: Tobey, Bruce <btobey@pldolaw.com>
Date: Tue, Feb 27, 2024 at 2:31 PM
Subject: Re: Log Account EPA
To: Dunn, Katherine B. <kdunn@pldolaw.com>
Cc: Mary Monahan <marylmonahan@gmail.com>

Hi Mary, I have just been on the phone with staff in our home office who would know if we do. I've been with the firm for 12 years and am unaware of our doing any EPA appeal work. That seems to universally be the opinion and that we therefore do not have an E portal.

I take it this must be filed electronically? Given the city's hardship, might a called from the Mayor to the congressional office buy you anything?

bt

On Feb 27, 2024, at 2:25 PM, Dunn, Katherine B. <kdunn@pldolaw.com> wrote:

Hi Mary,

I haven't e-filed with the EPA. However, I just reached out to our admin to see if PLDO has an account and will keep you posted.

Thanks,

Katie

Katherine Bishop Dunn, Associate

kdunn@pldolaw.com

P 401.824.5134 • F 401.824.5123

<image001.png>

Pannone Lopes Devereaux & O'Gara LLC

Northwoods Office Park Suite 215 N

1301 Atwood Avenue, Johnston, RI 02919

www.pldolaw.com • [Legal Disclaimer](#)

From: Mary Monahan <marylmonahan@gmail.com>

Sent: Tuesday, February 27, 2024 2:00 PM

To: Tobey, Bruce <btobey@pldolaw.com>; Dunn, Katherine B. <kdunn@pldolaw.com>

Subject: Log Account EPA

Does PLDO have a log in e-filing account with EPA for permit appeal filing? We need to submit an appeal tomorrow. It takes 48 hours for a new account.

[EPA Environmental Appeals Board| US EPA](#)

EPA Environmental Appeals Board| US EPA
EPA's Environmental Appeals Board E-Filing site

Can you help?

Thanks.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

This message was sent from outside the company. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

--

Lisa A. Ball
City Solicitor
City Hall Annex
20 Korean Veterans Plaza
Room 204
Holyoke MA 01040

Stephanie Rodriguez <rodriguezs@holyoke.org>
To: Mary Monahan <marylmonahan@gmail.com>

Mon, Mar 4, 2024 at 9:37 AM

Hi Mary,

I do not see any attachments.

--

Stephanie Rodriguez, Office Manager
Department of Public Works
City of Holyoke

(413) 322-5645

[Quoted text hidden]

Mary Monahan <marylmonahan@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Mon, Mar 4, 2024 at 9:43 AM

Ok.
Sent from my iPhone

On Mar 4, 2024, at 9:38 AM, Stephanie Rodriguez <rodriguezs@holyoke.org> wrote:

[Quoted text hidden]

MEMORANDUM

Job No. 07141.00

DATE: December 18, 2008

TO: Matt Sokop, City of Holyoke Public Works
Mike Crawford, Crawford Engineers
Ralph Jagelavicius, United Water
John Fitzpatrick, City of Holyoke Gas & Electric

CC: Bill Fuqua, City of Holyoke Public Works (w/out attachment)
Sean Dugre, City of Holyoke Gas & Electric (w/out attachment)
Alicia Zoeller

FROM: Kristie Rabasca, P.E. LEED AP, 

SUBJECT: Transmittal of Application for Pre Disaster Mitigation Grant
For Flood Control Pump Stations Electrical and Telemetry Systems

We have attached for your files a copy of the Grant Application for the Flood Control Pump Stations Electrical and Telemetry Systems upgrade. This final submittal incorporates the Massachusetts Emergency Management Agency (MEMA) comments that were received on December 10, 2008.

MEMA will be sending this application on to the Federal Emergency Management Agency (FEMA) review team for consideration. The Grant number provided for future reference is: MA2009-005.

We will likely hear from FEMA next spring (April or May) if our grant has been approved.

If you have any questions or comments on the attached documents, please contact Kristie Rabasca at 207.829.5016 or David Early at 207.780.4656.

Subgrant Project Application

Application Title: [City of Holyoke, MA Flood Control Pump Stations Electrical and Telemetry Systems](#)

Subgrant Applicant: [Holyoke Department of Public Works](#)

Application Number: [MA-2009-005](#)

Application Year: [2009](#)

Grant Type: [Project Application](#)

Address: [63 Canal Street, Holyoke, MA 01040-5836](#)

Applicant Information

Name of Applicant Holyoke Department of Public Works

State MA

Congressional District First

Type of Applicant Local Government

Legal status, function, and facilities owned:

The City of Holyoke owns and is responsible for operation of the seven (7) Flood Control Pump Stations that are the subject of this application. The City is responsible for the oversight of the Operation and Maintenance of the Flood Control Protection System. The O&M is implemented jointly by the Holyoke Department of Public Works, Holyoke Gas and Electric, United Water Services (contract operator for the wastewater treatment plant and flood control facilities), and the local railroad operators. Function: During high river stage periods much of the combined sewer wastewater flows and stormwater drainage in the downtown area of Holyoke are conveyed to one of seven flood control pumping stations. The drainage waters combine with leakage from the tailraces along the Connecticut River and drainage from the toe drain network associated with the flood control floodwalls and dikes. The seven pump stations pump the drainage across a dike (which was constructed to protect the City from high waters of the Connecticut River), to the Connecticut River, thus protecting the downtown area of Holyoke from upland flooding. The electrical switchgear and instrumentation that was installed in the 1930s and 1940s has been well operated and maintained, but needs to be upgraded. The switchgear and instrumentation needs to be manned each time there is a potential for flooding to ensure the electrical system does not fail. This application proposes to upgrade the electrical switchgear and instrumentation to improve the reliability of the Flood Control Pump Stations during emergency situations, protecting downtown Holyoke from a catastrophic flood.

State Tax Number: 04-6001393

Federal Tax Number:

Other type name:

Federal Employer Identification Number(EIN). If Indian Tribe, this is Tribal Identification Number.

04-6001393

What is your DUNS Number?

-

Are you the application preparer?

Yes

Is the application preparer the Point of Contact?

No

Is application subject to review by Executive Order 12372 Process?

No. Program is not covered by E.O. 12372

Is the applicant delinquent on any Federal debt?

No

Explanation:

Contact Information

Point of Contact Information

Title	Mr.
First Name	Matthew
Middle Initial	J
Last Name	Sokop
Title	Assistant Superintendent/City Engineer
Agency/Organization	Holyoke Department of Public Works
Address 1	63 Canal Street
Address 2	
City	Holyoke
State	MA
ZIP	01040 - 5836
Phone	413-322-5645 Ext.
Fax	413-539-6807
Email	sokopm@ci.holyoke.ma.us

Alternate Point of Contact Information

Title	Ms.
First Name	Kristie
Middle Initial	L
Last Name	Rabasca
Title	Sr. Environmental Engineer
Agency/Organization	Sevee & Maher Engineers, Inc.
Address 1	4 Blanchard Road
Address 2	P.O. Box 85A
City	Cumberland
State	ME
ZIP	04021
Phone	207-829-5016 Ext. 316
Fax	207-829-5692
Email	klr@smemaine.com

Community Information

Please provide the name of each community that will benefit from this mitigation activity.

State	County Code	Community Name	CID Number	CRS Community	CRS Rating	State Legislative District	US Congressional District
MA	250142_QBM0Z0239	HOLYOKE, CITY OF	250142	N		250142	1

Enter Community Profile information below.

[Help](#)

Most of Holyoke's population lies sandwiched between the Connecticut River and the Mount Tom/East Mountain range, midway between the Vermont and Connecticut state borders. West of the mountain is a small, mostly suburban part of Holyoke. The city is the third largest community in the Greater Springfield Metropolitan Statistical Area, after Springfield and Chicopee. Holyoke is on the west bank of the Connecticut River, with South Hadley and Chicopee across the river to the east and Easthampton, Southampton, Westfield, and West Springfield on the city's western boundary. According to the 1999 MacConnell Land Use data, the total land area of Holyoke is approximately 14,581 acres with roughly 5,149, or 35 percent, of those acres as developed land. The remaining land is classified as undeveloped with forest as the largest category (50% of all land in City) with 7,257 acres. Water is the second largest category of undeveloped land with 1,140 acres compared to pastureland and cropland, which represent individually, the third and fourth largest amount of undeveloped land in the City with 111 and 146 acres, respectively. Holyoke is a densely populated city, with most of its 40,000 residents in the half of the city between the Connecticut River and mountains. Once a powerful industrial community, Holyoke has lost population and wealth in the past forty years and now has more than a quarter of its residents living below the poverty line. The city still has a strong manufacturing base, as well as a growing service sector, and an estimated 16,000 residents of surrounding communities commute into Holyoke to work. Holyoke as an industrial city exists today because of the Connecticut River and the major falls in the river at the bend between Holyoke and South Hadley. In 1847 the falls were dammed to provide hydroelectric power and to divert water into a series of three canals on the Holyoke side. Despite the city's early and continuing dependence on the river, Holyoke has very little public waterfront access. Railroads, mills, and flood control dikes line almost the entire riverfront. The average annual precipitation for Holyoke and surrounding areas in northwestern Massachusetts is 44 inches. Water levels in Holyoke's rivers, streams, and wetlands rise and fall seasonally and during high rainfall events. High water levels are typical in spring, due to snowmelt and ground thaw. This is the period when flood hazards are normally expected. Low water levels occur in summer due to high evaporation and plant uptake (transpiration). At any time, heavy rainfall may create conditions that raise water levels in rivers and streams above bank full stage, which then overflow adjacent lands. A flood control system consisting of concrete flood walls and earthen dikes extends from the Holyoke Dam along the Connecticut River to the south end of Springdale Park. Without the flood control system, much of the area behind these structures would be subject to periodic flooding. The Holyoke Canal System, including the Flood Control Pump Stations and adjacent lands would be subject to flooding in the event of a catastrophic failure of the controls of the Canal System. Lands adjacent to the Connecticut River are designated within the 100-year floodplain.

Comments

Attachments

State	MA
Community Name	HOLYOKE, CITY OF
County Name	MASSACHUSETTS
County Code	HAMPDEN COUNTY
City Code	250142
FIPS Code	013
CID Number	250142

[Help](#)[Help](#)

CRS Community	N	
CRS Rating		
State Legislative District	250142	
US Congressional District	1	
FIRM or FHBM available?	Yes	
Community Status	PARTICIPATING	Help
Community participates in NFIP ?	Yes	
Date entered in NFIP	05-20-1974	
Date of most recent Community Assistance Visit (CAV) ?	09-29-2003	Help

Mitigation Plan Information

Is the entity that will benefit from the proposed activity covered by a current FEMA-approved multi-hazard mitigation plan in compliance with 44 CFR Part 201? Yes

If Yes, please answer the following:

What is the name of the plan? PVPC Holyoke, MA Mitigation Plan

What is the type of plan? Local Multihazard Mitigation Plan

When was the current multihazard mitigation plan approved by FEMA? 07-10-2008

Describe how the proposed activity relates to or is consistent with the FEMA-approved mitigation plan.

The City of Holyoke Local Natural Hazards Mitigation Plan identified flooding as having a Hazard Risk Index Rating of 1 (highest risk) on a scale of 1 to 5. The evaluation identified that flooding had a moderate frequency of occurrence (10% to 40% probability within the next year), because of the flood control system that is in place, had a medium location of occurrence (10 to 50% of the city would be affected if a flood were to occur), and a critical severity of impact (Multiple injuries possible, more than 25% of property in affected area would be damaged or destroyed, complete shutdown of facilities for 1 week or more). In particular, the plan states: "A flood control system consisting of concrete flood walls and earthen dikes extends from the Holyoke Dam south along the Connecticut River to the south end of Springdale Park. Without the flood control system, much of the area behind these structures would be subject to periodic flooding." and, "The Holyoke Canal System and adjacent lands are also subject to flooding in the event of a catastrophic failure of the controls of the Canal System."

If No or Not Known, please answer the following:

Does the entity have any other mitigation plans adopted? No

If Yes, please provide the following information.

Plan Name	Plan Type	Date Adopted	Attachment
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Does the State/Tribe in which the entity is located have a current FEMA-approved mitigation plan in compliance with 44 CFR Part 201? Yes

If Yes, please answer the following:

What is the name of the plan? Massachusetts State Multihazard Mitigation Plan 20

What is the type of plan? Standard State Multi-hazard Mitigation Plan

When was the current multihazard mitigation plan approved by FEMA? 10-18-2007

Describe how the proposed activity relates to or is consistent with the State/Tribe's FEMA-approved mitigation plan.

The State Mitigation Plan acknowledges the importance of the operation of the Holyoke Flood Control System.

If you would like to make any comments, please enter them below.

To attach documents, click the *Attachments* button below.

[HolyokeHMPPages_Final_2007\[1\].pdf](#)

Mitigation Activity Information

What type of activity are you proposing?

[Help](#)

405.1 - Other Minor Flood Control

If you selected Other or Miscellaneous, above, please specify:

Upgrade electrical and instrumentation systems for flood control pump stations

Title of your proposed activity:

City of Holyoke, MA Flood Control Pump Stations Electrical and Telemetry Systems

Are you doing construction in this project?

Yes

If you would like to make any comments, please enter them below.

The City of Holyoke owns, operates and maintains an extensive flood control system along the Connecticut River. An integral component of the flood control system is a series of seven flood control pump stations that were constructed in the late 1930s and 1940s. The electrical switchgear and instrumentation for these pump stations in good condition, but is dated and requires manual oversight during operation. The electrical switchgear and instrumentation needs to be upgraded in order to eliminate the risk posed by the electrical system. The proposed project will not disturb more than one acre of land.

Attachments:

[HolyokeFlood StationPhotos.pdf](#)

Problem Description

Please describe the problem to be mitigated. Include the geographic area in your description.

See attached text file: 7_Holyoke_Hazard Information.doc

Enter the Latitude and Longitude coordinates for the project area.

Latitude: 42.21

Longitude: -72.6

Attachments:

[7_Holyoke_Hazard Information.doc](#)

[HolyokeFCPSDrawings.pdf](#)

[HolyokeFIRMs.pdf](#)

[HolyokeBCADrawings.pdf](#)

Hazard Information

Select hazards to be mitigated

Flood

If other hazards, please specify

If you would like to make any comments, please enter them below.

The project is designed to increase the reliability of seven Flood Control Pump Stations thus mitigating potential flood hazards as a result of a Pump Station failure.

Attachments:

FIRM Information

Is the project located within a hazard area:

Floodplain

If other identified high hazard area, please specify:

Is there a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map (FHBM) available for your project area? Yes

Enter FIRM Panel Number: 250142 0004B and 0006B

Is the project site marked on the map? Electronic map attached

Select Flood Zone Designation Area of moderate flood hazards (B, X)

Scope of Work

What are the goals and objectives of this activity?

The primary goal of this project is to upgrade the electrical switchgear at seven Flood Control Pump Stations in order to enhance and improve the reliability of these stations to operate during high river conditions. Secondary objectives are to: eliminate personnel health and safety risk associated with manual operation of 2300 volt breaker switches at Pump Stations 1 - 4; avoid the need for certified linemen and/or splicers to man Pump Stations 1 – 4 (when demands to keep the Holyoke power grid operational by the same linemen and splicers will be greatest); reduce the potential of fire hazards associated with oil filled breakers; enhance the availability of electrical parts; and reduce the level of labor hours necessary to man these stations by automating the stations by means of telemetry.

Briefly describe the need for this activity.

Failure of any of the seven Pump Stations to operate during high stage river flows could result in flooding of downtown Holyoke and/or the industrial and manufacturing operations along the Connecticut River. While the mechanical motors, pumps and valves as well as the structural integrity of the Pump Stations are in good condition, the electrical switchgear has been identified as obsolete, non-conforming to electrical and OSHA standards, and potentially unreliable. As time proceeds the availability of parts is becoming problematic, to the point that plans for borrowing parts from one station to allow the operation of another station are being formulated. In addition to the reliability issues outlined above, there are concerns relative to personnel health and safety and fire prevention as a result of using electrical technology that is over 50 years old and outdated.

Describe the problems this activity will address.

The problems addressed by this project are outlined in the Problem Description on page 5. These include improved reliability of the Pump Stations, reduced health and safety risks, reduced fire hazard potential, and a reduction in the annual operation and maintenance cost associated with manning the stations during prolonged high river conditions.

Describe the methodology for implementing this activity.

The methodology for implementing this program consists of replicating the design and upgrade of the electrical switchgear at seven discrete locations and installing telemetry at each location that is compatible with the existing supervisory control and data acquisition (SCADA) program used by the operations staff at the city's wastewater treatment plant (WWTP). Design and construction oversight of the electrical switchgear will be managed by HG&E personnel who are familiar with the limitations of the existing installations. We envision the designs to be easily replicated from one Pump Station to the next. The new design will upgrade the 2300 V switchgear with 480 V motor control panels and install 2300 V to 480 V transformers. The design should be based on low maintenance, high reliability vacuum breaker technology combined with state of the art microprocessor based protective relay systems. Each station should also be provided with a storage battery system to ensure relay operation and breaker tripping under fault conditions and provide SCADA remote indication during outages. The design and installation of the telemetry and SCADA upgrade will be coordinated by United Water Services personnel (contract operator of the city's WWTP and flood control facilities). The objective of the telemetry system is to improve instrumentation, control and operation of the remote Flood Control Pump Stations, and thus eliminate manual monitoring and operation of the stations. Preliminary design plans have already been initiated for installing the telemetry at the seven pump stations. A Radio Path Study was performed to determine what hardware, cable lengths and antenna heights are needed to communicate from the central operations control office at the WWTP to the seven pump stations. The study confirmed radio communications as a viable option for communicating with the remote pump stations.

If you would like to make any comments, please enter them below.

Attachments:

[HolyokeRadioPathStudy_BDR.pdf](#)

Enter Work Schedule

Description Of Task	Starting Point	Unit Of Time	Duration	Unit Of Time	Work Complete By
1. Design Electrical Switchgear at 7 Flood Control Stations	1	MONTHS	6	MONTHS	City of Holyoke through Holyoke Gas and Electric

2. Design SCADA and Telemetry	1	MONTHS	6	MONTHS	City of Holyoke through United Water
3. Order and Purchase Equipment	6	MONTHS	6	MONTHS	City of Holyoke through Holyoke Gas and Electric
4. Install Equipment	12	MONTHS	3	MONTHS	City of Holyoke through Holyoke Gas and Electric and United Water
Estimate the total duration of the proposed activity:			15	MONTHS	

Properties**Damaged Property Address:**

Address line 1

Address line 2

City

County

State

ZIP

Owner Information:

First Name

Middle Name

Last Name

	Home	Office
Phone		Ext.
	Cell	Other
		Ext.

Owner's Mailing Address:

Address line 1

Address line 2

Other (PO Box, Route, etc)

City

State

ZIP

Does this property
have other co-owners
or holders of recorded interest?

Property Information:

Age of structure (year built)

[SHPO](#) Review[SHPO](#) Reviewed Date

Structure Type

Foundation type

Basement

Type of Residence

Parcel Number

Property Tax Identification Number

[Latitude](#)[Longitude](#)Does this property have an [NFIP Policy Number](#) No

Policy Number

Insurance Policy Provider

Select hazard to be mitigated:

Damage Category

[Pre-Event Fair Market Value](#)

[Benefit Cost Analysis](#) Performed

[Benefit Cost Ratio](#)

Legal Description

Property Information II:

* Primary Property Action

Secondary Property Actions

Flood Hazard

[Base Flood Elevation](#) feet

[First Floor Elevation](#) feet

Number of feet the lowest floor elevation of the structure
is being raised above Base Flood Elevation (only feet
applicable when Property Action is Elevation)

Flood Source

Property located within

Is there a [Flood Insurance Rate Map \(FIRM\)](#) available
for your project area?

Is the property site marked on the map?

* [Flood Zone Designation](#)

FIRM Information (Flood Maps)

Community Name

CID Number

FIRM Panel Number

Effective Date

Comments

Attachments

Decision Making Process

Describe the process you used to decide that this project is the best solution to the problem.

In 2008, HG&E, City of Holyoke and United Water Services convened to review potential projects for PDM Grant application. The Conservation Commission Director, who was the primary author of the Holyoke Natural Disaster Mitigation Plan was present to review the potential projects. Initial discussions centered around flooding because flooding is identified in the Holyoke Plan as having a High Risk Index of 1. The flood protection system constructed in Holyoke is part of the Comprehensive Plan for the Control of Floods in the Connecticut River Basin that was authorized by the Flood Control Act of 1938. Portions of the upper (northern) and lower (southern) sections of Holyoke were flooded in 1936 and again in 1938. The design of the flood protection system was based on providing concrete walls and dikes to a height higher than the maximum stage of the greatest flood of record at that time (the flood of March 1936). In the upper part of the city, construction of the flood protection system was initiated in December 1938 and completed in October 1940. The concrete wall and dikes in the lower (southern) section of the city was initiated in April 1947 and completed in February 1950. Design and construction of the flood protection system at Holyoke was the most difficult and complicated of any of the facilities along the Connecticut River due to the numerous miles of canals, the many tailrace outlets that would need to breach the flood protection system and the need for maintaining the network of railroads that serviced the mills and factories along the waterfront. The City of Holyoke is responsible for the oversight of the Operation and Maintenance Plan for the Flood Control Protection System. The O&M plan is implemented jointly by the Holyoke Department of Public Works, HG&E, United Water Services (contract operator for the WWTP and flood control facilities), and the local railroad operators. The O&M plan is updated on a regular basis to address operation and maintenance issues relative to tailraces and drainage structures, pump stations, etc. and to note changes in land use, property ownership transfers, etc. As part of the Flood Control Protection System review elements of the system are evaluated and potential vulnerabilities are identified. The following projects were considered: In general the dikes and concrete floodwalls have been inspected and are in good structural conditions. Likewise the drainage structures have been inventoried and are in good condition. There are 18 stop log structures, of which a number will need improvements, although the invert elevations of the stop logs needing improvements are relatively high and are not perceived as a high priority. The Pump Stations have been identified as a potential vulnerability due to the critical service that they provide to the Flood Control Protection System. Three potential projects related to the Pump Stations were considered: (1) The issue of standby power was thought to be a high priority, and installing generators at each of the pump stations was considered. However, dual power sources are available to all seven pump stations, and it was decided that sufficient redundancies are in place. (2) The mechanical and structural condition of the pump stations are likewise good considering that the pump stations are almost 70 years old. (3) The area that was identified as having the highest vulnerability is the electrical switchgear, which is the subject of this grant application.

Explain why this project is the best alternative.

In summary, we believe that our systematic analysis (described above) of the Holyoke Flood Control Protection System has identified a project that will mitigate the greatest threat to the City that is a problem and not a symptom. The subject project is focused on the areas protected by the Holyoke flood protection system (essentially portions of the downtown area and the mills and industries along the Connecticut River), that also has the greatest potential for losses due to flooding. Maintaining the integrity of the Holyoke flood control system is extremely important since these facilities mitigate flooding to a number of critical facilities. These include the power generation facilities owned and operated by HG&E, the wastewater treatment facilities servicing the entire City of Holyoke, railroad transportation lines serving the industrial waterfront operations and numerous mills, manufacturing operations and commercial establishments within the flood protection zone. Once the project was decided upon, HG&E, United Water and the City of Holyoke assessed the advantages and disadvantages of the following scenarios: (1) Take no action and continue operating the Flood Control Pump Stations manually; (2) provide electrical upgrades only; or (3) provide electrical and telemetry system upgrades. The risks to taking no action were significant, and so this alternative was eliminated. Upgrading the electrical system only would not provide sufficient cost benefit, and so the telemetry component was added.

Comments:

As part of our analysis we have not identified any adverse impacts as a result of our project to environmental, historic preservation, natural, cultural or historic resources. In general our proposed project is not intrusive and will not entail any soil excavation or below surface disturbances. All elements of the project will be limited to within the existing Pump Stations.

Attachments:

WARNING: There is a \$1M Federal Share Limit for minor local flood projects in RFC grant applications

405.1 - Other Minor Flood Control

Federal Share: \$ 1,075,700.00

Item Name	Cost Classification	Unit Quantity	Unit of Measure	Unit Cost (\$)	Cost Estimate (\$)
1. Design Electrical Switchgear at 7 Flood Station	Architectural Engineering Basic Fees	1.00	Each	\$ 15,000.00	\$ 15,000.00
4. Install Equipment	Construction And Project Improvement	7.00	Each	\$ 30,800.00	\$ 215,600.00
3. Purchase/Order Equipment	Equipment	7.00	Each	\$ 169,000.00	\$ 1,183,000.00
2. Design SCADA and Telemetry	Architectural Engineering Basic Fees	1.00	Each	\$ 20,700.00	\$ 20,700.00
				Total Cost	\$ 1,434,300.00

Total Project Cost Estimate: \$ 1,434,300.00

Match Sources

Activity Cost Estimate	\$ 1,434,300.00	
Federal Share Percentage	74.99825699%	
Non-Federal Share Percentage	25.00174301%	
	Dollars	Percentage
Proposed Federal Share	\$ 1,075,700.00	74.99825699%
Proposed Non-Federal Share	\$ 358,600.00	25.00174301%

Matching Funds

Source Agency	Name of Source Agency	Funding Type	Amount (\$)	Action
Local Agency Funding	City of Holyoke General Funds	Cash	\$ 320,000.00	View Details
Local Agency Funding	City of Holyoke	Labor	\$ 38,600.00	View Details
Grand Total			\$ 358,600.00	

If you would like to make any comments, please enter them below.

Attachments

[HolyokeMatchLetter.doc](#)

Funding Source Local Agency Funding
Name of Funding Source City of Holyoke General Funds
Funding Type Cash
Amount \$ 320,000.00
Date of availability 01-01-2010
Funds commitment letter date
Attachment (funds commitment letter)

Funding Source Local Agency Funding
Name of Funding Source City of Holyoke
Funding Type Labor
Amount \$ 38,600.00
Date of availability 01-01-2010
Funds commitment letter date
Attachment (funds commitment letter)

Cost Effectiveness Information

Attach the Benefit Cost Analysis (BCA), if completed for this project

[HolyokeBCA1b FCPS 2.XLS](#)
[HolyokeBCA1c FCPS 3.XLS](#)
[HolyokeBCA1f FCPS 6.XLS](#)
[HolyokeBCA1d FCPS 4.XLS](#)
[HolyokeBCA1e FCPS 5.XLS](#)
[HolyokeBCA1g FCPS 7.XLS](#)
[HolyokeBCA1a FCPS 1.XLS](#)
[HolyokeBCA2 WWTP.XLS](#)
[HolyokeBCA1backupAssetValueFCPS.pdf](#)
[HolyokeBCA3 BackupInfo.xls](#)
[HolyokeBCA3.XLS](#)

What is the source and type of the problem?

See attached file: HolyokeBCAText.doc

How frequent is the event?

See attached file: HolyokeBCAText.docdoc

How severe is the damage?

See attached file: HolyokeBCAText.doc

What kinds of property are at risk?

See attached file: HolyokeBCAText.doc

Are there better, alternative ways to solve the problem?

See attached file: HolyokeBCAText.doc

Are the mitigation project costs well documented and reasonable?

Yes

If you would like to make any comments, please enter them below.

While it is difficult to project the precise costs for flood damages in the event of failure of any one of the Flood Control Pumping Stations, one actual flooding incident occurred within the city in 2006. In this event drainage tributary to the Springdale area was not able to flow to the Connecticut River during high river conditions. Stop logs were inserted across the Berkshire Street outfall due to the high river conditions. Flow became pressurized and localized flooding caused \$1.5 million damage to buildings, infrastructure and contents. The flooding that occurred was extremely localized in comparison to any flooding occurrence that would be expected one of the seven pump stations were not functional. For this reason, we believe that any flooding occurrence would easily exceed \$5 to \$10 million in damages based on the above extrapolation. These costs were not included in our BCA, but are provided as additional potential benefit.

Attachments:

[HolyokeBCA Text.doc](#)
[HolyokeProjectCost.pdf](#)

Damage History

Date	Event	Description of Damage	Amount of Damage
Total Amount of Damage			\$ 0.00

A. National Historic Preservation Act - Historic Buildings and Structures

- * 1. Does your project affect or is it in close proximity to any buildings or structures 50 years or more in age? Yes

If Yes, you must confirm that you have provided the following:

- ☒ The property address and original date of construction for each property affected (unless this information is already noted in the Properties section),
- ☒ A minimum of two color photographs showing at least three sides of each structure (Please label the photos accordingly),
- ☒ A diagram or USGS 1:24,000 scale quadrangle map displaying the relationship of the property(s) to the project area.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☒ Information gathered about potential historic properties in the project area, including any evidence indicating the age of the building or structure and presence of buildings or structures that are listed or eligible for listing on the National Register of Historic Places or within or near a National Register listed or eligible historic district. Sources for this information may include the State Historic Preservation Officer, and/or the Tribal Historic Preservation Officer (SHPO/THPO), your local planning office, historic preservation organization, or historical society.
- ☒ Consideration of how the project design will minimize adverse effects on known or potential historic buildings or structures, and any alternatives considered or implemented to avoid or minimize effects on historic buildings or structures. Please address and note associated costs in your project budget.
- ☐ For acquisition/demolition projects affecting historic buildings or structures, any data regarding the consideration and feasibility of elevation, relocation, or flood proofing as alternatives to demolition.
- ☒ Attached materials or additional comments.

Comments:

The Flood Control Stations that will be modified were constructed in the 1930's. The modifications to the stations will be interior modifications that will not be visible from the exterior of the station. Therefore, neither the Flood Control Stations nor any nearby historic structures would be affected. The Flood Control Pump Stations are not listed on the National Register of Historic Places.

Attachments:

[NRHPSearchHolyoke.xls](#)

B. National Historic Preservation Act - Archeological Resources

- * 1. Does your project involve disturbance of ground? No

If Yes, you must confirm that you have provided the following:

- ☐ A description of the ground disturbance by giving the dimensions (area, volume, depth, etc.) and location
- ☐ The past use of the area to be disturbed, noting the extent of previously disturbed ground.
- ☐ A USGS 1:24,000 scale or other site map showing the location and extent of ground disturbance.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Any information about potential historic properties, including archeological sites, in the project area. Sources of this information may include SHPO/THPO, and/or the Tribe's cultural resources contact if no THPO is designated. Include, if possible, a map showing the relation of any identified historic properties to the project area.
- ☐ Attached materials or additional comments.

Comments:

Attachments:

C. Endangered Species Act and Fish and Wildlife Coordination Act

- * 1. Are Federally listed threatened or endangered species or their critical habitat present in the area affected by the project? No

If Yes, you must confirm that you have provided the following:

- ☐ Information you obtained to identify species in or near the project area. Provide the source and date of the information cited.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Any request for information and associated response from the USFWS, the National Marine Fisheries Service (NMFS) (for affected ocean-going fish), or your State Wildlife Agency, regarding potential listed species present and potential of the project to impact those species.
- ☒ Attached materials or additional comments.

Comments:

Because the upgrade to the electrical and instrumentation will only be conducted in existing interior spaces and exterior concrete pads that already contain electrical equipment (with no disturbance of the ground surface), it is unlikely there will be adverse impacts to wildlife or vegetation. However, we have initiated correspondence with the US Fish and Wildlife Service to confirm. Our letter to them is attached.

- * 2. Does your project remove or affect vegetation? No

If Yes, you must confirm that you have provided the following:

- ☐ Description of the amount (area) and type of vegetation to be removed or affected.
- ☐ A site map showing the project area and the extent of vegetation affected.
- ☐ Photographs or digital images that show both the vegetation affected and the vegetation in context of its surroundings.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Attached materials or additional comments.

Comments:

- * 3. Is your project in, near (within 200 feet), or likely to affect any type of waterway or body of water? Yes

If Yes, and project is not within an existing building, you must confirm that you have provided the following:

- ☒ A USGS 1:24,000 scale quadrangle map showing the project activities in relation to all nearby water bodies (within 200 feet).
- ☒ Any information about the type of water body nearby including: its dimensions, the proximity of the project activity to the water body, and the expected and possible changes to the water body, if any. Identify all water bodies regardless whether you think there may be an effect
- ☒ A photograph or digital image of the site showing both the body of water and the project area.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Evidence of any discussions with the US Fish and Wildlife Service (USFWS), and/or your State Wildlife Agency concerning any potential impacts if there is the potential for the project to affect any water body.
- ☒ Attached materials or additional comments.

Comments:

The flood stations that will receive improved electrical and instrumentation are located within 200 feet of the Connecticut River.

Attachments:

[Holyoke_End_Species_Doc.pdf](#)
[HolyokeAerialFlood Stations 1-7.pdf](#)

D. Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands)

- * 1. Will the project involve dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designated as "waters of the U.S" as identified by the US Army Corps of Engineers or on the National Wetland Inventory? No

If Yes, you must confirm that you have provided the following:

- ☐ Documentation of the project location on a USGS 1:24,000 scale topographic map or image and a copy of a National Wetlands Inventory map or other available wetlands mapping information.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Request for information and response letter from the US Army Corps of Engineers and/or State resource agencies regarding the potential for wetlands, and applicability of permitting requirements.
- ☐ Evidence of alternatives considered to eliminate or minimize impacts to wetlands.
- ☐ Attached materials or additional comments.

Comments:

Attachments:

E. Executive Order 11988 (Floodplain Management)

- * 1. Does a Flood Insurance Rate Map (FIRM), Flood Hazard Boundary Map (FHBM), hydrologic study, or some other source indicate that the project is located in or will affect a 100 year floodplain, a 500 year floodplain if a critical facility, an identified regulatory floodway, or an area prone to flooding? Yes

If Yes, please indicate in the text box below any documentation to identify the means or the alternatives considered to eliminate or minimize impacts to floodplains (See the 8 step process found in 44 CFR Part 9.6.) to help FEMA evaluate the impact of the project:

The flood control stations that would receive upgraded electrical and instrumentation are located in the 100-year floodplain. However, the project will not affect the 100-year floodplain.

- * 2. Does the project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation? No

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☐ Hydrologic/hydraulic information from a qualified engineer to demonstrate how drainage and flood flow patterns will be changed and to identify down and upstream effects.
- ☐ Evidence of any consultation with US Army Corps of Engineers (may be included under Part D of the Environmental Information).
- ☐ Request for information and response letter from the State water resource agency, if applicable, with jurisdiction over modification of waterways.
- ☐ Attached materials or additional comments.

Comments:

Attachments:

F. Coastal Zone Management Act

- * 1. Is the project located in the State's designated coastal zone? No

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☐ Information resulting from contact with the appropriate State agency that implements the coastal zone management program regarding the likelihood of the project's consistency with the State's coastal zone plan and any potential requirements affecting the cost or design of the proposed activity.
- ☐ Attached materials or additional comments.

Comments:

Attachments:

G. Farmland Protection Policy Act

- * 1. Will the project convert more than 5 acres of "prime or unique" farmland outside city limits to a non-agricultural use? No

Comments:

Attachments:

H. RCRA and CERCLA (Hazardous and Toxic Materials)

- * 1. Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project? No

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☐ Comments and any relevant documentation.
- ☐ Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.
- ☐ Attached materials or additional comments.

Comments:

- * 2. Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project? No

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☐ Comments and any relevant documentation.
- ☐ Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.
- ☐ Attached materials or additional comments.

Comments:

- * 3. Does any project construction or operation activities involve the use of hazardous or toxic materials? Yes

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☒ Comments and any relevant documentation.
- ☐ Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.
- ☒ Attached materials or additional comments.

Comments:

The project will involve removal of oil-filled electrical equipment.

- * 4. Do you know if any of the current or past land-uses of the property affected by the proposed project or of the adjacent properties are associated with hazardous or toxic materials? Yes

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☒ Comments and any relevant documentation.
- ☒ Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.
- ☒ Attached materials or additional comments.

Comments:

PCB Oils were removed from the flood control pump stations in the 1980s. There are no known spills of oils or PCBs at the stations.

Attachments:

I. Executive Order 12898, Environmental Justice for Low Income and Minority Populations

- * 1. Are there low income or minority populations in the project's area of effect or adjacent to the project area? Yes

If Yes, you must confirm that you have provided the following:

- ☒ Description of any disproportionate and adverse effects to these populations.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☒ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.
- ☐ Attached materials or additional comments.

Comments:

Twenty-five percent (25%) of the Population of the City of Holyoke has income that is below the poverty line. The proposed project will benefit the entire population by preventing critical flooding from a failure at the flood control stations. The Holyoke Local Natural Hazard Mitigatin Plan indicates that flooding could affect 10 to 40% of the population. Therefore 2.5% to 10% of the people below the poverty level could be affected by a flood.

Attachments:

J. Other Environmental/Historic Preservation Laws or Issues

- * 1. Are there other environmental/historic preservation requirements associated with this project that you are aware of? No

If Yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.

- * 2. Are there controversial issues associated with this project? No

If Yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.

- * 3. Have you conducted any public meeting or solicited public input or comments on your specific proposed mitigation project? No

If Yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.

Attachments:

K. Summary and Cost of Potential Impacts

- * 1. Having answered the questions in parts A. through J., have you identified any aspects of your proposed project that have the potential to impact environmental resources or historic properties? No

If Yes, you must confirm that you have:

- ☐ Evaluated these potential effects and provided the materials required in Parts A through J that identify the nature and extent of potential impacts to environmental resources and/or historic properties.
- ☐ Consulted with appropriate parties to identify any measures needed to avoid or minimize these impacts.
- ☐ Considered alternatives that could minimize both the impacts and the cost of the project.
- ☐ Made certain that the costs of any measures to treat adverse effects are realistically reflected in the project budget estimate.

Comments:

Attachments:

Maintenance Schedule and Costs

Provide a maintenance schedule including cost information

Annual inspections will be completed for all seven pump stations. The new vacuum switches are low maintenance. A recommended annual maintenance cost of \$1,500 per year has been applied to the cost estimate and the BCA.

Identify entity that will perform any long-term maintenance

Holyoke Gas and Electric

If you would like to make any comments, please enter them below.

Attach letter from entity accepting performance responsibility

[Holyoke MaintenanceCommittal letter.pdf](#)

Evaluation Information (Part 1 of 4)

Is the recipient participating in the Community Rating System (CRS) ?	No
If yes, what is their CRS rating ?	
Is the recipient a Cooperating Technical Partner (CTP) ?	No
Is the recipient a Firewise Community ?	No
If yes, please provide their Firewise Community number.	
Has the recipient adopted building codes consistent with the International Codes ?	Yes
Has the recipient adopted the National Fire Protection Association (NFPA) 5000 Code ?	Yes
Have the recipient's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS) ?	No
If yes, what is their BCEGS rating?	
Is the recipient a Disaster Resistant University ?	No
Is the recipient a Historically Black College or University or a Tribal College or University ?	No

Evaluation Information (Part 2 of 4)

Describe the desired outcome and methodology of the mitigation activity in terms of mitigation objectives to be achieved.

The primary goal of this project is to upgrade the electrical switchgear at seven flood control Pumping Stations in order to enhance and improve the reliability of these stations to operate during high river conditions. Secondary objectives are to: eliminate personnel health and safety risk associated with manual operation of 2300 volt breaker switches at Pump Stations 1 - 4; avoid the need for certified linemen and/or splicers to man Pump Stations 1 – 4 (when demands to keep the Holyoke power grid operational by the same linemen and splicers will be greatest); reduce the potential of fire hazards associated with oil filled breakers; enhance the availability of electrical parts; and reduce the level of labor hours necessary to man these stations by automating the stations by means of telemetry.

Describe performance expectations and timeline for interim milestones and overall completion of mitigation activity.

As shown in the schedule of this application, the designs for the systems will require 3 months to complete, because of its size and complexity, the new switches will require 4 months to be received once ordered, and installation is estimated to take 2 months. The entire project is expected to take 9 months to complete.

Describe how you will manage the costs and schedule, and how you will ensure successful performance.

The Holyoke Department of Public Works will provide the overall management of this program. The Department has an annual 2009 budget of \$4,985,000 and staff routinely supervise and manage projects similar in scope to the subject program. United Water Service personnel will coordinate the design and purchase of telemetry and SCADA equipment while staff from HG&E will assume the technical lead in specifying the electrical switchgear.

Describe the staff and resources needed to implement this mitigation activity and the applicant's ability to provide these resources.

As noted above, the staff from the Holyoke DPW will serve as the overall program manager for this project. DPW staff have been intimately involved in the operation and maintenance of the Holyoke flood control pump stations over the past 30 years. United Water Service staff will coordinate the telemetry and SCADA implementation. United Water is the largest contract operator of water and wastewater services in the United States and has coordinated telemetry and SCADA projects in over 100 cities, including Holyoke. United Water personnel will ensure the compatibility of the proposed flood control instrumentation with the recently installed telemetry and SCADA installed as part of the Holyoke WWTP upgrade. HG&E, as the provider of electrical power throughout Holyoke and a wholly owned subsidiary of the City of Holyoke, is ideally qualified and motivated to ensure that the electrical switchgear component of this project is correctly specified and installed within the established budgets.

If applying for multiple mitigation activities, how do these activities relate?

Not applicable

Evaluation Information (Part 3 of 4)

How will this mitigation activity leverage involvement of partners to enhance its outcome?

Primary partners on this project are the City of Holyoke DPW, its' sister company HG&E and the city's wastewater contract operator United Water Services. The operation and maintenance of the flood control pump stations has essentially been shared for many years between the three parties. Implementation of this program will represent an enhancement to all three parties who are jointly concerned about the vulnerability of these pump stations as a result of obsolete electrical switchgear and instrumentation.

How will this mitigation activity offer long-term financial and social benefits?

The City of Holyoke was devastated by floods in 1936 and again 1938. The flood control facilities subsequently installed have prevented further floods in the past 60 years and thus mitigated serious financial and social liabilities. The reliable operation of these facilities is critical to the long-term financial viability of the city as well as the social well being of the commercial and manufacturing operations in the city.

How does this mitigation activity comply with Federal laws and Executive Orders, and how is it complementary to other Federal programs?

As shown on the Assurances and certifications section, the mitigation activity is compliant with federal laws and executive orders.

What outreach activities are planned relative to this mitigation activity (e.g., signs, press releases, success stories, developing package to share with other communities, losses avoided analysis) and/or how will this mitigation activity serve as a model for other communities (i.e. Do you intend to mentor other communities, Tribes or States? Do you intend to prepare a description of the process followed in this activity so that others may learn from the example?)?

The City will issue a press release announcing the project. The City is also involved in the Pioneer Valley Planning Commission, and will share the project concepts and information with the other member communities.

Evaluation Information (Part 4 of 4)

Please provide the percent of the population benefiting from this mitigation activity.

10.0

Please explain your response.

The Holyoke Local Natural Hazard Mitigation Plan identifies that 10% to 40% of the population could be affected by flooding within the next year. In the event of a critical failure of the antiquated electrical equipment, we have assumed that 10% would be affected.

Net Present Value of Project Benefits (A)

\$ 1497977.00

Total Project Cost Estimate (B)

\$ 1434300.00

What is the Benefit Cost Ratio for the entire project (A/B)?

1.044

Analysis Type

FEMA BCA software methodology

What is the primary hazard data used for the BCA?

Flood

What secondary hazards were considered during the BCA?

Other Secondary Hazard

Does this mitigation activity protect a critical facility?

Yes

If yes, please select the type of critical facilities to be protected

Power Facilities, Sewer and wastewater treatment Facilities

Comments:

NO Benefit was calculated for the potential benefit to the critical facilities.

Name

Date Attached

[HolyokeBCA1.XLS](#)

11-21-2008

Comments and Attachments			
Name of Section	Comment	Attachment	Date Attached
Application Level	This subapplication is being submitted for consideration under the PDM grant program (CFDA# 97.047)		
Mitigation Plan Information		HolyokeHMPPages_Final_2007[1].pdf	11-21-2008
Mitigation Activity Information	The City of Holyoke owns, operates and maintains an extensive flood control system along the Connecticut River. An integral component of the flood control system is a series of seven flood control pump stations that were constructed in the late 1930s and 1940s. The electrical switchgear and instrumentation for these pump stations in good condition, but is dated and requires manual oversight during operation. The electrical switchgear and instrumentation needs to be upgraded in order to eliminate the risk posed by the electrical system. The proposed project will not disturb more than one acre of land.	HolyokeFlood StationPhotos.pdf	11-21-2008
Hazard Information	The project is designed to increase the reliability of seven Flood Control Pump Stations thus mitigating potential flood hazards as a result of a Pump Station failure.	HolyokeBCADrawings.pdf	12-17-2008
		HolyokeFIRMs.pdf	12-17-2008
		HolyokeFCPSDrawings.pdf	12-17-2008
		7_Holyoke_Hazard Information.doc	12-17-2008
Scope of Work (Part 1)		HolyokeRadioPathStudy_BDR.pdf	12-17-2008
Decision Making Process	As part of our analysis we have not identified any adverse impacts as a result of our project to environmental, historic preservation, natural, cultural or historic resources. In general our proposed project is not intrusive and will not entail any soil excavation or below surface disturbances. All elements of the project will be limited to within the existing Pump Stations.		
Match Sources		HolyokeMatchLetter.doc	12-17-2008
	While it is difficult to project the precise	HolyokeBCA2_WWTP.XLS	12-17-2008
		HolyokeBCA3_BackupInfo.xls	12-17-2008
		HolyokeBCA3.XLS	12-17-2008
		HolyokeProjectCost.pdf	12-17-2008
		HolyokeBCA1a_FCPS_1.XLS	12-17-2008
		HolyokeBCA1g_FCPS_7.XLS	12-17-2008
		HolyokeBCA1e_FCPS_5.XLS	12-17-2008

	costs for flood damages in the event of failure of any one of the Flood Control Pumping Stations, one actual flooding incident occurred within the city in 2006. In this event drainage tributary to the Springdale area was not able to flow to the Connecticut River during high river conditions. Stop logs were inserted across the Berkshire Street outfall due to the high river conditions. Flow became pressurized and localized flooding caused \$1.5 million damage to buildings, infrastructure and contents. The flooding that occurred was extremely localized in comparison to any flooding occurrence that would be expected one of the seven pump stations were not functional. For this reason, we believe that any flooding occurrence would easily exceed \$5 to \$10 million in damages based on the above extrapolation. These costs were not included in our BCA, but are provided as additional potential benefit.	HolyokeBCA1d FCPS 4.XLS	12-17-2008
		HolyokeBCA Text.doc	12-17-2008
		HolyokeBCA1f FCPS 6.XLS Effectiveness Information	12-17-2008
		HolyokeBCA1c FCPS 3.XLS	12-17-2008
		HolyokeBCA1b FCPS 2.XLS	12-17-2008
		HolyokeBCA1backupAssetValueFCPS.pdf	12-17-2008
Maintenance Schedule and Costs		Holyoke MaintenanceCommittal letter.pdf	11-21-2008
Evaluation Information	NO Benefit was calculated for the potential benefit to the critical facilities.	HolyokeBCA1.XLS	11-21-2008

Assurances and Certifications

Please click the link in the status column to view forms.

Forms

Status

Part II: FEMA Form 20-16B, Assurances **Construction** Programs.

[Complete](#)

Part II: FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements.

[Complete](#)

Part III: SF-LLL, Disclosure of Lobbying Activities (**Complete only if applying for a grant of more than \$100,000 and have lobbying activities using Non-Federal funds. See Form 20-16C for lobbying activities definition.**)

Not Applicable

**APPLICATION FOR
FEDERAL ASSISTANCE
(SF 424)**1. TYPE OF SUBMISSION
Construction2. DATE SUBMITTED
11-21-2008

Applicant Identifier

3. DATE RECEIVED BY
STATE
11-21-2008

State Application Identifier

4. DATE RECEIVED BY
FEDERAL AGENCY

Federal Identifier

5. APPLICANT INFORMATIONLegal Name
Holyoke Department of Public WorksOrganizational Unit
Holyoke Department of Public WorksAddress
63 Canal Street,
Holyoke, MA 01040-5836Name and telephone number of the
person to be contacted on matters
involving this application
Matthew Sokop, 413-322-56456. EMPLOYER IDENTIFICATION NUMBER (EIN)
04-6001393

6.a. DUNS NUMBER

7. TYPE OF APPLICANT
Local Government8. TYPE OF APPLICATION
Project Application9. NAME OF FEDERAL AGENCY
Federal Emergency Management Agency**10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE**11. DESCRIPTIVE TITLE OF
APPLICANT'S PROJECT
City of Holyoke, MA Flood Control Pump
Stations Electrical and Telemetry
Systems12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)
HAMPDEN COUNTY**13. PROPOSED PROJECT:**

14. CONGRESSIONAL DISTRICTS OF:

Start Date:

a. Applicant MAFirst

End Date :

b. Project MAFirst

15. ESTIMATED FUNDING

a. Federal

\$ 1,075,700.00

b. Applicant

\$ 0.00

c. State

\$ 0.00

d. Local

\$ 358,600.00

e. Other

\$ 0.00

f. Program Income

\$ 0.00

g. TOTAL

\$ 1,434,300.00

16. IS APPLICATION SUBJECT TO
REVIEW BY STATE EXECUTIVE
ORDER 12372 PROCESS?
No, Program is not covered by E.O.
1237217. IS THE APPLICANT DELINQUENT
ON ANY FEDERAL DEBT?
No18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS
BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED
ASSURANCES IF THE ASSISTANCE IS AWARDED.a. Name of Authorized Representative
Matthew Sokop

b. Title

c. Telephone Number
4133225645d. Signature of Authorized Representative
Matthew Sokope. Date Signed
11-21-2008

THE CITY OF HOLYOKE

LOCAL NATURAL HAZARDS MITIGATION PLAN



Adopted by the Holyoke City Council on _____

**Prepared by:
The Holyoke Natural Hazards Mitigation Planning Committee**

with technical assistance provided by
The Pioneer Valley Planning Commission
26 Central Street, Suite 34
West Springfield, MA 01089
(413) 781-6045
www.pvpc.org

*This project was funded by a grant received from the Massachusetts Emergency Management Agency (MEMA)
and the Massachusetts Department of Conservation Services (formerly the Department of Environmental
Management)*

Holyoke - Hazard Index

The hazard index ratings were determined after assessing the frequency, location and impact classifications for each hazard. The hazard index ratings are based on a scale of 1 (highest risk) through 5 (lowest risk). The ranking is qualitative and is based, in part, on local knowledge of past experiences with each type of hazard. The size and impacts of a natural hazard can be unpredictable however; many of the mitigation strategies currently in place and many of those proposed for implementation can be applied to the expected natural hazards, regardless of their unpredictability.

**Table 3-6
Hazard Identification and Analysis Worksheet for Holyoke**

TYPE OF HAZARD	FREQUENCY OF OCCURRENCE	LOCATION OF OCCURRENCE	IMPACT	HAZARD RISK INDEX RATING
Flooding	Moderate	Medium	Critical	1
Severe Snowstorms/Ice Storms	Moderate	Large	Limited / Critical	3
Severe Thunderstorms (microbursts) which cause wind damage	Moderate	Medium	Limited/Critical	3
Hurricanes	Low	Large	Limited / Critical	3
Tornadoes	Very Low	Small	Critical	4
Wildfire/Brushfire	High	Medium	Minor	2
Earthquakes	Very Low	Large	Critical	5
Dam Failures	Moderate	Medium	Critical/Catastrophic	1
Drought	Very Low	Large	Minor	5
Extreme Heat	Moderate	Medium	Limited	4
Lightning Strikes	Moderate	Small	Minor	2
Radon Air/Water	Very Low	Large	Minor	5
Man-made Hazards: Hazardous Materials	Low	Medium	Critical/Catastrophic	4

Vulnerability Assessment—

The following is a list of natural and manmade disasters, and the areas affected by them, that have or could affect the City of Holyoke. The Past and Potential Hazards Map at the end of this Plan reflects the contents of this list.

In order to determine estimated losses due to natural and man made hazards in Holyoke, each hazard area was analyzed with results shown below. Human losses are not calculated during this exercise, but could be expected to occur depending on the type and severity of the hazard. Most of these figures exclude both the land value and contents of the structure. The value of all structures in the City of Holyoke, including exempt structures such as schools and churches, is \$2,336,440,444 as of 2005. The median value of a home in Holyoke is \$106,600 according to the 2000 Census. The data below was calculated using FEMA's Understanding Your Risks: Identifying Hazards and Estimating Losses, August 2001. In addition, the Committee completed the Vulnerability Assessment Worksheets which provided more data to estimate the potential losses.

Past and Potential Hazards

Flooding (100-year base flood): Moderate Risk

In this section, a preliminary vulnerability assessment was prepared to evaluate the potential impact that flooding could have on the portions of Holyoke located within the 100-year floodplain. Flooding was chosen for this evaluation because it is a natural hazard likely to impact the community and the location of the impact can be determined by mapping of areas inundated during severe flooding events. Flooding can be caused by severe storms, such as hurricanes, nor'easters, and microbursts, as well as ice dams and snow melt. The most sever danger to the city would be flooding caused by dam failure, but this is highly unlikely. To determine the vulnerability of the City, the property within the floodplain with the highest likelihood of damage was identified and preliminary damage assessments were then generated for classes of residential properties. The damage estimates presented in the following table are rough estimates and likely reflect a worst-case scenario. Computing more detailed damage assessments based on assessor's records is a labor-intensive task and beyond the scope of this project.

Table 3-7 includes damage estimates for residential property within the 100-year floodplain. The 1999 MacConnell Land Use Data from Mass GIS was used to delineate the land use categories and then property values for residential uses were estimated using

the median housing cost for Holyoke County of \$106,600.¹⁰ For the estimated number of people living in the floodplain, an average household size of 2.4¹¹ people was used.

Table 3-7
Developed Residential Land Located Within the 100-Year Floodplain

Land Use	Number of Acres	Estimated Number of People Impacted¹²	Estimated Number of Properties¹³	Estimated Real Property Value¹⁴
Residential Multi-family	0			
Residential < ¼ acre lots	0			
Residential ¼ to ½ acre lots	0			
Residential > ½ acre lots ¹⁵	19	34	14	\$1,666,000
Totals	19	34	14	\$1,666,000

Sources: Mass GIS/FEMA, 2000 U.S. Census and information adapted from Town of Holden Beach, North Carolina Community-Based Hazard Mitigation Plan, July 15, 2003.

Other types of land uses and critical facilities located within the floodplain include:

- Commercial (0.4 acres)
- Industrial (0 acres)
- Urban Open (1.5 acres)
- Transportation (0.2 acres)
- Waste Disposal (2 acres)

¹⁰ Figure courtesy of 2000 U.S. Census and represents Median Value for Specified Owner-Occupied Housing Units in 2000 for Holyoke.

¹¹ Figure courtesy of 2000 U.S. Census and represents calculated estimate of the number of people living in a household divided by the total number of households in Holyoke.

¹² This data in this column was calculated by multiplying the average household size of 2.4 people by estimated number of properties in a given residential acre. The number of properties in a given residential acre was estimated using an average min. lot size of lands within the 100-yr. Floodplain.

¹³ This data in this column was calculated by dividing the number of acres in each category by lot size to determine estimated number of properties.

¹⁴ The total real property value is determined by multiplying the median housing cost of \$106,600 by estimated number of properties in a given residential area.

¹⁵ Assumes an average lot size of 1.32 acres.

It is important to note that according to the US Census the median housing value in Holyoke in 2000, was \$106,600, which is lower than the median value of housing for Hampden County as a whole or \$117,400.

Flooding: Highest Risk

While there seems to be a significant risk of flooding in Holyoke, given the City's proximity to the Connecticut River, its canals and the amount of development that has occurred in the flood plain, the Holyoke Hazards Mitigation Committee has deemed flooding a highest risk rating based on occurrences in the past few years.

Severe Snowstorms/Ice Storms: Moderate Risk

Three types of winter events are heavy snow, ice storms and extreme cold which cause concern. Occasionally heavy snow years will collapse buildings. Ice storms have disrupted power and communication services. Extreme cold affects the elderly. Holyoke's recent history has not recorded any loss of life due to the extreme winter weather. These random events are difficult to set a cost to repair or replace any of the structures or utilities affected.

- Area has been subject to extremely heavy snow falls, records of early 1900s and into the 1950s and 1960s indicate this.
- Moderate risk City-wide due to snow, ice and extreme cold.
- 1969 heavy snow - several 3 feet events.
- 1988 temperature below 0 degrees for a month (Nov.-Dec.).
- Elderly are affected by extreme weather.

Hurricanes: Low Risk

Holyoke's location in the Connecticut River Valley reduces the risk of extremely high winds that are associated with hurricanes. The City has experienced small blocks of downed timber and uprooting of trees onto structures. Hurricanes can and do create flooding. Estimated wind damage 5% of the structures with 10% damage \$23,364,404. Estimated flood damage 10% of the structures with 20% damage \$43,304,579. Cost of repairing or replacing the roads, bridges, utilities, and contents of structures is not included.

- Connecticut River corridor at risk.
- 1938 hurricane was a major event - wind damage and flooding statewide.
- Power and phone lines - disruptions of services.
- Flooding/washing of evacuation routes.

5 – CURRENT MITIGATION STRATEGIES

Flooding

The Critical Facilities, Infrastructure, 1999 Land Use & Natural Hazards Map for the City of Holyoke shows the 100-year flood zone identified by FEMA flood maps. The 100-year flood zone is the area that will be covered by water as a result of a flood that has a one percent chance of occurring in any given year. The 100-year flood zone covers the Long Pond Cove and McNulty Park sections of the Connecticut River, as well as portions of Serendipity Stream, and its associated ponds, and sections of Broad Brook.

The major floods recorded in Holyoke during the 20th century have been the result of rainfall alone or rainfall combined with snowmelt. One of the goals of this Natural Hazards Mitigation Plan is to evaluate all of the City's existing policies and practices related to natural hazards and identify potential gaps in protection.

Management Plans

The Comprehensive Emergency Management (CEM) Plan for Holyoke lists the following generic mitigation measures for flood planning:

- Identify areas in the community that are flood prone and define methods to minimize the risk. Review National Flood Insurance Maps.
- Disseminate emergency public information and instructions concerning flood preparedness and safety.
- Strict adherence should be paid to land use and building codes, (e.g. Wetlands Protection Act), and new construction should not be built in flood-prone areas.
- Ensure that flood control works are in good operating condition at all times.
- Natural water storage areas should be preserved.
- Maintain plans for managing all flood emergency response activities including addressing potentially hazardous dams.

The Comprehensive Emergency Management (CEM) Plan for Holyoke lists the following generic preparedness and response measures for floods:

- Place EOC personnel on standby during stage of flood 'watch' and monitor NWS/New England River Forecast Center reports.

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #7
View of Breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



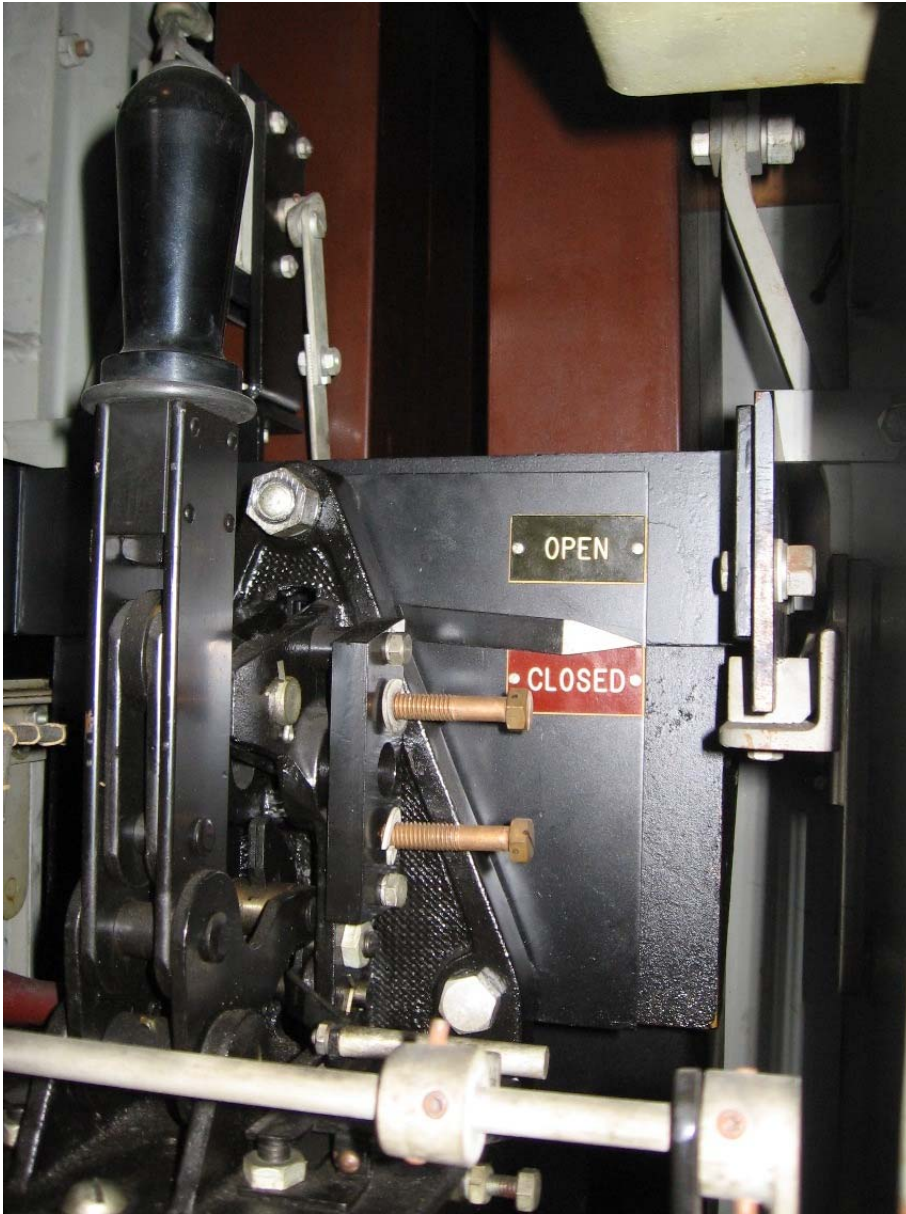
Flood Control Pump Station #1
Date of Construction Plaque

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Closeup of breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Closeup of breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Front view of switchgear lineup

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Protective blast suit required to operate breakers

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Electrician preparing to close breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Electrician preparing to close breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Green pump and switchgear in background

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Manually operated line disconnect switch operator

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Incoming lead cable

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Antiquated protective relays

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Live front station service transformer

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations

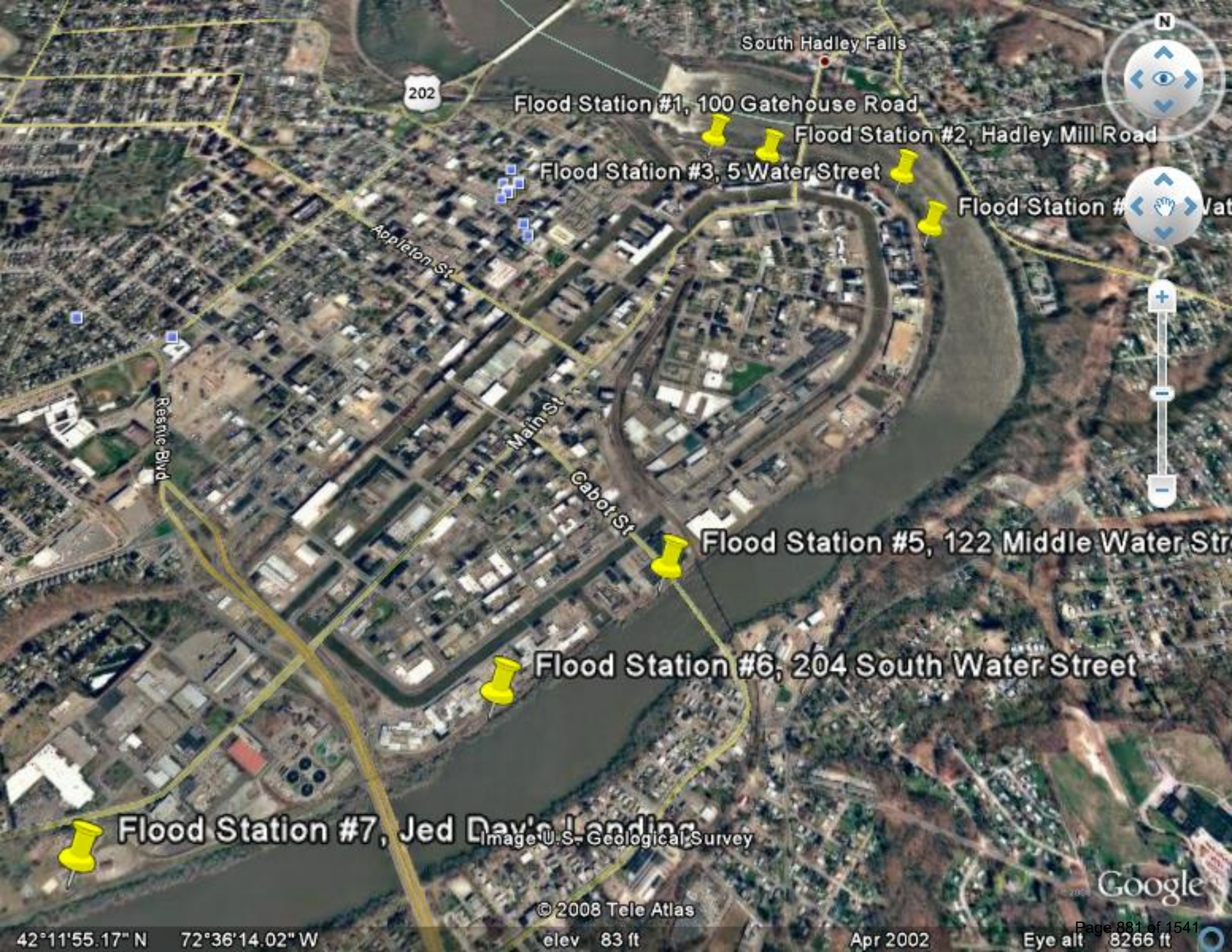


Flood Control Pump Station #1
Oil switch in substation

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Name plate for oil switch in substation



South Hadley Falls

202

Flood Station #1, 100 Gatehouse Road

Flood Station #2, Hadley Mill Road

Flood Station #3, 5 Water Street

Flood Station #

Resnic Blvd

Appleton St

Main St

Cabot St

Flood Station #5, 122 Middle Water Street

Flood Station #6, 204 South Water Street

Flood Station #7, Jed Day's Landing

Image U.S. Geological Survey

Google

© 2008 Tele Atlas

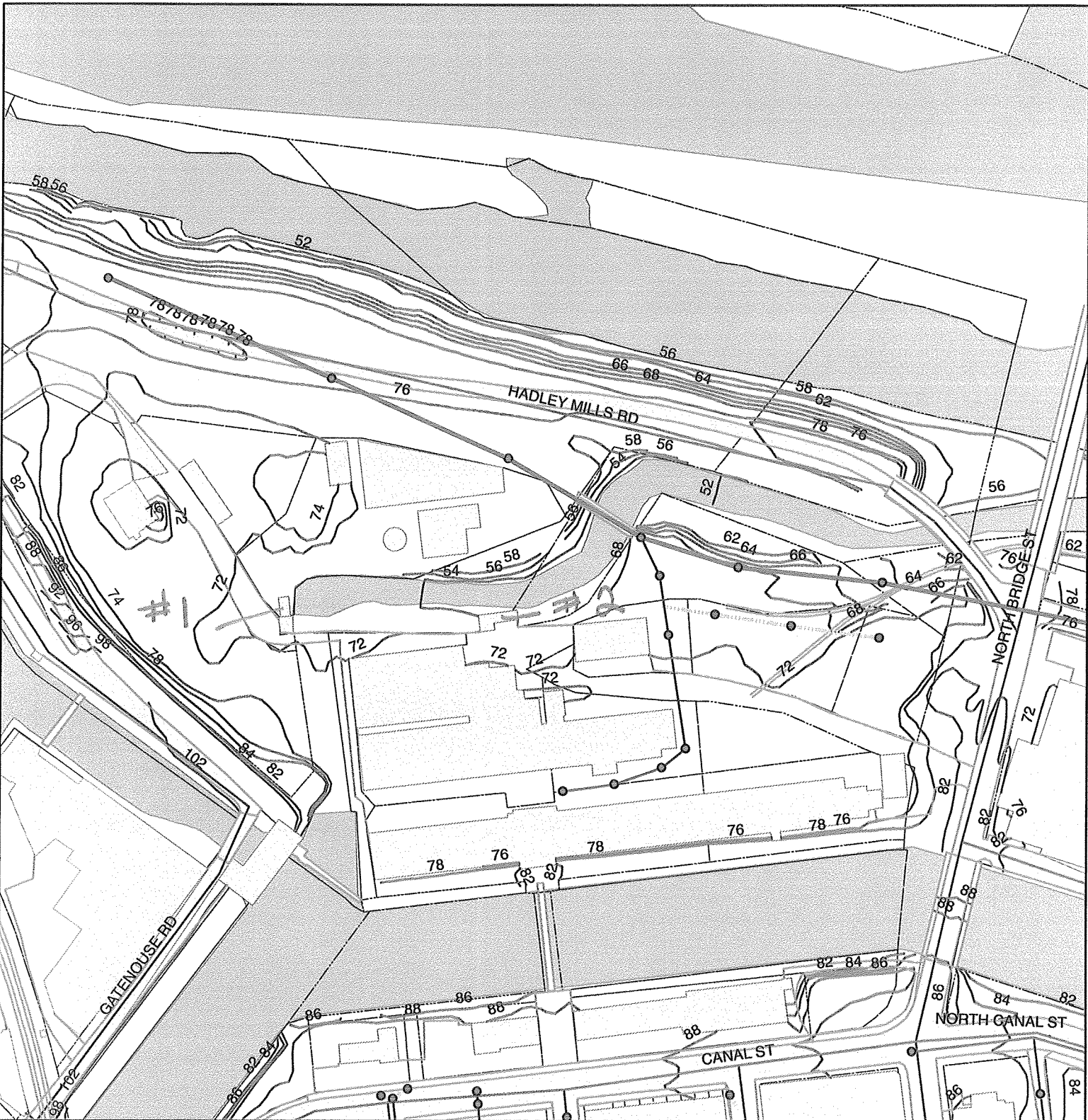
elev 83 ft

Apr 2002

Eye alt 8266 ft

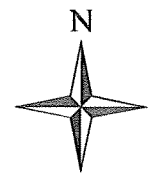
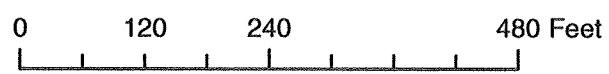
Page 881 of 1541

42°11'55.17" N 72°36'14.02" W



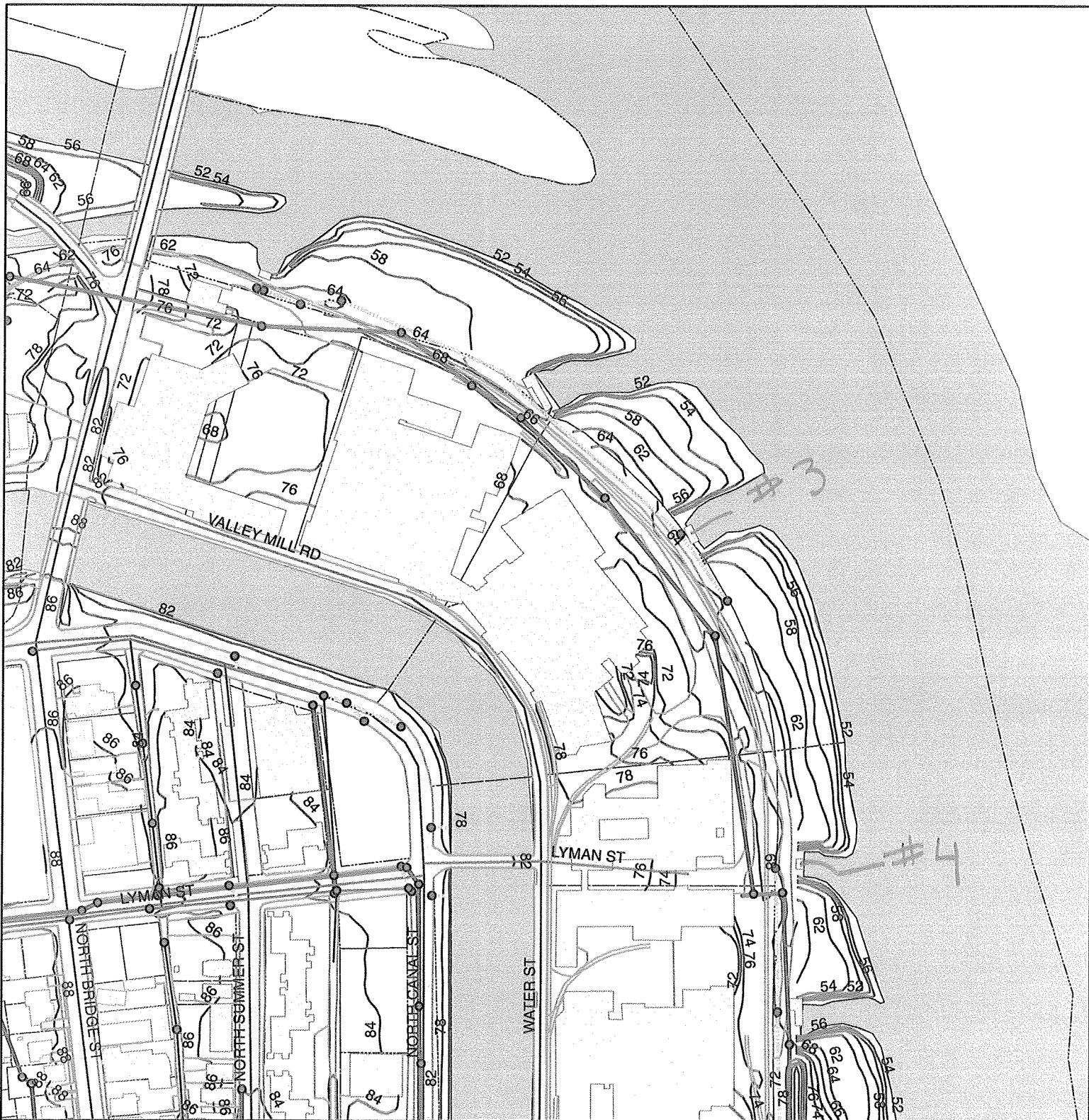
Legend

- SewerMain
- SewerForcedMain
- CombinedMains
- DrainLine
- Culverts
- parcels_new_shp
- Photo_Cont_2_1



Holyoke Flood Control Stations #1 and #2

Holyoke BCADrawings 1 of __



Legend

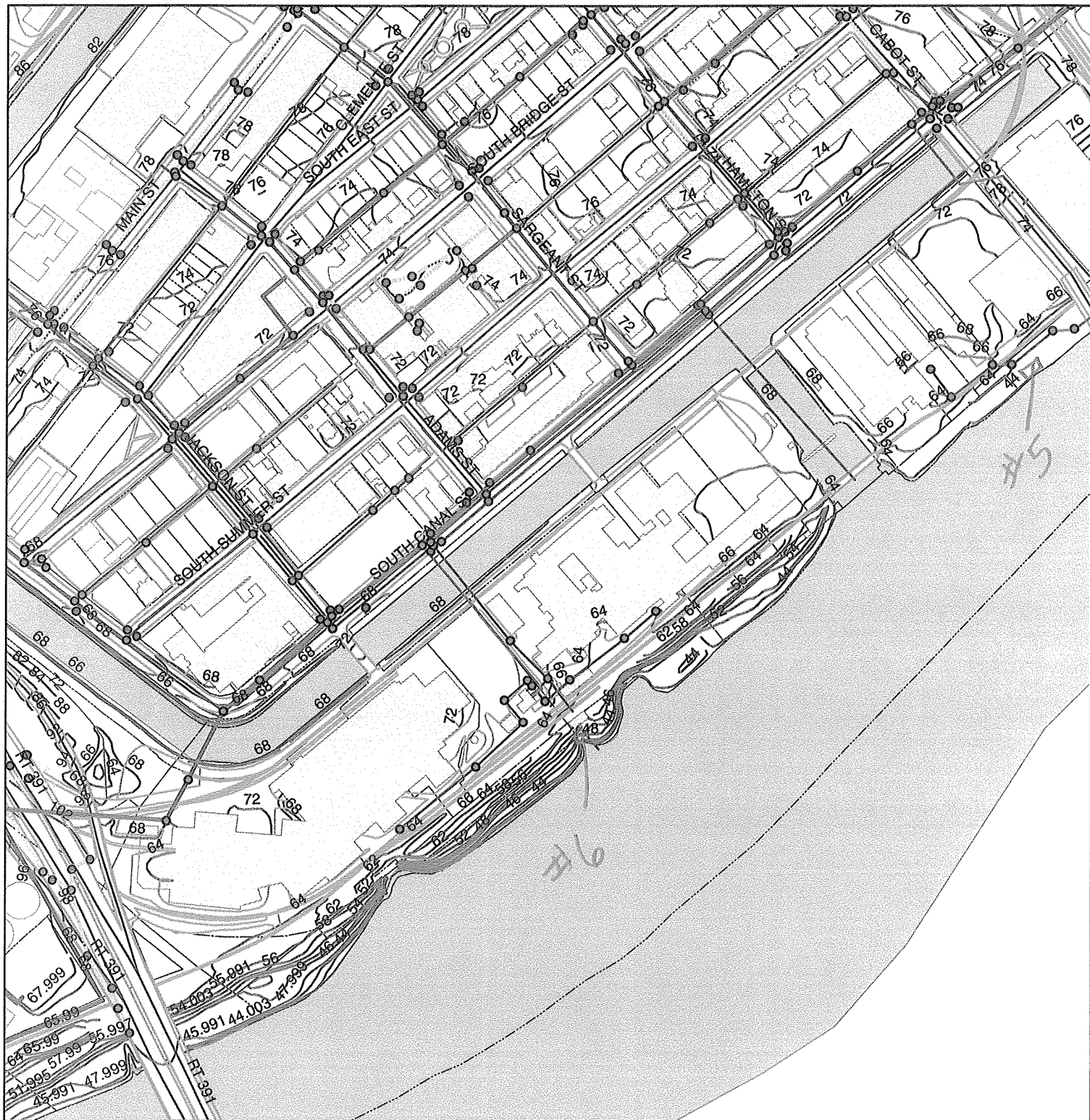
- SewerMain
- SewerForcedMain
- CombinedMains
- - - DrainLine
- - - Culverts
- parcels_new_shp
- Photo_Cont_2_1

0 145 290 580 Feet



Holyoke Flood Control Stations #3 and #4

Holyoke BCADrawings 1 of __



Legend

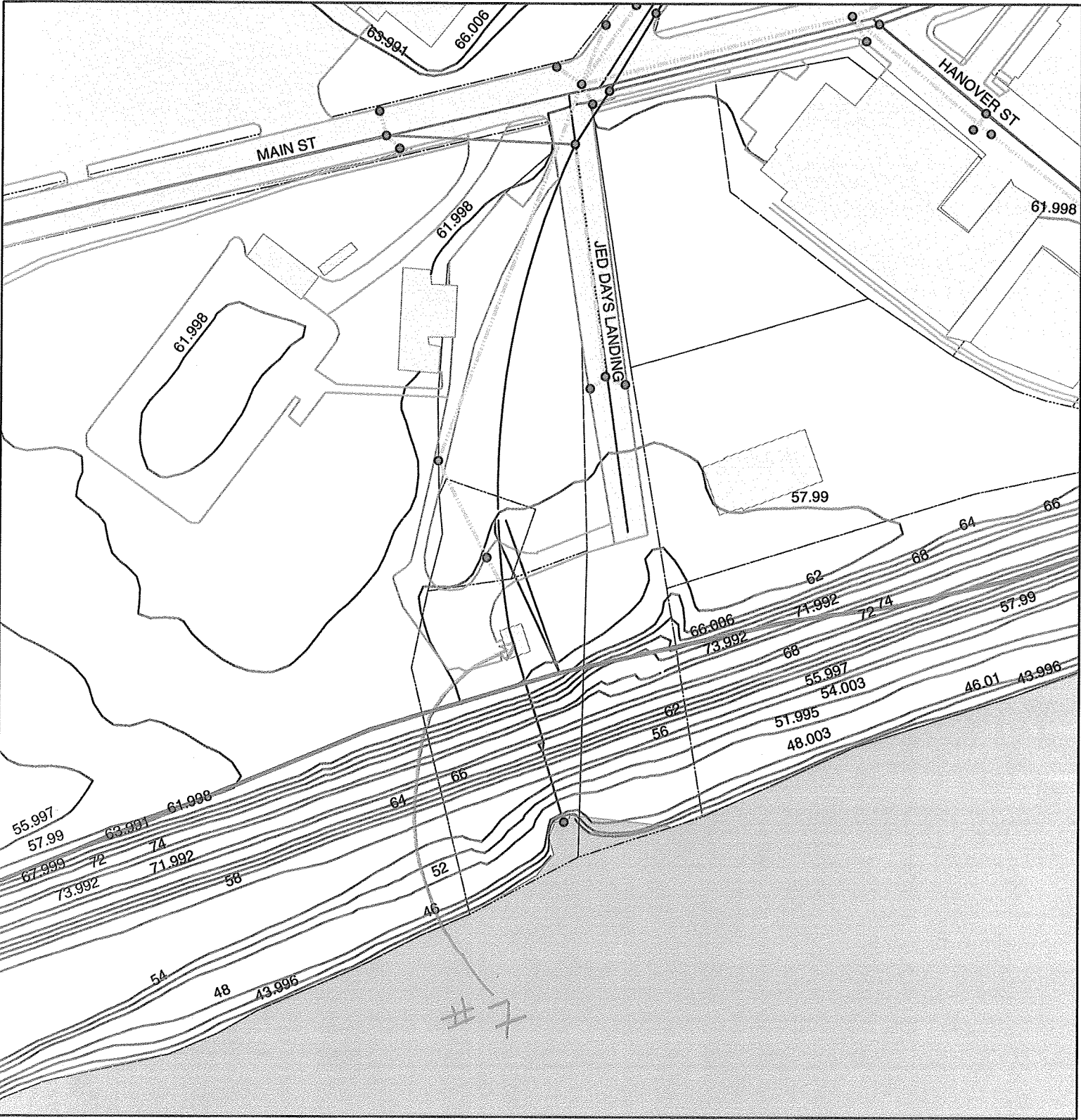
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- SewerForcedMain
- CombinedMains
- ... DrainLine
- Culverts
- parcels_new_shp
- Photo_Cont_2_1

0 210 420 840 Feet



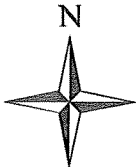
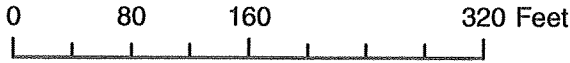
Holyoke Flood Control Stations #5 and #6

Holyoke BCADrawings 1 of __



Legend

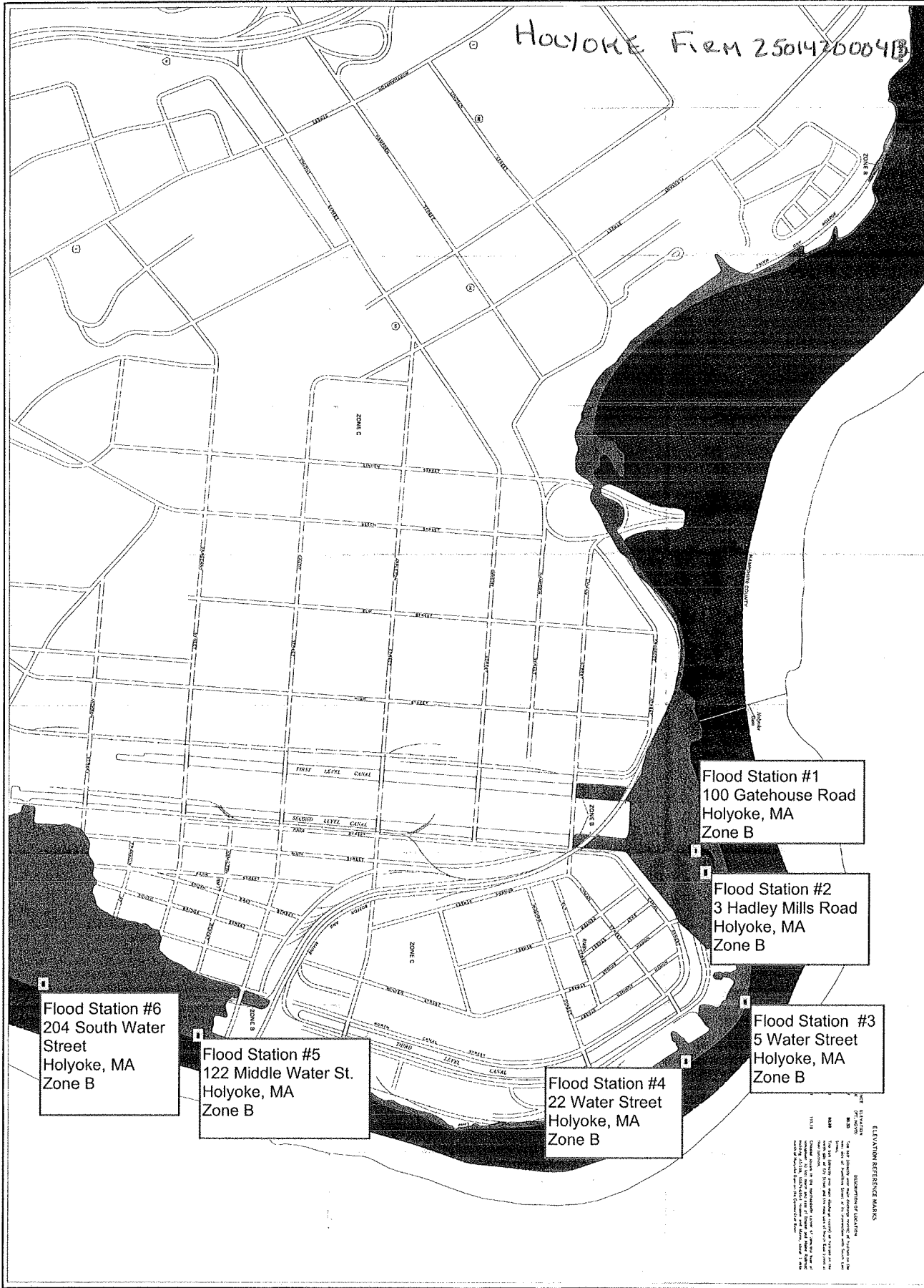
- SewerMain
- SewerForcedMain
- CombinedMains
- DrainLine
- Culverts
- parcels_new_shp
- Photo_Cont_2_1



Holyoke Flood Control Station #7

Holyoke BCADrawings 1 of __

HOLYOKE FIRM 2501420004B



Flood Station #1
100 Gatehouse Road
Holyoke, MA
Zone B

Flood Station #2
3 Hadley Mills Road
Holyoke, MA
Zone B

Flood Station #3
5 Water Street
Holyoke, MA
Zone B

Flood Station #6
204 South Water
Street
Holyoke, MA
Zone B

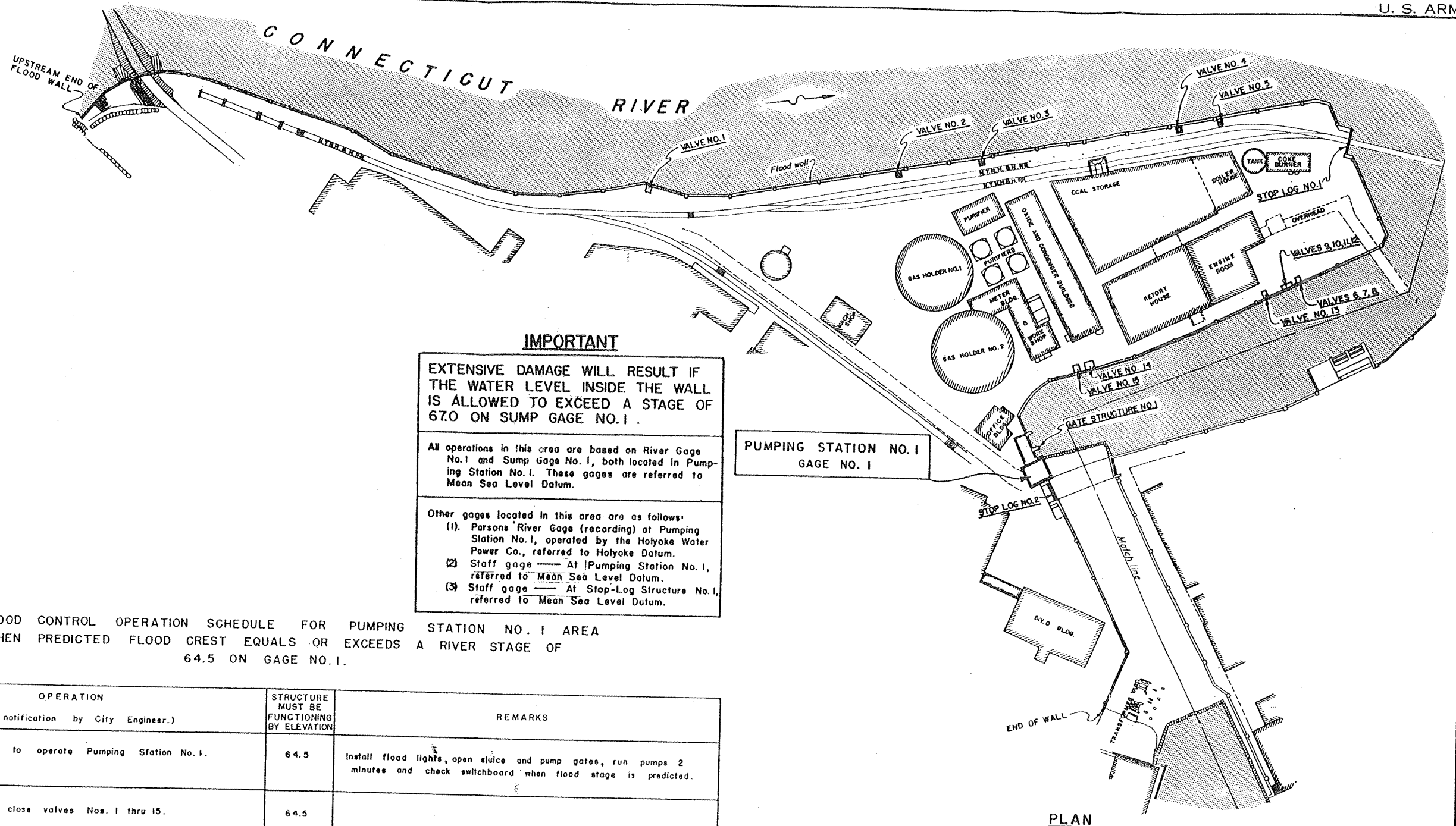
Flood Station #5
122 Middle Water St.
Holyoke, MA
Zone B

Flood Station #4
22 Water Street
Holyoke, MA
Zone B

ELEVATION REFERENCE MARKS
The map includes elevation reference marks for the Flood Insurance Rate Map (FIRM) for Holyoke, MA. The marks are located at the following addresses: 100 Gatehouse Road, 3 Hadley Mills Road, 5 Water Street, 204 South Water Street, 122 Middle Water St., and 22 Water Street. The marks are used to determine the elevation of the flood zones and to calculate the flood insurance rates.

FIRM
FLOOD INSURANCE RATE MAP
CITY OF
HOLYOKE
MASSACHUSETTS
BARNSTABLE COUNTY
PAGE 4 OF 8
COMMUNITY PANEL NUMBER
250142 0004 B
EFFECTIVE DATE:
AUGUST 15, 1979
U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
FEDERAL EMERGENCY MANAGEMENT AGENCY

EXPLANATION OF ZONE DESIGNATIONS
The map shows the Flood Insurance Rate Map (FIRM) for Holyoke, MA. The map is divided into flood zones, each with a specific designation. The zones are labeled with letters and numbers. The designations are as follows:
A: Special Flood Hazard Area (SFHA) - High Risk
B: Special Flood Hazard Area (SFHA) - Moderate Risk
C: Special Flood Hazard Area (SFHA) - Low Risk
D: Special Flood Hazard Area (SFHA) - Very Low Risk
E: Special Flood Hazard Area (SFHA) - Minimal Risk
F: Special Flood Hazard Area (SFHA) - Negligible Risk
G: Special Flood Hazard Area (SFHA) - No Risk
H: Special Flood Hazard Area (SFHA) - No Risk
I: Special Flood Hazard Area (SFHA) - No Risk
J: Special Flood Hazard Area (SFHA) - No Risk
K: Special Flood Hazard Area (SFHA) - No Risk
L: Special Flood Hazard Area (SFHA) - No Risk
M: Special Flood Hazard Area (SFHA) - No Risk
N: Special Flood Hazard Area (SFHA) - No Risk
O: Special Flood Hazard Area (SFHA) - No Risk
P: Special Flood Hazard Area (SFHA) - No Risk
Q: Special Flood Hazard Area (SFHA) - No Risk
R: Special Flood Hazard Area (SFHA) - No Risk
S: Special Flood Hazard Area (SFHA) - No Risk
T: Special Flood Hazard Area (SFHA) - No Risk
U: Special Flood Hazard Area (SFHA) - No Risk
V: Special Flood Hazard Area (SFHA) - No Risk
W: Special Flood Hazard Area (SFHA) - No Risk
X: Special Flood Hazard Area (SFHA) - No Risk
Y: Special Flood Hazard Area (SFHA) - No Risk
Z: Special Flood Hazard Area (SFHA) - No Risk

**IMPORTANT**

EXTENSIVE DAMAGE WILL RESULT IF THE WATER LEVEL INSIDE THE WALL IS ALLOWED TO EXCEED A STAGE OF 67.0 ON SUMP GAGE NO. 1.

All operations in this area are based on River Gage No. 1 and Sump Gage No. 1, both located in Pumping Station No. 1. These gages are referred to Mean Sea Level Datum.

Other gages located in this area are as follows:

- (1) Parsons River Gage (recording) at Pumping Station No. 1, operated by the Holyoke Water Power Co., referred to Holyoke Datum.
- (2) Staff gage — At Pumping Station No. 1, referred to Mean Sea Level Datum.
- (3) Staff gage — At Stop-Log Structure No. 1, referred to Mean Sea Level Datum.

FLOOD CONTROL OPERATION SCHEDULE FOR PUMPING STATION NO. 1 AREA
WHEN PREDICTED FLOOD CREST EQUALS OR EXCEEDS A RIVER STAGE OF
64.5 ON GAGE NO. 1.

OPERATION (After notification by City Engineer.)	STRUCTURE MUST BE FUNCTIONING BY ELEVATION	REMARKS
Electric Department to operate Pumping Station No. 1.	64.5	Install flood lights, open sluice and pump gates, run pumps 2 minutes and check switchboard when flood stage is predicted.
Gas Department to close valves Nos. 1 thru 15.	64.5	
American Writing Paper Company to close headgates of Raceways Nos. 1 & 2 and City Yard forces to close tailgates of Raceway No. 1.	65.0	Gates must be lubricated and lowered into position above water level, sills and bronze seats checked when flood stage is predicted.
Gas Department to close stop-log opening No. 1.	69.0	N.Y.N.H.&H. R.R. to be notified.
Gas Department to close stop-log opening No. 2.	72.0	
AT HOLYOKE DAM		
Boston & Maine Railroad to close stop-log No. 17.	110.0 M.S.L. 112.5 on Holyoke Dam Gage	Ballast over concrete sill and in front of same to be replaced with sandbags to track level before elevation 109.5 is reached. The City Yard is to deliver sandbags and sand to the B & M R.R. near Desjardins Hopper at Mosher and Bower Streets. The R.R. is to transport it from there.

CONNECTICUT RIVER FLOOD CONTROL
HOLYOKE DIKE
PUMPING STATION NO. 1 AREA
FLOOD OPERATION SCHEDULE
HOLYOKE MASSACHUSETTS

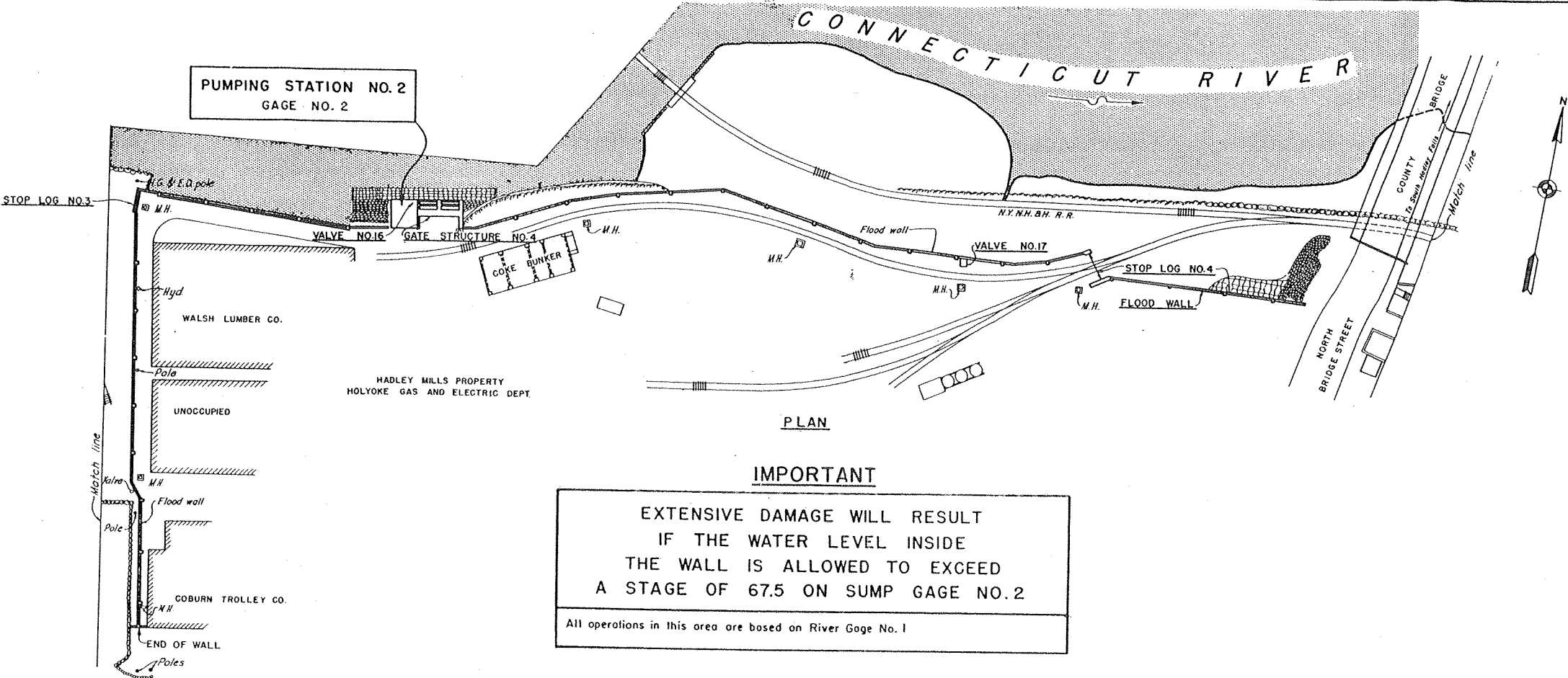
SCALE IN FEET
0' 10' 20' 30'

OPERATION AND MAINTENANCE MANUAL
PREPARED BY
CORPS OF ENGINEERS, U. S. ARMY.
OFFICE OF THE DIVISION ENGINEER
NEW ENGLAND DIVISION BOSTON, MASS.

JAN. 1951

HOLYOKE FCPD Drawings 1 of 6

PLATE NO. VIII



IMPORTANT

EXTENSIVE DAMAGE WILL RESULT
IF THE WATER LEVEL INSIDE
THE WALL IS ALLOWED TO EXCEED
A STAGE OF 67.5 ON SUMP GAGE NO.2

All operations in this area are based on River Gage No. 1

FLOOD CONTROL OPERATION SCHEDULE FOR PUMPING STATION NO. 2 AREA
WHEN PREDICTED FLOOD CREST EQUALS OR EXCEEDS A RIVER STAGE OF 64.5
ON GAGE NO. 1.

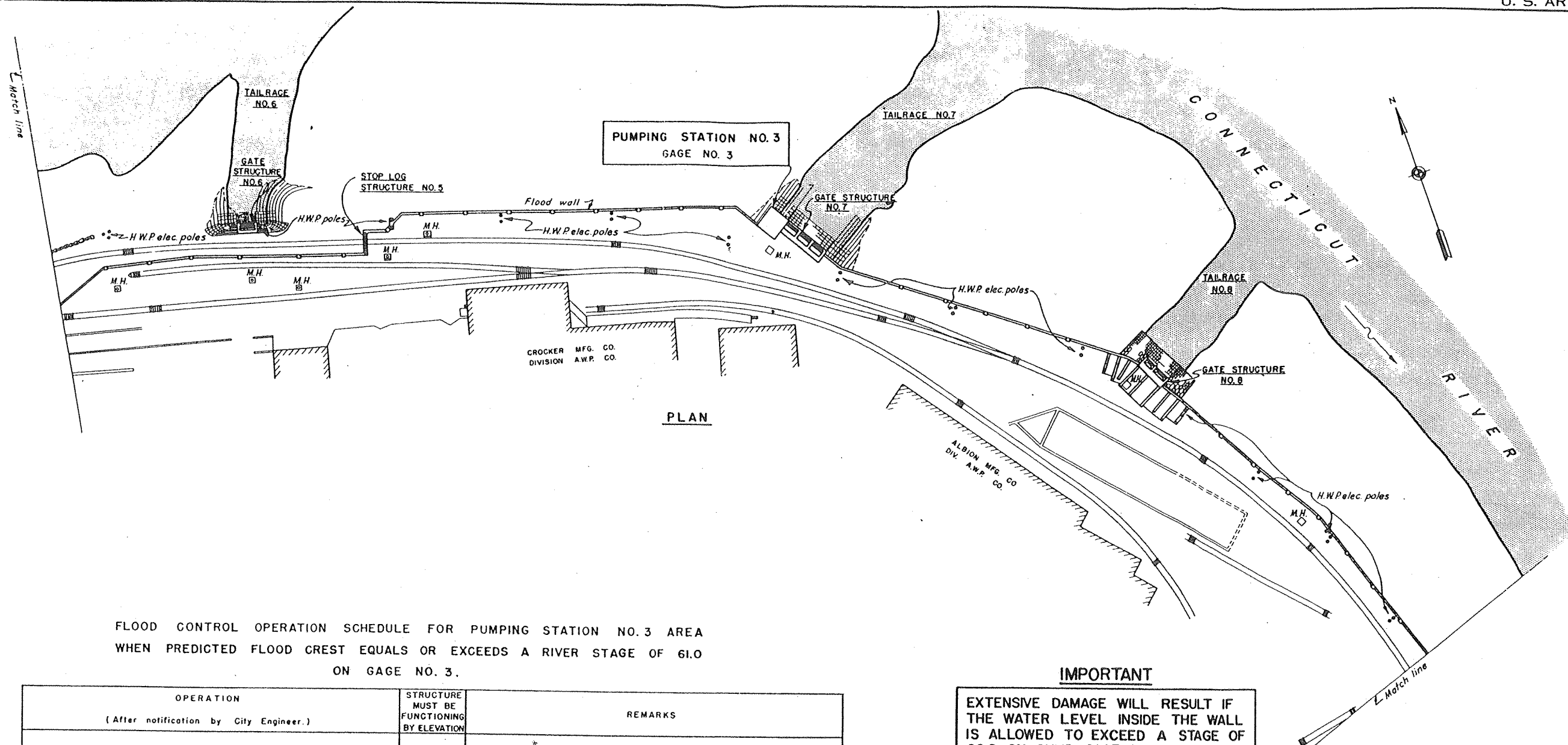
OPERATION (After notification by City Engineer.)	STRUCTURE MUST BE FUNCTIONING BY ELEVATION	REMARKS
Gas Department to close valves Nos. 16 and 17.	64.5	
Gas Department to close stop-log opening No. 4.	64.5	N.Y.N.H.&H. Railroad to be notified.
Gas Department to close headgates and City Yard forces to close tailgates of Raceway No. 4.	65.0	Gates must be lubricated and lowered into position above water level, sills and bronze seats checked when flood stage is predicted.
Electric Department to operate Pumping Station No. 2.	65.5	Install flood lights, open sluice and pump gates, run pumps 2 minutes and check switchboard when flood stage is predicted.
Gas Department to close stop-log opening No. 3.	72.0	

CONNECTICUT RIVER FLOOD CONTROL
HOLYOKE DIKE
PUMPING STATION NO. 2 AREA
FLOOD OPERATION SCHEDULE
HOLYOKE MASSACHUSETTS

SCALE IN FEET
0 40 80

OPERATION AND MAINTENANCE MANUAL
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JAN. 1951



FLOOD CONTROL OPERATION SCHEDULE FOR PUMPING STATION NO. 3 AREA
WHEN PREDICTED FLOOD CREST EQUALS OR EXCEEDS A RIVER STAGE OF 61.0
ON GAGE NO. 3.

OPERATION (After notification by City Engineer.)	STRUCTURE MUST BE FUNCTIONING BY ELEVATION	REMARKS
Electric Department to operate Pumping Station No. 3	61.0	Install flood lights, open sluice and pump gates, run pumps 2 minutes and check switchboard when flood stage is predicted.
Valley Paper Company to close headgates of Raceway No. 6. American Writing Paper Company to close headgates of Raceways No. 7 and 8. City Yard forces to close tailgates of Raceway Nos. 6, 7 & 8.	62.0	Gates must be lubricated and lowered into position above water level, sills and bronze seats checked when flood stage is predicted.
City Yard forces to close stop-log opening No. 5.	63.5	N.Y.N.H.&H. Railroad to be notified.

IMPORTANT

EXTENSIVE DAMAGE WILL RESULT IF THE WATER LEVEL INSIDE THE WALL IS ALLOWED TO EXCEED A STAGE OF 66.0 ON SUMP GAGE NO. 3

All operations in this area are based on River Gage No. 3 and Sump Gage No. 3 both located in Pumping Station No. 3. These gages are referred to Mean Sea Level Datum.

Other gages located in this area are as follows:
(1) Valley River Gage (recording) at Gate Structure No. 6, operated by the Holyoke Water Power Co., and referred to Holyoke Datum.
(2) Staff gage — At Gate Structure No. 6, and referred to Mean Sea Level Datum.

NOTE:

THE OPERATING LEVEL OF 62.0 MAY BE INCREASED TO 62.5 AFTER CONSIDERATION OF AVAILABILITY OF STANDBY POWER FOR PLANT OPERATION OR PUMPING OF PROCESS WATER, RATE OF RISE OF THE RIVER, PREDICTED CREST STAGE, PREDICTED RAINFALL AND SNOW MELT AND THE MANPOWER AVAILABLE TO COPE WITH EMERGENCIES.

CONNECTICUT RIVER FLOOD CONTROL
HOLYOKE DIKE
PUMPING STATION NO. 3 AREA
FLOOD OPERATION SCHEDULE
HOLYOKE MASSACHUSETTS

SCALE IN FEET
0 10 20 30 40 50

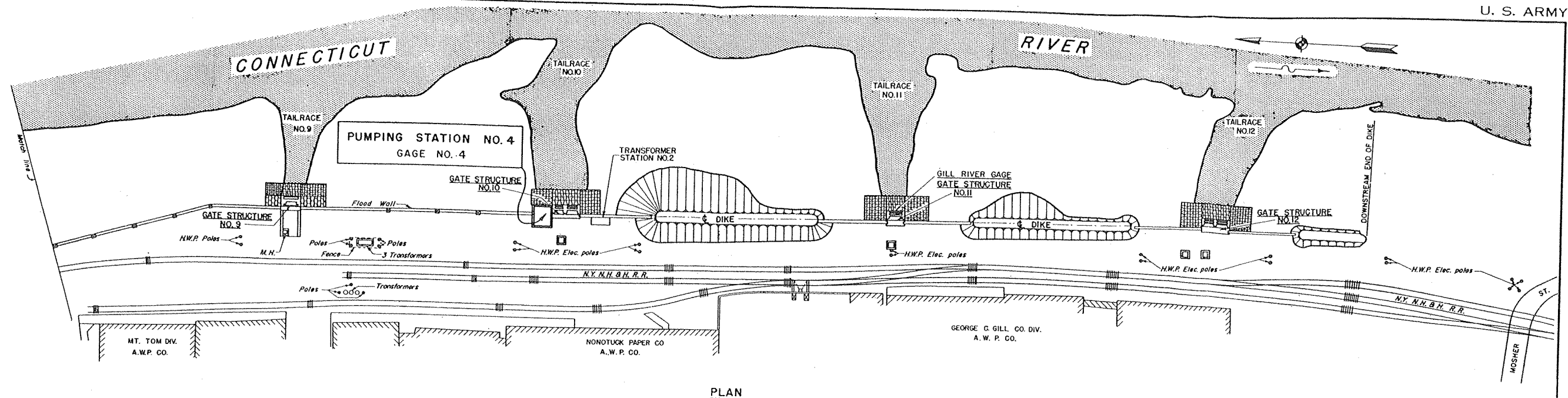
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JAN. 1951

REV/8/61

PLATE NO. X

HOLYOKE FCPS Drawings 30P6



PLAN

FLOOD CONTROL OPERATION SCHEDULE FOR PUMPING STATION NO. 4 AREA
WHEN PREDICTED FLOOD CREST EQUALS OR EXCEEDS A RIVER STAGE OF
64.0 ON GAGE NO.3.

OPERATION (After notification by City Engineer.)	STRUCTURE MUST BE FUNCTIONING BY ELEVATION	REMARKS
Electric Department to operate Pumping Station No. 4.	64.0	Install flood lights, open sluice and pump gates, run pumps 2 minutes and check switchboard when flood stage is predicted.
American Writing Paper Company to close headgates and City Yard force to close tailgates of Raceways Nos. 9,10,11 & 12.	65.0	Gates must be lubricated and lowered in position above water level, sills and bronze seats checked, when flood stage is predicted.

IMPORTANT

EXTENSIVE DAMAGE WILL RESULT IF
THE WATER LEVEL INSIDE THE WALL
IS ALLOWED TO EXCEED A STAGE OF
67.0 ON SUMP GAGE NO.4

All operations in this area are based on River Gage
No. 3

Other gages located in this area are as follows:
(1). Gill River Gage (recording) at Gate Structure
No.11, operated by the Holyoke Water Power
Co., and referred to Holyoke Datum.
(2) Gage No. A (staff) at Gate Structure No.12,
and referred to Mean Sea Level Datum.

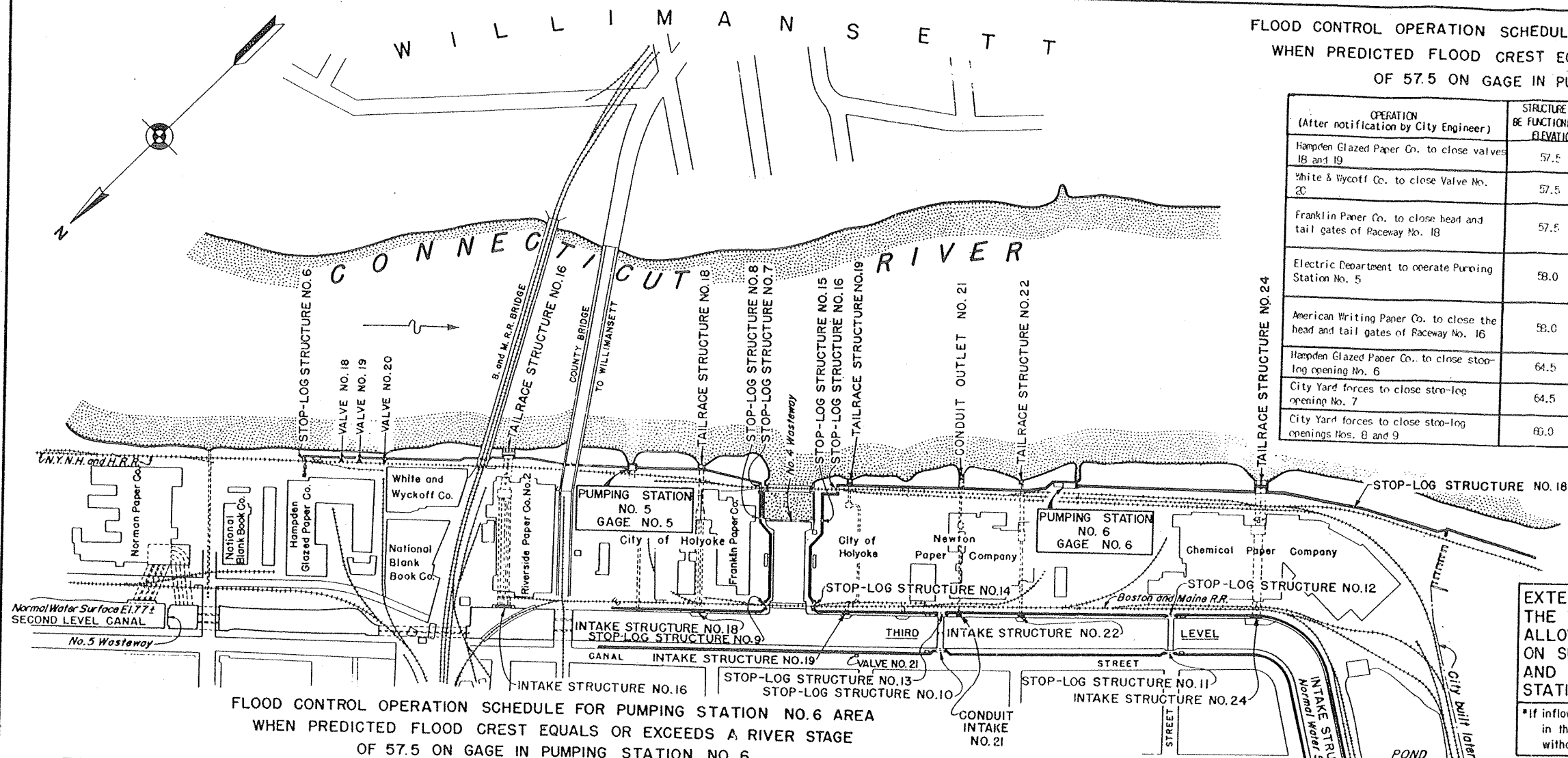
CONNECTICUT RIVER FLOOD CONTROL
HOLYOKE DIKE
PUMPING STATION NO. 4 AREA
FLOOD OPERATION SCHEDULE
HOLYOKE MASSACHUSETTS

SCALE IN FEET
0 40 80

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JAN.1951

HOLYOKE FCPS Drawings 4 of 36

PLATE NO. XI



FLOOD CONTROL OPERATION SCHEDULE FOR PUMPING STATION NO. 5 AREA
WHEN PREDICTED FLOOD CREST EQUALS OR EXCEEDS A RIVER STAGE
OF 57.5 ON GAGE IN PUMPING STATION NO. 5

OPERATION (After notification by City Engineer)	STRUCTURE MUST BE FUNCTIONING BY ELEVATION	REMARKS
Hampden Glazed Paper Co. to close valves 18 and 19	57.5	
White & Wyckoff Co. to close Valve No. 20	57.5	
Franklin Paper Co. to close head and tail gates of Raceway No. 18	57.5	Gates must be lubricated and lowered into position above water level, sills and bronze seats checked, when flood stage is predicted.
Electric Department to operate Pumping Station No. 5	58.0	Install flood lights, open sluice and pump gates, run pumps 2 minutes and check switch- board when flood stage is predicted.
American Writing Paper Co. to close the head and tail gates of Raceway No. 16	58.0	Gates must be lubricated and lowered into position above water level, sills and bronze seats checked, when flood stage is predicted.
Hampden Glazed Paper Co. to close stop- log opening No. 6	64.5	N.Y., N.H. & H. Railroad to be notified.
City Yard forces to close stop-log opening No. 7	64.5	N.Y., N.H. & H. Railroad to be notified.
City Yard forces to close stop-log openings Nos. 8 and 9	60.0	Boston & Maine Railroad to be notified.

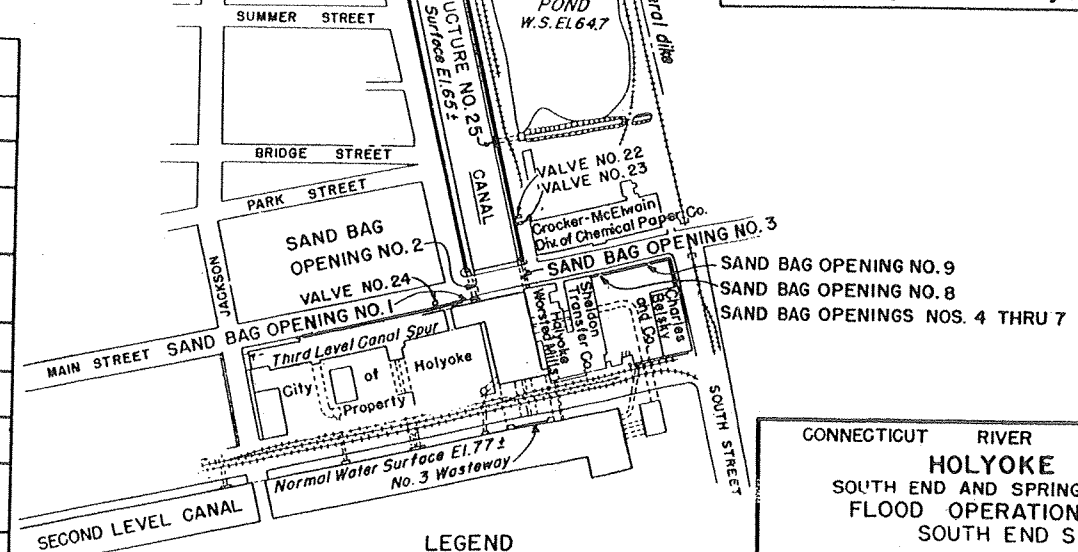
IMPORTANT

EXTENSIVE DAMAGE WILL RESULT IF
THE WATER INSIDE THE WALL IS
ALLOWED TO EXCEED A STAGE OF 55.5'
ON SUMP GAGE IN PUMPING STATION NO. 5
AND 57.5 ON SUMP GAGE IN PUMPING
STATION NO. 6.

*If inflow to the station is slow the water may reach Elev. 58.0
in the sump of Station No. 5 before pumps are started
without causing extensive damage.

FLOOD CONTROL OPERATION SCHEDULE FOR PUMPING STATION NO. 6 AREA
WHEN PREDICTED FLOOD CREST EQUALS OR EXCEEDS A RIVER STAGE
OF 57.5 ON GAGE IN PUMPING STATION NO. 6

OPERATION (After notification by City Engineer)	STRUCTURE MUST BE FUNCTIONING BY ELEVATION	REMARKS	OPERATION (After notification by City Engineer)	STRUCTURE MUST BE FUNCTIONING BY ELEVATION	REMARKS
Newton Paper Co. to close head and tail gates of Raceway No. 22 and Conduit No. 21	57.5	Gates must be lubricated and lowered into position above water level, sills and bronze seats checked, when flood stage is predicted. Gates to be nearly closed at Elevation 54.0 leaving slight opening to pass process water.	City Yard forces to close stop-log opening No. 16	64.0	N. Y., N. H. and H. Railroad to be notified.
Electric Department to operate Pumping Station No. 6	57.5	Install flood lights, open sluice and pump gates, run pumps 2 minutes and check switchboard when flood stage is predicted.	Chemical Paper Co. to close valves Nos. 22 and 23	65.0	
Chemical Paper Co. to close head and tail gates of Raceway No. 24 and the gate at Intake No. 25	57.5	Gates must be lubricated and lowered into position above water level, sills and bronze seats checked when flood stage is predicted. One tailrace gate to be closed at Elevation 54.0 and second gate left slightly open to pass process water.	City Yard forces to close stop-log openings Nos. 14 and 15 and sandbag opening No. 9	68.5	Boston & Maine Railroad to be notified.
City Yard forces to close valve No. 21	57.5		City Yard forces to close stop-log opening No. 13	70.0	
Chemical Paper Co. to close stop- log opening No. 18	62.5		City Yard forces to close valve No. 24	70.0	
			Chemical Paper Co. to close stop- log opening No. 12	70.5	
			City Yard forces to close sandbag openings Nos. 1, 2 and 3	71.5	
			Closing schedule for Raceway No. 19 to be determined when rebuilt		



LEGEND

Flood Wall
Existing Flood Wall
Railroads
Gate Structures
Stop-Log Structure
Stop-Log Storage Structures

CONNECTICUT RIVER FLOOD CONTROL
HOLYOKE DIKE
SOUTH END AND SPRINGDALE SECTIONS
FLOOD OPERATION SCHEDULE
SOUTH END SECTION

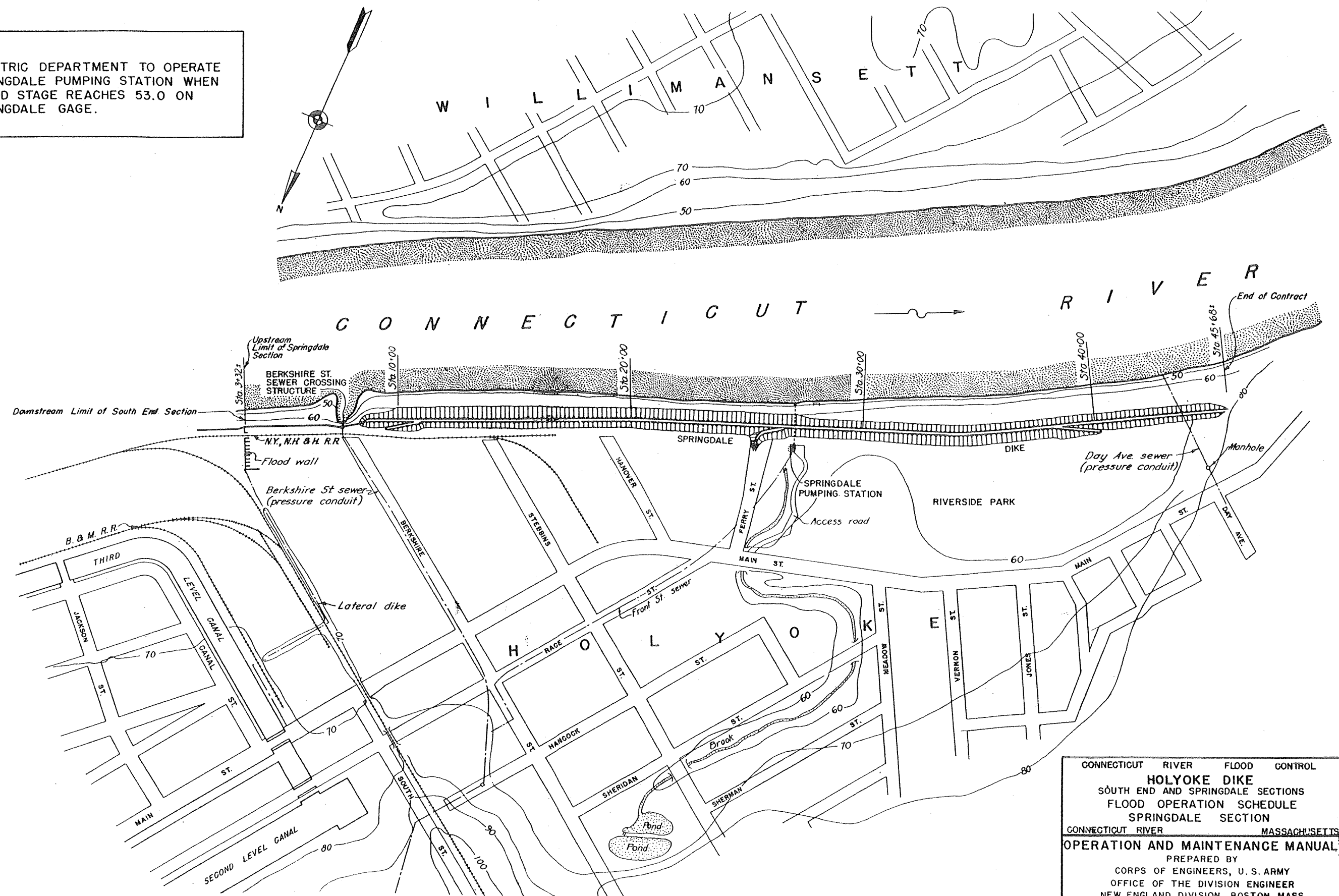
CONNECTICUT RIVER MASSACHUSETTS
OPERATION AND MAINTENANCE MANUAL

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NEW ENGLAND DIVISION, BOSTON, MASS
JAN. 1951

HOLYOKE FCPS Drawings 5 of 36

PLATE NO. XII

ELECTRIC DEPARTMENT TO OPERATE
SPRINGDALE PUMPING STATION WHEN
FLOOD STAGE REACHES 53.0 ON
SPRINGDALE GAGE.



CONNECTICUT RIVER FLOOD CONTROL
HOLYOKE DIKE
SOUTH END AND SPRINGDALE SECTIONS
FLOOD OPERATION SCHEDULE
SPRINGDALE SECTION
CONNECTICUT RIVER MASSACHUSETTS
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PLATE NO. XIII
HOLYOKE FCPS Drawings 60f6

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades

7. Hazard Information Problem Description

Problem Description: The following problem description is divided into two segments. The first provides a description of the City of Holyoke Flood Control System, which is the subject of the Grant Application, the second provides a description of the hazards that the project would mitigate. Holyoke Figure 1 shows the location of the structures on a USGS topographic quadrangle.

Overview and Description of Flood Control System:

The City of Holyoke, Massachusetts owns, operates and maintains an extensive flood control system along the Connecticut River. An integral component of the flood control system is a series of seven flood control pumping stations that were constructed in the late 1930s and 1940s. The electrical switchgear and instrumentation for these pump stations needs to be upgraded in order to eliminate the flood risk and human health risk posed by the antiquated electrical system, and to reduce the operation and maintenance costs associated with the system.

During high river stage periods surface drainage adjacent to the flood control dikes and walls are conveyed to one of the seven flood control pumping stations. The drainage waters combine with leakage from the tailraces along the Connecticut River and drainage from the toe drain network associated with the flood control floodwalls and dikes. In addition, stormwater and combined sewage and stormwater overflows from the Holyoke sewer system are diverted to flood control pump stations 6 and 7. The seven pump stations pump the drainage, stormwater and wastewater to the Connecticut River, thus protecting the downtown area of Holyoke from flooding.

The seven flood control pump stations provide drainage for three general areas. Graphics showing the locations of the Flood Control Pumping Stations and their functional triggers from the Army Corps of Engineers Design are contained in the Attachment associated with the Scope of Work (called HolyokeFCPSDrawings.pdf)

Sections	of	Flood	Flood Control Pump	Description	of	Area	Protected	by
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Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades

7. Hazard Information Problem Description

Control System	Stations	Station	Flood Control Station
North Section: Extends from the Holyoke Dam southerly to high ground near Mosher Street. It includes approximately 400 feet of earth levee with a maximum height of 10 feet, and 5,600 feet of concrete wall along the Connecticut River.	Flood Station #1 100 Gatehouse Road Holyoke, MA Zone B Begin pumping operations at Elevation 64.5 MSL Extensive Damage at 67.0 MSL	Each station is equipped with pumps, induction motors, and electrical switchgear. There are two electrically driven vertical axial flow pumps at each station. PS 1 and 2 have 2, 100-hp pumps with a capacity of about 15,000 gpm. PS 3 and 4 have 2, 125-hp pumps with a capacity of about 20,000 gpm.	Accepts stormwater runoff from surface areas adjacent to the floodwalls and controls leakage from 9 tailraces, which are cross-connected to the pump stations via large concrete conduits.
	Flood Station #2 3 Hadley Mills Road Holyoke, MA Zone B Begin operations at Elevation 65.5 MSL Extensive Damage at 67.5 MSL	PS 1 and 2 have 2, 100-hp pumps with a capacity of about 15,000 gpm. PS 3 and 4 have 2, 125-hp pumps with a capacity of about 20,000 gpm.	Pumping Stations 1 and 2 protect an area above the South Hadley Falls Bridge. A failure of these two pump stations would cause damage to the pump stations themselves (which is quantified in BCA_1a and b).
	Flood Station #3 5 Water Street Holyoke, MA Zone B Begin operations at Elevation 61.0 MSL Extensive Damage at 66.0 MSL	There are two electric substations in the area, one at PS 1 and one at PS 4. All 4 stations are interconnected via cables running in conduits embedded in the top of the floodwall.	Additional damage to commercial and industrial properties would occur for any properties that have FFEs above 64.5 due to general flooding. Holyoke BCA Drawing 1 shows the general ground surface topography for this area (this benefit is not quantified in the BCA because no FFEs were available for the structures).
	Flood Station #4 22 Water Street Holyoke, MA Zone B Begin operations at Elevation 64.0 MSL Extensive Damage at 67.0 MSL		Stations 3 and 4 protect the area below the bridge to Mosher Street. A failure of these two pump stations would cause damage to the pump stations

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades

7. Hazard Information Problem Description

			themselves (which is quantified in BCA_1c and d). Additional damage to commercial and industrial properties would occur for any properties that have FFEs above 61 due to general flooding. Holyoke BCA Drawing 2 shows the general ground surface topography for this area (this benefit is not quantified in the BCA because no FFEs were available for the structures).
<u>Mid Section:</u> Runs from high ground near Appleton Street southerly to the Springdale Dike, and consists of about 10,500 feet of concrete wall along the Connecticut River and both banks of the 3rd Level Canal.	Flood Station #5 122 Middle Water St. Holyoke, MA Zone B Begin operations at Elevation 58.0 MSL Extensive Damage at 55.5 MSL	Contains two electrically driven vertical axial flow pumps, induction motors and electrical switchgear. Pumps are 150-hp and have a capacity of about 30,000 gpm. An electrical substation is located at this pump station.	Protects the area north of #4 wasteway between the river and the canal and takes care of leakage from 2 tailraces and surface drainage adjacent to the floodwall. A failure of this pump station would cause damage to the pump station itself (which is quantified in BCA_1e and f). Additional damage to commercial and industrial properties would occur for any properties that have FFEs above 58 due to general flooding. Holyoke BCA Drawing 3 shows the general ground surface topography for this area (this benefit is not

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades

7. Hazard Information Problem Description

			quantified in the BCA because no FFEs were available for the structures).
	Flood Station #6 204 South Water Street Holyoke, MA Zone B Begin operations at Elevation 57.5 MSL Extensive Damage at 57.5 MSL	Contains three electrically driven vertical axial flow pumps, 1 electrically driven volute pump, induction motors and electrical switchgear. Three pumps are 150-hp with 30,000 gpm capacity, and the volute pump is 50-hp with about 7,000 gpm capacity. An electrical substation is located at this pump station.	Controls leakage from 3 Tailraces, surface drainage from areas adjacent to the floodwall, and stormwater and sewage that overflows from the Holyoke sewer system. The Jackson Street wastewater pump station is located adjacent to PS 6 and has a FFE of about 73 feet MSL and a wet well elevation of 47.0 feet MSL. The pump station protects two areas; one between the canal and river, the other on the landside of the canal. A failure of this pump station would cause damage to the pump station itself (quantified in BCA1e), the Jackson Street wastewater pump station (located adjacent to PS 6) and to the nearby wastewater treatment plant, causing loss of this public utility (quantified in BCA2). Additional damage to commercial and industrial properties

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades

7. Hazard Information Problem Description

			would occur for any properties that have FFEs above 58 due to general flooding. Holyoke BCA Drawing 3 shows the general ground surface topography for this area (this benefit is not quantified in the BCA because no FFEs were available for the structures).
<u>South Section:</u> Springdale Dike that is 4,200 feet in length with a maximum height of about 21 feet along the Connecticut River	Flood Station #7 20 Jed Day's Landing Holyoke, MA Zone B Begin operations at Elevation 53.0 MSL Extensive Damage at (Not specified by ACOE)	Contains three electrically driven volute pumps, induction motors and electrical switchgear. Two pumps are 100-hp with 15,000 gpm capacity, and one pump is much smaller. An electrical substation is located at this pump station.	This Flood Control Pumping Station accepts surface drainage from areas adjacent to the dike, seepage flow from drains located at the toe of the dike on the landside, and stormwater and wastewater that overflows from the Holyoke sewer system. The Springdale wastewater pump station is located adjacent to this pumping station. The pump station is a below grade package station with a grade elevation of 58.4 feet MSL and a wet well elevation of 31.8 feet MSL. A failure of this pump station would cause damage to the pump station itself (quantified in BCA1f), the Springdale wastewater

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades

7. Hazard Information Problem Description

			pump station (located adjacent to PS 7) and to the nearby wastewater treatment plant, causing loss of this public utility (quantified in BCA2). Additional damage to commercial and industrial properties would occur for any properties that have FFEs above 53 due to general flooding. Holyoke BCA Drawing 4 shows the general ground surface topography for this area (this benefit is not quantified in the BCA because no FFEs were available for the structures).
--	--	--	--

The following table shows the Flood Insurance Study information for the Connecticut River, and under which flood frequency conditions the Flood Control Pump Stations are activated, and when the Army Corps of Engineers has identified extensive damage would occur.

Flood Frequency	Discharge (CFS)	Water Surface Elevation (Feet MSL)	Flood Stations where operations would be triggered during this event	Flood Station where ACOE identifies extensive damage
10 Year Event	112,000	64	1, 2, 4, 5, 6, 7	6 (note that

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades

7. Hazard Information Problem Description

				extensive damage will occur to the Springdale Sanitary pumping station at at elevation 58 to 60 if FCPS #7 fails)
50 Year Event	158,000	68	All Stations	1, 2, 3, 4, 6
100 Year Event	180,000	70	All Stations	1, 2, 3, 4, 5, 6
500 Year Event	242,000	78	All Stations	1, 2, 3, 4, 5, 6

Hazard Descriptions:

Should the Flood Control pump station electrical systems fail, extensive damage would occur to flood control pump stations themselves. In addition, depending on the elevation of the river, additional surrounding properties would also be flooded. The existing electrical system represents a significant risk for a number of reasons.

1. The switchgear at Pump Stations 1 through 4 is so antiquated that a qualified electrical lineman needs to dress in a blast suit and headgear and use manual force to open and close the breakers. This operation is a potential life threatening risk to the operator.

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades

7. Hazard Information Problem Description

2. The personnel qualified for this operation at Pump Stations 1 – 4 are certified HG&E line men and cable splicers whose availability during a flood incident is limited due to other demands. Thus there is the risk that the operators necessary to engage the pump stations will be delayed or not available.
3. The breaker oil at each of the Pump Stations is extremely flammable and an arc within the station could result in a fire. The oil also represents a potential environmental hazard should a leak or spill enter the sump areas. All stations are normally un-manned and no spill detection or fire prevention/detection systems exist.
4. The availability of parts is a real threat to the continuing operation of these stations. However, the equipment is vintage 1940 technology and it is difficult and expensive to obtain parts for technology not manufactured for over 50 years.
5. The existing protective devices for the pump motors and interstation high voltage cables are vintage electromechanical devices including thermo magnetic dashpot elements which are un-reliable and are long past end of useful life. Protective device failure under overload or short circuit conditions at best result in larger outages than necessary due to cascading trips or at worst lead to catastrophic failures when system faults go un-cleared.

This project will mitigate the above risks by upgrading and improving the operation and reliability of the Pump Stations. First, the manual operation of the breakers at Pump Stations 1 – 4 will be eliminated, thus avoiding personnel hazards. Second, there is no longer the need for certified linemen and/or splicers to operate stations 1 - 4. Third, the oil filled circuit breakers will be upgraded and the potential for safety hazards and fire negated. Fourth, the availability of parts will no longer be an issue. Fifth, the operations of the Pump Stations can be implemented remotely as a result of installing the telemetry. Remote operations eliminate the long hours of manning the stations throughout flood events and will reduce the level of effort associated with daily manual inspections. The improvements to the Pump Stations greatly improve the reliability of the flood control system to properly operate and thus mitigate millions of dollars due to potential flooding in the event of a Pump Station not being operational.



TOWN OF HOLYOKE WWTF SCADA SYSTEM BASIS OF DESIGN REPORT

Remote Sites SCADA
Upgrade

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1. PROJECT OVERVIEW

1.1 BACKGROUND

Aquarion Services Company has signed a long-term contract to run the wastewater treatment facility (WWTF) for the town of Holyoke, MA. They are examining options to improve instrumentation, control and operation of the WWTF as well as the remote pumping stations. They are also looking for ways to streamline the operations of the entire facility and system, including elimination of the necessity to provide 24-hour coverage of the WWTF and manual monitoring of the combined sewer overflow (CSO) locations and free up personnel to perform more maintenance and upkeep functions that currently are not accomplished in a timely manner.

A preliminary survey of the existing remote pump stations, flood pump stations and CSO locations was performed in November 2006. The purpose of this survey was to evaluate the existing control system and equipment at each pump station and determine the feasibility of integrating the sites into the SCADA system at the WWTF. The CSO locations were surveyed and evaluated for the possibility of providing instrumentation and telemetry, to provide Aquarion personnel the ability to remotely monitor and record the conditions at these sites.

1.2 PURPOSE OF BASIS OF DESIGN REPORT (BODR)

The purpose of this document is to convey a preliminary engineering design consistent with Aquarion's desire to upgrade the monitoring and control of the remote pump stations and CSO locations in a manner that is consistent and compatible with the SCADA system recently installed and implemented at the Wastewater Treatment Facility.

This document illustrates the hardware and System Block Diagram consistent with Aquarion's standard at this location created with the WWTF SCADA upgrade. A Radio Path Study was also performed to determine what hardware, cable lengths and antenna heights are needed to communicate from the wastewater treatment plant to the remote pump stations and CSO locations. It was determined that a radio repeater site is necessary to communicate to all remote pump stations, as detailed in the Path Study. The results of this Path Study are contained in Appendix A.

An estimate of the various process variables, equipment status points, and station variables to be monitored and controlled are shown in the document (20% spare capacity will be provided, to ensure adequate space for nominal addition to the system). An estimate to the number of graphic displays and reports required to adequately address the system requirements are also provided in the matrices.

1.3 SCOPE OF WORK

The scope of work for this project was to create a (1) 30% design of an upgrade to the monitoring of the remote pumping stations and CSO facilities, (2) perform a radio path study in order to verify that radio communications was a viable option for communicating with the remote sites, and (3) deliver a budgetary cost estimate to Aquarion for planning the SCADA upgrade.

This document details the possibilities for upgrade to the wastewater monitoring and control system in several sections. The first section discusses providing remote monitoring of status and alarms for the existing controls at all remote pump stations, without upgrading any existing instrumentation or providing the ability to control the stations through the SCADA system. At the end of the first section, a control option discusses the upgrade of existing instrumentation and providing control of the pump stations through the PLC, where applicable. The second section discusses providing remote monitoring of status and alarms at the remote flood pump stations. The next section discusses a method to remotely monitor and record the flow conditions at the CSO locations, and assist Aquarion in their reporting requirements to the DEP. The smaller sections following these major upgrade discussions cover the communication methods, modifications at the WWTP, and the installation of a radio repeater site to insure proper SCADA communications.

2. SCADA BLOCK DIAGRAM

2.1 LOCATION DESCRIPTIONS

2.1.1 Remote Pump Station Upgrades

The remote pumping stations are currently monitored by an Opto 22 system and provide status and alarms back to the WWTF via radio telemetry. The communication with many of the stations, if communication is possible at all, is spotty and unreliable, and the control system is outdated and expensive to upgrade and add functionality. The level in the wet well and the sequencing of the pumps are controlled by the existing bubbler level systems.

To provide the Aquarion personnel reliable monitoring of the stations at the WWTF, a new control panel will be installed, at each of the seven (7) remote pump stations located around the Town of Holyoke, to monitor the status and alarms at the station. Each control panel will contain an Allen-Bradley MicroLogix 1100 PLC, associated I/O modules, Ethernet switch, power distribution and I/O terminal blocks. Each control panel will contain a UPS that, in the event of loss of power at the pump station, will allow the control panel to communicate a loss of power alarm to the WWTF. New interface wiring, required to monitor the process variables, status and alarms at the stations, will be installed and connected to the new control panel. At the stations that have screens, grinders, ATS switches and/or emergency generators, the status and alarms available from this equipment will be connected to the control panel as well.

Each remote pump station control panel will contain a Teledesign radio modem, for communication to the main SCADA system, located at the WWTF. A new antenna, lightning arrestor, and coaxial cable will be mounted at the site to provide consistent, reliable communication, allowing personnel at the WWTF the ability to monitor the conditions at the remote pump stations.

An Allen-Bradley PanelView Plus 400 operator interface terminal (OIT) will be mounted on the front of each control panel. This OIT will provide the operator the ability to review the status of the pump station and equipment locally. All pump station data and variables will be accessible at this OIT.

Control Option: This option provides monitoring and control of the pump station via the MicroLogix 110 PLC and allows for remote control of the pumps from the WWTF, as well as upgrading the existing instrumentation at the stations. The existing level transmitters (bubbler systems) will be replaced with submersible pressure transducers, which do not rely on air pressure for proper operation, and require less maintenance. New float level switches will be installed to provide high-high and low-low level alarms to the SCADA and to control level in the wet wells in the case of PLC and/or level transmitter failure. Intrusion switches will be installed in the entrance(s) of the pump stations, to alert Aquarion personnel of unauthorized access to the pump stations. New control wiring will be installed to the pump starters and HOA switches, for monitoring and control of the station pumps.

2.1.2 Remote Flood Pump Station Upgrades

There are seven (7) remote flood pump stations located along the river in the town, used to provide flood relief during wet weather conditions. The pumping equipment at these pump stations are extremely old, with several of them requiring experienced power company personnel in protective gear to start the pumps safely. The level of the river and the level of the station sump are monitored at several of these locations. At flood stations #6 and #7 (Springdale and Jackson St.), these levels are equipped with autodialers that are configured to call a phone number when the level in the river or the sump rises above the alarm level.

To provide Aquarion personnel with a more reliable method to monitor the flood pump stations, a new monitoring panel will be installed at each of the flood pump stations, to monitor the level of the sump and river at those locations. Each panel will contain an Allen-Bradley MicroLogix 1100 PLC, associated I/O modules, Ethernet switch, power distribution and I/O terminal blocks. Each control panel will contain a UPS that, in the event of loss of power at the pump station, will allow the control panel to communicate a loss of power alarm to the WWTF. These panels will be designed and fabricated with the intent that in the future, if the pumps and associated equipment are upgraded at the stations, the monitoring and controls of that new equipment can be incorporated into these panels.

Each remote pump station control panel will contain a Teledesign radio modem, for communication to the main SCADA system, located at the WWTF. A new antenna, lightning arrestor, and coaxial cable will be mounted at the site to provide consistent reliable communication, allowing personnel at the WWTF the ability to monitor the conditions at the flood pump stations. This communication will replace the autodialing systems currently in place with a more consistent, reliable system for monitoring the level at the stations, as well as allowing for recording and trending of the monitored levels.

On the front of each monitoring panel, an Allen-Bradley PanelView Plus 400 operator interface terminal (OIT) will be mounted. This OIT will provide the operator the ability to review the real-time levels of the river and the sump, as well as communication status and UPS status.

Submersible pressure transducers will be installed in all flood pump station sumps, in some cases to replace existing level elements. Pressure transducers will also be installed at flood stations #3, #5, #6 and #7, to replace existing river level elements. Intrusion switches will be installed in the entrance(s) of the pump stations, to alert Aquarion personnel of unauthorized access to the pump stations. All of these instruments will be connected to the new control panel, for monitoring of status and alarms both locally at the flood station, and remotely at the WWTF via radio communication to the SCADA system.

2.1.3 Combined Sewer Overflow Monitoring Upgrades

There are fifteen (15) combined sewer overflow (CSO) locations around the town of Holyoke. Currently, these CSO locations are monitored manually, by personnel traveling to the locations periodically to determine if overflow conditions occurred at some point between the current site visit and the previous site visit, indicated by a wooden block being dislodged from its resting place at the lip of the overflow weir. This does not allow for accurate reporting of overflow during wet weather conditions to the DEP.

To improve Aquarion's ability to monitor and report CSO events, a new Telog remote monitoring unit, including an ultrasonic level transmitter and buried cellular antenna, will be installed at each of these locations, to monitor and record the level of the water in the weir. The Telog unit will communicate all level measurements, status and alarms to a new dedicated CSO monitoring computer (separate from the SCADA computer), located in the WWTF, via cellular communication. This computer will record and display trends of the levels at all of the CSO locations, as well as status and alarms for all of the locations. The CSO monitoring computer will require the installation of a dedicated analog phone line, for communication to the remote CSO locations. Use of this technology will reduce the necessity of frequent trips by WWTF personnel to each CSO location. Aquarion personnel will have the ability to use the recorded CSO data for reporting wet weather events to the DEP. For cut sheets on the equipment, refer to Appendix C.

The equipment at each of these locations will be powered by a battery pack, with an estimated life of one year. An alarm to indicate low battery level will be communicated to the computer at the WWTF, to indicate to Aquarion personnel that this site requires a battery change.

Aquarion and W&C will have the opportunity to pilot the Telog equipment, software and communication method prior to full implementation of this equipment in all CSO locations. Aquarion and W&C will pick a test location, install the equipment and monitor the performance of the system over a trial period, potentially several weeks. Aquarion will then decide if the performance of the system warrants full rollout to all other CSO location in Holyoke.

2.1.4 Soldiers Home Repeater Site

Based on the results of a radio path study (refer to Appendix A for details), it has been determined that a repeater site is necessary to insure proper communication from all of the remote pumping stations to the WWTF. For this purpose, a new radio repeater site will be installed at the Soldiers Home facility in Holyoke. An antenna and surge suppressor will be mounted on the roof of Soldiers Home, and a repeater panel will be mounted in space allocated by the Soldiers Home personnel. The panel will contain a licensed radio, power distribution and associated terminal blocks.

The radio repeater site will relay communications from remote pumping stations through the Soldiers Home site to the WWTF. The remote stations that will communicate through the repeater site are determined by the results of the SCADA radio path study (refer to Appendix A).

2.1.5 Remote Pump Station Communications

As discussed above, communication with all of the remote pump stations will be accomplished by the use of 150-174 MHz licensed radio communications. Due to line-of-sight and other physical limitations, a radio repeater site is required at the Soldiers Home facility, to relay communications from some of the remote pump stations to the WWTF facility.

2.1.6 CSO Location Communications

Communications from the CSO locations to the WWTF will be via cellular phone connections to the new dedicated CSO monitoring computer in the WWTF. Each site will require a separate cellular account, which will 'call' the CSO monitoring computer at predetermined intervals (i.e. once per day) and transfer accumulated data to the computer for recording and trending. A preliminary cellular communications survey has been completed for all CSO locations, with satisfactory results observed at all sites. The WWTF computer will require an analog phone line for communication with the CSO locations.

2.1.7 WWTF Modifications

At the WWTF, the remote pump stations and remote flood pump stations will communicate to the SCADA computer, installed and operated by Woodard & Curran. Once the new communications to the pump stations are configured and tested, the existing Opto 22 telemetry panel communicating to the old pump station control panels (which have been removed from the stations at this point) will be removed. The screens displaying the information from this obsolete communication will be removed as well.

At this time, Woodard & Curran will evaluate the remaining equipment and communication coming to the existing computer, to determine the best course of action to get this information into the newer SCADA computer. The goal will be to make modifications to the system such that all of the information displayed on the existing computer is now displayed on the SCADA computer, so that the existing computer can be removed, as well as providing a method to remove the existing large control panel with mostly obsolete instrumentation and controls from the control room. The existing large control panel would be evaluated to determine what signals and wiring would be required for continued operation, and then a plan to relocate this wiring and signals would be developed.

2.1.8 System Software

The software currently in use at the Holyoke WWTF for the graphical displays is Proficy HMI/SCADA - iFIX, and this package will be utilized for all new screens required for these modifications as well. Estimates of the number of required screens are shown on the Preliminary Design Matrix. Win911, along with a compatible voice card is used to annunciate alarms to necessary personnel. XLReporter and Microsoft Office XP Professional is currently available to provide applicable reports. An existing copy of RSLogix is available for programming and troubleshooting the PLCs. The new dedicated CSO monitoring computer, installed to record and trend the CSO data, will be supplied with Telogers for Windows.

3. SCADA SYSTEM DESIGN MATRIX

The following spreadsheets define the following information for the facilities:

- Analog Inputs & Outputs
- Digital Inputs & Outputs
- Pump Station Screens
- Number of Screen Allowance at the Plant
- Reports Allowance
- Pump Station Alarms
- Maximum Plant Alarms
- Instruments
- Sensors
- Hardware
- Software

Since these lists are preliminary, there will be a 20% allowance for spare I/O points, engineering, programming and start-up of all of these points.

3.1 REMOTE PUMP STATIONS

TOWN OF HOLYOKE REMOTE PUMP STATIONS SCADA UPGRADE PRELIMINARY DESIGN

PRELIMINARY DESIGN MATRIX		PUMP STATIONS							
		Smith's Ferry	Cabot St.	Jones Ferry	Springdale	Jackson St.	Highland Park	Mosher St.	WWTP & Soldiers Home
ANALOG IN	Effluent Flow Rate Measurement	1	1	1	1	1	1	1	
	Wetwell 1 Level	1	1	1	1	1	1	1	
	Wetwell 2 Level			1		1	1	1	
	pH Measurement					1			
	Total Analog Inputs	2	2	3	2	4	3	3	
DIGITAL IN	Surge Suppressor Fail	1	1	1	1	1	1	1	
	120VAC Power Fail	1	1	1	1	1	1	1	
	UPS Fault	1	1	1	1	1	1	1	
	UPS Low Battery	1	1	1	1	1	1	1	
	Station Flooding Float	1	1	1	1	1	1	1	
	Wetwell 1 Low-Low Level Float	1	1	1	1	1	1	1	
	Wetwell 1 High-High Level Float	1	1	1	1	1	1	1	
	Wetwell 2 Low-Low Level Float			1		1	1	1	
	Wetwell 2 High-High Level Float			1		1	1	1	
	Pump 1 Run Status	1	1	1	1	1	1	1	
	Pump 2 Run Status	1	1	1	1	1	1	1	
	Pump 3 Run Status			1	1	1		1	
	Grinder Run Status			1		1			
	Grinder Overload			1		1			
	Grinder Motor Overload			1		1			
	Grinder Motor Overtemp					1			
	Screen Run Status			1		1			
	Screen Overload			1		1			
	Screen Motor Overtemp					1			
	Oil Overtemp			1					
	Low Oil Level			1					
	ATS in Normal	1							
	ATS in Emergency	1							
	Generator Run Status	1							
	Generator Fault	1							
	Wetwell Intrusion Switch	1	1	1	1	1	1	1	

TOWN OF HOLYOKE REMOTE PUMP STATIONS SCADA UPGRADE PRELIMINARY DESIGN

PRELIMINARY DESIGN MATRIX		PUMP STATIONS							
		Smith's Ferry	Cabot St.	Jones Ferry	Springdale	Jackson St.	Highland Park	Mosher St.	WWTP & Soldiers Home
DIGITAL OUT	Drywell Intrusion Switch	1	1	1	1	1	1	1	
	Divider (?) High						1		
	Communitor (Communication?) Status	1							
	Total Digital Inputs	16	11	21	12	21	14	14	
	Pump 1 Run Command	1	1	1	1	1	1	1	
	Pump 2 Run Command	1	1	1	1	1	1	1	
	Pump 3 Run Command			1	1	1		1	
	Activate Outside Horn		1		1				
	Float Switch bypass (wetwell service)			2		2	2	2	
SCADA SCREENS									
	Total Digital Outputs	2	3	5	4	5	4	5	
	Wet Well Level Trend	1	1	1	1	1	1	1	
	Station Current Flow Trend**	1	1	1	1	1	1	1	
	Station Total Flow Trend	1	1	1	1	1	1	1	
	Communication Trend	1	1	1	1	1	1	1	
	Alarm Summary	1	1	1	1	1	1	1	
	Trends Screens	1	1	1	1	1	1	1	
	Station Overview**	1	1	1	1	1	1	1	
ALARMS	System Overview (Map of Holyoke)								1
	**Screens will include information on pump status (run / stop / fail), pump runtime, local HOA switch status, generator status, transfer switch status, grinder run status, as a								
	Pump Fail	2	2	3	3	3	2	3	
	Loss of Communication	1	1	1	1	1	1	1	
	High-High Wet Well Level	1	1	2	1	2	2	2	
	High Wet Well Level	1	1	2	1	2	2	2	
	Low Wet Well Level	1	1	2	1	2	2	2	
	Generator Running	1							
	Surge Suppressor Fail	1	1	1	1	1	1	1	
	Power Fail	1	1	1	1	1	1	1	
	Station Flooding	1	1	1	1	1	1	1	
	Intrusion	1	1	1	1	1	1	1	

TOWN OF HOLYOKE REMOTE PUMP STATIONS SCADA UPGRADE PRELIMINARY DESIGN

PRELIMINARY DESIGN MATRIX		PUMP STATIONS							
		Smith's Ferry	Cabot St.	Jones Ferry	Springdale	Jackson St.	Highland Park	Mosher St.	WWTP & Soldiers Home
INSTRUMENTS & SENSORS	Grinder Tripped								
	Birdcage Sub. Pres. Xmitr	1	1	2	1	2	2	2	
	High-High Wet Well Level Float	1	1	2	1	2	2	2	
	Low-Low Wet Well Level Float	1	1	2	1	2	2	2	
	Intrusion Switches	1	1	1	1	1	1	1	
	Wetwell Intrusion Switch with intrinsic	1	1	1	1	1	1	1	
	Station Flood Switch	1	1	1	1	1	1	1	
HARDWARE	Local PanelView Plus 400	1	1	1	1	1	1	1	
	AB Micrologix 1100 PLC 1763-L16BWA	1	1	1	1	1	1	1	
	AB Digital Input 24VDC 16 Point 1762-IQ16	2	1	2	1	2	1	1	
	AB Digital Output Relay 16 Point 1762-OW16								
	AB Analog Input 4 Channel 1762-IF4	1	1	1	1	1	1	1	
	Hoffman Enclosure 24x36x12	1	1	1	1	1	1	1	
	Intrinsic Barrier Box With Analog & digital	1	1	2	1	2	2	2	
	Miscellaneous Equipment	1	1	1	1	1	1	1	
	Uninterruptible Power Supply	1	1	1	1	1	1	1	
	24 VDC Power Supply	1	1	1	1	1	1	1	
	Ethernet Switch	1	1	1	1	1	1	1	
	Teledesign Licensed Radio	1	1	1	1	1	1	1	
	Yagi Antenna	1	1	1	1	1	1	1	2
	Omni Antenna								2
	Low Profile Antenna								
	Lightning Arrestors & Enclosure	1	1	1	1	1	1	1	
	Radio Startup Services	1	1	1	1	1	1	1	2
	Misc Cable & Connectors	1	1	1	1	1	1	1	2
	High Antenna Installation Factor								1
OTHER	AB RSLogic Programming SW								
	XLReporter Suite w/Historian DB								
	pcAnywhere								

TOWN OF HOLYOKE REMOTE PUMP STATIONS SCADA UPGRADE PRELIMINARY DESIGN

PRELIMINARY DESIGN MATRIX		PUMP STATIONS						
		Smith's Ferry	Cabot St.	Jones Ferry	Springdale	Jackson St.	Highland Park	Mosher St.
SOFTWARE & COMPL	Computer Work Station							
	Microsoft Office							1
	Inkjet Printer							
	Voice card Dialogics							1
INSTALLATION	Manufacture Control Panel	1	1	1	1	1	1	1
	Remove Existing Control Panels	1	1	1	1	1	1	1
	Control Panel Installation	1	1	1	1	1	1	
	Install Level Transmitter and Floats	1	1	2	1	2	2	2
	Trench to Wet Well	1	1	1	1	1	1	1
	Trench to Dry Pit							
	Trench to Other							
	Pipe and Wire I/O	1	1	1	1	1	1	1
	Install Antenna and Surge Arrestor	1	1	1	1	1	1	1

3.2 REMOTE FLOOD PUMP STATIONS

TOWN OF HOLYOKE REMOTE PUMP STATIONS SCADA UPGRADE PRELIMINARY DESIGN

PRELIMINARY DESIGN MATRIX		FLOOD PUMP STATIONS							
		Flood Station #1	Flood Station #2	Flood Station #3	Flood Station #4	Cabot St. Flood Station #5	Jackson St. Flood Station #6	Springdale Flood Station #7	
ANALOG IN	River Level			1		1	1	1	
	Flood Station Sump Level	1	1	1	1	1	1	1	
	Total Analog Inputs	1	1	2	1	2	2	2	
DIGITAL IN	Surge Suppressor Fail	1	1	1	1	1	1	1	
	120VAC Power Fail	1	1	1	1	1	1	1	
	UPS Fault	1	1	1	1	1	1	1	
	UPS Low Battery	1	1	1	1	1	1	1	
	Flood Station Intrusion	1	1	1	1	1	1	1	
	Pump 1 Run Status	1	1	1	1	1	1	1	
	Pump 2 Run Status	1	1	1	1	1	1	1	
	Pump 3 Run Status						1		
	Pump 4 Run Status						1		
	Total Digital Inputs	7	7	7	7	7	9	7	
SCADA SCREENS	River Level Trend			1		1	1	1	
	Flood Station Sump Level Trend**	1	1	1	1	1	1	1	
ALARMS	Surge Suppressor Fail	1	1	1	1	1	1	1	
	120VAC Power Fail	1	1	1	1	1	1	1	
	UPS Fault	1	1	1	1	1	1	1	
	UPS Low Battery	1	1	1	1	1	1	1	
	High River Level	1	1	1	1	1	1	1	
	High Sump Level	1	1	1	1	1	1	1	
INSTRUMENTS & SENSORS	Birdcage Sub. Pres. Xmitr	1	1	2	1	2	2	2	
	Door Intrusion Switch	1	1	1	1	1	1	1	

TOWN OF HOLYOKE REMOTE PUMP STATIONS SCADA UPGRADE PRELIMINARY DESIGN

PRELIMINARY DESIGN MATRIX		FLOOD PUMP STATIONS							
		Flood Station #1	Flood Station #2	Flood Station #3	Flood Station #4	Cabot St. Flood Station #5	Jackson St. Flood Station #6	Springdale Flood Station #7	
HARDWARE									
	Local PanelView Plus 400	1	1	1	1	1	1	1	
	AB Micrologix 1100 PLC 1763-L16BWA	1	1	1	1	1	1	1	
	Hoffman Enclosure 24x36x12	1	1	1	1	1	1	1	
	Miscellaneous Equipment	1	1	1	1	1	1	1	
	Ethernet Switch	1	1	1	1	1	1	1	
	Uninterruptible Power Supply	1	1	1	1	1	1	1	
	24 VDC Power Supply	1	1	1	1	1	1	1	
	Intrinsic Barrier Box With Analog & digital	1	1	1	1	1	1	1	
	Teledesign Licensed Radio	1	1	1	1	1	1	1	
	Yagi Antenna	1	1	1	1	1	1	1	
	Omni Antenna								
	Low Profile Antenna								
	Lightning Arrestors & Enclosure	1	1	1	1	1	1	1	
	Radio Startup Services	1	1	1	1	1	1	1	
	Misc Cable & Connectors	1	1	1	1	1	1	1	
	High Antenna Installation Factor								
INSTALLATION									
	Manufacture Control Panel	1	1	1	1	1	1	1	
	Remove Existing Control Panels	1	1	1	1	1	1	1	
	Control Panel Installation	1	1	1	1	1	1	1	
	Install Level Transmitter and Floats	1	1	2	1	2	2	2	
	Trench to Wet Well								
	Trench to Dry Pit								
	Trench to Other								
	Pipe and Wire I/O	1	1	1	1	1	1	1	
	Install Antenna and Surge Arrestor	1	1	1	1	1	1	1	

3.3 COMBINED SEWER OVERFLOW LOCATIONS

PRELIMINARY DESIGN MATRIX		CSO LOCATIONS															
		Providence Hospital (CSO 2)	Jones Ferry (CSO 3)	Northampton & Glen (CSO 7)	Springdale (CSO 8)	Berkshire St. (CSO 9)	Jackson St. (CSO 11)	Appleton St. (CSO 13)	Front & Appleton (CSO 16)	Essex St. (CSO 18)	Walnut St. (CSO 18)	Highland Park (CSO 18)	Yale St. (CSO 19)	Cleveland St. (CSO 20)	River Terrace (CSO 21)	Jefferson St. (CSO 23-1)	WWTP
ANALOG IN	CSO Level	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
SCADA SCREENS	Total Analog Inputs	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	CSO Level (Flow) Trend	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Station Current Flow Trend**	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Station Total Flow Trend	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
ALARMS	CSO High Level Alarm	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Loss of Communications	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Low Battery	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
INSTRUMENTS & SENSORS	Telog Ru-33 Unit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Telog Ultrasonic Level Transmitter	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Telog Burial Antenna for Ru-33	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Roof Mount Antenna																1
SOFTWARE	Telog Windows Software																1
	Computer																1
	Data Transfer Unit																1
INSTALLATION	Install Telog Unit in Manhole	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Mount Ultrasonic Sensor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Bury Cellular Antenna	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	

4. PRELIMINARY CONTROL STRATEGIES & REPORTING

4.1 REMOTE PUMP STATIONS

4.1.1 Typical 3-Pump Pump Station

4.1.1.1 General

Four of the seven remote pump stations have a three-pump configuration, to maintain and control level in the station wet well. The analog level measurement (one or two level measurements will be used, based on the configuration of the station wet well) will be utilized to determine pump sequencing, in a lead/lag/standby configuration.

The PLC will monitor station process variables, and communicate all station equipment status and alarms (i.e. grinder, screen, ATS, emergency generator) to the SCADA computer at the WWTF via the licensed radio communication discussed earlier in this report.

4.1.1.2 Field Instruments

New submersible pressure transducers, measuring wet well level, along with high-high and low-low float switches, will be installed in each station wet well. If the pump station has a divided wet well, with the ability to isolate each side for maintenance and cleaning, a submersible pressure transducer and two float switches will be installed in each side. The operator will be able to select which level element and float switches will be used to determine pump sequencing and alarms at the station OIT.

Intrusion switches will be installed in all entrances to the pump station and wet well, to alert Aquarion personnel to unauthorized access to the stations. Aquarion personnel will be able to disable intrusion alarms by entering a passcode at the station OIT (see below) in a preset period of time after entering the station.

4.1.1.3 PLC Control

The analog level measurement of the station wet well to the PLC will control the pump sequencing to match the flow coming into the station, and maintain a preset wet well level. One pump will be designated as lead, another as lag, and the last as standby. The lead pump will operate while the wet well level remains within an operating range. When the wet well level rises above this operating range, the PLC will start the lag pump. If the wet well level rises above this operating range, the PLC will start the standby pump and send an alarm to alert the operator that an abnormal condition exists at the pump station. The high-high and low-low level floats will start and stop the pumps directly in the event of a PLC or analog level element failure. The floats will also indicate a HHWL or LLWL alarm. The PLC will automatically alternate the pump sequencing based on pump runtime, to spread wear over all of the pumps. All alarming and status will be sent to the SCADA computer at the WWTF via the licensed radio communication.

4.1.1.4 Human Machine Interface (HMI)

The HMI refers to the graphic display located on the SCADA computer at the Wastewater Treatment Facility. The display will show all parameters as shown in the Design Matrix.

An Operator Interface Terminal (OIT) will be installed at the station. It will be an Allen-Bradley PanelView 400 Plus. The OIT will be display only, to provide local indication of alarms, setpoints and system variables. Changes to all

setpoints will be directed through the SCADA screens at the WWTF. The SCADA system has a log file to record all actions, and associate those actions to the user currently logged into the system. Forcing all control changes through the SCADA computer will guarantee there is a record of all system changes.

4.1.2 Typical 2-Pump Pump Station

4.1.2.1 General

Three of the seven remote pump stations have a two-pump configuration, to maintain and control level in the station wet well. The analog level measurement (one or two level measurements will be used, based on the configuration of the station wet well) will be utilized to determine pump sequencing, in a lead/lag configuration.

The PLC will monitor station process variables, and communicate all station equipment status and alarms (i.e. grinder, screen, ATS, emergency generator) to the SCADA computer at the WWTF via the licensed radio communication discussed earlier in this report.

4.1.2.2 Field

New submersible pressure transducers, measuring wet well level, along with high-high and low-low float switches, will be installed in each station wet well. If the pump station has a divided wet well, with the ability to isolate each side for maintenance and cleaning, a submersible pressure transducer and two float switches will be installed in each side. The operator will be able to select which level element and float switches will be used to determine pump sequencing and alarms at the station OIT.

Intrusion switches will be installed in all entrances to the pump station and wet well, to alert Aquarion personnel to unauthorized access to the stations. Aquarion personnel will be able to disable intrusion alarms by entering a passcode at the station OIT (see below) in a preset period of time after entering the station.

4.1.2.3 PLC Control

The analog level measurement of the station wet well to the PLC will control the pump sequencing to match the flow coming into the station, and maintain a preset wet well level. One pump will be designated as lead, and the other as the lag pump. The lead pump will operate while the wet well level remains within an operating range. When the wet well level rises above this operating range, the PLC will start the lag pump. If the wet well level rises above the lag pump operating range, the PLC will send an alarm to alert the operator that an abnormal condition exists at the pump station. The high-high and low-low level floats will start and stop the pumps directly in the event of a PLC or analog level element failure. The floats will also indicate a HHWL or LLWL alarm. The PLC will automatically alternate the pump sequencing based on pump runtime, to spread wear over both pumps. All alarming and status will be sent to the SCADA computer at the WWTF via the licensed radio communication.

4.1.2.4 HMI

See 4.1.1.4 above.

4.2 WASTEWATER TREATMENT FACILITY

4.2.1 General

No changes to the plant controls are included in this report, but changes to the SCADA screens and configuration are included. Refer to Section 2.1.7 for details.

4.2.2 PLC Control

Not applicable.

4.2.3 HMI

The number of graphic displays and reports to be added to the WWTF SCADA computer will be as indicated in the Preliminary Design Matrix. Alarming will also be as indicated in the Matrix.

5. BUDGETARY COST ESTIMATE

AQUARION PRELIMINARY DESIGN COST ESTIMATE FOR HOLYOKE REMOTE SITE SCADA SYSTEM

PRELIMINARY DESIGN COST ESTIMATE	PUMP STATIONS WITH CONTROL									Average Cost per Station
	Smith's Ferry	Cabot St.	Jones Ferry	Springdale	Jackson St.	Highland Park	Mosher St.	WWTP & Soldiers Home	SUBTOTAL	
Control Panels	\$ 8,040.57	\$ 7,827.82	\$ 9,075.57	\$ 7,827.82	\$ 9,075.57	\$ 8,862.82	\$ 8,862.82	\$ -	\$ 59,572.99	\$ 7,446.62
Radio Equip & Comm startup	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 8,970.00	\$ 29,900.00	\$ 3,737.50
Instrumentation	\$ 1,966.50	\$ 1,966.50	\$ 3,461.50	\$ 1,966.50	\$ 3,461.50	\$ 3,461.50	\$ 3,461.50	\$ -	\$ 19,745.50	\$ 2,468.19
Computer & Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,265.00	\$ 1,265.00	\$ 158.13
Installation	\$ 7,705.00	\$ 7,705.00	\$ 8,855.00	\$ 7,705.00	\$ 8,855.00	\$ 8,855.00	\$ 8,855.00	\$ 1,840.00	\$ 60,375.00	\$ 7,546.88
W&C Final Design	\$ 2,942.50	\$ 2,667.50	\$ 3,987.50	\$ 2,915.00	\$ 4,070.00	\$ 3,245.00	\$ 3,410.00	\$ 330.00	\$ 23,567.50	\$ 2,945.94
W&C Impementation	\$ 4,119.50	\$ 3,734.50	\$ 5,582.50	\$ 4,081.00	\$ 5,698.00	\$ 4,543.00	\$ 4,774.00	\$ 462.00	\$ 32,994.50	\$ 4,124.31
W&C Startup	\$ 4,708.00	\$ 4,268.00	\$ 6,380.00	\$ 4,664.00	\$ 6,512.00	\$ 5,192.00	\$ 5,456.00	\$ 528.00	\$ 37,708.00	\$ 4,713.50
W&C Total	\$ 11,770.00	\$ 10,670.00	\$ 15,950.00	\$ 11,660.00	\$ 16,280.00	\$ 12,980.00	\$ 13,640.00	\$ 1,320.00	\$ 94,270.00	\$ 11,783.75
TOTAL	\$ 32,472.07	\$ 31,159.32	\$ 40,332.07	\$ 32,149.32	\$ 40,662.07	\$ 37,149.32	\$ 37,809.32	\$ 13,395.00	\$ 265,128.49	\$ 33,141.06

PRELIMINARY DESIGN COST ESTIMATE	FLOOD PUMP STATIONS							SUBTOTAL	Average Cost per Station
	Flood Station #1	Flood Station #2	Flood Station #3	Flood Station #4	Cabot St. Flood Station #5	Jackson St. Flood Station #6	Springdale Flood Station #7		
Control Panels	\$ 7,124	\$ 7,124	\$ 7,124	\$ 7,124	\$ 7,124	\$ 7,124	\$ 7,124	\$ 49,870	\$ 7,124
Radio Equip & Comm startup	\$ 2,990	\$ 2,990	\$ 2,990	\$ 2,990	\$ 2,990	\$ 2,990	\$ 2,990	\$ 20,930	\$ 2,990
Instrumentation	\$ 1,323	\$ 1,323	\$ 2,473	\$ 1,323	\$ 2,473	\$ 2,473	\$ 2,473	\$ 13,858	\$ 1,980
Installation	\$ 7,130	\$ 7,130	\$ 8,280	\$ 7,130	\$ 8,280	\$ 8,280	\$ 8,280	\$ 54,510	\$ 7,787
W&C Final Design	\$ 1,100	\$ 1,100	\$ 1,293	\$ 1,100	\$ 1,293	\$ 1,458	\$ 1,293	\$ 8,635	\$ 1,234
W&C Impementation	\$ 1,540	\$ 1,540	\$ 1,810	\$ 1,540	\$ 1,810	\$ 2,041	\$ 1,810	\$ 12,089	\$ 1,727
W&C Startup	\$ 1,760	\$ 1,760	\$ 2,068	\$ 1,760	\$ 2,068	\$ 2,332	\$ 2,068	\$ 13,816	\$ 1,974
W&C Total	\$ 4,400	\$ 4,400	\$ 5,170	\$ 4,400	\$ 5,170	\$ 5,830	\$ 5,170	\$ 34,540	\$ 4,934
TOTAL	\$ 22,967	\$ 22,967	\$ 26,037	\$ 22,967	\$ 26,037	\$ 26,697	\$ 26,037	\$ 173,707	\$ 24,815

PRELIMINARY DESIGN COST ESTIMATE	CSO LOCATIONS																SUBTOTAL
	Providence Hospital (CSO 2)	Jones Ferry (CSO 3)	Northampton & Glen (CSO 7)	Springdale (CSO 8)	Berkshire St. (CSO 9)	Jackson St. (CSO 11)	Appleton St. (CSO 13)	Front & Appleton (CSO 16)	Essex St. (CSO 18)	Walnut St. (CSO 18)	Highland Park (CSO 18)	Yale St. (CSO 19)	Cleveland St. (CSO 20)	River Terrace (CSO 21)	Jefferson St. (CSO 23-1)	WWTP	
Monthly Operating Cost	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 240
Instrumentation	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,134	\$ 144	\$ 62,158
Computer & Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,444	\$ 3,444
Installation	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	\$ -	\$ 25,875
W&C Final Design	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ -	\$ 4,950
W&C Impementation	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ 462	\$ -	\$ 6,930
W&C Startup	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ 528	\$ -	\$ 7,920
W&C Total	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ 1,320	\$ -	\$ 19,800
TOTAL	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 7,194	\$ 3,603	\$ 111,277

* - Cost estimates for installation of the CSO locations do not include any applicable police details during installation.

PRELIMINARY DESIGN COST ESTIMATE	PUMP STATIONS MONITOR ONLY								SUBTOTAL	Average Cost per Station
	Smith's Ferry	Cabot St.	Jones Ferry	Springdale	Jackson St.	Highland Park	Mosher St.	WWTP & Soldiers Home		
Control Panels	\$ 6,902.07	\$ 6,689.32	\$ 6,902.07	\$ 6,689.32	\$ 6,902.07	\$ 6,689.32	\$ 6,689.32	\$ -	\$ 47,463.49	\$ 5,932.94
Radio Equip & Comm startup	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 8,970.00	\$ 29,900.00	\$ 3,737.50
Instrumentation	\$ 615.25	\$ 615.25	\$ 615.25	\$ 615.25	\$ 615.25	\$ 615.25	\$ 615.25	\$ -	\$ 4,306.75	\$ 538.34
Computer & Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,265.00	\$ 1,265.00	\$ 158.13
Installation	\$ 5,980.00	\$ 5,980.00	\$ 5,980.00	\$ 5,980.00	\$ 5,980.00	\$ 5,980.00	\$ 5,980.00	\$ 1,840.00	\$ 43,700.00	\$ 5,462.50
W&C Final Design	\$ 2,447.50	\$ 2,007.50	\$ 2,832.50	\$ 2,090.00	\$ 2,915.00	\$ 2,255.00	\$ 2,255.00	\$ 330.00	\$ 17,132.50	\$ 2,141.56
W&C Impementation	\$ 3,426.50	\$ 2,810.50	\$ 3,965.50	\$ 2,926.00	\$ 4,081.00	\$ 3,157.00	\$ 3,157.00	\$ 462.00	\$ 23,985.50	\$ 2,998.19
W&C Startup	\$ 3,916.00	\$ 3,212.00	\$ 4,532.00	\$ 3,344.00	\$ 4,664.00	\$ 3,608.00	\$ 3,608.00	\$ 528.00	\$ 27,412.00	\$ 3,426.50
W&C Total	\$ 9,790.00	\$ 8,030.00	\$ 11,330.00	\$ 8,360.00	\$ 11,660.00	\$ 9,020.00	\$ 9,020.00	\$ 1,320.00	\$ 68,530.00	\$ 8,566.25
TOTAL	\$ 26,277.32	\$ 24,304.57	\$ 27,817.32	\$ 24,634.57	\$ 28,147.32	\$ 25,294.57	\$ 25,294.57	\$ 13,395.00	\$ 195,165.24	\$ 24,395.66

APPENDICES

- Appendix A: SCADA Radio Path Study
- Appendix B: SCADA Network Architecture Drawings
- Appendix C: Equipment Cut Sheets

APPENDIX A: SCADA RADIO PATH STUDY

**Aquarion/Holyoke
Radio Propagation Study
Summary Report**

**Maps
RF CAD Propagation
& Profile Maps
Holyoke Topographical Map**

**Site Information
Field Test Results
Installation Comments**

**Equipment Specifications
&
Budgetary Pricing**

**FCC licensing
&
Frequency Research Data**



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December 1, 2006

Woodard & Curran
980 Washington Street
Suite 325N
Dedham, MA. 02026
Attn: Paul Couture, Systems Engineer, PMP

Project: Aquarion Operating Services, Holyoke wastewater SCADA wireless communications study
Scope: To provide Woodard and Curran engineering with an analysis and field study to assess communications infrastructure requirements for the Holyoke wastewater SCADA upgrade.

Dear Paul,

TCS Communications has completed the evaluation requested for Aquarion Operating Services/ Holyoke wastewater SCADA communications network.

Information provided in this report is based on a series of data, including RF CAD propagation maps and actual field test results performed on site.

Equipment utilized for the field test was configured to replicate the proposed configurations. The field tests were performed on October 4th, 5th and November 28th 2006. FCC monitoring and licensing was completed and submitted on November 28, 2006.

As illustrated in the summary data, it has been verified that reliable performance can be achieved by utilizing the configurations we are proposing for the radio network configuration.

The proposed system would be constructed based on two primary transmitting locations, including the Holyoke WPCF, located on Berkshire Street for the Master Station, and the Holyoke Soldiers Home on 110 Cherry Street, configured as a store and forward data repeater.

An FCC license has been prepared and submitted, requesting 2 VHF frequencies for the radio system. The Teledesign TS4000 radio modems shall be configured to operate in the "clear channel scan" mode that continuously monitors and selects from either frequency as available to ensure system redundancy and minimize interference.

Please review the following pages of the report, which includes propagation maps, technical data, equipment specifications, budgetary pricing and installation details to assist Woodard & Curran in the preparation of the communications system design.

Cable lengths, antenna locations; mounting structures, and specific elevations may be subject to change based on summary site engineering reviews.

TEST EQUIPMENT

- **Sitesafe Engineering RF CAD 2.3, RF Propagation Software**

RF CAD software is used to prepare RF path profiles and propagation prediction maps. The RF CAD maps allow the illustration of various system configurations that provided the highest degree of performance in the radio network.

- **Delorme Earthmate 12 Channel DGPS Receiver & Topo USA 6.0 Topographical Map Software**

GPS receiver provides a specific location reference to each site in the system, utilizing the US DGPS satellite network, typical accuracy to within 2-5 meters. Topo USA software integrated with GPS provides additional map location and elevation information, used in conjunction with RF CAD to prepare accurate data.

- **Teledesign Systems model TS-4000 VHF/150-174 Megahertz 5 watt radio-modems**

Key features of the TS4000 radio modem include: internal & remote diagnostics functions that provide field measurement capability of RSSI (Received Signal Strength Indication) and data quality that could be expected for the various communications links. This is accomplished by constructing temporary radio links between locations. The TS4000 spectrum analyzer allows our technicians to scan and evaluate the selected frequency spectrum and detects for potential interferences on the radio channels. This is especially useful when evaluating frequencies for the FCC system license.

The TS4000 provides a standard RS232C serial connection designed to interface with all popular types of PLC's and other computer equipment that may be used for these types of applications.

- **Acer portable computer, Windows XP, operating the following software:**
- **Teledesign Air-Scan & Air-Test, Sitesafe RFCAD2.3, & Delorme Topo USA 6.0, Winscan 780**
- **Antennas:**

Repeater Antenna: Wastewater Plant: Comtelco VHF 3db gain fiberglass omnidirectional at 40 feet AGL
Soldiers Home Building: Same as above, installed on the roof @ 80 feet AGL

Mobile Antenna: Antenna Specialist ASP-1450 VHF 3dbd gain mobile antenna, magnet mounted
Installed on roof of test vehicle at 7 feet above ground elevation

- **Kenwood TH-79A, TH-71A, TMV-7A, Uniden BC-780XLT Monitor, Winscan 780 software**

This additional radio equipment used to monitor the radio frequencies for interference potential and frequency selection process. The Winscan software, combined with the BC780XLT, Teledesign Air Test and Air Scan provides a detailed frequency analysis and tracking of channel activity & signal strength.

TEST PROCEDURE

Date: October 4th, 5th and November 28th 2006
Weather Conditions: October dates: Clear 60-70 degrees, November 28, overcast 48 degrees
Foliage Conditions: Fall Conditions
Interference: None detected during test period on test frequency
Test Frequency: 151.1675 Mhz.

1- RF CAD propagation maps and preliminary engineering

Utilizing GPS coordinates for each facility in the proposed system; RF CAD propagation maps were prepared to provide a prediction of the RF propagation and to prepare for the field test. Based on RF CAD results, the decision was made to perform the field tests from multiple locations as required to achieve the propagation objectives that would deliverer the highest degree of reliable performance.

RF CAD propagation data, in addition to the initial field test in October, revealed that the propagation coverage from the Holyoke WPCF MTU location alone would be insufficient to provide adequate signal to all stations in the Holyoke network, most notably stations to the Northerly side of the city.

Different frequency bands were considered for this application prior to arriving at the selection of the VHF 150-174 Mhz. spectrum, including the licensed UHF 450-470 Mhz. band, licensed and unlicensed 900 Mhz. solutions.

After researching a variety of available repeater locations, the November 28th field test was scheduled to evaluate the performance from the Holyoke Soldiers Home, on Cherry Street in Holyoke, just off U.S. route I 91.

Several City agencies already utilize the Soldiers Home facility for communications repeaters as a result of similar issues relating to propagation requirements for Holyoke, which has a generally hilly and varying terrain that contributes to the challenges in wireless signal propagation.

The Soldiers Home site has dedicated resources available, specifically for the purpose of communications equipment. This included antenna-mounting structure availability on the highest roof of the building (80 feet AGL), a radio equipment room with emergency power on the 5th floor, and secure access to the facility.

Summary: The decision for site selection was based on the following criteria

- RF CAD propagation maps, path profiles and topography
- Elevation AMSL and structures
- Distance to associated remote stations
- Availability of mounting apparatus for antennas
- Utilization of existing infrastructure available to the city, wherever possible

2- Field Study Procedure

October 4th 2006 (Wastewater Plant)

- 1- Configured a VHF Teledesign TS4000 radio modem as a store & forward repeater to the VHF frequency of 151.1675MHz. This was one of 10 frequencies provided by the frequency coordinator that was under consideration for the FCC license.
- 2- The TS4000 was connected to a Comtelco BS150XL-3 VHF antenna, which was temporarily installed on the roof of the Thickener building roof, clamped to the existing Rohn tower on the building, approximately 40 feet above ground.
- 3- a second TS4000 was configured as a remote unit to transmit data packets from the mobile computer to the TS4000 repeater radio at the WPCF to measure the signal strength and data quality.
- 4- Installed a magnetic mounted VHF 3db gain mobile antenna on the vehicle
- 5- Proceeded to each Holyoke wastewater facility to perform the following actions:
 - Verify GPS site coordinates and elevations
 - Monitor and record RSSI/Signal Strength conditions from the repeater
 - Photograph the facility
 - Document installation issues and equipment requirements

October 5th 2006 (Additional research)

- Returned to Holyoke to discuss the options regarding additional repeater locations available.
- Visited the Mount Tom tower site, where the City of Holyoke has some radio equipment is located
- Placed various calls to officials representing the Mount Tom site and other prospective Holyoke locations that could serve as repeater locations for the wastewater communications network.
- Locations considered but ultimately considered insufficient or unavailable were:
- Mount Tom tower site
 - Holyoke City Hall
 - Holyoke Gas & Electric offices
 - Holyoke wastewater sites

November 28th 2006 (Holyoke Soldiers Home)

A series of telephone conversations were exchanged with Ralph Jagelavicius from Aquarion Operating Services, to discuss options for securing a sufficient location to install a repeater station, which would be required to complete the communications system design.

As a result of this process, a contact person was established at the Holyoke Soldiers Home, by the name of Mr. Don Sargent, who is the Construction Services Manager for the Soldiers Home.

Arrangements were discussed between Mr. Jagelavicius and Mr. Sargent, regarding the monetary issues and availability of the Soldiers Home site for the proposed repeater.

Once TCS Communications received the directive from Mr. Jagelavicius to proceed with testing, a site visit was arranged for November 28th, to perform the field test from the Soldiers Home site, and to determine if this location would meet our objectives.

Similar to the procedure described previously for the field test at the WPCF Berkshire Street location, the temporary repeater system was installed at the Soldiers Home, with the antenna located on the mounting structure on the roof, at approximately 80 feet above ground.

Upon completion of the temporary installation, each of the remote locations that measured poorly from the WPCF were revisited to determine the quality of signal and performance from the Soldiers Home site.

In addition to testing the problem locations, the wastewater plant and Jones Ferry site were also visited, to gauge the overall performance and signal availability from the Soldiers Home.

The wastewater plant will serve as the master station, and the Jones Ferry location is near the furthest point to the Southerly side of the system.

Results of the field test from the Soldiers Home site proved favorable from ALL locations tested, and therefore would be recommended for the purpose of installing the store and forward repeater.

The task of field monitoring the available frequency list was also performed during the visit to the Soldiers Home. A total of 10 frequencies were monitored for 4 hours, to determine if any other users were detected, and to test for interference, co-located at the site.

As a precautionary measure, in addition to licensing the system for dual frequencies, we are also recommending a cavity filter device be included in the repeater equipment. The purpose of the filter is to further reduce interference potential due to the high concentration of RF transmitting equipment, located at the facility.

RF CAD MAP REFERENCES

Propagation Maps:

COLOR	SIGNAL STRENGTH	RESULTS
RED	60/-70dbm	Very strong signal
ORANGE	70/-80dbm	Strong signal
	80/-90dbm	Good signal
GREEN	90/-100dbm	Fair to weak: @ -90dbm good, @ -100dbm marginal
VIOLET	100dbm +	Weak signal, unreliable
NO COLOR	No detectable signal	Unacceptable

Path Profiles:

Top Graph	(Left) RSSI output at transmitter (Right) RSSI at destination receiver
Bottom Graph	(Left) Elevation above ground elevation at remote site (Right) Elevation above ground for receiving site, typically the master or repeater station

SUMMARY

The following list represents the key issues as a result of the survey and recommendations for the upgrade:

- A VHF licensed system is recommended for the Holyoke System. An FCC license was completed and submitted for 2 frequencies
- Clear channel scan is recommended for system operation
- Repeater requirements and facility availability are confirmed at the Holyoke Soldiers Home
- An existing tower on the wastewater facility may be considered for installation of the MTU antenna
- Omnidirectional antennas recommended at all locations to simplify installation and provide RF "visibility" to both the MTU and Repeater station as available.

The specifications provided herein are based on the information available at the time of this study, and should be considered as "guidelines" for system construction.

Measurements observed during the study and configurations provided are considered within the equipment operating tolerances that will provide reliable radio communications for the Holyoke wastewater system under normal operating conditions.

Installation details and recommendations are included in the photographs provided in the report on CD, and field test results page.

With any wireless communications system, it is not possible to provide a guarantee of 100% communications, for 100% of the time.

The potential for system interruptions can occur periodically affected by interference sources, including some of the following examples:

- Future FCC authorized licensees, co-channel or adjacent channel
- New construction of obstacles and/or structures that may severely impact radio paths
- Significant growth of foliage in the radio paths.

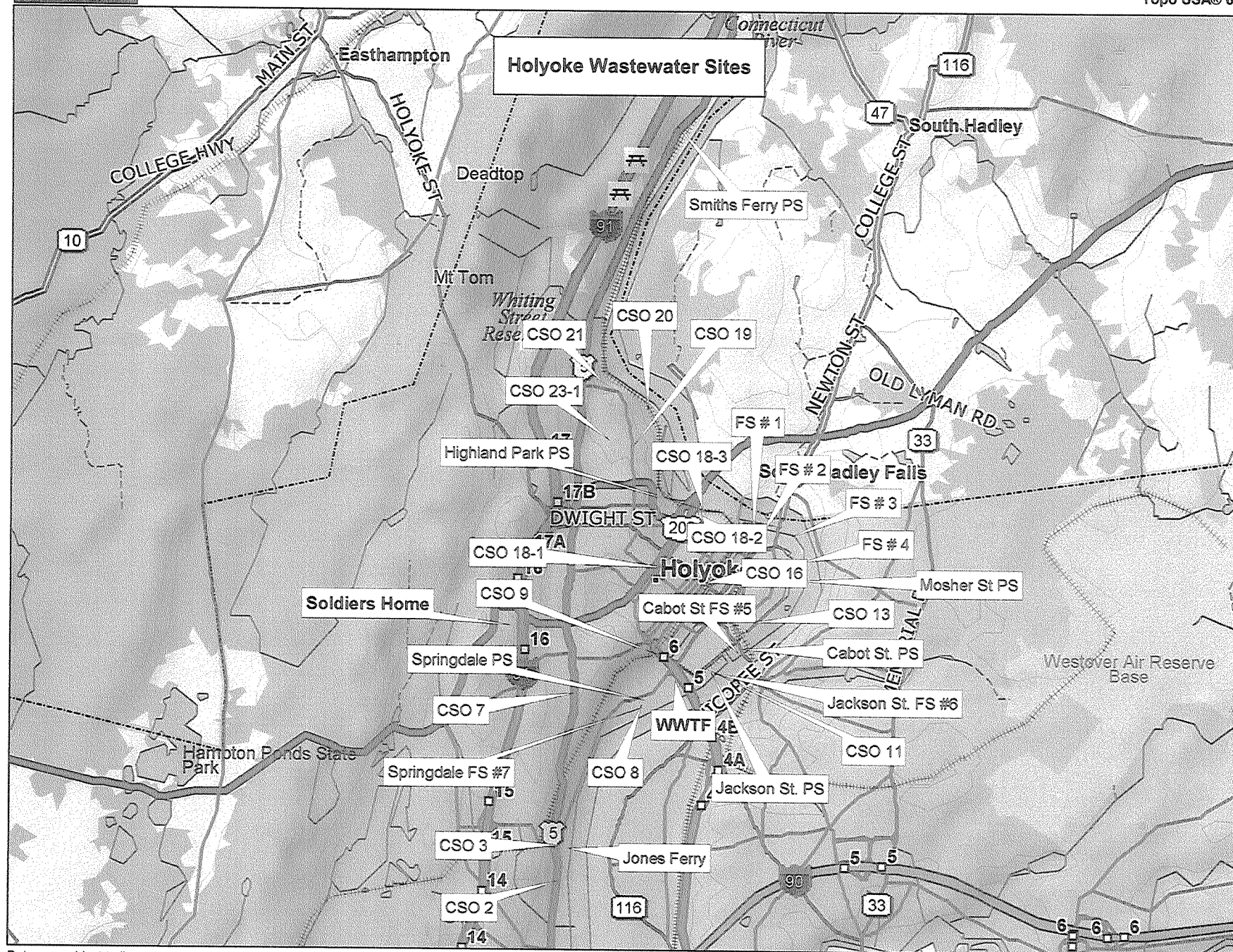
The system design specifications provided are based on the manufacturers recommendations for minimum fade margins, designed to provide a compensation for typical radio system performance variations, including changes in weather conditions, seasonal effects, (foliage conditions) and minor interference.

This concludes the report.

Sincerely;

Dean A. Marengi

Dean A. Marengi
Vice President

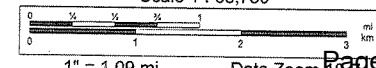


Data use subject to license.

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www.delorme.com

Scale 1 : 68,750


$$1'' = 1.09 \text{ mi}$$
Data Zoom 10th Page

Project Summary

Site name	Location		
WWTF			
2	N42-11-32,	W72-36-46	71.00
3	N42-10-18,	W72-37-49	62.00
4	N42-11-20,	W72-37-06	62.00
5	N42-11-23,	W72-37-05	62.00
6	N42-11-35,	W72-36-25	68.00
7	N42-11-35,	W72-36-23	62.00
8	N42-11-46,	W72-36-07	68.00
9	N42-11-44,	W72-36-09	65.00
10	N42-12-16,	W72-35-35	74.00
11	N42-12-24,	W72-35-31	58.00
12	N42-12-35,	W72-35-38	54.00
13	N42-12-36,	W72-35-56	65.00
14	N42-12-37,	W72-36-00	70.00
15	N42-12-46,	W72-36-31	104.00
16	N42-15-33,	W72-36-47	112.00
17	N42-10-04,	W72-37-55	66.00
18	N42-10-19,	W72-37-54	82.00
19	N42-11-26,	W72-37-46	246.00
20	N42-11-21,	W72-37-06	52.00
21	N42-11-43,	W72-36-57	91.00
22	N42-11-36,	W72-36-25	66.00
23	N42-11-57,	W72-36-01	76.00
24	N42-12-15,	W72-36-29	106.00
25	N42-12-21,	W72-36-52	166.00
26	N42-12-43,	W72-36-31	125.00
27	N42-12-46,	W72-36-31	107.00
28	N42-13-13,	W72-37-13	226.00
29	N42-13-29,	W72-37-04	121.00
30	N42-13-41,	W72-37-31	195.00
	N42-13-16,	W72-37-27	225.00
Soldiers Home	N42-11-55,	W72-38-25	469.00
			78.00

N42-16-44.71

N42-16-44.71

N42-09-25.96

N42-09-25.96

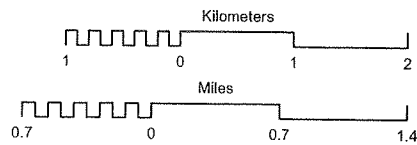
W72-41-27.12

W72-33-14.19

Prop levels:

- 60.00 dBmW
- 70.00 dBmW
- 80.00 dBmW
- 90.00 dBmW
- 100.00 dBmW

City of Holyoke VHF radio propagation Study
WWTF/MTU, Soldiers Home Repeater



Map scale: 1:60,000
Rasterized at: 1:100,000

N42-16-44.71

N42-16-44.71

N42-09-25.96

N42-09-25.96

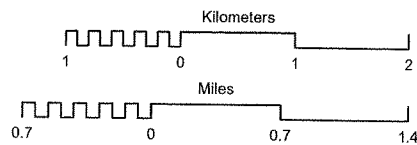
W72-41-27.12

W72-33-14.19

Prop levels:

- 60.00 dBmW
- 70.00 dBmW
- 80.00 dBmW
- 90.00 dBmW
- 100.00 dBmW

City of Holyoke VHF radio propagation Study
WWTF/MTU No repeater



Map scale: 1:60,000
Rasterized at: 1:100,000

Project Summary

<u>Profile name</u>	<u>TX Location</u>	<u>RX Distance and Bearing</u>		
2--WWTF	N42-10-18, W72-37-49	1.67 mi, 32.25°	15.00 AGL	40.00 AGL
3--WWTF	N42-11-20, W72-37-06	0.36 mi, 50.86°	15.00 AGL	40.00 AGL
4--WWTF	N42-11-23, W72-37-05	0.31 mi, 58.33°	15.00 AGL	40.00 AGL
5--WWTF	N42-11-35, W72-36-25	0.31 mi, 256.34°	15.00 AGL	40.00 AGL
6--WWTF	N42-11-35, W72-36-24	0.33 mi, 258.09°	15.00 AGL	40.00 AGL
7--WWTF	N42-11-46, W72-36-07	0.62 mi, 244.38°	15.00 AGL	40.00 AGL
8--WWTF	N42-11-44, W72-36-09	0.58 mi, 246.41°	15.00 AGL	40.00 AGL
9--WWTF	N42-12-16, W72-35-35	1.32 mi, 230.31°	15.00 AGL	40.00 AGL
10--WWTF	N42-12-24, W72-35-31	1.46 mi, 226.89°	15.00 AGL	40.00 AGL
11--WWTF	N42-12-35, W72-35-38	1.55 mi, 218.65°	15.00 AGL	40.00 AGL
12--WWTF	N42-12-36, W72-35-56	1.43 mi, 209.88°	15.00 AGL	40.00 AGL
13--WWTF	N42-12-37, W72-36-00	1.41 mi, 207.67°	15.00 AGL	40.00 AGL
14--WWTF	N42-12-46, W72-36-31	1.44 mi, 188.43°	15.00 AGL	40.00 AGL
15--WWTF	N42-15-33, W72-36-47	4.63 mi, 179.82°	15.00 AGL	40.00 AGL
16--WWTF	N42-10-04, W72-37-55	1.94 mi, 30.15°	15.00 AGL	40.00 AGL
17--WWTF	N42-10-19, W72-37-54	1.69 mi, 34.64°	15.00 AGL	40.00 AGL
18--WWTF	N42-11-26, W72-37-46	0.85 mi, 82.89°	15.00 AGL	40.00 AGL
19--WWTF	N42-11-21, W72-37-06	0.34 mi, 54.13°	15.00 AGL	40.00 AGL
20--WWTF	N42-11-43, W72-36-57	0.27 mi, 145.67°	15.00 AGL	40.00 AGL
21--WWTF	N42-11-36, W72-36-25	0.32 mi, 254.16°	15.00 AGL	40.00 AGL
23--WWTF	N42-12-15, W72-36-29	0.87 mi, 196.51°	15.00 AGL	40.00 AGL
24--WWTF	N42-12-21, W72-36-52	0.95 mi, 175.21°	15.00 AGL	40.00 AGL
25--WWTF	N42-12-43, W72-36-31	1.39 mi, 189.07°	15.00 AGL	40.00 AGL
26--WWTF	N42-12-46, W72-36-31	1.44 mi, 188.71°	15.00 AGL	40.00 AGL
22--WWTF	N42-11-57, W72-36-01	0.81 mi, 232.84°	15.00 AGL	40.00 AGL
27--WWTF	N42-13-13, W72-37-13	1.98 mi, 169.01°	15.00 AGL	40.00 AGL
28--WWTF	N42-13-29, W72-37-04	2.26 mi, 173.67°	15.00 AGL	40.00 AGL
29--WWTF	N42-13-41, W72-37-31	2.56 mi, 165.69°	15.00 AGL	40.00 AGL
30--WWTF	N42-13-16, W72-37-27	2.08 mi, 163.94°	15.00 AGL	40.00 AGL

Study: 2--WWTF

TX Site: 2

RX Site: WWTF

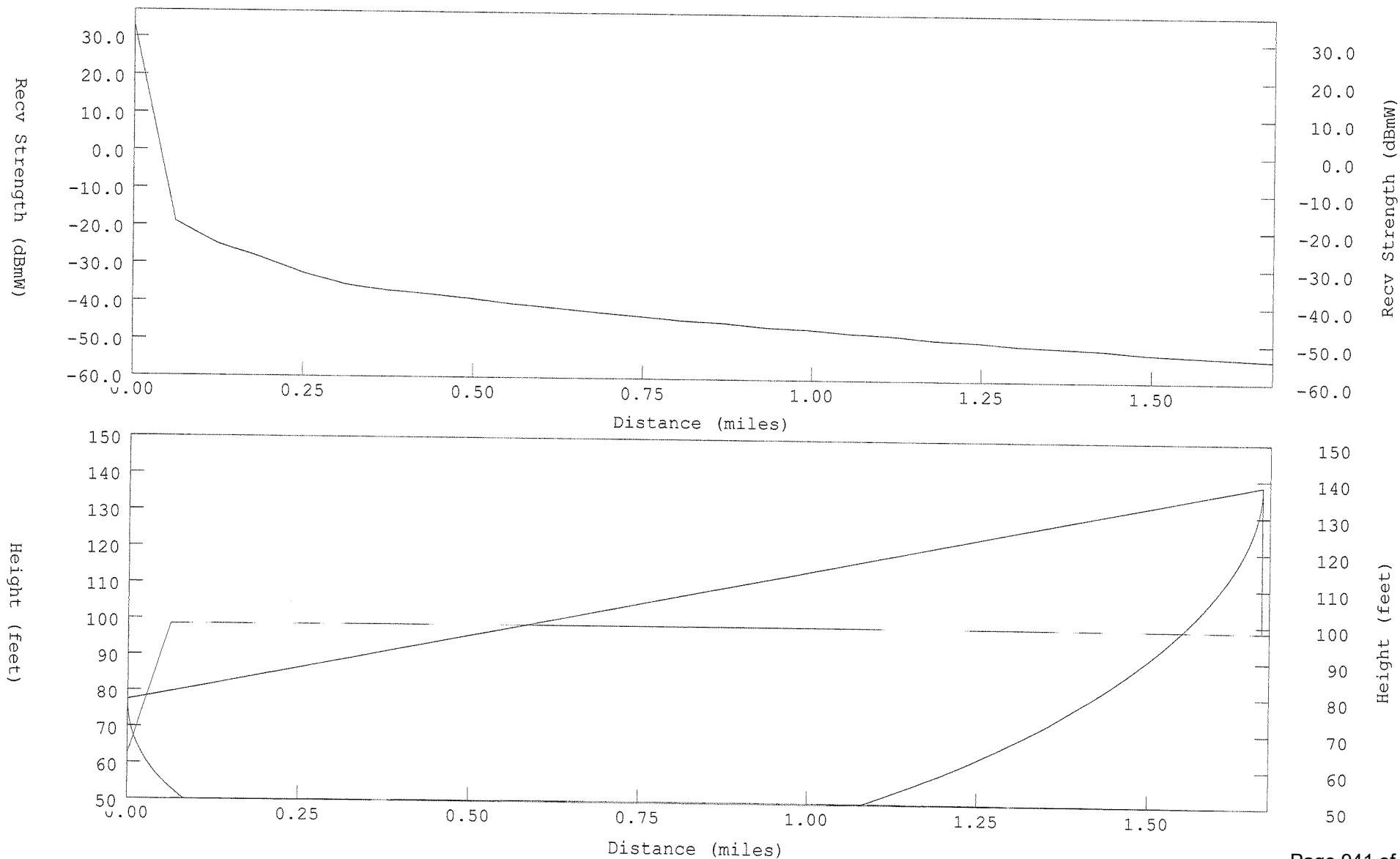
TX --> RX: 1.67 mi, 32.3 degrees, 87.0 dB loss

TX Latitude: N42-10-18.00

TX Longitude: W72-37-49.00

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 3--WWTF

TX Site: 3

RX Site: WWTF

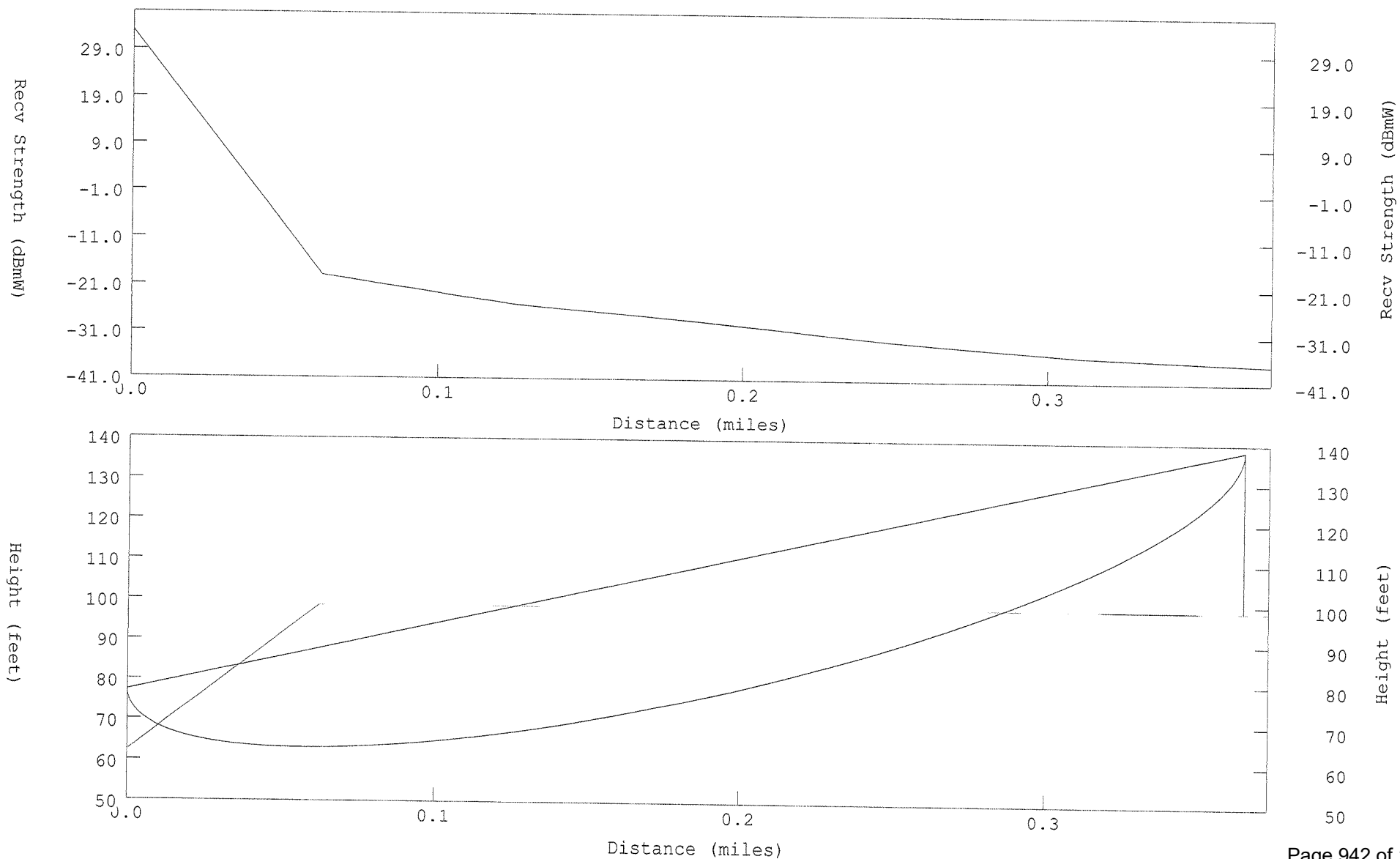
TX --> RX: 0.36 mi, 50.9 degrees, 70.0 dB loss

TX Latitude: N42-11-19.50

TX Longitude: W72-37-06.30

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 4--WWTF

TX Site: 4

RX Site: WWTF

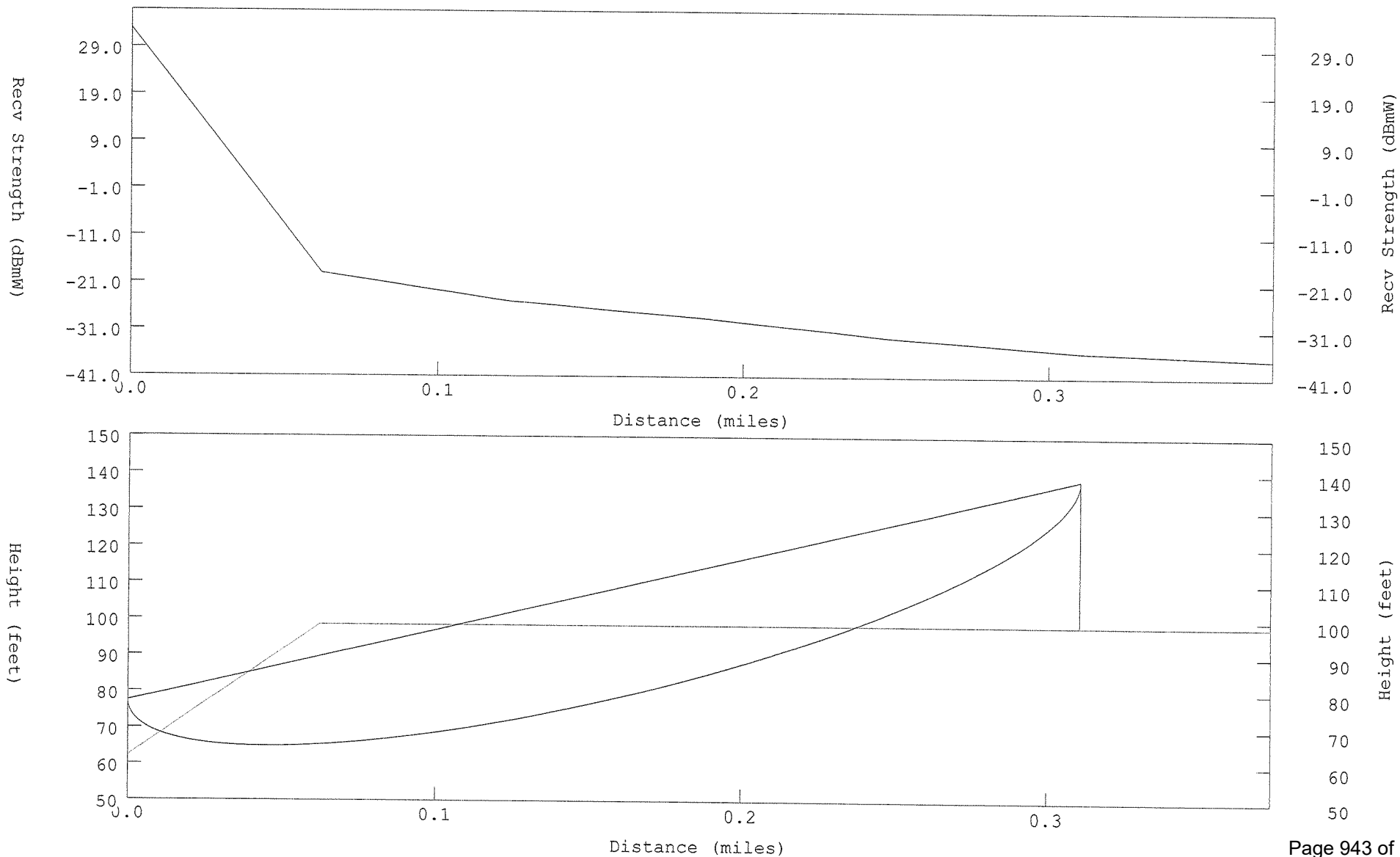
TX --> RX: 0.31 mi, 58.3 degrees, 70.0 dB loss

TX Latitude: N42-11-23.00

TX Longitude: W72-37-05.00

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 5--WWTF

TX Site: 5

RX Site: WWTF

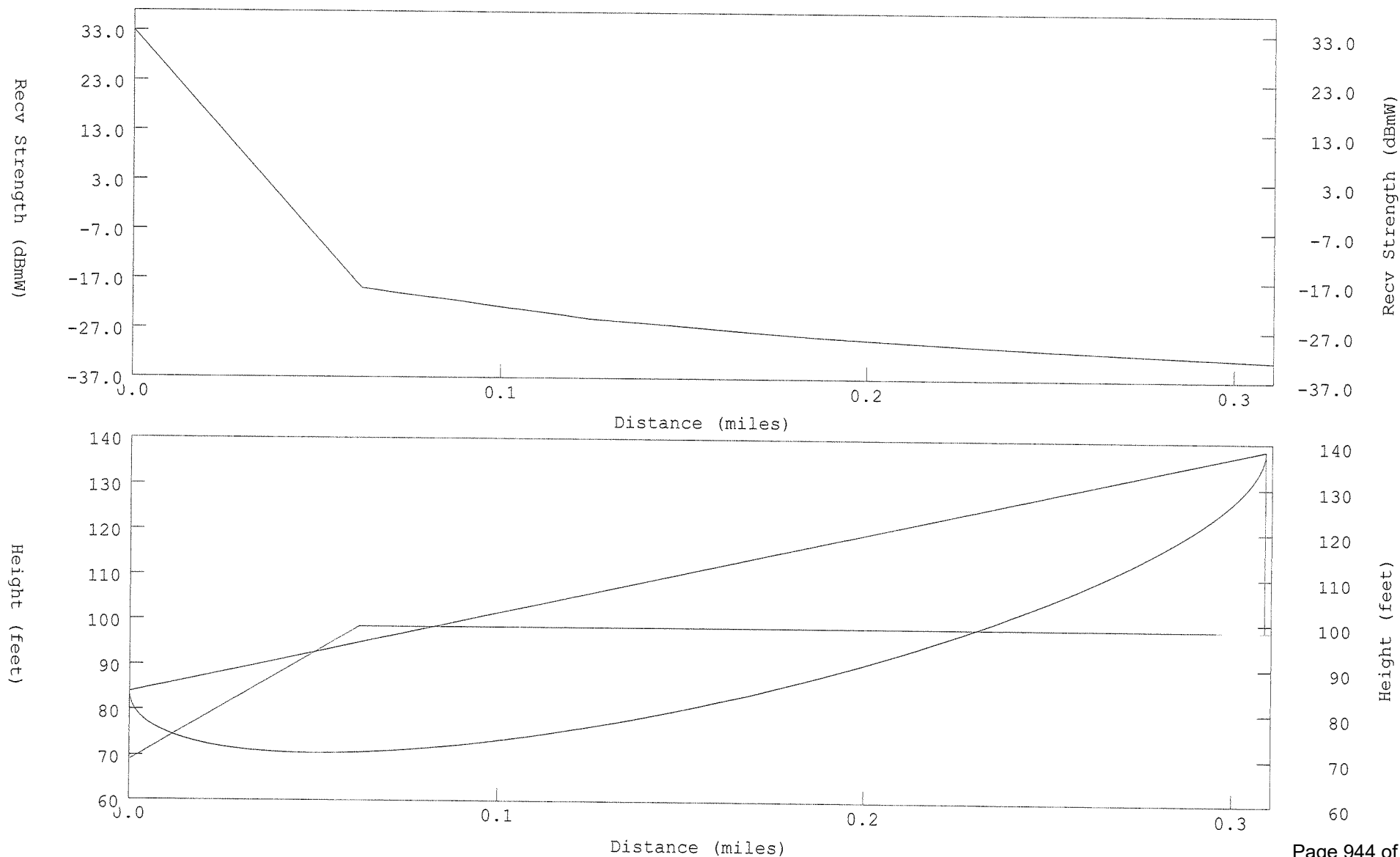
TX --> RX: 0.31 mi, 256.3 degrees, 66.0 dB loss

TX Latitude: N42-11-35.30

TX Longitude: W72-36-25.30

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 6--WWTF

TX Site: 6

RX Site: WWTF

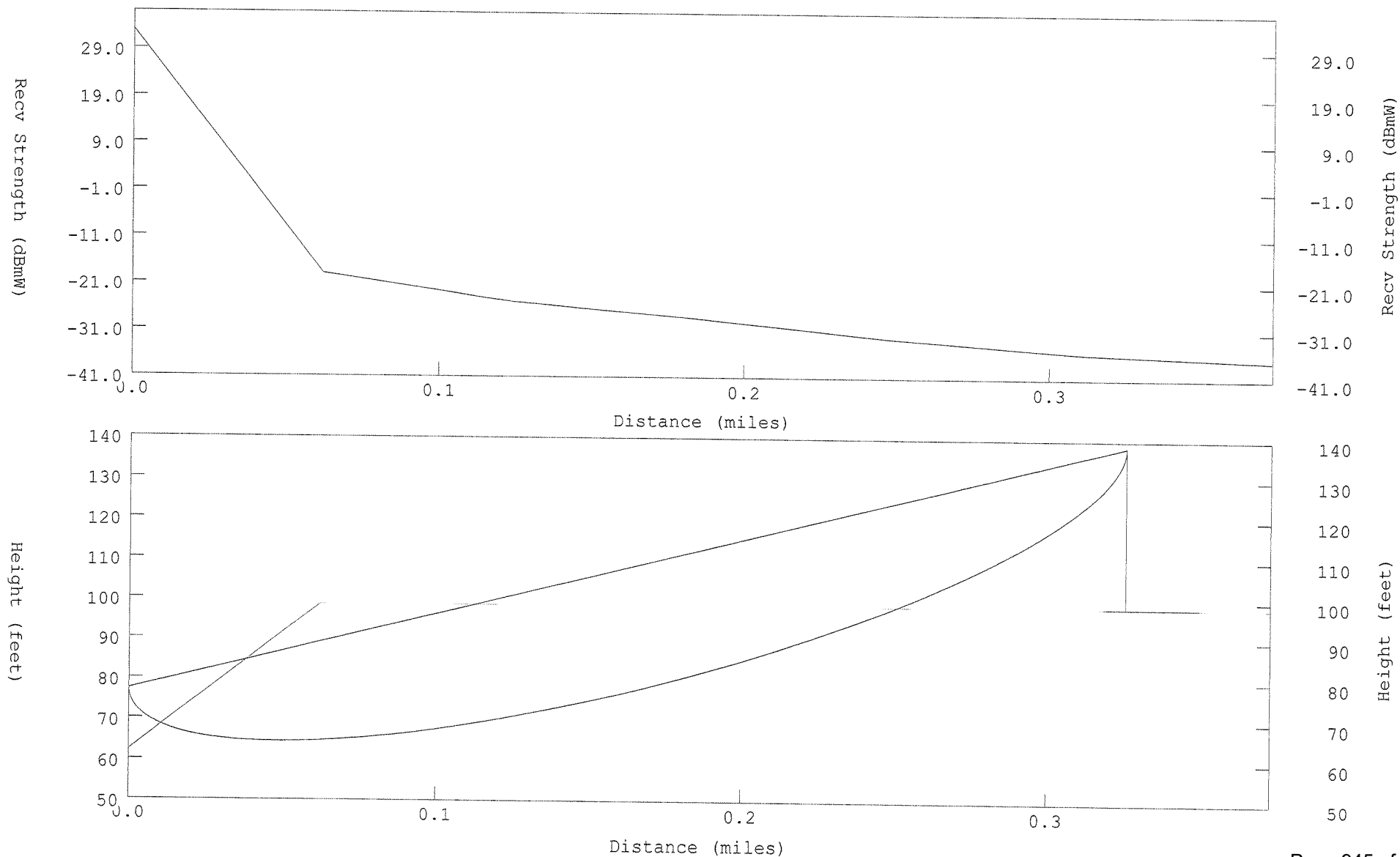
TX --> RX: 0.33 mi, 258.1 degrees, 70.0 dB loss

TX Latitude: N42-11-35.00

TX Longitude: W72-36-24.00

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 7--WWTF

TX Site: 7

RX Site: WWTF

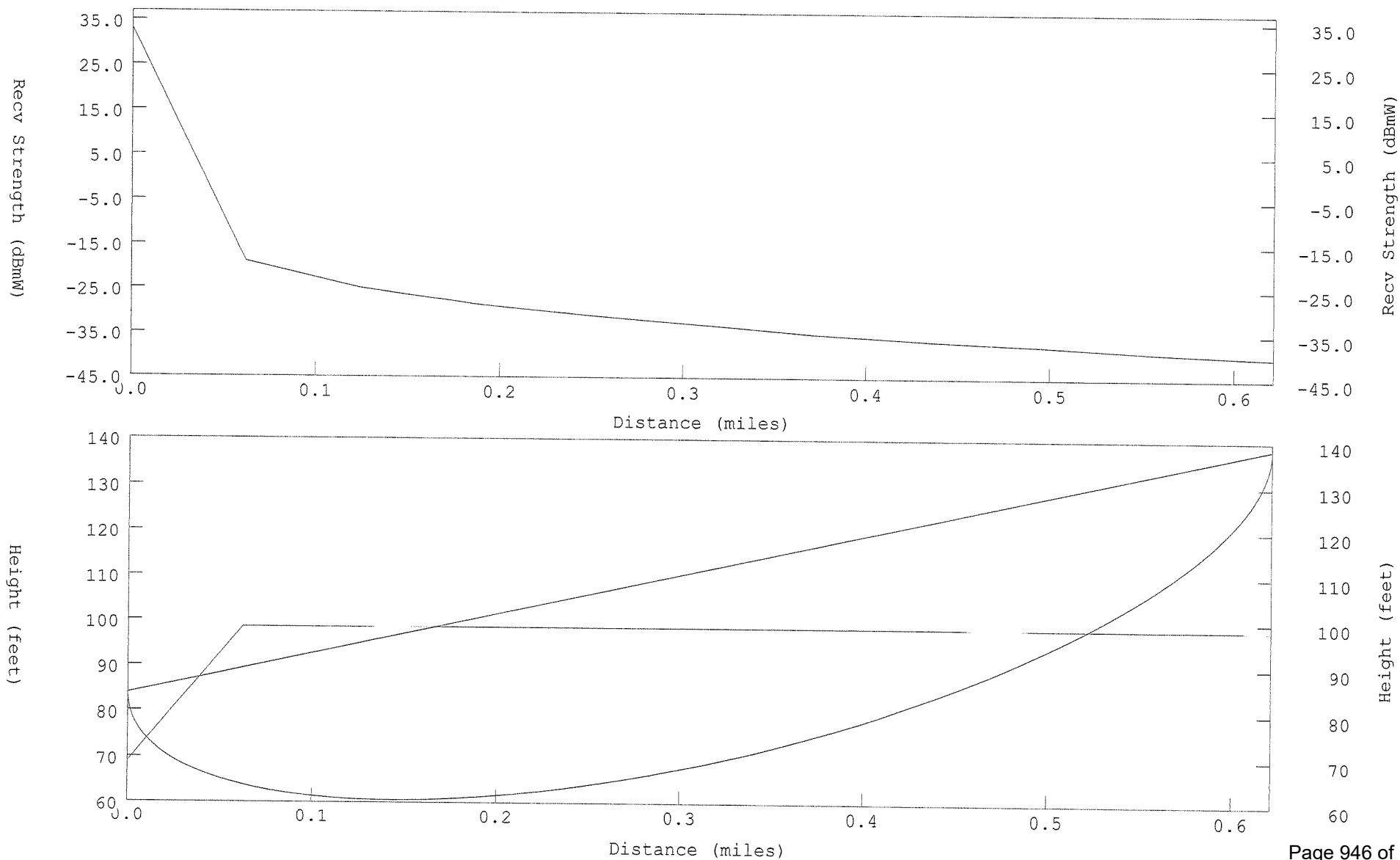
TX --> RX: 0.62 mi, 244.4 degrees, 73.0 dB loss

TX Latitude: N42-11-45.50

TX Longitude: W72-36-07.00

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 8--WWTF

TX Site: 8

RX Site: WWTF

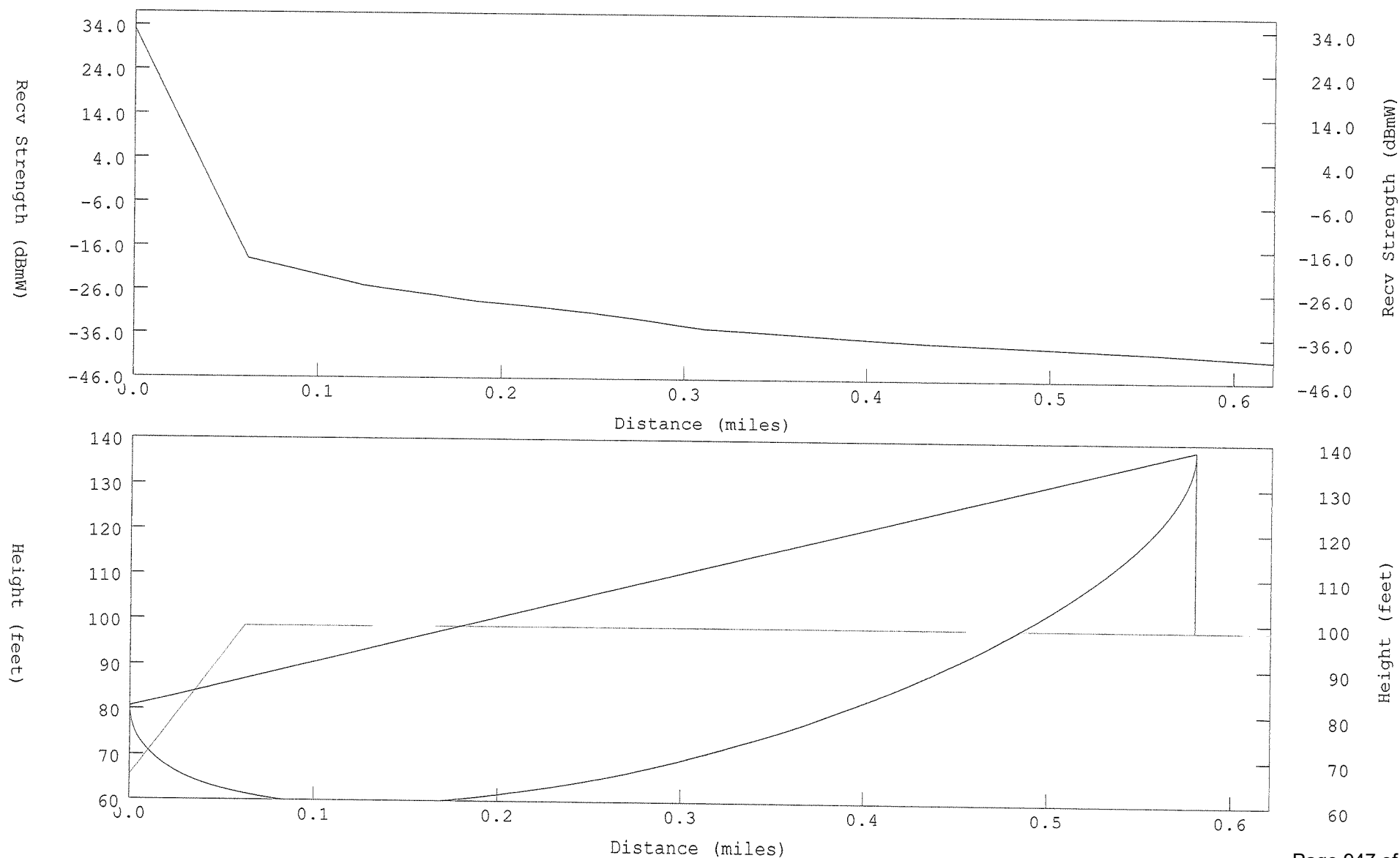
TX --> RX: 0.58 mi, 246.4 degrees, 74.0 dB loss

TX Latitude: N42-11-43.60

TX Longitude: W72-36-09.00

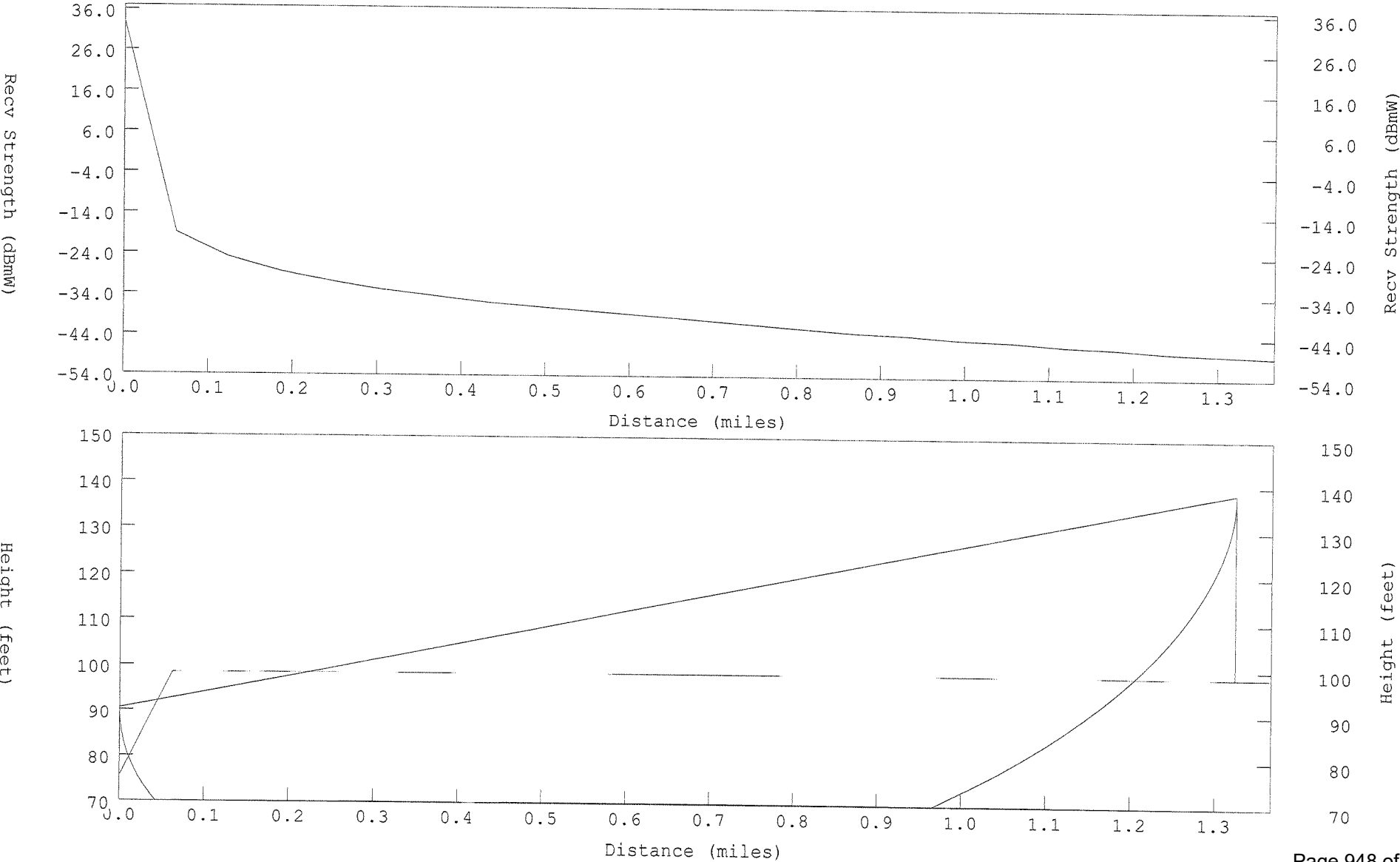
RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 9--WWTF
TX Site: 9
RX Site: WWTF
TX --> RX: 1.32 mi, 230.3 degrees, 81.5 dB loss

TX Latitude: N42-12-15.60
TX Longitude: W72-35-34.70
RX Latitude: N42-11-31.50
RX Longitude: W72-36-46.40



Study: 10--WWTF

TX Site: 10

RX Site: WWTF

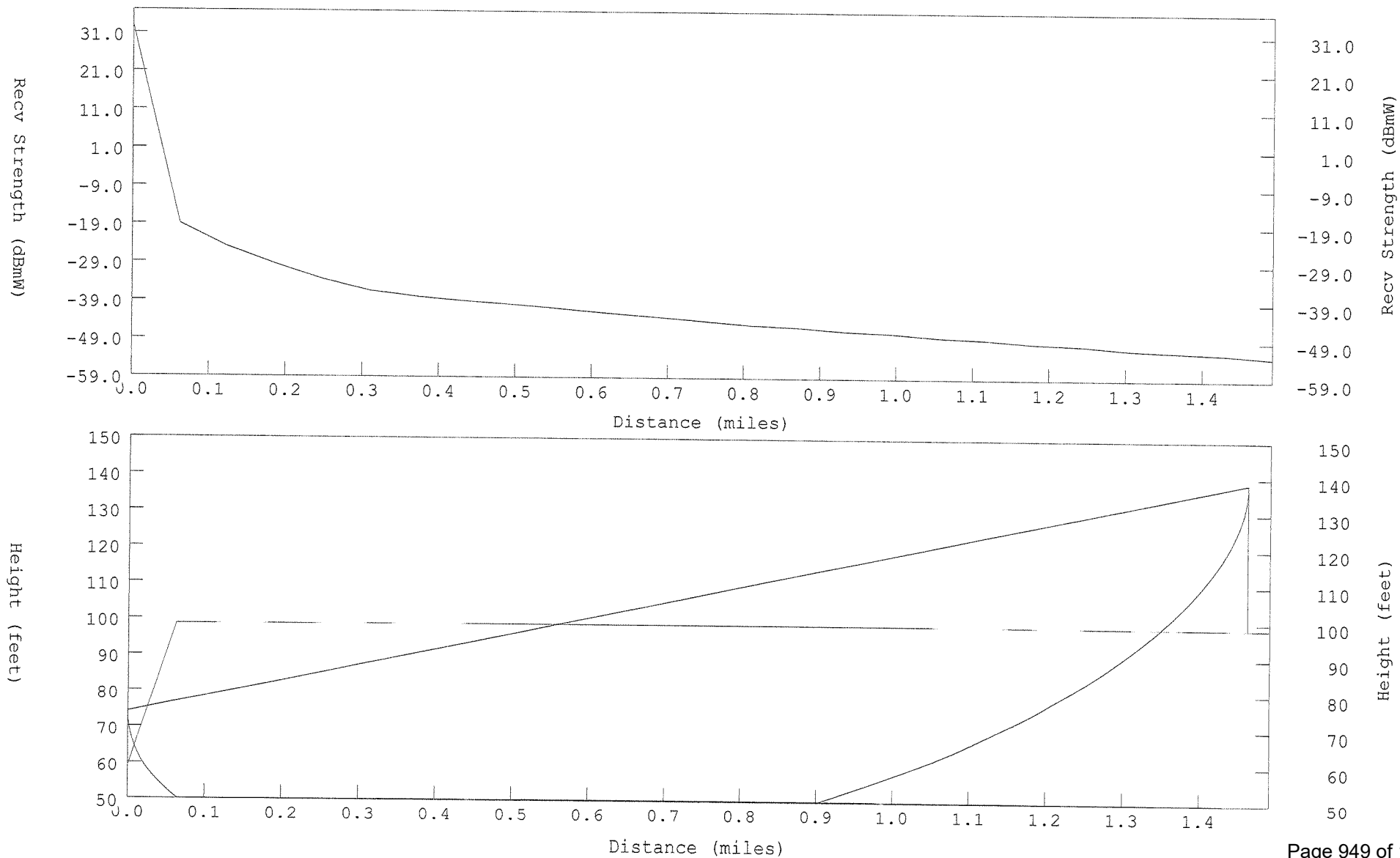
TX --> RX: 1.46 mi, 226.9 degrees, 86.0 dB loss

TX Latitude: N42-12-23.60

TX Longitude: W72-35-31.30

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 11--WWTF

TX Site: 11

RX Site: WWTF

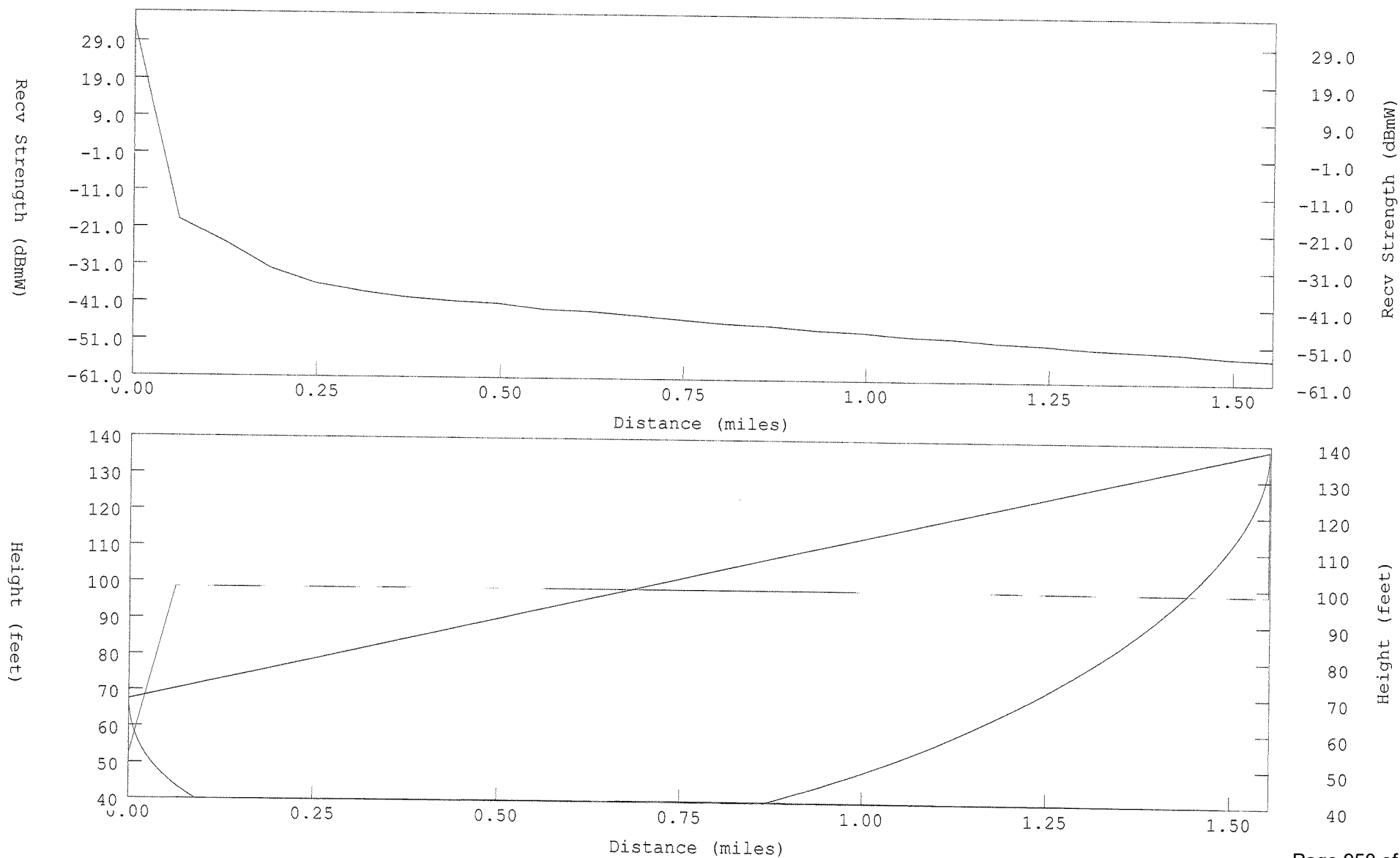
TX --> RX: 1.55 mi, 218.6 degrees, 87.5 dB loss

TX Latitude: N42-12-34.70

TX Longitude: W72-35-38.20

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40



Study: 12--WWTF

TX Site: 12

RX Site: WWTF

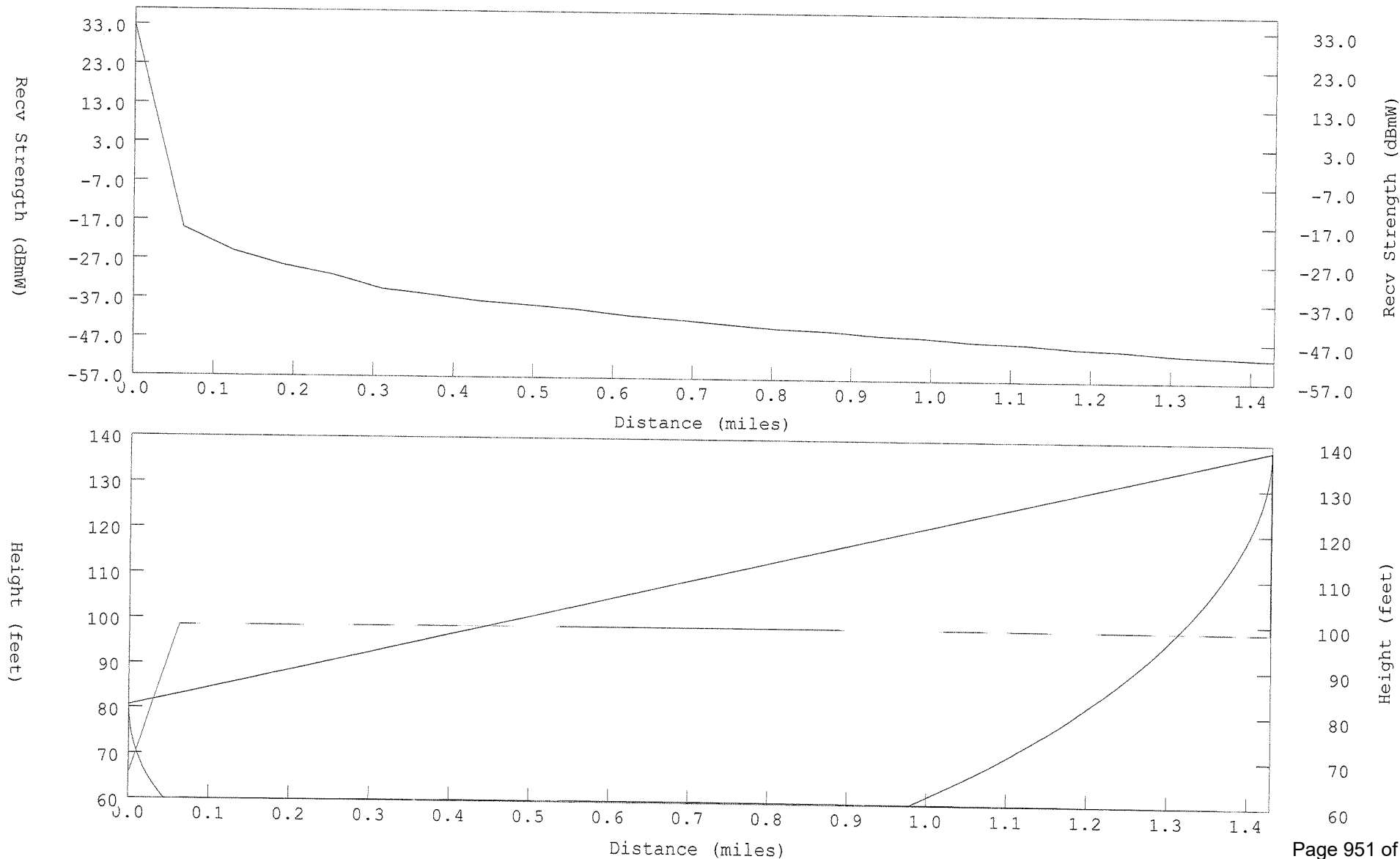
TX --> RX: 1.43 mi, 209.9 degrees, 84.0 dB loss

TX Latitude: N42-12-36.10

TX Longitude: W72-35-56.30

RX Latitude: N42-11-31.50

RX Longitude: W72-36-46.40





Mayor Michael J. Sullivan
City of Holyoke

William D. Fuqua, Superintendent
Department of Public Works

December 16, 2008

To Whom it may concern:

The City of Holyoke Department of Public Works is the applicant for a grant to upgrade electrical and telemetry systems for seven (7) Flood Control Pump Stations. The City is aware that there is a 25% grant match required, and is committed to providing the match in the form of cash and from contributions in labor related to administering the grant.

The total grant application to the Federal Emergency Management Agency is \$1,434,300. The City of Holyoke is prepared to provide the \$358,600 to meet the 25% requirement.

Sincerely,

William D. Fuqua
General Superintendent

63 CANAL STREET. HOL YOKE, MASSACHUSETTS 01040-5836
PHONE: (413) 534-2218. FAX: (413) 539-6807. E-MAIL: fuquaw@ci.holyoke.ma.us

Birthplace of Volleyball

SUMMARY

Scenario Run ID:

HolyokeBCA2WWTP

Waste Water Treatment Plant

1 Berkshire Street

Holyoke, MA

Project Description

0
0

Building Type:

1 Story, w/o Basement

Analyst:

Kristie Rabasca

DATA USED FOR THIS ANALYSIS:

Building Replacement Value (\$/sf)	#####
Total Floor Area (square feet):	1
Total Building Replacement Value:	\$40,000,000
Demolition Threshold Damage Percentage:	50%
Total Contents Value	\$0
Total Displacement Costs (\$/month):	\$0
One-Time Displacement Costs(\$)	\$0
Cost of Providing Services from this Building (\$/day)	\$15,890
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$15,890
Total Monthly Rent from All Tenants (\$/month)	\$0
Estimated Net Income of Commercial Businesses (\$/month)	\$0
Total Mitigation Project Costs	\$1,455,001
Discount Rate	7.00%
Project Useful Life (years)	50

FLOOD HAZARD DATA:

First Floor Elevation (feet)

69

Flood Frequency	Discharge (cfs)	Flood Elevation (feet)
10	112,000	64
50	158,000	68
100	180,000	70
500	242,000	78

DATA THAT VARY BY FLOOD DEPTH:

Flood Depth (ft)	Building DDF (%)	Modified DDF (%)	Contents DDF (%)	Displacement Time (days)	Functional Downtime (days)	Building Mit. Effectiveness (%)	Contents Mit. Effectiveness (%)	Annual # of Floods
-2	0	0	0	0	0	N/A	N/A	1.088E-02
-1	0	0	0	0	0	N/A	N/A	7.261E-03
0	9	9	13.5	0	9	100.00%	N/A	4.950E-03
1	14	14	21	62	14	100.00%	N/A	2.918E-03
2	22	22	33	126	22	100.00%	N/A	1.805E-03
3	27	27	40.5	166	27	100.00%	N/A	1.389E-03
4	29	29	43.5	182	29	100.00%	N/A	1.080E-03
5	30	30	45	190	30	100.00%	N/A	8.476E-04
6	40	40	60	270	30	100.00%	N/A	6.713E-04
7	43	43	64.5	294	30	100.00%	N/A	5.361E-04
8	44	44	66	302	30	100.00%	N/A	4.314E-04
>8	45	45	67.5	310	30	68.89%	N/A	2.186E-03

SUMMARY OF PROJECT BENEFITS AND COSTS

PROJECT BENEFITS	\$2,031,797
PROJECT COSTS	\$1,455,001
PROJECT BENEFITS MINUS PROJECT COSTS :	\$576,796
BENEFIT-COST RATIO:	1.40

FEMA Disclaimer:

The results produced by this analysis are neither conclusive evidence that the proposed project is cost-effective, nor a guarantee that a project is eligible for any government grant for whatever purpose.

EMPLOYEE FLOOD STATION COST CALCULATIONS
OCTOBER 2005-OCTOBER 2008
(Provided by United Water)

EMPLOYEE REQUIRED FLOOD STATION #5 OPERATING HOURS	UW COSTS
1.25 62.33	\$3,583.20
EMPLOYEE REQUIRED FLOOD STATION #6 OPERATING HOURS	UW COSTS
1.25 1124	\$64,615.95
EMPLOYEE REQUIRED FLOOD STATION #7 OPERATING HOURS	UW COSTS
1.25 51.4	\$2,954.86
TOTAL 3 YEAR LABOR COSTS	\$71,154.00
TOTAL ANNUAL Operating LABOR Stations 5,6,7	\$23,718.00
Assumes Salary plus fringe = \$46/hour	

<u>EMPLOYEE DAILY INSPECTION COSTS AND POSSIBLE SAVINGS</u>		
EMPLOYEE REQUIRED VISITED FLOOD STATIONS #1-#7 (hrs/day)	UW COSTS	
1 2.5	\$30,850.09	
TRANSPORTATION COST	\$10/HR	\$1,325.08
TELEPHONE COST	\$30/MO AT 7 STATIONS	\$2,520.00
TOTAL ANNUAL INSPECTION LABOR All Stations		\$34,695.17

Stations 1-4 Operations/ Stations 1-7 Manning by HG&E 2005	2960.6
Stations 1-4 Operations/ Stations 1-7 Manning by HG&E 2008	5656.51
Average:	\$ 4,308.56
TOTAL ANNUAL COST SAVINGS	\$62,721.72

LIMITED DATA MODULE**Benefit-Cost Analysis of Flood Mitigation Projects**

Page 2

DAMAGES BEFORE MITIGATION

Flood Frequency Events (Years)	Scenario Flood Damages			Loss of Function Time and Dollars		TOTAL Damages and Losses
			C	Days	Losses	
1			\$62,721		\$0	\$62,721
2					\$0	\$62,721
5					\$0	\$62,721
10					\$0	\$62,721
25					\$0	\$62,721
50					\$0	\$62,721
100			\$3,235,882		\$0	\$3,235,882
250					\$0	\$3,235,882
500					\$0	\$3,235,882
Total Annualized Damages						\$106,710

Data Sources and Documentation

Year 1 shows Saved Annual Maintenance

Saved Maintenance backup for Year 1 value is shown in HolyokeBCA3_BackupInfo.xls

Saved Maintenance item for year 100 assumes one loss of life due to failure of a FCPS electrical equipment

Year 100 shows potential for one loss of life.

The document HolyokeBCAText.doc gives a narrative description and DDT.

DAMAGES AFTER MITIGATION

Flood Frequency Events (Years)	Scenario Flood Damages			Loss of Function Time and Dollars		TOTAL Damages and Losses
			C	Days	Losses	
1					\$0	\$0
2					\$0	\$0
5					\$0	\$0
10					\$0	\$0
25					\$0	\$0
50					\$0	\$0
100					\$0	\$0
250					\$0	\$0
500					\$0	\$0
Total Annualized Damages						\$0

Data Sources and Documentation

Note that maintenance costs after mitigation are shown in the Project cost on sheet 1 of this BCA, and therefore are not contained here.

Other damages after mitigation are shown for 500 year event.

SUMMARY OF BENEFITS AND COSTS

Expected Annual Damages Before Mitigation
 Expected Annual Damages After Mitigation
 Expected Avoided Damages After Mitigation (BENEFITS)

Expected Annual	Present Value
\$106,710	\$1,472,678
\$0	\$0
\$106,710	\$1,472,678

PROJECT COSTS

\$1,455,001

PROJECT BENEFITS

\$1,472,678

BENEFITS MINUS COSTS

\$17,677

BENEFIT-COST RATIO

1.01

Data Sources and Documentation

FEMA Disclaimer: The results produced by this analysis are neither conclusive evidence that a proposed project is cost-effective, nor a guarantee that a project is eligible for any government grant for whatever purpose.

LIMITED DATA MODULE**Benefit-Cost Analysis of Flood Mitigation Projects**

Page 1

PROJECT INFORMATION

Disaster Number		Project	Holyoke Flood Control Station Elect. Upgrade
DSR Number		Address	7 Flood Control Stations
DSR Category		City, State, Zip	Holyoke, MA
DSR Subject		County	Hampden
Inspection Date		Applicant	City of Holyoke
Application Date	December 2008	Contact Person	Kristie Rabasca
Analysis Date	December 2008	Scenario Run ID	HolyokeBCA3
Analyst	K. Rabasca	File Save As Name	HolyokeBCA3.xls

PROJECT DATA

Updating electrical switchgear and instrumentation that was installed in the 1930's and 1940's for seven flood control pump stations along the Connecticut River in Holyoke, MA.

Project Useful Life (Years)	50
Base Year of Costs	2008
Historic Preservation Issues (Yes or No)?	N
Environmental Issues (Yes or No)?	Y

Economic Factors:	Discount Rate (%)	7.00	Present Value Coefficient	13.80
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Net Mitigation Project Cost:	\$1,434,300
Notes:	

Additional Annual Maintenance Cost (\$/year) for Mitigation Project	\$1,500
Present Value of Additional Annual Maintenance Cost (\$)	\$20,701
TOTAL MITIGATION PROJECT COST	\$1,455,001

TYPE OF FACILITY (for Loss of Function)	BUILDINGS
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FACILITY DESCRIPTION

Loss of Function for Buildings

Annual Budget of Public/Nonprofit Agencies	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0

FLOOD HISTORY

Estimated Frequency of Declared Flood Event (Years)

Data Sources and Documentation

COST OF PROJECT (revised based on Sean Durgre's e-mail)

and KLR discussion - Total purchase and installation is \$175,000, install is 10% of total

Electrical/	Each	Unit	Number		Costs for Grant Application	Unit	
Design (by HG&E)	15000	Each	1	15000	1. Design Electrical Switchgear	\$15,000	\$15,000
Purchase	157000	Station	7	1099000	2. Design SCADA Telemetry	\$ 20,700	\$ 20,700
Installation	18000	Station	7	126000	3. Purchase/Order Equipment	\$ 169,000	\$ 1,183,000
					4. Install Equipment	30,800.00	\$ 215,600
					Total		\$ 1,434,300
Subtotal Electrical				\$ 1,240,000			

SCADA and Telemetry	Each	Unit	Number		
Design	20700	Each	1	\$ 20,700	Already completed
Equipment	12000	Station	7	\$ 84,000	
Installation	12800	Station	7	\$ 89,600	

Subtotal SCADA/Telemetry **\$ 194,300**

(See Holyoke Radio Study BDR.pdf for details on SCADA cost development).

\$

TOTAL PROJECT COST \$ 1,434,300

Holyoke Project Cost Page 1 of 1

SUMMARY

Scenario Run ID:

Flood Station # 1

100 Gatehouse Road

Holyoke, MA

Project Description

0
0

Building Type:

1 Story, w/o Basement

Analyst:

Kristie Rabasca

DATA USED FOR THIS ANALYSIS:

Building Replacement Value (\$/sf)	\$100.00
Total Floor Area (square feet):	400
Total Building Replacement Value:	\$40,000
Demolition Threshold Damage Percentage:	50%
Total Contents Value	\$765,000
Total Displacement Costs (\$/month):	\$0
One-Time Displacement Costs(\$)	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0
Total Monthly Rent from All Tenants (\$/month)	\$0
Estimated Net Income of Commercial Businesses (\$/month)	\$0
Total Mitigation Project Costs	\$0
Discount Rate	7.00%
Project Useful Life (years)	50

FLOOD HAZARD DATA:

First Floor Elevation (feet)

73

Flood Frequency	Discharge (cfs)	Flood Elevation (feet)
10	112,000	64
50	158,000	68
100	180,000	70
500	242,000	78

DATA THAT VARY BY FLOOD DEPTH:

Flood Depth (ft)	Building DDF (%)	Modified DDF (%)	Contents DDF (%)	Displacement Time (days)	Functional Downtime (days)	Building Mit. Effectiveness (%)	Contents Mit. Effectiveness (%)	Annual # of Floods
-2	0	0	0	0	0	N/A	N/A	1.805E-03
-1	0	0	0	0	0	N/A	N/A	1.389E-03
0	9	9	13.5	0	9	100.00%	100.00%	1.080E-03
1	14	14	21	62	14	100.00%	100.00%	8.476E-04
2	22	22	33	126	22	100.00%	100.00%	6.713E-04
3	27	27	40.5	166	27	100.00%	100.00%	5.361E-04
4	29	29	43.5	182	29	100.00%	100.00%	4.314E-04
5	30	30	45	190	30	100.00%	100.00%	3.497E-04
6	40	40	60	270	30	100.00%	100.00%	2.853E-04
7	43	43	64.5	294	30	100.00%	100.00%	2.343E-04
8	44	44	66	302	30	100.00%	100.00%	1.935E-04
>8	45	45	67.5	310	30	100.00%	100.00%	1.123E-03

SUMMARY OF PROJECT BENEFITS AND COSTS

PROJECT BENEFITS	\$25,299
PROJECT COSTS	\$0
PROJECT BENEFITS MINUS PROJECT COSTS :	\$25,299
BENEFIT-COST RATIO:	0.00

FEMA Disclaimer:

The results produced by this analysis are neither conclusive evidence that the proposed project is cost-effective, nor a guarantee that a project is eligible for any government grant for whatever purpose.

SUMMARY

Scenario Run ID:

Flood Station # 7

20 Jed Days Landing

Holyoke, MA

Project Description

0
0

Building Type:

1 Story, w/o Basement

Analyst:

Kristie Rabasca

DATA USED FOR THIS ANALYSIS:

Building Replacement Value (\$/sf)	\$100.00
Total Floor Area (square feet):	400
Total Building Replacement Value:	\$40,000
Demolition Threshold Damage Percentage:	50%
Total Contents Value	\$1,240,000
Total Displacement Costs (\$/month):	\$0
One-Time Displacement Costs(\$)	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0
Total Monthly Rent from All Tenants (\$/month)	\$0
Estimated Net Income of Commercial Businesses (\$/month)	\$0
Total Mitigation Project Costs	\$0
Discount Rate	7.00%
Project Useful Life (years)	50

FLOOD HAZARD DATA:

First Floor Elevation (feet)

58.5

Flood Frequency	Discharge (cfs)	Flood Elevation (feet)
10	112,000	64
50	158,000	68
100	180,000	70
500	242,000	78

DATA THAT VARY BY FLOOD DEPTH:

Flood Depth (ft)	Building DDF (%)	Modified DDF (%)	Contents DDF (%)	Displacement Time (days)	Functional Downtime (days)	Building Mit. Effectiveness (%)	Contents Mit. Effectiveness (%)	Annual # of Floods
-2	0	0	0	0	0	N/A	N/A	3.000E+00
-1	0	0	0	0	0	N/A	N/A	2.794E+00
0	9	9	13.5	0	9	100.00%	100.00%	1.639E+00
1	14	14	21	62	14	100.00%	100.00%	9.664E-01
2	22	22	33	126	22	100.00%	100.00%	5.886E-01
3	27	27	40.5	166	27	100.00%	100.00%	4.216E-01
4	29	29	43.5	182	29	100.00%	100.00%	1.553E-01
5	30	30	45	190	30	100.00%	100.00%	7.339E-02
6	40	40	60	270	30	100.00%	100.00%	3.996E-02
7	43	43	64.5	294	30	100.00%	100.00%	2.276E-02
8	44	44	66	302	30	100.00%	100.00%	1.375E-02
>8	45	45	67.5	310	30	100.00%	100.00%	2.889E-02

SUMMARY OF PROJECT BENEFITS AND COSTS

PROJECT BENEFITS	\$16,728,640
PROJECT COSTS	\$0
PROJECT BENEFITS MINUS PROJECT COSTS :	\$16,728,640
BENEFIT-COST RATIO:	0.00

FEMA Disclaimer:

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SUMMARY

Scenario Run ID:

Flood Station # 5

122 Middle Street

Holyoke, MA

Project Description

0
0

Building Type:

1 Story, w/o Basement

Analyst:

Kristie Rabasca

DATA USED FOR THIS ANALYSIS:

Building Replacement Value (\$/sf)	\$100.00
Total Floor Area (square feet):	400
Total Building Replacement Value:	\$40,000
Demolition Threshold Damage Percentage:	50%
Total Contents Value	\$930,000
Total Displacement Costs (\$/month):	\$0
One-Time Displacement Costs(\$)	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0
Total Monthly Rent from All Tenants (\$/month)	\$0
Estimated Net Income of Commercial Businesses (\$/month)	\$0
Total Mitigation Project Costs	\$0
Discount Rate	7.00%
Project Useful Life (years)	50

FLOOD HAZARD DATA:

First Floor Elevation (feet)

63

Flood Frequency	Discharge (cfs)	Flood Elevation (feet)
10	112,000	64
50	158,000	68
100	180,000	70
500	242,000	78

DATA THAT VARY BY FLOOD DEPTH:

Flood Depth (ft)	Building DDF (%)	Modified DDF (%)	Contents DDF (%)	Displacement Time (days)	Functional Downtime (days)	Building Mit. Effectiveness (%)	Contents Mit. Effectiveness (%)	Annual # of Floods
-2	0	0	0	0	0	N/A	N/A	9.016E-01
-1	0	0	0	0	0	N/A	N/A	2.439E-01
0	9	9	13.5	0	9	100.00%	100.00%	1.047E-01
1	14	14	21	62	14	100.00%	100.00%	5.352E-02
2	22	22	33	126	22	100.00%	100.00%	2.990E-02
3	27	27	40.5	166	27	100.00%	100.00%	1.758E-02
4	29	29	43.5	182	29	100.00%	100.00%	1.088E-02
5	30	30	45	190	30	100.00%	100.00%	7.261E-03
6	40	40	60	270	30	100.00%	100.00%	4.950E-03
7	43	43	64.5	294	30	100.00%	100.00%	2.918E-03
8	44	44	66	302	30	100.00%	100.00%	1.805E-03
>8	45	45	67.5	310	30	100.00%	100.00%	7.141E-03

SUMMARY OF PROJECT BENEFITS AND COSTS

PROJECT BENEFITS	\$808,234
PROJECT COSTS	\$0
PROJECT BENEFITS MINUS PROJECT COSTS :	\$808,234
BENEFIT-COST RATIO:	0.00

FEMA Disclaimer:

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SUMMARY

Scenario Run ID:

Flood Station # 4

22 Water Street

Holyoke, MA

Project Description

0
0

Building Type:

1 Story, w/o Basement

Analyst:

Kristie Rabasca

DATA USED FOR THIS ANALYSIS:

Building Replacement Value (\$/sf)	\$100.00
Total Floor Area (square feet):	400
Total Building Replacement Value:	\$40,000
Demolition Threshold Damage Percentage:	50%
Total Contents Value	\$765,000
Total Displacement Costs (\$/month):	\$0
One-Time Displacement Costs(\$)	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0
Total Monthly Rent from All Tenants (\$/month)	\$0
Estimated Net Income of Commercial Businesses (\$/month)	\$0
Total Mitigation Project Costs	\$0
Discount Rate	7.00%
Project Useful Life (years)	50

FLOOD HAZARD DATA:

First Floor Elevation (feet)

69

Flood Frequency	Discharge (cfs)	Flood Elevation (feet)
10	112,000	64
50	158,000	68
100	180,000	70
500	242,000	78

DATA THAT VARY BY FLOOD DEPTH:

Flood Depth (ft)	Building DDF (%)	Modified DDF (%)	Contents DDF (%)	Displacement Time (days)	Functional Downtime (days)	Building Mit. Effectiveness (%)	Contents Mit. Effectiveness (%)	Annual # of Floods
-2	0	0	0	0	0	N/A	N/A	1.088E-02
-1	0	0	0	0	0	N/A	N/A	7.261E-03
0	9	9	13.5	0	9	100.00%	100.00%	4.950E-03
1	14	14	21	62	14	100.00%	100.00%	2.918E-03
2	22	22	33	126	22	100.00%	100.00%	1.805E-03
3	27	27	40.5	166	27	100.00%	100.00%	1.389E-03
4	29	29	43.5	182	29	100.00%	100.00%	1.080E-03
5	30	30	45	190	30	100.00%	100.00%	8.476E-04
6	40	40	60	270	30	100.00%	100.00%	6.713E-04
7	43	43	64.5	294	30	100.00%	100.00%	5.361E-04
8	44	44	66	302	30	100.00%	100.00%	4.314E-04
>8	45	45	67.5	310	30	100.00%	100.00%	2.186E-03

SUMMARY OF PROJECT BENEFITS AND COSTS

PROJECT BENEFITS	\$63,358
PROJECT COSTS	\$0
PROJECT BENEFITS MINUS PROJECT COSTS :	\$63,358
BENEFIT-COST RATIO:	0.00

FEMA Disclaimer:

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Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades Benefit Cost Analysis Summary And Data Documentation Template

Source and Type of the Problem with description :

During high river stage periods much of the combined sewer wastewater flows and stormwater drainage in the downtown area of Holyoke are conveyed to one of seven flood control pumping stations. The drainage waters combine with leakage from the tailraces along the Connecticut River and drainage from the toe drain network associated with the flood control floodwalls and dikes. The seven pump stations pump the drainage to the Connecticut River, thus protecting the downtown area of Holyoke from flooding.

The electrical switchgear and instrumentation that was installed in the 1930s and 1940s has been well maintained, but is costly to operate and maintain. The equipment also needs to be upgraded for a number of safety and risk reasons:

1. The switchgear at Pump Stations 1 through 4 is so antiquated that a qualified electrical lineman needs to dress in a blast suit and headgear and use manual force to open and close the breakers. This operation is a potential life threatening risk to the operator.
2. The personnel qualified for this operation at Pump Stations 1 – 4 are certified HG&E line men and cable splicers whose availability during a flood incident is limited due to other demands. Thus there is the risk that the operators necessary to engage the pump stations will be delayed or not available.
3. The breaker oil at each of the Pump Stations is extremely flammable and an arc within the station could result in a fire. The oil also represents a potential environmental hazard should a leak or spill enter the sump areas. All stations are normally un-manned and no spill detection or fire prevention/detection systems exist.
4. The availability of parts is a real threat to the continuing operation of these stations. However, the equipment is vintage 1940 technology and it is difficult and expensive to obtain parts for technology not manufactured for over 50 years.
5. The existing protective devices for the pump motors and interstation high voltage cables are vintage electromechanical devices including thermo magnetic dashpot elements which are un-reliable and are long past end of useful life. Protective device failure under overload or short circuit conditions at best result in larger outages than necessary due to cascading trips or at worst lead to catastrophic failures when system faults go un-cleared.

The potential for damage to nearby manufacturing facilities and residences is not possible to quantify without First Floor Elevations, but the attached drawings show ground surface elevations, which, when compared to the following table give an idea of the extent of damage that would occur should any pump station fail for a given flooding event. Compare to the table below.

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades Benefit Cost Analysis Summary And Data Documentation Template

The following BCA assess the potential for damages to the flood control structures themselves (which would be flooded to whatever elevation the river has reached during the failure), and to the local Wastewater treatment plant should Flood Control Station 5 or 6 fail. Additional benefit shown is the savings in maintenance costs from the project, which is the easiest to quantify, including a potential savings from a loss of life that would occur if a failure happened at the elevation associated with a 100-year flood.

A Data Documentation Template is contained on the last page of this summary.

Frequency of problem, Severity of Damage and Types of Properties at risk:

The BCA for this project provides quantitative information related to the potential benefits for problems one, four, and five identified above. As allowed by the FEMA BCA Guidance, the standard value of 50 years is used as the project life for this utility project.

The following Table contains a summary of the BCA models run and a comparison to the project cost. The following paragraphs describe the assumptions contained in each of the models.

Note that we did not combine potential benefit scenarios for the following reason: It is possible to calculate the benefit associated with not losing a single Flood Control Pump Station, however it is not possible to estimate the probability that multiple Flood Control Pump Stations would fail at the same time. In addition there are many benefits that are not included in each of the scenarios below because FFEs were not available for all structures that might be impacted.

**Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades
Benefit Cost Analysis Summary And Data Documentation Template**

Name of BCA/File	Brief Description	Benefit	Benefit/Cost Ratio
BCA 1a through 1f BCR is calculated by combining with BCA3 below.)	Loss of Building for Flood control stations 1 through 7.	FCPS#1: \$25,299 FCPS#2: \$38,106 FCPS#3: \$63,358 FCPS#4: \$63,358 FCPS#5: \$808,234 FCPS#6: \$612,662 FCPS#7: \$16,728,640	1.04 1.05 1.07 1.07 1.59 1.45 12.69
BCA2WWTP	Loss of Building and use of public service (Wastewater Treatment Plant)	\$2,031,797	3.79
BCA2WWTP	Economic Impact for Loss of Use (7,000 users)	\$3,409,000	
BCA3	Shows saved annual maintenance and potential for one loss of life at 100 year storm level	\$1,472,678	1.01

Total Project Cost = \$1,434,300 derived from Holyoke electric and gas estimate from a similar but more expensive project that was bid in 2007.

BCA 1 Loss of Flood Control Pump Stations:

Property losses contained in BCA1 are shown only for the flood control stations themselves. First floor elevations were taken from the Construction drawings. Each facility is 20 feet by 20 feet, and was assumed to have a building replacement value of \$100/square foot. Contents for each structure were taken from the Holyoke Baseline Asset Study conducted in April 2008 (see BCA1backupAssetValueFCPS.pdf).

Note that the FFEs for FCPS 1-4 are higher than those of FCPS 5-7, and the content values for FCPS1-4 are lower than those of FCPS 5-7.

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades Benefit Cost Analysis Summary And Data Documentation Template

Note that although the BCR for stations 1 through 5 does not result in a ratio greater than 1, these benefits should be combined with the BCA3 benefit for reduced maintenance and loss of life for an improved BCRatio as shown in the table above.

BCA2: WWTP Loss of building, loss of public service and Economic Impact of Loss of Use

Building and content damage: The Riverine Model was used to calculate the potential loss of structure, contents and public service in the event either FCPS #6 or #7 fail. United Water personnel document that the Maine motor control centers for the facility are located at MSL elevation 66, and the entire facility would be incapacitated and unable to function if a water elevation of 69 feet mean sea level were reached. This elevation equates to an event somewhere between a 50 and 100 year event. Note that a total value for the WWTP was entered into the model based on estimates from United Water of \$40,000,000 for the facility and an annual operating budget of \$5,900,000.

Economic Impact: The economic impact of the loss of use of the WWTP in the event of a failure was estimated assuming a failure of either pump stations 6 or 7 occurred which would allow water to flood the WWTP to an elevation of at least 69 feet MSL, and would cause a complete shutdown of the facility. We have conservatively assumed that the WWTP would be 100% shut down for 2 days while the water dissipated, and then it would be 50% function for 3 additional weeks.

Initial Complete loss of function: 7,000 users x 2 days x \$33.50/person/day = \$469,000
Subsequent 50% loss of function: 7,000 users x 21 days x \$20/person/day = \$2,940,000

BCA3: Saved maintenance and saved potential loss of life:

Benefit Cost Ratio = 1.01

The Limited Data Model was used to calculate a Benefit Cost Ratio for

1. Although it is difficult to identify the probability that a switch would fail, for purpose of the BCA, we have assumed that one individual may die during a 100 year storm as a result of a switch failure. As stated above, the equipment is currently in good working order, but replacement parts are becoming more difficult to obtain. For this BCA, we used the default value for loss of life of \$3,235,882. See Damages under item A of BCA #3.
2. The attached excel spreadsheet (HolyokeBCA3_Backup.xls) shows the breakdown of saved maintenance and inspection labor that is currently being incurred for the seven Flood Control Pumping stations.

Maintenance costs will be reduced because the vacuum circuit breaker technology has lower PM requirements and MTBF characteristics than the oil circuit

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades Benefit Cost Analysis Summary And Data Documentation Template

breakers. Vacuum contact wear can be monitored by inspecting a gauge on the breaker, whereas it is necessary to drain the oil and remove tanks to access and hypotest the oil circuit breakers every five years. Cost differentials were provided by Holyoke Gas and Electric.

Operation during flooding events is currently manual. Labor hours associated with manning the stations was provided by Holyoke Gas and Electric (stations 1-4) and United Water Services (stations 5-7) as documented in HolyokeBCA3_Backup.xls.

Daily inspections of all flooding stations are being conducted to ensure the current equipment is functioning properly. With the automation of the system if this grant is funded, the daily inspections will not be necessary. Future maintenance, including inspections, is included in the project cost information.

Each of the above scenarios shows a BCR greater than 1, and as described previously, there are many benefits that were not accounted for due to lack of data on FFEs. However, the figures shown in the Holyoke BCADrawings.pdf provide ground surface elevations that show additional structures that would likely be impacted in the event of a failure at the FCPSs.

Are there better, alternative ways to solve the problem?

In 2008, HG&E, City of Holyoke and United Water Services convened to review potential projects for PDM Grant application. No alternative solutions were identified to address the problem of antiquated electrical components at the flood control pump stations.

**Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades
Benefit Cost Analysis Summary And Data Documentation Template**

Data Documentation Template

Data Type	Value	Description	Documentation	Source
Discount Rate	OMB-mandated discount rate of 7%	• The discount rate determines the time-value of money • In a FEMA benefit-cost analysis, a discount rate is used to calculate a value today (the Net Present Value) of future benefits so that they can be compared to the costs of a mitigation project.	Electronic BCAs attached to this application all use the OMB Discount Rate of 7%	OMB
Mitigation Project Useful Lifetime	50 Years	• Estimated amount of time that mitigation action will be effective. • Includes any maintenance activities that will be done to prolong effectiveness).	The electronic BCAs attached to this application all use a FEMA BCA standard value for utility projects of 50 years.	FEMA BCA Guidance
Base year of Costs	2008	The year in which the mitigation project's cost was estimated. • If cost estimates are several years old, they may need to be adjusted by the user to account for inflation in costs between the base year and the present.	None required	None required
Mitigation Project Cost	Total Dollar Value	Estimated total cost of the proposed mitigation action (not just the Federal share) and any maintenance activities that will be done to	Maintenance costs assumes one week visits to each pump station assuming labor at \$49/hr	

**Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades
Benefit Cost Analysis Summary And Data Documentation Template**

		prolong effectiveness.	as provided by United Water. Additional decreased maintenance assumptions provided in text above by HG&E.	
Type of Facility used for Loss of Function calculation	Wastewater Treatment facility	• Selection describes the facility type being considered in the loss of function analysis. • There are three choices: utilities, roads and bridges, and buildings. • Selecting facility type that brings you directly to your concern for using the software.	None required	None required
Loss of Function		• In FEMA software, depending on the selection of facility type (via the button) users provide data about the volume and value of the service that is provided. • The volume and value entries are linked to the time of lost function to determine future damages. • In many situations, the economic impacts of loss of function (e.g., road closure or loss of a public service) are often much larger than physical damages alone, so the benefits of a project may be largely based on avoiding losses of function rather than physical damages.	2 days full loss of function and 3 weeks (21 days) of 50% loss of function at 69 feet MSL per United Water knowledge of Motor Control Centers and back up generator FFE. 7,000 users provided by City of Holyoke. Standard losses from FEMA BCA Guidance.	
Frequency of Historical Events		Return frequency of past or projected damaging events (i.e. a 5-year event, 10-year event etc.) • Documentation and source	FIS for Connecticut River,	

**Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades
Benefit Cost Analysis Summary And Data Documentation Template**

		credibility become more critical when analysis uses high-frequency events (i.e. 1- 5 year return interval). • Accurately determining frequencies is a key determinant in this kind of analysis. • Methods include analysis of historical damage data (frequency of events) or engineering calculations that determine other frequencies by interpolation or other methods.		
Before Mitigation Damages and Losses	See text above	• Damages to buildings, contents, and infrastructure before a mitigation project are assumed to be in place. • May include loss of function impacts, unless calculated separately in loss of function section (FEMA software). • Casualty values as appropriate (if proposed project reduces them).	See text above	See text above
Time of Lost Function (before mitigation)	See above description	• The number of days that a function was or is calculated to be lost in events of various frequencies (i.e. a bridge was unusable for five days after a flood) before the mitigation project is completed. • The loss of function calculation will not work if this figure is not provided.	See text above	See text above
After Mitigation Damages and Losses		Same categories as above in Before Mitigation section, except assumes that the mitigation project is in	See text above	See text above

**Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades
Benefit Cost Analysis Summary And Data Documentation Template**

		place. • Damages and losses after mitigation are seldom eliminated completely, except in the case of acquisition/demolition or relocation projects. • All analyses must include post-project estimates of damages, even if they are zero (for an acquisition project, for example). BCAs MUST include estimate of (reduced) damages and losses after mitigation.		
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SUMMARY

Scenario Run ID:

Flood Station # 6

204 South Water Street

Holyoke, MA

Project Description

0
0

Building Type:

1 Story, w/o Basement

Analyst:

Kristie Rabasca

DATA USED FOR THIS ANALYSIS:

Building Replacement Value (\$/sf)	\$100.00
Total Floor Area (square feet):	400
Total Building Replacement Value:	\$40,000
Demolition Threshold Damage Percentage:	50%
Total Contents Value	\$1,490,000
Total Displacement Costs (\$/month):	\$0
One-Time Displacement Costs(\$)	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0
Total Monthly Rent from All Tenants (\$/month)	\$0
Estimated Net Income of Commercial Businesses (\$/month)	\$0
Total Mitigation Project Costs	\$0
Discount Rate	7.00%
Project Useful Life (years)	50

FLOOD HAZARD DATA:

First Floor Elevation (feet)

64.5

Flood Frequency	Discharge (cfs)	Flood Elevation (feet)
10	112,000	64
50	158,000	68
100	180,000	70
500	242,000	78

DATA THAT VARY BY FLOOD DEPTH:

Flood Depth (ft)	Building DDF (%)	Modified DDF (%)	Contents DDF (%)	Displacement Time (days)	Functional Downtime (days)	Building Mit. Effectiveness (%)	Contents Mit. Effectiveness (%)	Annual # of Floods
-2	0	0	0	0	0	N/A	N/A	1.553E-01
-1	0	0	0	0	0	N/A	N/A	7.339E-02
0	9	9	13.5	0	9	100.00%	100.00%	3.996E-02
1	14	14	21	62	14	100.00%	100.00%	2.276E-02
2	22	22	33	126	22	100.00%	100.00%	1.375E-02
3	27	27	40.5	166	27	100.00%	100.00%	8.690E-03
4	29	29	43.5	182	29	100.00%	100.00%	6.121E-03
5	30	30	45	190	30	100.00%	100.00%	4.032E-03
6	40	40	60	270	30	100.00%	100.00%	2.067E-03
7	43	43	64.5	294	30	100.00%	100.00%	1.581E-03
8	44	44	66	302	30	100.00%	100.00%	1.223E-03
>8	45	45	67.5	310	30	100.00%	100.00%	5.179E-03

SUMMARY OF PROJECT BENEFITS AND COSTS

PROJECT BENEFITS	\$612,662
PROJECT COSTS	\$0
PROJECT BENEFITS MINUS PROJECT COSTS :	\$612,662
BENEFIT-COST RATIO:	0.00

FEMA Disclaimer:

The results produced by this analysis are neither conclusive evidence that the proposed project is cost-effective, nor a guarantee that a project is eligible for any government grant for whatever purpose.

SUMMARY

Scenario Run ID:

Flood Station # 3

5 Water Street

Holyoke, MA

Project Description

0
0

Building Type:

1 Story, w/o Basement

Analyst:

Kristie Rabasca

DATA USED FOR THIS ANALYSIS:

Building Replacement Value (\$/sf)	\$100.00
Total Floor Area (square feet):	400
Total Building Replacement Value:	\$40,000
Demolition Threshold Damage Percentage:	50%
Total Contents Value	\$765,000
Total Displacement Costs (\$/month):	\$0
One-Time Displacement Costs(\$)	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0
Total Monthly Rent from All Tenants (\$/month)	\$0
Estimated Net Income of Commercial Businesses (\$/month)	\$0
Total Mitigation Project Costs	\$0
Discount Rate	7.00%
Project Useful Life (years)	50

FLOOD HAZARD DATA:

First Floor Elevation (feet)

69

Flood Frequency	Discharge (cfs)	Flood Elevation (feet)
10	112,000	64
50	158,000	68
100	180,000	70
500	242,000	78

DATA THAT VARY BY FLOOD DEPTH:

Flood Depth (ft)	Building DDF (%)	Modified DDF (%)	Contents DDF (%)	Displacement Time (days)	Functional Downtime (days)	Building Mit. Effectiveness (%)	Contents Mit. Effectiveness (%)	Annual # of Floods
-2	0	0	0	0	0	N/A	N/A	1.088E-02
-1	0	0	0	0	0	N/A	N/A	7.261E-03
0	9	9	13.5	0	9	100.00%	100.00%	4.950E-03
1	14	14	21	62	14	100.00%	100.00%	2.918E-03
2	22	22	33	126	22	100.00%	100.00%	1.805E-03
3	27	27	40.5	166	27	100.00%	100.00%	1.389E-03
4	29	29	43.5	182	29	100.00%	100.00%	1.080E-03
5	30	30	45	190	30	100.00%	100.00%	8.476E-04
6	40	40	60	270	30	100.00%	100.00%	6.713E-04
7	43	43	64.5	294	30	100.00%	100.00%	5.361E-04
8	44	44	66	302	30	100.00%	100.00%	4.314E-04
>8	45	45	67.5	310	30	100.00%	100.00%	2.186E-03

SUMMARY OF PROJECT BENEFITS AND COSTS

PROJECT BENEFITS	\$63,358
PROJECT COSTS	\$0
PROJECT BENEFITS MINUS PROJECT COSTS :	\$63,358
BENEFIT-COST RATIO:	0.00

FEMA Disclaimer:

The results produced by this analysis are neither conclusive evidence that the proposed project is cost-effective, nor a guarantee that a project is eligible for any government grant for whatever purpose.

SUMMARY

Scenario Run ID:

Flood Station # 2

3 hadley Mills Road

Holyoke, MA

Project Description

0
0

Building Type:

1 Story, w/o Basement

Analyst:

Kristie Rabasca

DATA USED FOR THIS ANALYSIS:

Building Replacement Value (\$/sf)	\$100.00
Total Floor Area (square feet):	400
Total Building Replacement Value:	\$40,000
Demolition Threshold Damage Percentage:	50%
Total Contents Value	\$765,000
Total Displacement Costs (\$/month):	\$0
One-Time Displacement Costs(\$)	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0
Total Monthly Rent from All Tenants (\$/month)	\$0
Estimated Net Income of Commercial Businesses (\$/month)	\$0
Total Mitigation Project Costs	\$0
Discount Rate	7.00%
Project Useful Life (years)	50

FLOOD HAZARD DATA:

First Floor Elevation (feet)

71

Flood Frequency	Discharge (cfs)	Flood Elevation (feet)
10	112,000	64
50	158,000	68
100	180,000	70
500	242,000	78

DATA THAT VARY BY FLOOD DEPTH:

Flood Depth (ft)	Building DDF (%)	Modified DDF (%)	Contents DDF (%)	Displacement Time (days)	Functional Downtime (days)	Building Mit. Effectiveness (%)	Contents Mit. Effectiveness (%)	Annual # of Floods
-2	0	0	0	0	0	N/A	N/A	4.950E-03
-1	0	0	0	0	0	N/A	N/A	2.918E-03
0	9	9	13.5	0	9	100.00%	100.00%	1.805E-03
1	14	14	21	62	14	100.00%	100.00%	1.389E-03
2	22	22	33	126	22	100.00%	100.00%	1.080E-03
3	27	27	40.5	166	27	100.00%	100.00%	8.476E-04
4	29	29	43.5	182	29	100.00%	100.00%	6.713E-04
5	30	30	45	190	30	100.00%	100.00%	5.361E-04
6	40	40	60	270	30	100.00%	100.00%	4.314E-04
7	43	43	64.5	294	30	100.00%	100.00%	3.497E-04
8	44	44	66	302	30	100.00%	100.00%	2.853E-04
>8	45	45	67.5	310	30	100.00%	100.00%	1.551E-03

SUMMARY OF PROJECT BENEFITS AND COSTS

PROJECT BENEFITS	\$38,106
PROJECT COSTS	\$0
PROJECT BENEFITS MINUS PROJECT COSTS :	\$38,106
BENEFIT-COST RATIO:	0.00

FEMA Disclaimer:

The results produced by this analysis are neither conclusive evidence that the proposed project is cost-effective, nor a guarantee that a project is eligible for any government grant for whatever purpose.

Appendix 14

Spreadsheet Adjusted Weighted Average Remaining Life for Managed Asset Equipment and ICI

HOLYOKE BASELINE ASSET STUDY

	A	B	O	P	Q	S	T	U	V	W	X	Y	Z	AA	AC	AD	AE	AG	A	AJ	AK	AL	AM	AN
						CITY OF HOLYOKE - AQUARION OPERATING SERVICES INC. BASELINE ASSET EVALUATION REPORT WEIGHTED AVERAGE USEFIL LIFE CALCULATION																		
1																								
	Asset Number (As Received From AOS)	Asset Description (As Received From AOS)	Indicate ICI	Asset Type E / SF / SI / COMP	WAUL Calculation	Typical Service Life (YRS) Utilization Level (%)		Maintenance/Renewal Level (%)		Utilization Adjustment - Additional Years Renewal Adjustment - Additional Years		Final Service Life (YRS) Year of Installation Current Asset Age (YRS)		Initial Remaining Life Conditions/Performance Rating (5.0 - 1.0) Conditions/Performance Adjustment (YRS)		Final Remaining Life (YRS)		Replacement Value (\$)	Weighting Factor ASSET GROUPS	Comments and Notes	Weighting Factor ALL ASSETS	Weighted Remaining Life (yrs) ALL ASSETS		
2																								
3	Current Year				2005	WAUL																		
4	WASTEWATER PLANT				WAUL																			
10	101A_B/R1	BAR SCREEN # 1 (E) (MECHANICAL BAR RACK)	E	WAUL	20	60	30	6	5	31	1980	25	6	1	-6	0	\$125,000	0.0106	0.0000	ok	0.0063	0.0000		
11	101A_B/R2	BAR SCREEN # 2 (W) (MECHANICAL BAR RACK)	E	WAUL	20	60	30	6	5	31	1980	25	6	1	-6	0	\$125,000	0.0106	0.0000	ok	0.0063	0.0000		
12	101A_COM1	MUFFIN MONSTER #1 (E)	E	WAUL	15	100	0	0	0	15	2005	0	15	4	0	15	\$15,000	0.0013	0.0192	ok	0.0008	0.0113		
13	101A_COM2	COMMIUNTOR # 2 (W)	E	WAUL	20	100	0	0	0	20	1980	25	-5	1	0	0	\$15,000	0.0013	0.0000	ok	0.0008	0.0000		
14	101A_CON_GRT_WSH	CONVEYOR, GRIT WASH SYSTEM	E	WAUL	20	80	10	3	2	25	1980	25	0	1	0	0	\$25,000	0.0021	0.0000	ok	0.0013	0.0000		
15	101A_CONV_SCR	CONVEYOR, BAR RACKSCREENINGS	E	WAUL	20	80	10	3	2	25	1980	25	0	1	0	0	\$25,000	0.0021	0.0000	ok	0.0013	0.0000		
18	101A_ELE1_GRT	ELEVATOR # 1 (E), GRIT BUCKET,WASHER	E	WAUL	20	40	30	8	5	33	1980	25	8	1	-8	0	\$15,000	0.0013	0.0000	ok	0.0008	0.0000		
19	101A_ELE2_GRT	ELEVATOR # 2 (W), GRIT BUCKET,WASHER	E	WAUL	20	40	30	8	5	33	1980	25	8	1	-8	0	\$15,000	0.0013	0.0000	ok	0.0008	0.0000		
20	101A_F/M01	METER, FLOW, INF PARSHALL FLUME 4'	E	WAUL	30	100	25	0	7	37	1980	25	12	3	0	12	\$20,000	0.0017	0.0204	ok	0.0010	0.0120		
21	101A_F/M02	METER, FLOW, RECYCLE PARSHALL FLUME 1'	E	WAUL	30	100	25	0	7	37	1980	25	12	3	0	12	\$12,000	0.0010	0.0123	ok	0.0006	0.0072		
38	101A_PMP1_INF	PUMP # 1, INFL, SUBMERSIBLE, MOTOR, VFD	ICI	E	WAUL	10					2005	0				10	\$165,000	0.0141	0.1406	ok	0.0083	0.0828		
39	101A_PMP2_INF	PUMP # 2, INFL, SUBMERSIBLE, MOTOR, VFD	ICI	E	WAUL	10					2005	0				10	\$165,000	0.0141	0.1406	ok	0.0083	0.0828		
40	101A_PMP3_INF	PUMP # 3, INFL, SUBMERSIBLE, MOTOR, VFD	ICI	E	WAUL	10					2005	0				10	\$165,000	0.0141	0.1406	ok	0.0083	0.0828		
41	101A_PMP4_INF	PUMP # 4, INFL, SUBMERSIBLE, MOTOR, VFD	ICI	E	WAUL	10					2005	0				10	\$165,000	0.0141	0.1406	ok	0.0083	0.0828		
42	101A_PMP5_INF	PUMP # 5, INFL, SUBMERSIBLE, MOTOR, VFD	ICI	E	WAUL	10					2005	0				10	\$165,000	0.0141	0.1406	ok	0.0083	0.0828		
43	101A_PMP6_INF	PUMP # 6, INFL, SUBMERSIBLE, MOTOR, VFD	ICI	E	WAUL	10					2005	0				10	\$165,000	0.0141	0.1406	ok	0.0083	0.0828		
45	101A_SYS_WSH_GRT	SYSTEM, GRIT WASHER	E	WAUL	20	100	0	0	0	20	1980	25	-5	1	0	0	\$85,000	0.0072	0.0000	ok	0.0043	0.0000		
47	101B_MCC1	MOTOR CONTROL CENTER # 6 (MCC # 6)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$150,000	0.0128	0.0000	ok	0.0075	0.0000		
48	101B_MCC2	MOTOR CONTROL CENTER # 6E (MCC # 6E)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$175,000	0.0149	0.0000	ok	0.0088	0.0000		
58	101B_SWTCH_TRF	SWITCH, AUTO TRANSFER	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$100,000	0.0085	0.0000	ok	0.0050	0.0000		
59	101B_SYS_POLY1	SYSTEM, POLY BLEND UNITS # 1 (L)	ICI	E	WAUL	10					2005	0				10	\$15,000	0.0013	0.0128	ok	0.0008	0.0075		
60	101B_SYS_POLY2	SYSTEM, POLY BLEND UNITS # 2 (U)	ICI	E	WAUL	10					2005	0				10	\$15,000	0.0013	0.0128	ok	0.0008	0.0075		
67	102A_F/M_VEN	METER, FLOW, VENTURI, MIXED SLUDGE	E	WAUL	20	100	25	0	4	24	1980	25	-1	2	0	0	\$35,000	0.0030	0.0000	ok	0.0018	0.0000		
68	102A_MCC	MOTOR CONTROL CENTER # 1A (MCC # 1A)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$50,000	0.0043	0.0000	ok	0.0025	0.0000		
74	102A_PMP1	PUMP, PRIMARY SLUDGE # 1, MOTOR, REDUCER	E	WAUL	20	25	10	11	2	33	1980	25	8	1	-7	1	\$40,000	0.0034	0.0034	ok	0.0020	0.0020		
75	102A_PMP2	PUMP, PRIMARY SLUDGE # 2, MOTOR, REDUCER	E	WAUL	20	25	20	11	4	35	1980	25	10	1	-9	1	\$40,000	0.0034	0.0034	ok	0.0020	0.0020		
76	102A_PMP3	PUMP, PRIMARY SLUDGE # 3, MOTOR, REDUCER	E	WAUL	20	25	10	11	2	33	1980	25	8	1	-7	1	\$40,000	0.0034	0.0034	ok	0.0020	0.0020		
77	102A_PMP4	PUMP, PRIMARY SLUDGE # 4, MOTOR, REDUCER	E	WAUL	20	25	10	11	2	33	1980	25	8	1	-7	1	\$40,000	0.0034	0.0034	ok	0.0020	0.0020		
82	102B_MAC	MACERATOR, SCUM PUMP #1	E	WAUL	20	100	0	0	0	20	1980	25	-5	2	0	0	\$10,000	0.0009	0.0000	ok	0.0005	0.0000		
83	102B_MCC	MOTOR CONTROL CENTER (MCC-1)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$75,000	0.0064	0.0000	ok	0.0038	0.0000		
91	102B_PMP1	PUMP, SCUM # 1	E	WAUL	15	20	30	8	4	27	1980	25	2	1	-2	0	\$30,000	0.0026	0.0000	ok	0.0015	0.0000		

HOLYOKE BASELINE ASSET STUDY

A		B				O	P	Q	S	T	U	V	W	X	Y	Z	AA	AC	AD	AE	AG	AI	AJ	AK	AL	AM	AN			
Asset Number (As Received From AOS)		Asset Description (As Received From AOS)				Indicate ICI	Asset Type E / SF / SI / COMP	WAUL Calculation	Typical Service Life (YRS)		Utilization Level (%)	Maintenance/Renewal Level (%)		Utilization Adjustment - Additional Years	Renewal Adjustment - Additional Years	Final Service Life (YRS)		Year of Installation	Current Asset Age (YRS)	Initial Remaining Life	Conditions/Performance Rating (5.0 - 1.0)		Conditions/Performance Adjustment (YRS)		Final Remaining Life (YRS)	Replacement Value (\$)	Weighting Factor ASSET GROUPS	Comments and Notes	Weighting Factor ALL ASSETS	Weighted Remaining Life (yrs) ALL ASSETS
2																														
92	102B_PMP2	PUMP, MIXED SLUDGE # 1					E	WAUL	15	25	20	8	3	26	1980	25	1	2	0	1										
93	102B_PMP3	PUMP, MIXED SLUDGE # 2					E	WAUL	15	25	20	8	3	26	1980	25	1	2	0	1	\$40,000	0.0034	0.0034	ok				0.0020	0.0020	
94	102B_PMP4	PUMP, MIXED SLUDGE # 3					E	WAUL	15	25	20	8	3	26	1980	25	1	2	0	1	\$40,000	0.0034	0.0034	ok				0.0020	0.0020	
95	102B-F/M-MX-SLG1	METER, FLOW, MIXED SLUDGE # 1					E	WAUL	20	35	0	9	0	29	1980	25	4	2	0	4	\$45,000	0.0038	0.0153	ok				0.0020	0.0020	
96	102B-F/M-MX-SLG2	METER, FLOW, MIXED SLUDGE # 2					E	WAUL	20	35	0	9	0	29	1980	25	4	2	0	4	\$45,000	0.0038	0.0153	ok				0.0023	0.0090	
99	103A_PC1	CLARIFIER, PRI # 1 (SYSTEM)					E	WAUL	25	100	0	0	0	25	1960	45	-20	1	0	0	\$225,000	0.0192	0.0000	ok				0.0023	0.0090	
105	103B_PC2	CLARIFIER, PRI # 2 (SYSTEM)				ICI	E	WAUL	25	100	40	0	9	34	1960	45	-11	1	0	0	\$225,000	0.0192	0.0000	ok				0.0113	0.0000	
110	103C_PC3	CLARIFIER, PRI # 3 (SYSTEM)					E	WAUL	25	100	40	0	9	34	1980	25	9	3	1	10	\$225,000	0.0192	0.1917	ok				0.0113	0.0000	
116	103D_PC4	CLARIFIER, PRI # 4 (SYSTEM)					E	WAUL	25	100	40	0	9	34	1980	25	9	3	1	10	\$225,000	0.0192	0.1917	ok				0.0113	0.1129	
133	104-MCC	MOTOR CONTROL CENTER (MCC-5)					E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$140,000	0.0119	0.0000	ok				0.0113	0.1129	
148	104-SEP-OIL	OIL SEPARATOR					E	WAUL	20	20	0	11	0	31	1980	25	6	2	0	6	\$40,000	0.0034	0.0204	ok				0.0070	0.0000	
149	104-SKD	SKID, PSA PLUS TWO COMPRESSORS					E	WAUL	20	100	80	0	14	34	1980	25	9	3	1	10	\$500,000	0.0426	0.4260	Mothballed, Value As of Oct 05				0.0020	0.0120	
150	104-SKD-INST	SKID, PSA INSTRUMENT					E	WAUL	20	100	80	0	14	34	1980	25	9	3	1	10	\$250,000	0.0213	0.2130	Mothballed, Value As of Oct 05				0.0251	0.2509	
151	104-SWTC/GR	SWITCH GEAR					E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$150,000	0.0128	0.0000	ok				0.0125	0.1255	
152	104-SYS-O2	SYSTEM, LIQUID OXYGEN (LOX)					E	WAUL	20	100	30	0	5	25	1980	25	0	3.5	5	5	\$150,000	0.0128	0.0639	ok				0.0075	0.0000	
155	104-TNK-O2	TANK, LOX					E	WAUL	25	100	30	0	7	32	1980	25	7	3.5	4	11	\$75,000	0.0064	0.0703	ok				0.0075	0.0376	
156	105A_MCC2A	MOTOR CONTROL CENTER # 2A (MCC # 2A)					E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$120,000	0.0102	0.0000	ok				0.0038	0.0414	
157	105A_MCC2B	MOTOR CONTROL CENTER # 2B (MCC # 2B)					E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$100,000	0.0085	0.0000	ok				0.0060	0.0000	
167	105B_F/M_VEN1	METER, FLOW, VENTURI # 1 - RAS SYS A					E	WAUL	20	50	0	7	0	27	1980	25	2	2	0	2	\$35,000	0.0030	0.0060	ok				0.0050	0.0000	
168	105B_F/M_VEN2	METER, FLOW, VENTURI # 2 - RAS SYS B					E	WAUL	20	50	0	7	0	27	1980	25	2	2	0	2	\$35,000	0.0030	0.0060	ok				0.0018	0.0035	
169	105B_F/M_VEN3	METER, FLOW, VENTURI # 3 - WAS SYS A					E	WAUL	20	50	0	7	0	27	1980	25	2	2	0	2	\$35,000	0.0030	0.0060	ok				0.0018	0.0035	
170	105B_F/M_VEN4	METER, FLOW, VENTURI # 4 - WAS SYS B					E	WAUL	20	50	0	7	0	27	1980	25	2	2	0	2	\$35,000	0.0030	0.0060	ok				0.0018	0.0035	
181	105B_PMP_RAS1	PUMP, RETURN SLUDGE # 1 (RAS # 1)					E	WAUL	20	75	50	4	9	33	1980	25	8	3	2	10	\$45,000	0.0038	0.0383	ok				0.0018	0.0035	
182	105B_PMP_RAS2	PUMP, RETURN SLUDGE # 2 (RAS # 2)					E	WAUL	20	75	50	4	9	33	1980	25	8	3	2	10	\$45,000	0.0038	0.0383	ok				0.0023	0.0226	
183	105B_PMP_RAS3	PUMP, RETURN SLUDGE # 3 (RAS # 3)					E	WAUL	20	40	40	8	7	35	1980	25	10	3	2	12	\$45,000	0.0038	0.0460	ok				0.0023	0.0226	
184	105B_PMP_RAS4	PUMP, RETURN SLUDGE # 4 (RAS # 4)					E	WAUL	20	40	40	8	7	35	1980	25	10	3	2	12	\$45,000	0.0038	0.0460	ok				0.0023	0.0271	
185	105B_PMP_RAS5	PUMP, RETURN SLUDGE # 5 (RAS # 5)					E	WAUL	20	40	40	8	7	35	1980	25	10	3	-7	3	\$45,000	0.0038	0.0115	ok				0.0023	0.0271	
186	105B_PMP_SCM1	PUMP, SCUM					E	WAUL	15	100	20	0	3	18	1980	25	-7	2	0	0	\$30,000	0.0026	0.0000	ok				0.0023	0.0068	
189	105B_PMP_WAS1	PUMP, WASTE SLUDGE # 1 (WAS # 1)					E	WAUL	20	25	0	11	0	31	1980	25	6	3	0	6	\$26,000	0.0022	0.0133	ok				0.0015	0.0000	
190	105B_PMP_WAS2	PUMP, WASTE SLUDGE # 2 (WAS # 2)					E	WAUL	20	25	0	11	0	31	1980	25	6	3	0	6	\$26,000	0.0022	0.0133	ok				0.0013	0.0078	
191	105B_PMP_WAS3	PUMP, WASTE SLUDGE # 3 (WAS # 3)					E	WAUL	20	25	0	11	0	31	1980	25	6	3	0	6	\$26,000	0.0022	0.0133	ok				0.0013	0.0078	
192	105B_PMP_WAS4	PUMP, WASTE SLUDGE # 4 (WAS # 4)					E	WAUL	20	25	0	11	0	31	1980	25	6	3	0	6	\$26,000	0.0022	0.0133	ok				0.0013	0.0078	
198	106A_SC	CLARIFIER, SECONDARY # 1 (SYSTEM)				ICI	E	WAUL	20						2005	0				20	\$250,000	0.0213	0.4260	ok				0.0013	0.0078	
206	106B_SC	CLARIFIER, SECONDARY # 2 (SYSTEM)					E	WAUL	20	100	40	0	7	27	1980	25	2	2.5	6	8	\$250,000	0.0213	0.1704	ok				0.0125	0.2509	
216	106C_SC	CLARIFIER, SECONDARY # 3 (SYSTEM)				ICI	E	WAUL	20						2005	0				20	\$250,000	0.0213	0.4260	ok				0.0125	0.1004	
223	106D_SC	CLARIFIER, SECONDARY # 4 (SYSTEM)					E	WAUL	20	100	40	0	7	27	1980	25	2	2.5	6	8	\$250,000	0.0213	0.1704	ok				0.0125	0.2509	
235	107A-P/F	PARSHALL FLUME (CL2 CONTACT TANKS)					E	WAUL	20	100	25	0	4	24	1980	25	-1	3	0	0	\$35,000	0.0030	0.0000	ok				0.0125	0.1004	

HOLYOKE BASELINE ASSET STUDY

	A	B	O	P	Q	S	T	U	V	W	X	Y	Z	AA	AC	AD	AE	AG	AI	AJ	AK	AL	AM	AN
2	Asset Number (As Received From AOS)	Asset Description (As Received From AOS)	Indicate ICI	Asset Type E / SF / SI / COMP	WAUL Calculation	Typical Service Life (YRS)	Utilization Level (%)	Maintenance/Renewal Level (%)	Utilization Adjustment - Additional Years	Renewal Adjustment - Additional Years	Final Service Life (YRS)	Year of Installation	Current Asset Age (YRS)	Initial Remaining Life	Conditions/Performance Rating (5.0 - 1.0)	Conditions/Performance Adjustment (YRS)	Final Remaining Life (YRS)	Replacement Value (\$)	Weighting Factor ASSET GROUPS	Comments and Notes	Weighting Factor ALL ASSETS	Weighted Remaining Life (yrs) ALL ASSETS		
240	108A_GEN	GENERATOR, EMERGENCY, PLANT		E	WAUL	20	10	40	13	7	40	1980	25	15	3	-7	8	\$350,000	0.0298	0.2386	ok	0.0176	0.1405	
241	108A_MCC1	MOTOR CONTROL CENTER # 4 (MCC-4)		E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$140,000	0.0119	0.0000	ok	0.0070	0.0000	
242	108A_MCC2	MOTOR CONTROL CENTER 4E (MCC-4e)		E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$140,000	0.0119	0.0000	ok	0.0070	0.0000	
243	108A_PMP1	PUMP, EFFLUENT # 1		E	WAUL	20	10	10	13	2	35	1980	25	10	2.5	0	10	\$150,000	0.0128	0.1278	ok	0.0075	0.0753	
244	108A_PMP2	PUMP, EFFLUENT # 2		E	WAUL	20	10	10	13	2	35	1980	25	10	2.5	0	10	\$150,000	0.0128	0.1278	ok	0.0075	0.0753	
245	108A_PMP3	PUMP, EFFLUENT # 3		E	WAUL	20	10	10	13	2	35	1980	25	10	2.5	0	10	\$150,000	0.0128	0.1278	ok	0.0075	0.0753	
253	108B_COMP	COMPRESSOR, PLANT AIR		E	WAUL	15	50	10	5	1	21	1980	25	-4	1.5	0	0	\$12,000	0.0010	0.0000	ok	0.0006	0.0000	
255	108B_PMP1	PUMP # 1, PLANT WATER		E	WAUL	20	70	10	4	2	26	1980	25	1	2.5	4	5	\$15,000	0.0013	0.0064	ok	0.0008	0.0038	
256	108B_PMP2	PUMP # 2, PLANT WATER		E	WAUL	20	70	25	4	4	28	1980	25	3	2.5	4	7	\$15,000	0.0013	0.0089	ok	0.0008	0.0053	
263	108B-F/M-P/W	METER, FLOW, PLANT WATER		E	WAUL	20	100	25	0	4	24	1980	25	-1	3	4	4	\$25,000	0.0021	0.0085	ok	0.0013	0.0050	
284	108E-STR1	STRAINER, PLANT WATER		E	WAUL	20	70	0	4	0	24	1980	25	-1	1.5	0	0	\$10,000	0.0009	0.0000	ok	0.0005	0.0000	
285	108-F/M-EFF	METER, FLOW, EFFLUENT		E	WAUL	20	100	0	0	0	20	1980	25	-5	3	0	0	\$30,000	0.0026	0.0000		0.0015	0.0000	
286	109A_MCC1	MOTOR CONTROL CENTER # 3 (MCC # 3)		E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$125,000	0.0108	0.0000	ok	0.0063	0.0000	
287	109A_MCC2	SWITCHGEAR, MAIN # 1		E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$150,000	0.0128	0.0000	ok	0.0075	0.0000	
290	109B_PMP1	PUMP, PLUNGER # 1, THICKENED SL (TSP #1)		E	WAUL	25	60	30	7	7	39	1960	45	-6	1	0	0	\$65,000	0.0055	0.0000	ok	0.0033	0.0000	
291	109B_PMP2	PUMP, PLUNGER # 2, THICKENED SL (TSP #2)		E	WAUL	25	60	30	7	7	39	1960	45	-6	1	0	0	\$65,000	0.0055	0.0000	ok	0.0033	0.0000	
292	110_BFP	BACKFLOW PREVENTER		E	WAUL	25	100	30	0	7	32	2004	1	31	3	0	31	\$15,000	0.0013	0.0396	ok	0.0008	0.0233	
293	110_BFP2	BACKFLOW PREVENTER		E	WAUL	25	100	30	0	7	32	1980	25	7	3	0	7	\$15,000	0.0013	0.0089	ok	0.0008	0.0053	
297	110A-THCK	THICKENER # 1 (E)		E	WAUL	20	80	10	3	2	25	1980	25	0	2.5	4	4	\$175,000	0.0149	0.0596	ok	0.0088	0.0351	
302	110B-THCK	THICKENER # 2 (W)		E	WAUL	20	80	10	3	2	25	1980	25	0	2.5	4	4	\$175,000	0.0149	0.0596	ok	0.0088	0.0351	
316	111A-BOIL	BOILER # 3		E	WAUL	20	60	30	6	5	31	1980	25	6	2.5	0	6	\$300,000	0.0256	0.1534	ok	0.0151	0.0903	

HOLYOKE BASELINE ASSET STUDY

	A	B	O	P	Q	S	T	U	V	W	X	Y	Z	AA	AC	AD	AE	AG	AI	AJ	AK	AL	AM	AN
	Asset Number (As Received From AOS)	Asset Description (As Received From AOS)	Indicate ICI	Asset Type E / SF / SI / COMP	WAUL Calculation	Typical Service Life (YRS)	Utilization Level (%)	Maintenance/Renewal Level (%)	Utilization Adjustment - Additional Years	Renewal Adjustment - Additional Years	Final Service Life (YRS)	Year of Installation	Current Asset Age (YRS)	Initial Remaining Life	Conditions/Performance Rating (5.0 - 1.0)	Conditions/Performance Adjustment (YRS)	Final Remaining Life (YRS)	Replacement Value (\$)	Weighting Factor ASSET GROUPS	Comments and Notes	Weighting Factor ALL ASSETS	Weighted Remaining Life (yrs) ALL ASSETS		
2																								
330	111B-BOIL	BOILER # 2		E	WAUL	20	60	30	6	5	31	1980	25	6	2.5	0	6	\$300,000	0.0256	0.1534	ok	0.0151	0.0903	
335	111C_COMP	COMPRESSOR, PLANT AIR		E	WAUL	20	50	0	7	0	27	1980	25	2	2	0	2	\$12,000	0.0010	0.0020	ok	0.0006	0.0012	
337	111C-MAC-PMP1	MACERATOR, FILTER FEED PUMP # 1		E	WAUL	20	35	0	9	0	29	1990	15	14	3	-8	6	\$15,000	0.0013	0.0077	ok	0.0008	0.0045	
338	111C-MAC-PMP2	MACERATOR, FILTER FEED PUMP # 2		E	WAUL	20	35	0	9	0	29	1990	15	14	3	-8	6	\$15,000	0.0013	0.0077	ok	0.0008	0.0045	
339	111C-MCC7	MOTOR CONTROL CENTER 7		E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$75,000	0.0064	0.0000	ok	0.0038	0.0000	
340	111C-MCC7A	MOTOR CONTROLK CENTER 7A		E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$45,000	0.0038	0.0000	ok	0.0023	0.0000	
347	111C-PMP1	PUMP, PLUNGER # 1, FILTER FEED (FFP #1)		E	WAUL	20	35	40	9	7	36	1990	15	21	2.5	-10	11	\$45,000	0.0038	0.0422	ok	0.0023	0.0248	
348	111C-PMP2	PUMP, PLUNGER # 2, FILTER FEED (FFP #2)		E	WAUL	20	35	40	9	7	36	1990	15	21	2.5	-10	11	\$45,000	0.0038	0.0422	ok	0.0023	0.0248	
355	111D-TNK1	TANK # 1, SLUDGE STORAGE (W)		E	WAUL	20	50	20	7	4	31	1980	25	6	3	2	8	\$50,000	0.0043	0.0341	ok	0.0025	0.0201	
356	111D-TNK2	TANK # 2, SLUDGE STORAGE (E)		E	WAUL	20	50	20	7	4	31	1980	25	6	3	2	8	\$50,000	0.0043	0.0341	ok	0.0025	0.0201	
359	111-SCALE-TRK	TRUCK SCALE		E	WAUL	20	20	10	11	2	33	1980	25	8	3	0	8	\$200,000	0.0170	0.1363	ok	0.0100	0.0803	
360	112-MCC 8A	MOTOR CONTROL CENTER 8A - REPLACE	ICI	E	WAUL	25					2005	0				0	25	\$125,000	0.0106	0.2662	ok	0.0063	0.1568	
361	112-MCC 8B	MOTOR CONTROL CENTER 8B		E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$150,000	0.0128	0.0000	ok	0.0075	0.0000	
362	112_BFP_1	FILTERPRESS # 1 (BFP)		E	WAUL	20	60	10	6	2	28	1990	15	13	2	-9	4	\$350,000	0.0298	0.1193	ok	0.0176	0.0703	
363	112_BFP_2	FILTERPRESS # 2 (BFP)		E	WAUL	20	60	10	6	2	28	1990	15	13	2	-9	4	\$350,000	0.0298	0.1193	ok	0.0176	0.0703	
365	112_CON_SCM	CONCENTRATOR, SCUM		E	WAUL	20	50	0	7	0	27	1980	25	2	1	-2	0	\$45,000	0.0038	0.0000	ok	0.0023	0.0000	
402	112B_TANK_VX	TANK, STORAGE VX-456		E	WAUL	30	100	0	0	0	30	1995	10	20	3	0	20	\$3,000	0.0003	0.0051	ok	0.0002	0.0030	
403	112B_TNK_POLY_SYS	TANK, BULK STORAGE, 3000 GAL, POLYMER		E	WAUL	40	100	0	0	0	40	1980	25	15	2	-5	10	\$4,500	0.0004	0.0038	ok	0.0002	0.0023	
411	112-CON-MAIN	CONVEYOR, FILTERPRESS, MAIN		E	WAUL	20	33	10	9	2	31	1990	15	16	2	-12	4	\$75,000	0.0064	0.0256	ok	0.0038	0.0151	
423	112-SHUT_CON	CONVEYOR, BELT FILTERPRESS SHUTTLE		E	WAUL	20	33	10	9	2	31	1990	15	16	2	-12	4	\$50,000	0.0043	0.0170	ok	0.0025	0.0100	
424	114 MCC	MOTOR CONTROL CENTER 9		E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$75,000	0.0064	0.0000	ok	0.0038	0.0000	
425	115 BFP	BACKFLOW PREVENTER		E	WAUL	25	100	10	0	2	27	1980	25	2	2.5	0	2	\$15,000	0.0013	0.0026	ok	0.0008	0.0015	
426	Aquarion to fill in Asset Num	CSO FACILITY SCREENS	ICI	E	WAUL	25			0	0	25	2005	0				25	\$175,000	0.0149	0.3727	ok	0.0088	0.2196	
427	CSO_PMP_08	PUMP # 1, CSO SUBMERSIBLE	ICI	E	WAUL	20					20	2005	0				20	\$75,000	0.0064	0.1278	ok	0.0038	0.0753	
428	CSO_PMP_09	PUMP # 2, CSO SUBMERSIBLE	ICI	E	WAUL	20					20	2005	0				20	\$75,000	0.0064	0.1278	ok	0.0038	0.0753	
429	CSO_PMP_10	PUMP # 3, CSO SUBMERSIBLE	ICI	E	WAUL	20					20	2005	0				20	\$75,000	0.0064	0.1278	ok	0.0038	0.0753	
430	CSO_PMP_11	PUMP # 4, CSO SUBMERSIBLE	ICI	E	WAUL	20					20	2005	0				20	\$75,000	0.0064	0.1278	ok	0.0038	0.0753	
432	Aquarion to fill in Asset Num	CSO FACILITY MCC	ICI	E	WAUL	20			0	0	20	2005	0				20	\$180,000	0.0153	0.3067	ok	0.0090	0.1807	
433	Aquarion to fill in Asset Num	CSO FACILITY TRANSFER SWITCH	ICI	E	WAUL	20			0	0	20	2005	0				20	\$150,000	0.0128	0.2556	ok	0.0075	0.1506	
435	Aquarion to fill in Asset Num	CRANE, SOUTH STREET GRIT CHAMBER	ICI	E	WAUL	20			0	0	20	2005	0				20	\$115,000	0.0098	0.1960	ok	0.0058	0.1154	
436	WWTP WEIGHTED AVERAGE USEFUL LIFE			E	WAUL													\$11,737,500		7.22999				

HOLYOKE BASELINE ASSET STUDY

	A	B	O	P	Q	S	T	U	V	W	X	Y	Z	AA	AC	AD	AE	AG	AI	AJ	AK	AL	AM	AN
	Asset Number (As Received From AOS)	Asset Description (As Received From AOS)	Indicate ICI	Asset Type E / SF / SI / COMP	WAUL Calculation	Typical Service Life (YRS)	Utilization Level (%)	Maintenance/Renewal Level (%)	Utilization Adjustment - Additional Years	Renewal Adjustment - Additional Years	Final Service Life (YRS)	Year of Installation	Current Asset Age (YRS)	Initial Remaining Life	Conditions/Performance Rating (5.0 - 1.0)	Conditions/Performance Adjustment (YRS)	Final Remaining Life (YRS)	Replacement Value (\$)	Weighting Factor ASSET GROUPS	Comments and Notes	Weighting Factor ALL ASSETS	Weighted Remaining Life (yrs) ALL ASSETS		
2																								
437	WASTEWATER PUMP STATIONS					WAUL																		
439	201_COMM	COMMIUNTOR, JONES	E	WAUL	15	100	0	0	0	15	1990	15	0	2.5	0	0	\$60,000	0.0408	0.0000	ok	0.0030	0.0000		
440	201_MCC	MOTOR CONTROL CENTER (JONES)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$100,000	0.0681	0.0000	ok	0.0050	0.0000		
446	201_PMP1	PUMP # 1 (75 HP) (JONES)	E	WAUL	15	60	25	4	3	22	1980	25	-3	2.5	0	0	\$20,000	0.0136	0.0000	ok	0.0010	0.0000		
447	201_PMP2	PUMP # 2 (JONES)	E	WAUL	15	40	20	6	3	24	1980	25	-1	2.5	0	0	\$20,000	0.0136	0.0000	ok	0.0010	0.0000		
448	201_PMP3	PUMP # 3 (JONES)	E	WAUL	15	40	20	6	3	24	1980	25	-1	2.5	0	0	\$20,000	0.0136	0.0000	ok	0.0010	0.0000		
452	201-F/M	METER, FLOW, JONES	E	WAUL	20	100	0	0	0	20	1980	25	-5	2.5	0	0	\$35,000	0.0238	0.0000	ok	0.0018	0.0000		
453	202-F/M	METER, FLOW, HIGHLAND	E	WAUL	20	100	0	0	0	20	1980	25	-5	2.5	0	0	\$35,000	0.0238	0.0000	ok	0.0018	0.0000		
454	202-MCC	MOTOR CONTROL CENTER (HIGHLAND PARK)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$75,000	0.0511	0.0000	ok	0.0038	0.0000		
457	202-PMP1	PUMP #1, HIGHLAND PARK	E	WAUL	15	60	20	4	3	22	1980	25	-3	2.5	0	0	\$30,000	0.0204	0.0000	ok	0.0015	0.0000		
458	202-PMP2	PUMP #2, HIGHLAND PARK	E	WAUL	15	40	30	6	4	25	1980	25	0	2.5	0	0	\$30,000	0.0204	0.0000	ok	0.0015	0.0000		
461	203-COMM	COMMIUNTOR, MOSHER	E	WAUL	15	100	0	0	0	15	1980	25	-10	2	0	0	\$60,000	0.0408	0.0000	ok	0.0030	0.0000		
462	203-F/M	METER, FLOW, MOSHER	E	WAUL	20	100	0	0	0	20	1980	25	-5	2	0	0	\$35,000	0.0238	0.0000	ok	0.0018	0.0000		
463	203-MCC	MOTOR CONTROL CENTER (MOSHER)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$100,000	0.0681	0.0000	ok	0.0050	0.0000		
468	203-PMP1	PUMP # 1 MOSHER	E	WAUL	20	60	20	6	4	30	1980	25	5	3	0	5	\$25,000	0.0170	0.0851	ok	0.0013	0.0063		
470	203-PMP2	PUMP # 2 MOSHER	E	WAUL	20	45	20	8	4	32	1980	25	7	3	0	7	\$25,000	0.0170	0.1191	ok	0.0013	0.0088		
472	203-PMP3	PUMP # 3 MOSHER	E	WAUL	20	45	20	8	4	32	1980	25	7	3	0	7	\$25,000	0.0170	0.1191	ok	0.0013	0.0088		
478	204-MCC	MOTOR CONTROL CENTER (CABOT ST)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$50,000	0.0340	0.0000	ok	0.0025	0.0000		
479	204-PMP1	PUMP # 1 CABOT (15HP)	E	WAUL	20	50	0	7	0	27	1980	25	2	2.5	0	2	\$20,000	0.0136	0.0272	ok	0.0010	0.0020		
480	204-PMP2	PUMP # 2 CABOT	E	WAUL	20	50	20	7	4	31	1980	25	6	2.5	0	6	\$20,000	0.0136	0.0817	ok	0.0010	0.0060		
483	205-COMM	COMMIUNTOR JACKSON	E	WAUL	15	100	0	0	0	15	1995	10	5	2.5	0	5	\$60,000	0.0408	0.2042	ok	0.0030	0.0151		
484	205-F/M	METER, FLOW, JACKSON	E	WAUL	20	100	0	0	0	20	1980	25	-5	2	0	0	\$35,000	0.0238	0.0000	ok	0.0018	0.0000		
485	205-MCC	MOTOR CONTROL CENTER (JACKSON)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$75,000	0.0511	0.0000	ok	0.0038	0.0000		
490	205-PMP1	PUMP # 1	E	WAUL	20	45	0	8	0	28	1980	25	3	2.5	0	3	\$50,000	0.0340	0.1021	ok	0.0025	0.0075		
492	205-PMP2	PUMP # 2	E	WAUL	20	45	0	8	0	28	1980	25	3	3	0	3	\$50,000	0.0340	0.1021	ok	0.0025	0.0075		
494	205-PMP3	PUMP # 3	E	WAUL	20	45	0	8	0	28	1980	25	3	2.5	0	3	\$50,000	0.0340	0.1021	ok	0.0025	0.0075		
496	206_BFP	BACKFLOW PREVENTER	E	WAUL	20	1.2	1	14	0	34	1980	25	-11	2	0	0	\$8,000	0.0054	0.0000	ok	0.0004	0.0000		
497	206-MCC	MOTOR CONTROL CENTER (SPRINGDALE)	E	WAUL	25	100	0	0	0	25	1980	25	0	3	0	0	\$60,000	0.0408	0.0000	ok	0.0030	0.0000		
501	206-PMP1	PUMP, # 1	E	WAUL	20	50	0	7	0	27	1980	25	2	2.5	0	2	\$25,000	0.0170	0.0340	ok	0.0013	0.0025		
502	206-PMP2	PUMP # 2	E	WAUL	20	50	0	7	0	27	1992	13	14	2.5	0	14	\$25,000	0.0170	0.2383	ok	0.0013	0.0176		
503	206-PMP3	PUMP # 3 NOT INSTALLED YET	ICI	E	WAUL	20				2005	0		20			20	\$25,000	0.0170	0.3404	ok	0.0013	0.0251		
505	207_BFP	BACKFLOW PREVENTER	E	WAUL	20	1.2	1	14	0	34	1980	25	9	2	0	9	\$6,000	0.0041	0.0368	ok	0.0003	0.0027		
506	207-COMM	COMMIUNTOR, SMITH FERRY	E	WAUL	15	100	0	0	0	15	1980	25	-10	2	0	0	\$15,000	0.0102	0.0000	ok	0.0008	0.0000		
507	207-F/M	METER, FLOW, SMITH FERRY	E	WAUL	20	100	0	0	0	20	1980	25	-5	2	0	0	\$25,000	0.0170	0.0000	ok	0.0013	0.0000		
508	207-GEN	GENERATOR, SMITH FERRY Stand-by, Diesel	E	WAUL	20	5	0	13	0	33	1980	25	8	3	2	10	\$40,000	0.0272	0.2723	ok	0.0020	0.0201		
509	207-MCC	MOTOR CONTROL CENTER (SMITH FERRY)	E	WAUL	25	100	0	0	0	25	1980	25	0	2	0	0	\$75,000	0.0511	0.0000	ok	0.0038	0.0000		
513	207-PMP1	PUMP # 1	E	WAUL	20	50	0	7	0	27	1995	10	17	3	0	17	\$30,000	0.0204	0.3472	ok	0.0015	0.0256		
515	207-PMP2	PUMP # 2	E	WAUL	20	50	0	7	0	27	1980	25	2	2.5	0	2	\$30,000	0.0204	0.0408	ok	0.0015	0.0030		
521	WW PUMP STATIONS WEIGHTED AVERAGE USEFUL LIFE				WAUL														\$1,469,000		2.2526			

HOLYOKE BASELINE ASSET STUDY

	A	B	O	P	Q	S	T	U	V	W	X	Y	Z	AA	AC	AD	AE	AG	AI	AJ	AK	AL	AM	AN
	Asset Number (As Received From AOS)	Asset Description (As Received From AOS)	Indicate ICI	Asset Type E / SF / SI / COMP	WAUL Calculation	Typical Service Life (YRS)	Utilization Level (%)	Maintenance/Renewal Level (%)	Utilization Adjustment - Additional Years	Renewal Adjustment - Additional Years	Final Service Life (YRS)	Year of Installation	Current Asset Age (YRS)	Initial Remaining Life	Conditions/Performance Rating (5.0 - 1.0)	Conditions/Performance Adjustment (YRS)	Final Remaining Life (YRS)	Replacement Value (\$)	Weighting Factor ASSET GROUPS	Comments and Notes	Weighting Factor ALL ASSETS	Weighted Remaining Life (yrs) ALL ASSETS		
2																								
523	FLOOD PUMP STATIONS & EQUIPMENT				WAUL																			
545	301_MCC	MOTOR CONTROL CENTER (MCC - F/STA # 1)	E	WAUL	25	0	10	18	2	45	1935	70	-25	2.5	0	0	\$200,000	0.0298	0.0000	ok	0.0100	0.0000		
548	301_PMP_01	PUMP # 1, FLOOD STATION # 1 (#1)	E	WAUL	30	0	30	21	8	59	1935	70	-11	4	36	25	\$150,000	0.0223	0.5580	ok	0.0075	0.1882		
549	301_PMP_02	PUMP # 2, FLOOD STATION # 1 (#2)	E	WAUL	30	0	30	21	8	59	1935	70	-11	4	36	25	\$150,000	0.0223	0.5580	ok	0.0075	0.1882		
550	301_HOIST	HOIST, FLOOD STATION # 1	E	WAUL	30	0	10	21	3	54	1935	70	-16	4	31	15	\$40,000	0.0060	0.0893	ok	0.0020	0.0301		
551	301_TRANS1	TRANSFORMER, FLOOD STAT # 1	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
552	301_TRANS2	TRANSFORMER, FLOOD STAT # 1	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
553	301_TRANS3	TRANSFORMER, FLOOD STAT # 1	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
554	302_MCC	MOTOR CONTROL CENTER (MCC - F/STA # 2)	E	WAUL	25	0	10	18	2	45	1935	70	-25	2.5	0	0	\$200,000	0.0298	0.0000	ok	0.0100	0.0000		
559	302_PMP_01	PUMP # 1, FLOOD STATION # 2 (#3)	E	WAUL	30	0	30	21	8	59	1935	70	-11	4	36	25	\$150,000	0.0223	0.5580	ok	0.0075	0.1882		
560	302_PMP_02	PUMP # 1, FLOOD STATION # 2 (#4)	E	WAUL	30	0	30	21	8	59	1935	70	-11	4	36	25	\$150,000	0.0223	0.5580	ok	0.0075	0.1882		
561	302_TRANS1	TRANSFORMER, FLOOD STAT # 2	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
562	302_TRANS2	TRANSFORMER, FLOOD STAT # 2	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
563	302_TRANS3	TRANSFORMER, FLOOD STAT # 2	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
564	302_HOIST	HOIST, FLOOD STATION#2	E	WAUL	25	0	10	18	2	45	1935	70	-25	4	40	15	\$40,000	0.0060	0.0893	ok	0.0020	0.0301		
565	303_MCC	MOTOR CONTROL CENTER (MCC - F/STA # 3)	E	WAUL	25	0	10	18	2	45	1935	70	-25	2.5	0	0	\$200,000	0.0298	0.0000	ok	0.0100	0.0000		
568	303_PMP_01	PUMP # 1, FLOOD STATION # 3 (#5)	E	WAUL	30	0	30	21	8	59	1935	70	-11	4	36	25	\$150,000	0.0223	0.5580	ok	0.0075	0.1882		
569	303_PMP_02	PUMP # 2, FLOOD STATION # 3 (#6)	E	WAUL	30	0	30	21	8	59	1935	70	-11	4	36	25	\$150,000	0.0223	0.5580	ok	0.0075	0.1882		
570	303_TRANS1	TRANSFORMER, FLOOD STAT # 3	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
571	303_TRANS2	TRANSFORMER, FLOOD STAT # 3	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
572	303_TRANS3	TRANSFORMER, FLOOD STAT # 3	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
573	303_HOIST	HOIST, FLOOD STATION # 3	E	WAUL	25	0	10	18	2	45	1935	70	-25	4	40	15	\$40,000	0.0060	0.0893	ok	0.0020	0.0301		
574	304_MCC	MOTOR CONTROL CENTER (MCC - F/STA # 4)	E	WAUL	25	0	10	18	2	45	1935	70	-25	2.5	0	0	\$200,000	0.0298	0.0000	ok	0.0100	0.0000		
577	304_PMP_01	PUMP # 1, FLOOD STATION # 4 (#7)	E	WAUL	30	0	30	21	8	59	1935	70	-11	4	36	25	\$150,000	0.0223	0.5580	ok	0.0075	0.1882		
578	304_PMP_02	PUMP # 2, FLOOD STATION # 4 (#8)	E	WAUL	30	0	30	21	8	59	1935	70	-11	4	36	25	\$150,000	0.0223	0.5580	ok	0.0075	0.1882		
579	304_HOIST	HOIST, FLOOD STATION #4	E	WAUL	25	0	10	18	2	45	1935	70	-25	4	40	15	\$40,000	0.0060	0.0893	ok	0.0020	0.0301		
580	304_TRANS1	TRANSFORMER, FLOOD STAT # 4	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
581	304_TRANS2	TRANSFORMER, FLOOD STAT # 4	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
582	304_TRANS3	TRANSFORMER, FLOOD STAT # 4	E	WAUL	25	0	0	18	0	43	1935	70	-27	2	0	0	\$75,000	0.0112	0.0000	ok, Zero life due to age	0.0038	0.0000		
583	305_MCC	MOTOR CONTROL CENTER (MCC - F/STA # 5)	E	WAUL	25	10	10	16	2	43	1945	60	-17	2.5	0	0	\$250,000	0.0372	0.0000	ok	0.0125	0.0000		
586	305_PMP_01	PUMP # 1, FLOOD STATION # 5	E	WAUL	30	10	30	19	8	57	1945	60	-3	4	23	20	\$170,000	0.0253	0.5060	ok	0.0085	0.1706		
587	305_PMP_02	PUMP # 2, FLOOD STATION # 5	E	WAUL	30	10	30	19	8	57	1945	60	-3	4	23	20	\$170,000	0.0253	0.5060	ok	0.0085	0.1706		
588	305_HOIST	HOIST, FLOOD STATION # 5	E	WAUL	25	10	10	16	2	43	1945	60	-17	4	32	15	\$40,000	0.0060	0.0893	ok	0.0020	0.0301		
589	305_TRANS1	TRANSFORMER, FLOOD STAT # 5	E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		
590	305_TRANS2	TRANSFORMER, FLOOD STAT # 5	E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		
591	305_TRANS3	TRANSFORMER, FLOOD STAT # 5	E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		
592	306_MCC	MOTOR CONTROL CENTER (MCC - F/STA # 6)	E	WAUL	25	10	10	16	2	43	1945	60	-17	2.5	0	0	\$350,000	0.0521	0.0000	ok	0.0176	0.0000		
595	306_HOIST	HOIST, FLOOD STATION # 6	E	WAUL	25	10	10	16	2	43	1945	60	-17	2	32	15	\$40,000	0.0060	0.0893	ok	0.0020	0.0301		
600	306_PMP_01	PUMP # 1, FLOOD STATION # 6	E	WAUL	30	10	20	19	5	54	1945	60	-6	4	26	20	\$200,000	0.0298	0.5952	ok	0.0100	0.2007		
601	306_PMP_02	PUMP # 2, FLOOD STATION # 6	E	WAUL	30	10	20	19	5	54	1945	60	-6	4	26	20	\$200,000	0.0298	0.5952	ok	0.0100	0.2007		
602	306_PMP_03	PUMP # 3, FLOOD STATION # 6	E	WAUL	30	10	20	19	5	54	1945	60	-6	4	26	20	\$200,000	0.0298	0.5952	ok	0.0100	0.2007		
603	306_PMP_04	PUMP # 4, FLOOD STATION # 6	E	WAUL	30	10	20	19	5	54	1945	60	-6	4	26	20	\$200,000	0.0298	0.5952	ok	0.0100	0.2007		
604	306_TRANS1	TRANSFORMER, FLOOD STAT # 6	E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		
605	306_TRANS2	TRANSFORMER, FLOOD STAT # 6	E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		

HOLYOKE BASELINE ASSET STUDY

	A	B	O	P	Q	S	T	U	V	W	X	Y	Z	AA	AC	AD	AE	AG	A	AI	AJ	AK	AL	AM	AN
	Asset Number (As Received From AOS)	Asset Description (As Received From AOS)	Indicate ICI	Asset Type E / SF / SI / COMP	WAUL Calculation	Typical Service Life (YRS)	Utilization Level (%)	Maintenance/Renewal Level (%)	Utilization Adjustment - Additional Years	Renewal Adjustment - Additional Years	Final Service Life (YRS)	Year of Installation	Current Asset Age (YRS)	Initial Remaining Life	Conditions/Performance Rating (5.0 - 1.0)	Conditions/Performance Adjustment (YRS)	Final Remaining Life (YRS)	Replacement Value (\$)	Weighting Factor ASSET GROUPS	Comments and Notes	Weighting Factor ALL ASSETS	Weighted Remaining Life (yrs) ALL ASSETS			
2																									
606	306_TRANS3	TRANSFORMER, FLOOD STAT # 6		E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		
607	307_MCC	MOTOR CONTROL CENTER (MCC - F/STA # 7)		E	WAUL	25	10	10	16	2	43	1945	60	-17	2.5	0	0	\$300,000	0.0446	0.0000	ok	0.0151	0.0000		
610	307_HOIST	HOIST, FLOOD STATION # 7		E	WAUL	25	10	10	16	2	43	1945	60	-17	4	32	15	\$40,000	0.0060	0.0893		0.0020	0.0301		
614	307_PMP_01	PUMP # 1, FLOOD STATION # 7		E	WAUL	30	10	10	19	3	52	1945	60	-8	4	28	20	\$200,000	0.0298	0.5952		0.0100	0.2007		
615	307_PMP_02	PUMP # 2, FLOOD STATION # 7		E	WAUL	30	10	30	19	8	57	1945	60	-3	4	23	20	\$200,000	0.0298	0.5952		0.0100	0.2007		
616	307_PMP_03	PUMP # 3, FLOOD STATION # 7		E	WAUL	30	10	10	19	3	52	1945	60	-8	4	28	20	\$200,000	0.0298	0.5952		0.0100	0.2007		
617	307_TRANS1	TRANSFORMER, FLOOD STAT # 7		E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		
618	307_TRANS2	TRANSFORMER, FLOOD STAT # 7		E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		
619	307_TRANS3	TRANSFORMER, FLOOD STAT # 7		E	WAUL	25	10	0	16	0	41	1945	60	-19	2	0	0	\$100,000	0.0149	0.0000	ok, Zero life due to age	0.0050	0.0000		
620	FLOOD STATIONS WEIGHTED AVERAGE USEFUL LIFE				WAUL													\$6,720,000		10.2679					
621	AGGREGATE WEIGHTED AVERAGE USEFUL LIFE				WAUL													\$19,926,500				7.8875			



Mayor Michael J. Sullivan

William D. Fuqua, Superintendent

City of Holyoke

Department of Public Works

November 21, 2008

To whom it may concern:

The City of Holyoke Department of Public Works is the applicant for a grant to upgrade electrical and telemetry systems at seven (7) Flood Control Pump Stations. If the City receives the grant to do the work we will complete the maintenance required on the new systems installed through our existing contract with our contract operator.

Signature Matthew Sokop

Printed Name: Matthew Sokop, P.E. Assistant Superintendent/City Engineer

Date: 11/21/08

FEMA**Benefit-Cost Analysis of Hazard Mitigation Projects****LIMITED DATA MODULE**

Version 5.2.3

May 2, 2006

Report of Benefit-Cost Analysis

Project	Holyoke Flood Control Stati
Address	7 Flood Control Stations
City, State, Zip	Holyoke, MA
County	City of Holyoke
Applicant	City of Holyoke
Contact Person	Kristie Rabasca
Analysis Date	November 2008
Analyst	K. Rabasca
Scenario Run ID	BCA 1
File Save As Name	HolyokeBCA2.xls
Disaster Number	
DSR Number	

FEMA Disclaimer:

The results produced by this analysis are neither conclusive evidence that the proposed project is cost-effective, nor a guarantee that a project is eligible for any government grant for whatever purpose.

LIMITED DATA MODULE**Benefit-Cost Analysis of Flood Mitigation Projects**

Page 1

PROJECT INFORMATION

Disaster Number		Project	Holyoke Flood Control Station Elect. Upgrade
DSR Number		Address	7 Flood Control Stations
DSR Category		City, State, Zip	Holyoke, MA
DSR Subject		County	Hampden
Inspection Date		Applicant	City of Holyoke
Application Date	November 2008	Contact Person	Kristie Rabasca
Analysis Date	November 2008	Scenario Run ID	BCA 1
Analyst	K. Rabasca	File Save As Name	HolyokeBCA2.xls

PROJECT DATA

Updating electrical switchgear and instrumentation that was installed in the 1930's and 1940's for seven flood control pump stations along the Connecticut River in Holyoke, MA.

Project Useful Life (Years)	30
Base Year of Costs	2008
Historic Preservation Issues (Yes or No)?	N
Environmental Issues (Yes or No)?	N

Economic Factors:	Discount Rate (%)	7.00	Present Value Coefficient	12.41
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Net Mitigation Project Cost:	\$1,227,900
Notes:	

Additional Annual Maintenance Cost (\$/year) for Mitigation Project	\$5,000
Present Value of Additional Annual Maintenance Cost (\$)	\$62,045
TOTAL MITIGATION PROJECT COST	\$1,289,945

TYPE OF FACILITY (for Loss of Function)	BUILDINGS
--	------------------

FACILITY DESCRIPTION

Loss of Function for Buildings

Annual Budget of Public/Nonprofit Agencies	\$0
Cost of Providing Services from this Building (\$/day)	\$0
Post-Disaster Continuity Premium (\$/day)	\$0
Total Value of Lost Services (\$/day)	\$0

FLOOD HISTORY

Estimated Frequency of Declared Flood Event (Years)

Data Sources and Documentation

LIMITED DATA MODULE**Benefit-Cost Analysis of Flood Mitigation Projects**

Page 2

DAMAGES BEFORE MITIGATION

Flood Frequency Events (Years)	Scenario Flood Damages			Loss of Function Time and Dollars		TOTAL Damages and Losses
	A	B	C	Days	Losses	
1		\$65,630			\$0	\$65,630
2					\$0	\$65,630
5					\$0	\$65,630
10					\$0	\$65,630
25					\$0	\$65,630
50					\$0	\$65,630
100	\$3,235,882		\$500,000		\$0	\$3,801,512
250					\$0	\$3,801,512
500					\$0	\$3,801,512
Total Annualized Damages						\$117,420

Data Sources and Documentation**DAMAGES AFTER MITIGATION**

Flood Frequency Events (Years)	Scenario Flood Damages			Loss of Function Time and Dollars		TOTAL Damages and Losses
	A	B	C	Days	Losses	
1		\$1,500			\$0	\$1,500
2					\$0	\$1,500
5					\$0	\$1,500
10					\$0	\$1,500
25					\$0	\$1,500
50					\$0	\$1,500
100					\$0	\$1,500
250					\$0	\$1,500
500					\$0	\$1,500
Total Annualized Damages						\$1,500

Data Sources and Documentation**SUMMARY OF BENEFITS AND COSTS**

	Expected Annual	Present Value
Expected Annual Damages Before Mitigation	\$117,420	\$1,457,069
Expected Annual Damages After Mitigation	\$1,500	\$18,614
Expected Avoided Damages After Mitigation (BENEFITS)	\$115,920	\$1,438,455
PROJECT COSTS	\$1,289,945	
PROJECT BENEFITS	\$1,438,455	
BENEFITS MINUS COSTS	\$148,510	
BENEFIT-COST RATIO	1.12	
Data Sources and Documentation		

FEMA Disclaimer: The results produced by this analysis are neither conclusive evidence that a proposed project is cost-effective, nor a guarantee that a project is eligible for any government grant for whatever purpose.

Subgrant Project Application

Application Title: [City of Holyoke, MA Flood Control Pump Stations Electrical and Telemetry Systems](#)

Subgrant Applicant: [Holyoke Department of Public Works](#)

Application Number:

Application Year: 2009

Grant Type: [Project Application](#)

Address: [63 Canal Street, Holyoke, MA 01040-5836](#)

Applicant Information

Name of Applicant

Holyoke Department of Public Works

State

MA

Congressional District

First

Type of Applicant

Local Government

Legal status, function, and facilities owned:

The City of Holyoke owns and is responsible for operation of the seven (7) Flood Control Pump Stations that are the subject of this application. The City is responsible for the oversight of the Operation and Maintenance Plan for the Flood Control Protection System. The O&M plan is implemented jointly by the Holyoke Department of Public Works, Holyoke Gas and Electric, United Water Services (contract operator for the wastewater treatment plant and flood control facilities), and the local railroad operators. Function: During high river stage periods much of the combined sewer wastewater flows and stormwater drainage in the downtown area of Holyoke are conveyed to one of seven flood control pumping stations. The drainage waters combine with leakage from the tailraces along the Connecticut River and drainage from the toe drain network associated with the flood control floodwalls and dikes. The seven pump stations pump the drainage to the Connecticut River, thus protecting the downtown area of Holyoke from flooding. The electrical switchgear and instrumentation that was installed in the 1930s and 1940s is antiquated and unsafe and needs to be upgraded. The switchgear and instrumentation needs to be manned each time there is a potential for flooding to ensure the electrical system does not fail. This application proposes to upgrade the electrical switchgear and instrumentation to improve the reliability of the Flood Control Pump Stations, protecting downtown Holyoke from a catastrophic flood.

State Tax Number:

04-6001393

Federal Tax Number:

Other type name:

Federal Employer Identification Number(EIN). If Indian Tribe, this is Tribal Identification Number.

04-6001393

What is your DUNS Number?

-

Are you the application preparer?

Yes

Is the application preparer the Point of Contact?

No

Is application subject to review by Executive Order 12372 Process?

No. Program is not covered by E.O. 12372

Is the applicant delinquent on any Federal debt?

No

Explanation:

Contact Information
Point of Contact Information

Title	Mr.
First Name	Matthew
Middle Initial	J
Last Name	Sokop
Title	Assistant Superintendent/City Engineer
Agency/Organization	Holyoke Department of Public Works
Address 1	63 Canal Street
Address 2	
City	Holyoke
State	MA
ZIP	01040 - 5836
Phone	413-322-5645 Ext.
Fax	413-539-6807
Email	sokopm@ci.holyoke.ma.us

Alternate Point of Contact Information

Title	Ms.
First Name	Kristie
Middle Initial	L
Last Name	Rabasca
Title	Sr. Environmental Engineer
Agency/Organization	Sevee & Maher Engineers, Inc.
Address 1	4 Blanchard Road
Address 2	P.O. Box 85A
City	Cumberland
State	ME
ZIP	04021
Phone	207-829-5016 Ext. 316
Fax	207-829-5692

Email

klr@smemaine.com

Community Information

Please provide the name of each community that will benefit from this mitigation activity.

State	County Code	Community Name	CID Number	CRS Community	CRS Rating	State Legislative District	US Congressional District
MA	250142_QBM0Z0239	HOLYOKE, CITY OF	250142	N		250142	1

Enter Community Profile information below.

[Help](#)

Most of Holyoke's population lies sandwiched between the Connecticut River and the Mount Tom/East Mountain range, midway between the Vermont and Connecticut state borders. West of the mountain is a small, mostly suburban part of Holyoke. The city is the third largest community in the Greater Springfield Metropolitan Statistical Area, after Springfield and Chicopee. Holyoke is on the west bank of the Connecticut River, with South Hadley and Chicopee across the river to the east and Easthampton, Southamptton, Westfield, and West Springfield on the city's western boundary. According to the 1999 MacConnell Land Use data, the total land area of Holyoke is approximately 14,581 acres with roughly 5,149, or 35 percent, of those acres as developed land. The remaining land is classified as undeveloped with forest as the largest category (50% of all land in City) with 7,257 acres. Water is the second largest category of undeveloped land with 1,140 acres compared to pastureland and cropland, which represent individually, the third and fourth largest amount of undeveloped land in the City with 111 and 146 acres, respectively. Holyoke is a densely populated city, with most of its 40,000 residents in the half of the city between the Connecticut River and mountains. Once a powerful industrial community, Holyoke has lost population and wealth in the past forty years and now has more than a quarter of its residents living below the poverty line. The city still has a strong manufacturing base, as well as a growing service sector, and an estimated 16,000 residents of surrounding communities commute into Holyoke to work. Holyoke as an industrial city exists today because of the Connecticut River and the major falls in the river at the bend between Holyoke and South Hadley. In 1847 the falls were dammed to provide hydroelectric power and to divert water into a series of three canals on the Holyoke side. Despite the city's early and continuing dependence on the river, Holyoke has very little public waterfront access. Railroads, mills, and flood control dikes line almost the entire riverfront. The average annual precipitation for Holyoke and surrounding areas in northwestern Massachusetts is 44 inches. Water levels in Holyoke's rivers, streams, and wetlands rise and fall seasonally and during high rainfall events. High water levels are typical in spring, due to snowmelt and ground thaw. This is the period when flood hazards are normally expected. Low water levels occur in summer due to high evaporation and plant uptake (transpiration). At any time, heavy rainfall may create conditions that raise water levels in rivers and streams above bank full stage, which then overflow adjacent lands. A flood control system consisting of concrete flood walls and earthen dikes extends from the Holyoke Dam along the Connecticut River to the south end of Springdale Park. Without the flood control system, much of the area behind these structures would be subject to periodic flooding. The Holyoke Canal System, including the Flood Control Pump Stations and adjacent lands would be subject to flooding in the event of a catastrophic failure of the controls of the Canal System. Lands adjacent to the Connecticut River are designated within the 100-year floodplain.

Comments

Attachments

State	MA
Community Name	HOLYOKE, CITY OF
County Name	MASSACHUSETTS

County Code	HAMPDEN COUNTY	
City Code	250142	
FIPS Code	013	Help
CID Number	250142	Help
CRS Community	N	
CRS Rating		
State Legislative District	250142	
US Congressional District	1	
FIRM or FHBM available?	Yes	
Community Status	PARTICIPATING	Help
Community participates in NFIP ?	Yes	
Date entered in NFIP	05-20-1974	
Date of most recent Community Assistance Visit (CAV) ?	09-29-2003	Help

Mitigation Plan Information

Is the entity that will benefit from the proposed activity covered by a current FEMA-approved multi-hazard mitigation plan in compliance with 44 CFR Part 201?

Yes

If Yes, please answer the following:

What is the name of the plan?

PVPC Holyoke, MA Mitigation Plan

What is the type of plan?

Local Multihazard Mitigation Plan

When was the current multihazard mitigation plan approved by FEMA?

07-10-2008

Describe how the proposed activity relates to or is consistent with the FEMA-approved mitigation plan.

The City of Holyoke Local Natural Hazards Mitigation Plan identified flooding as having a Hazard Risk Index Rating of 1 (highest risk) on a scale of 1 to 5. The evaluation identified that flooding had a moderate frequency of occurrence (10% to 40% probability within the next year), because of the flood control system that is in place, had a medium location of occurrence (10 to 50% of the city would be affected if a flood were to occur), and a critical severity of impact (Multiple injuries possible, more than 25% of property in affected area would be damaged or destroyed, complete shutdown of facilities for 1 week or more). In particular, the plan states: "A flood control system consisting of concrete flood walls and earthen dikes extends from the Holyoke Dam south along the Connecticut River to the south end of Springdale Park. Without the flood control system, much of the area behind these structures would be subject to periodic flooding." and, "The Holyoke Canal System and adjacent lands are also subject to flooding in the event of a catastrophic failure of the controls of the Canal System."

If No or Not Known, please answer the following:

Does the entity have any other mitigation plans adopted?

No

If Yes, please provide the following information.

Plan Name

Plan Type

Date Adopted

Attachment

Does the State/Tribe in which the entity is located have a current FEMA-approved mitigation plan in compliance with 44 CFR Part 201?

Yes

If Yes, please answer the following:

What is the name of the plan?

Massachusetts State Multihazard Mitigation Plan 20

What is the type of plan?

Standard State Multi-hazard Mitigation Plan

When was the current multihazard mitigation plan approved by FEMA?

10-18-2007

Describe how the proposed activity relates to or is consistent with the State/Tribe's FEMA-approved mitigation plan.

The State Mitigation Plan acknowledges the importance of the operation of the Holyoke Flood Control System.

If you would like to make any comments, please enter them below.

To attach documents, click the *Attachments* button below.

[HolyokeHMPPages_Final_2007\[1\].pdf](#)

Mitigation Activity Information

What type of activity are you proposing?

[Help](#)

405.1 - Other Minor Flood Control

If you selected Other or Miscellaneous, above, please specify:

Upgrade electrical and instrumentation systems for flood control pump stations

Title of your proposed activity:

City of Holyoke, MA Flood Control Pump Stations Electrical and Telemetry Systems

Are you doing construction in this project?

Yes

If you would like to make any comments, please enter them below.

The City of Holyoke owns, operates and maintains an extensive flood control system along the Connecticut River. An integral component of the flood control system is a series of seven flood control pump stations that were constructed in the late 1930s and 1940s. The electrical switchgear and instrumentation for these pump stations is obsolete and needs to be upgraded in order to eliminate the risk posed by the antiquated electrical system. The proposed project will not disturb more than one acre of land.

Attachments:

[HolyokeFlood StationPhotos.pdf](#)

Problem Description

Please describe the problem to be mitigated. Include the geographic area in your description.

The City of Holyoke, Massachusetts owns, operates and maintains an extensive flood control system along the Connecticut River. An integral component of the flood control system is a series of seven flood control pumping stations that were constructed in the late 1930s and 1940s. The electrical switchgear and instrumentation for these pump stations needs to be upgraded in order to eliminate the flood risk and human health risk posed by the antiquated electrical system. During high river stage periods much of the combined sewer wastewater flows and stormwater drainage in the downtown area of Holyoke are conveyed to one of the seven flood control pumping stations. The drainage waters combine with leakage from the tailraces along the Connecticut River and drainage from the toe drain network associated with the flood control floodwalls and dikes. The seven pump stations pump the drainage to the Connecticut River, thus protecting the downtown area of Holyoke from flooding. The electrical switchgear and instrumentation that was installed in the 1930s and 1940s is obsolete and needs to be upgraded. The existing electrical system represents a significant risk for a number of reasons. 1. The switchgear at Pump Stations 1 through 4 is so antiquated that a qualified electrical lineman needs to dress in a blast suit and headgear and use manual force to open and close the breakers. This operation is a potential life threatening risk to the operator. 2. The personnel qualified for this operation at Pump Stations 1 – 4 are certified HG&E line men and cable splicers whose availability during a flood incident is limited due to other demands. Thus there is the risk that the operators necessary to engage the pump stations will be delayed or not available. 3. The breaker oil at each of the Pump Stations is extremely flammable and an arc within the station could result in a fire. The oil also represents a potential environmental hazard should a leak or spill enter the sump areas. All stations are normally un-manned and no spill detection or fire prevention/detection systems exist. 4. The availability of parts is a real threat to the continuing operation of these stations. However, the equipment is vintage 1940 technology and it is difficult and expensive to obtain parts for technology not manufactured for over 50 years. 5. The existing protective devices for the pump motors and interstation high voltage cables are vintage electromechanical devices including thermo magnetic dashpot elements which are un-reliable and are long past end of useful life. Protective device failure under overload or short circuit conditions at best result in larger outages than necessary due to cascading trips or at worst lead to catastrophic failures when system faults go un-cleared. This project will mitigate the above risks by upgrading and improving the operation and reliability of the Pump Stations. First, the manual operation of the breakers at Pump Stations 1 – 4 will be eliminated, thus avoiding personnel hazards. Second, there is no longer the need for certified linemen and/or splicers to operate stations 1 - 4. Third, the oil filled circuit breakers will be upgraded and the potential for safety hazards and fire negated. Fourth, the availability of parts will no longer be an issue. Fifth, the operations of the Pump Stations can be implemented remotely as a result of installing the telemetry. Remote operations eliminate the long hours of manning the stations throughout flood events and will reduce the level of effort associated with daily manual inspections. The improvements to the Pump Stations greatly improve the reliability of the flood control system to properly operate and thus mitigate millions of dollars due to potential flooding in the event of a Pump Station not being operational. The location of the seven Pump Stations are shown in the attached FIRM maps.

Enter the Latitude and Longitude coordinates for the project area.

Latitude: 42.21

Longitude: -72.6

Attachments:

Hazard Information

Select hazards to be mitigated

Flood

If other hazards, please specify

If you would like to make any comments, please enter them below.

The project is designed to increase the reliability of seven Flood Control Pump Stations thus mitigating potential flood hazards as a result of a Pump Station failure.

Attachments:

[Holyoke_FIRM2501420004B.pdf](#)

[Holyoke_FIRM2501420006B.pdf](#)

FIRM Information

Is the project located within a hazard area:

Floodplain

If other identified high hazard area, please specify:

Is there a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map (FHBM) available for your project area?

Yes

Enter FIRM Panel Number:

250142 0004B and 0006B

Is the project site marked on the map?

Electronic map attached

Select Flood Zone Designation

Area of moderate flood hazards (B, X)

Scope of Work

What are the goals and objectives of this activity?

The primary goal of this project is to upgrade the electrical switchgear at seven Flood Control Pump Stations in order to enhance and improve the reliability of these stations to operate during high river conditions. Secondary objectives are to: eliminate personnel health and safety risk associated with manual operation of 2300 volt breaker switches at Pump Stations 1 - 4; avoid the need for certified linemen and/or splicers to man Pump Stations 1 – 4 (when demands to keep the Holyoke power grid operational by the same linemen and splicers will be greatest); reduce the potential of fire hazards associated with oil filled breakers; enhance the availability of electrical parts; and reduce the level of labor hours necessary to man these stations by automating the stations by means of telemetry.

Briefly describe the need for this activity.

Failure of any of the seven Pump Stations to operate during high stage river flows could result in flooding of downtown Holyoke and/or the industrial and manufacturing operations along the Connecticut River. While the mechanical motors, pumps and valves as well as the structural integrity of the Pump Stations are in good condition, the electrical switchgear has been identified as obsolete, non-conforming to electrical and OSHA standards, and potentially unreliable. As time proceeds the availability of parts is becoming problematic, to the point that plans for borrowing parts from one station to allow the operation of another station are being formulated. In addition to the reliability issues outlined above, there are concerns relative to personnel health and safety and fire prevention as a result of using electrical technology that is over 50 years old and outdated.

Describe the problems this activity will address.

The problems addressed by this project are outlined in the Problem Description on page 5. These include improved reliability of the Pump Stations, reduced health and safety risks, reduced fire hazard potential, and a reduction in the annual operation and maintenance cost associated with manning the stations during prolonged high river conditions.

Describe the methodology for implementing this activity.

The methodology for implementing this program consists of replicating the design and upgrade of the electrical switchgear at seven discrete locations and installing telemetry at each location that is compatible with the existing supervisory control and data acquisition (SCADA) program used by the operations staff at the city's wastewater treatment plant (WWTP). Design and construction oversight of the electrical switchgear will be managed by HG&E personnel who are familiar with the limitations of the existing installations. We envision the designs to be easily replicated from one Pump Station to the next. The new design will upgrade the 2300 V switchgear with 480 V motor control panels and install 2300 V to 480 V transformers. The design should be based on low maintenance, high reliability vacuum breaker technology combined with state of the art microprocessor based protective relay systems. Each station should also be provided with a storage battery system to ensure relay operation and breaker tripping under fault conditions and provide SCADA remote indication during outages. The design and installation of the telemetry and SCADA upgrade will be coordinated by United Water Services personnel (contract operator of the city's WWTP and flood control facilities). The objective of the telemetry system is to improve instrumentation, control and operation of the remote Flood Control Pump Stations, and thus eliminate manual monitoring and operation of the stations. Preliminary design plans have already been initiated for installing the telemetry at the seven pump stations. A Radio Path Study was performed to determine what hardware, cable lengths and antenna heights are needed to communicate from the central operations control office at the WWTP to the seven pump stations. The study confirmed radio communications as a viable option for communicating with the remote pump stations.

If you would like to make any comments, please enter them below.

Attachments:

Enter Work Schedule

Description Of Task	Starting Point	Unit Of Time	Duration	Unit Of Time	Work Complete By
1. Design Electrical Switchgear at 7 Flood Control Stations	1	MONTHS	3	MONTHS	City of Holyoke through Holyoke Gas and Electric
2. Design SCADA and Telemetry	1	MONTHS	3	MONTHS	City of Holyoke through United Water
3. Order and Purchase Equipment	4	MONTHS	4	MONTHS	City of Holyoke through Holyoke Gas and Electric
4. Install Equipment	8	MONTHS	2	MONTHS	City of Holyoke through Holyoke Gas and Electric and United Water
5. Long Term Maintenance	10	MONTHS	1	MONTHS	City of Holyoke through Holyoke Gas and Electric and United Water
Estimate the total duration of the proposed activity:			9	MONTHS	

Properties**Damaged Property Address:**

Address line 1

Address line 2

City

County

State

ZIP

Owner Information:

First Name

Middle Name

Last Name

Phone

Home

Cell

Office

Ext.

Other

Ext.

Owner's Mailing Address:

Address line 1

Address line 2

Other (PO Box, Route, etc)

City

State

ZIP

Does this property
have other co-owners
or holders of recorded interest?

Property Information:

Age of structure (year built)

[SHPO](#) Review[SHPO](#) Reviewed Date

Structure Type

Foundation type

Basement

Type of Residence

Parcel Number

Property Tax Identification Number

[Latitude](#)

[Longitude](#)

Does this property have an [NFIP Policy Number](#)

No

Policy Number

Insurance Policy Provider

Select hazard to be mitigated:

Damage Category

[Pre-Event Fair Market Value](#)

[Benefit Cost Analysis](#) Performed

[Benefit Cost Ratio](#)

Legal Description

Property Information II:

* Primary Property Action

Secondary Property Actions

Flood Hazard

[Base Flood Elevation](#)

feet

[First Floor Elevation](#)

feet

Number of feet the lowest floor elevation of the structure is being raised
above Base Flood Elevation (only applicable when Property Action is Elevation)

feet

Flood Source

Property located within

Is there a [Flood Insurance Rate Map \(FIRM\)](#) available for your project
area?

Is the property site marked on the map?

* [Flood Zone Designation](#)

FIRM Information (Flood Maps)

Community Name	CID Number	FIRM Panel Number	Effective Date
Comments			
Attachments			

Decision Making Process

Describe the process you used to decide that this project is the best solution to the problem.

In 2008, HG&E, City of Holyoke and United Water Services convened to review potential projects for PDM Grant application. The Conservation Commission Director, who was the primary author of the Holyoke Natural Disaster Mitigation Plan was present to review the potential projects. Initial discussions centered around flooding because flooding is identified in the Holyoke Plan as having a High Risk Index of 1. The flood protection system constructed in Holyoke is part of the Comprehensive Plan for the Control of Floods in the Connecticut River Basin that was authorized by the Flood Control Act of 1938. Portions of the upper (northern) and lower (southern) sections of Holyoke were flooded in 1936 and again in 1938. The design of the flood protection system was based on providing concrete walls and dikes to a height higher than the maximum stage of the greatest flood of record at that time (the flood of March 1936). In the upper part of the city, construction of the flood protection system was initiated in December 1938 and completed in October 1940. The concrete wall and dikes in the lower (southern) section of the city was initiated in April 1947 and completed in February 1950. Design and construction of the flood protection system at Holyoke was the most difficult and complicated of any of the facilities along the Connecticut River due to the numerous miles of canals, the many tailrace outlets that would need to breach the flood protection system and the need for maintaining the network of railroads that serviced the mills and factories along the waterfront. The City of Holyoke is responsible for the oversight of the Operation and Maintenance Plan for the Flood Control Protection System. The O&M plan is implemented jointly by the Holyoke Department of Public Works, HG&E, United Water Services (contract operator for the WWTP and flood control facilities), and the local railroad operators. The O&M plan is updated on a regular basis to address operation and maintenance issues relative to tailraces and drainage structures, pump stations, etc. and to note changes in land use, property ownership transfers, etc. As part of the Flood Control Protection System review elements of the system are evaluated and potential vulnerabilities are identified. The following projects were considered: In general the dikes and concrete floodwalls have been inspected and are in good structural conditions. Likewise the drainage structures have been inventoried and are in good condition. There are 18 stop log structures, of which a number will need improvements, although the invert elevations of the stop logs needing improvements are relatively high and are not perceived as a high priority. The Pump Stations have been identified as a potential vulnerability due to the critical service that they provide to the Flood Control Protection System. Three potential projects related to the Pump Stations were considered: (1) The issue of standby power was thought to be a high priority, and installing generators at each of the pump stations was considered. However, dual power sources are available to all seven pump stations, and it was decided that sufficient redundancies are in place. (2) The mechanical and structural condition of the pump stations are likewise good considering that the pump stations are almost 70 years old. (3) The area that was identified as having the highest vulnerability is the electrical switchgear, which is the subject of this grant application.

Explain why this project is the best alternative.

In summary, we believe that our systematic analysis (described above) of the Holyoke Flood Control Protection System has identified a project that will mitigate the greatest threat to the City that is a problem and not a symptom. The subject project is focused on the areas protected by the Holyoke flood protection system (essentially portions of the downtown area and the mills and industries along the Connecticut River), that also has the greatest potential for losses due to flooding. Maintaining the integrity of the Holyoke flood control system is extremely important since these facilities mitigate flooding to a number of critical facilities. These include the power generation facilities owned and operated by HG&E, the wastewater treatment facilities servicing the entire City of Holyoke, railroad transportation lines serving the industrial waterfront operations and numerous mills, manufacturing operations and commercial establishments within the flood protection zone.

Comments:

As part of our analysis we have not identified any adverse impacts as a result of our project to environmental, historic preservation, natural, cultural or historic resources. In general our proposed project is not intrusive and will not entail any soil excavation or below surface disturbances. All elements of the project will be limited to within the existing Pump Stations.

Attachments:

405.1 - Other Minor Flood Control

Federal Share: \$ 967,444.00

Item Name	Cost Classification	Unit Quantity	Unit of Measure	Unit Cost (\$)	Cost Estimate (\$)
1. Design Electrical Switchgear at 7 Flood Station	Architectural Engineering Basic Fees	1.00	Each	\$ 70,000.00	\$ 70,000.00
2. Design SCADA and Telemetry	Architectural Engineering Basic Fees	1.00	Each	\$ 20,700.00	\$ 20,700.00
5. Present Value of Annual Maintenance	Miscellaneous	1.00	Each	\$ 62,045.00	\$ 62,045.00
4. Install Equipment	Construction And Project Improvement	7.00	Each	\$ 50,000.00	\$ 350,000.00
3. Purchase/Order Equipment	Equipment	7.00	Each	\$ 112,457.00	\$ 787,199.00
				Total Cost	\$ 1,289,944.00

Total Project Cost Estimate: \$ 1,289,944.00

Match Sources

Activity Cost Estimate	\$ 1,289,944.00	
Federal Share Percentage	74.99891468%	
Non-Federal Share Percentage	25.00108532%	
	Dollars	Percentage
Proposed Federal Share	\$ 967,444.00	74.99891468%
Proposed Non-Federal Share	\$ 322,500.00	25.00108532%

Matching Funds

Source Agency	Name of Source Agency	Funding Type	Amount (\$)	Action
Local Agency Funding	City of Holyoke General Funds	Cash	\$ 260,000.00	View Details
Local Agency Funding	City of Holyoke	Labor	\$ 62,500.00	View Details
Grand Total			\$ 322,500.00	

If you would like to make any comments, please enter them below.

Attachments

Funding Source	Local Agency Funding
Name of Funding Source	City of Holyoke General Funds
Funding Type	Cash
Amount	\$ 260,000.00
Date of availability	01-01-2010
Funds commitment letter date	
Attachment (funds commitment letter)	

Funding Source	Local Agency Funding
Name of Funding Source	City of Holyoke
Funding Type	Labor
Amount	\$ 62,500.00

Date of availability	01-01-2010
Funds commitment letter date	
Attachment (funds commitment letter)	

Cost Effectiveness Information

Attach the Benefit Cost Analysis (BCA), if completed for this project

[HolyokeBCA1.XLS](#)

What is the source and type of the problem?

See attached file: HolyokeBCAText.doc

How frequent is the event?

See attached file: HolyokeBCAText.docdoc

How severe is the damage?

See attached file: HolyokeBCAText.doc

What kinds of property are at risk?

See attached file: HolyokeBCAText.doc

Are there better, alternative ways to solve the problem?

See attached file: HolyokeBCAText.doc

Are the mitigation project costs well documented and reasonable?

Yes

If you would like to make any comments, please enter them below.

Attachments:

[HolyokeBCA Text.doc](#)

Damage History

Date	Event	Description of Damage	Amount of Damage
		Total Amount of Damage	\$ 0.00

A. National Historic Preservation Act - Historic Buildings and Structures

- * 1. Does your project affect or is it in close proximity to any buildings or structures 50 years or more in age? Yes

If Yes, you must confirm that you have provided the following:

- ☒ The property address and original date of construction for each property affected (unless this information is already noted in the Properties section),
- ☒ A minimum of two color photographs showing at least three sides of each structure (Please label the photos accordingly),
- ☒ A diagram or USGS 1:24,000 scale quadrangle map displaying the relationship of the property(s) to the project area.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☒ Information gathered about potential historic properties in the project area, including any evidence indicating the age of the building or structure and presence of buildings or structures that are listed or eligible for listing on the National Register of Historic Places or within or near a National Register listed or eligible historic district. Sources for this information may include the State Historic Preservation Officer, and/or the Tribal Historic Preservation Officer (SHPO/THPO), your local planning office, historic preservation organization, or historical society.
- ☒ Consideration of how the project design will minimize adverse effects on known or potential historic buildings or structures, and any alternatives considered or implemented to avoid or minimize effects on historic buildings or structures. Please address and note associated costs in your project budget.
- ☐ For acquisition/demolition projects affecting historic buildings or structures, any data regarding the consideration and feasibility of elevation, relocation, or flood proofing as alternatives to demolition.
- ☒ Attached materials or additional comments.

Comments:

The Flood Control Stations that will be modified were constructed in the 1930's. The modifications to the stations will be interior modifications that will not be visible from the exterior of the station. Therefore, neither the Flood Control Stations nor any nearby historic structures would be affected. The Flood Control Pump Stations are not listed on the National Register of Historic Places.

Attachments:

[NRHPSearchHolyoke.xls](#)

B. National Historic Preservation Act - Archeological Resources

- * 1. Does your project involve disturbance of ground? No

If Yes, you must confirm that you have provided the following:

- ☐ A description of the ground disturbance by giving the dimensions (area, volume, depth, etc.) and location
- ☐ The past use of the area to be disturbed, noting the extent of previously disturbed ground.
- ☐ A USGS 1:24,000 scale or other site map showing the location and extent of ground disturbance.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Any information about potential historic properties, including archeological sites, in the project area. Sources of this information may include SHPO/THPO, and/or the Tribe's cultural resources contact if no THPO is designated. Include, if possible, a map showing the relation of any identified historic properties to the project area.
- ☐ Attached materials or additional comments.

Comments:

Attachments:

C. Endangered Species Act and Fish and Wildlife Coordination Act

- * 1. Are Federally listed threatened or endangered species or their critical habitat present in the area affected by the project? No

If Yes, you must confirm that you have provided the following:

- ☐ Information you obtained to identify species in or near the project area. Provide the source and date of the information cited.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Any request for information and associated response from the USFWS, the National Marine Fisheries Service (NMFS) (for affected ocean-going fish), or your State Wildlife Agency, regarding potential listed species present and potential of the project to impact those species.
- ☒ Attached materials or additional comments.

Comments:

Because the upgrade to the electrical and instrumentation will only be conducted in existing interior spaces and exterior concrete pads that already contain electrical equipment (with no disturbance of the ground surface), it is unlikely there will be adverse impacts to wildlife or vegetation. However, we have initiated correspondence with the US Fish and Wildlife Service to confirm. Our letter to them is attached.

- * 2. Does your project remove or affect vegetation? No

If Yes, you must confirm that you have provided the following:

- ☐ Description of the amount (area) and type of vegetation to be removed or affected.
- ☐ A site map showing the project area and the extent of vegetation affected.
- ☐ Photographs or digital images that show both the vegetation affected and the vegetation in context of its surroundings.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Attached materials or additional comments.

Comments:

* 3. Is your project in, near (within 200 feet), or likely to affect any type of waterway or body of water? Yes

If Yes, and project is not within an existing building, you must confirm that you have provided the following:

- ☒ A USGS 1:24,000 scale quadrangle map showing the project activities in relation to all nearby water bodies (within 200 feet).
- ☒ Any information about the type of water body nearby including: its dimensions, the proximity of the project activity to the water body, and the expected and possible changes to the water body, if any. Identify all water bodies regardless whether you think there may be an effect
- ☒ A photograph or digital image of the site showing both the body of water and the project area.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Evidence of any discussions with the US Fish and Wildlife Service (USFWS), and/or your State Wildlife Agency concerning any potential impacts if there is the potential for the project to affect any water body.
- ☒ Attached materials or additional comments.

Comments:

The flood stations that will receive improved electrical and instrumentation are located within 200 feet of the Connecticut River.

Attachments:

[Holyoke_End_Species_Doc.pdf](#)
[HolyokeAerialFlood Stations 1-7.pdf](#)

D. Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands)

- * 1. Will the project involve dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designated as "waters of the U.S" as identified by the US Army Corps of Engineers or on the National Wetland Inventory? No

If Yes, you must confirm that you have provided the following:

- ☐ Documentation of the project location on a USGS 1:24,000 scale topographic map or image and a copy of a National Wetlands Inventory map or other available wetlands mapping information.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☐ Request for information and response letter from the US Army Corps of Engineers and/or State resource agencies regarding the potential for wetlands, and applicability of permitting requirements.
- ☐ Evidence of alternatives considered to eliminate or minimize impacts to wetlands.
- ☐ Attached materials or additional comments.

Comments:

Attachments:

E. Executive Order 11988 (Floodplain Management)

- * 1. Does a Flood Insurance Rate Map (FIRM), Flood Hazard Boundary Map (FHBM), hydrologic study, or some other source indicate that the project is located in or will affect a 100 year floodplain, a 500 year floodplain if a critical facility, an identified regulatory floodway, or an area prone to flooding? Yes

If Yes, please indicate in the text box below any documentation to identify the means or the alternatives considered to eliminate or minimize impacts to floodplains (See the 8 step process found in 44 CFR Part 9.6.) to help FEMA evaluate the impact of the project:

The flood control stations that would receive upgraded electrical and instrumentation are located in the 100-year floodplain. However, the project will not affect the 100-year floodplain.

- * 2. Does the project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation? No

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☐ Hydrologic/hydraulic information from a qualified engineer to demonstrate how drainage and flood flow patterns will be changed and to identify down and upstream effects.
- ☐ Evidence of any consultation with US Army Corps of Engineers (may be included under Part D of the Environmental Information).
- ☐ Request for information and response letter from the State water resource agency, if applicable, with jurisdiction over modification of waterways.
- ☐ Attached materials or additional comments.

Comments:

Attachments:

F. Coastal Zone Management Act

* 1. Is the project located in the State's designated coastal zone?

No

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☐ Information resulting from contact with the appropriate State agency that implements the coastal zone management program regarding the likelihood of the project's consistency with the State's coastal zone plan and any potential requirements affecting the cost or design of the proposed activity.
- ☐ Attached materials or additional comments.

Comments:

Attachments:

G. Farmland Protection Policy Act

* 1. Will the project convert more than 5 acres of "prime or unique" farmland outside city limits to a non-agricultural use?

No

Comments:

Attachments:

H. RCRA and CERCLA (Hazardous and Toxic Materials)

- * 1. Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project? No

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☐ Comments and any relevant documentation.
- ☐ Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.
- ☐ Attached materials or additional comments.

Comments:

- * 2. Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project? No

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☐ Comments and any relevant documentation.
- ☐ Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.
- ☐ Attached materials or additional comments.

Comments:

- * 3. Does any project construction or operation activities involve the use of hazardous or toxic materials? Yes

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☒ Comments and any relevant documentation.
- ☐ Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.
- ☒ Attached materials or additional comments.

Comments:

The project will involve removal of oil-filled electrical equipment.

- * 4. Do you know if any of the current or past land-uses of the property affected by the proposed project or of the adjacent properties are associated with hazardous or toxic materials? Yes

If Yes, please indicate below any other information you are providing to help FEMA evaluate the impact of the project:

- ☒ Comments and any relevant documentation.
- ☒ Results of any consultations with State or local agency to obtain permit with requirements for handling, disposing of or addressing the effects of hazardous or toxic materials related to project implementation.
- ☒ Attached materials or additional comments.

Comments:

PCB Oils were removed from the flood control pump stations in the 1980s. There are no known spills of oils or PCBs at the stations.

Attachments:

I. Executive Order 12898, Environmental Justice for Low Income and Minority Populations

- * 1. Are there low income or minority populations in the project's area of effect or adjacent to the project area? Yes

If Yes, you must confirm that you have provided the following:

- ☒ Description of any disproportionate and adverse effects to these populations.

To help FEMA evaluate the impact of the project, please indicate below any other information you are providing:

- ☒ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.
- ☐ Attached materials or additional comments.

Comments:

Twenty-five percent (25%) of the Population of the City of Holyoke has income that is below the poverty line. The proposed project will benefit the entire population by preventing critical flooding from a failure at the flood control stations. The Holyoke Local Natural Hazard Mitigatin Plan indicates that flooding could affect 10 to 40% of the population. Therefore 2.5% to 10% of the people below the poverty level could be affected by a flood.

Attachments:

J. Other Environmental/Historic Preservation Laws or Issues

- * 1. Are there other environmental/historic preservation requirements associated with this project that you are aware of? No

If Yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.

- * 2. Are there controversial issues associated with this project? No

If Yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.

- * 3. Have you conducted any public meeting or solicited public input or comments on your specific proposed mitigation project? No

If Yes, please indicate in the text box below a description of the requirements, issues or public involvement effort.

Attachments:

K. Summary and Cost of Potential Impacts

- * 1. Having answered the questions in parts A. through J., have you identified any aspects of your proposed project that have the potential to impact environmental resources or historic properties? No

If Yes, you must confirm that you have:

- ☐ Evaluated these potential effects and provided the materials required in Parts A through J that identify the nature and extent of potential impacts to environmental resources and/or historic properties.
- ☐ Consulted with appropriate parties to identify any measures needed to avoid or minimize these impacts.
- ☐ Considered alternatives that could minimize both the impacts and the cost of the project.
- ☐ Made certain that the costs of any measures to treat adverse effects are realistically reflected in the project budget estimate.

Comments:

Attachments:

Maintenance Schedule and Costs

Provide a maintenance schedule including cost information

Annual inspections will be completed for all seven pump stations. The new vacuum switches are low maintenance. A recommended annual maintenance cost of \$1,500 per year has been applied to the cost estimate and the BCA.

Identify entity that will perform any long-term maintenance

Holyoke Gas and Electric

If you would like to make any comments, please enter them below.

Attach letter from entity accepting performance responsibility

Evaluation Information (Part 1 of 4)

Is the recipient participating in the Community Rating System (CRS) ?	No
If yes, what is their CRS rating ?	
Is the recipient a Cooperating Technical Partner (CTP) ?	No
Is the recipient a Firewise Community ?	No
If yes, please provide their Firewise Community number.	
Has the recipient adopted building codes consistent with the International Codes ?	Yes
Has the recipient adopted the National Fire Protection Association (NFPA) 5000 Code ?	Yes
Have the recipient's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS) ?	No
If yes, what is their BCEGS rating?	
Is the recipient a Disaster Resistant University ?	No
Is the recipient a Historically Black College or University or a Tribal College or University ?	No

Evaluation Information (Part 2 of 4)

Describe the desired outcome and methodology of the mitigation activity in terms of mitigation objectives to be achieved.

The primary goal of this project is to upgrade the electrical switchgear at seven flood control Pumping Stations in order to enhance and improve the reliability of these stations to operate during high river conditions. Secondary objectives are to: eliminate personnel health and safety risk associated with manual operation of 2300 volt breaker switches at Pump Stations 1 - 4; avoid the need for certified linemen and/or splicers to man Pump Stations 1 – 4 (when demands to keep the Holyoke power grid operational by the same linemen and splicers will be greatest); reduce the potential of fire hazards associated with oil filled breakers; enhance the availability of electrical parts; and reduce the level of labor hours necessary to man these stations by automating the stations by means of telemetry.

Describe performance expectations and timeline for interim milestones and overall completion of mitigation activity.

As shown in the schedule of this application, the designs for the systems will require 3 months to complete, because of its size and complexity, the new switches will require 4 months to be received once ordered, and installation is estimated to take 2 months. The entire project is expected to take 9 months to complete.

Describe how you will manage the costs and schedule, and how you will ensure successful performance.

The Holyoke Department of Public Works will provide the overall management of this program. The Department has an annual 2009 budget of \$4,985,000 and staff routinely supervise and manage projects similar in scope to the subject program. United Water Service personnel will coordinate the design and purchase of telemetry and SCADA equipment while staff from HG&E will assume the technical lead in specifying the electrical switchgear.

Describe the staff and resources needed to implement this mitigation activity and the applicant's ability to provide these resources.

As noted above, the staff from the Holyoke DPW will serve as the overall program manager for this project. DPW staff have been intimately involved in the operation and maintenance of the Holyoke flood control pump stations over the past 30 years. United Water Service staff will coordinate the telemetry and SCADA implementation. United Water is the largest contract operator of water and wastewater services in the United States and has coordinated telemetry and SCADA projects in over 100 cities, including Holyoke. United Water personnel will ensure the compatibility of the proposed flood control instrumentation with the recently installed telemetry and SCADA installed as part of the Holyoke WWTP upgrade. HG&E, as the provider of electrical power throughout Holyoke and a wholly owned subsidiary of the City of Holyoke, is ideally qualified and motivated to ensure that the electrical switchgear component of this project is correctly specified and installed within the established budgets.

If applying for multiple mitigation activities, how do these activities relate?

Not applicable

Evaluation Information (Part 3 of 4)

How will this mitigation activity leverage involvement of partners to enhance its outcome?

Primary partners on this project are the City of Holyoke DPW, its' sister company HG&E and the city's wastewater contract operator United Water Services. The operation and maintenance of the flood control pump stations has essentially been shared for many years between the three parties. Implementation of this program will represent an enhancement to all three parties who are jointly concerned about the vulnerability of these pump stations as a result of obsolete electrical switchgear and instrumentation.

How will this mitigation activity offer long-term financial and social benefits?

The City of Holyoke was devastated by floods in 1936 and again 1938. The flood control facilities subsequently installed have prevented further floods in the past 60 years and thus mitigated serious financial and social liabilities. The reliable operation of these facilities is critical to the long-term financial viability of the city as well as the social well being of the commercial and manufacturing operations in the city.

How does this mitigation activity comply with Federal laws and Executive Orders, and how is it complementary to other Federal programs?

As shown on the Assurances and certifications section, the mitigation activity is compliant with federal laws and executive orders.

What outreach activities are planned relative to this mitigation activity (e.g., signs, press releases, success stories, developing package to share with other communities, losses avoided analysis) and/or how will this mitigation activity serve as a model for other communities (i.e. Do you intend to mentor other communities, Tribes or States? Do you intend to prepare a description of the process followed in this activity so that others may learn from the example?)?

The City will issue a press release announcing the project. The City is also involved in the Pioneer Valley Planning Commission, and will share the project concepts and information with the other member communities.

Evaluation Information (Part 4 of 4)

Please provide the percent of the population benefiting from this mitigation activity. 10.0

Please explain your response.

The Holyoke Local Natural Hazard Mitigation Plan identifies that 10% to 40% of the population could be affected by flooding within the next year. In the event of a critical failure of the antiquated electrical equipment, we have assumed that 10% would be affected.

Net Present Value of Project Benefits (A)

\$ 1438455.00

Total Project Cost Estimate (B)

\$ 1289945.00

What is the Benefit Cost Ratio for the entire project (A/B)?

1.115

Analysis Type

FEMA BCA software methodology

What is the primary hazard data used for the BCA?

Flood

What secondary hazards were considered during the BCA?

Other Secondary Hazard

Does this mitigation activity protect a critical facility?

Yes

If yes, please select the type of critical facilities to be protected

Power Facilities, Sewer and wastewater treatment Facilities

Comments:

NO Benefit was calculated for the potential benefit to the critical facilities.

Name

Date Attached

[HolyokeBCA1.XLS](#)

11-21-2008

Comments and Attachments

Name of Section	Comment	Attachment	Date Attached
Mitigation Plan Information		HolyokeHMPPages_Final_2007[1].pdf	11-21-2008
Mitigation Activity Information	The City of Holyoke owns, operates and maintains an extensive flood control system along the Connecticut River. An integral component of the flood control system is a series of seven flood control pump stations that were constructed in the late 1930s and 1940s. The electrical switchgear and instrumentation for these pump stations is obsolete and needs to be upgraded in order to eliminate the risk posed by the antiquated electrical system. The proposed project will not disturb more than one acre of land.	HolyokeFlood StationPhotos.pdf	11-21-2008
Hazard Information	The project is designed to increase the reliability of seven Flood Control Pump Stations thus mitigating potential flood hazards as a result of a Pump Station failure.	Holyoke_FIRM2501420004B.pdf	11-21-2008
		Holyoke_FIRM2501420006B.pdf	11-21-2008
Decision Making Process	As part of our analysis we have not identified any adverse impacts as a result of our project to environmental, historic preservation, natural, cultural or historic resources. In general our proposed project is not intrusive and will not entail any soil excavation or below surface disturbances. All elements of the project will be limited to within the existing Pump Stations.		
Cost Effectiveness Information		HolyokeBCA1.XLS	11-21-2008
		HolyokeBCA Text.doc	11-21-2008
Evaluation Information	NO Benefit was calculated for the potential benefit to the critical facilities.	HolyokeBCA1.XLS	11-21-2008

Assurances and Certifications

Please click the link in the status column to view forms.

Forms

Status

Part II: FEMA Form 20-16B, Assurances **Construction** Programs.

[Complete](#)

Part II: FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements.

[Complete](#)

Part III: SF-LLL, Disclosure of Lobbying Activities (Complete only if applying for a grant of more than \$100,000 and have lobbying activities using Non-Federal funds. See Form 20-16C for lobbying activities definition.)

Not Applicable

**APPLICATION FOR
FEDERAL ASSISTANCE
(SF 424)**1. TYPE OF SUBMISSION
Construction

2. DATE SUBMITTED

Applicant Identifier

3. DATE RECEIVED BY
STATE

State Application Identifier

4. DATE RECEIVED BY
FEDERAL AGENCY

Federal Identifier

5. APPLICANT INFORMATION

Legal Name
Holyoke Department of Public WorksAddress
63 Canal Street,
Holyoke, MA 01040-5836Organizational Unit
Holyoke Department of Public WorksName and telephone number of the
person to be contacted on matters
involving this application
Matthew Sokop, 413-322-56456. EMPLOYER IDENTIFICATION NUMBER (EIN)
04-6001393

6.a. DUNS NUMBER

7. TYPE OF APPLICANT
Local Government8. TYPE OF APPLICATION
Project Application9. NAME OF FEDERAL AGENCY
Federal Emergency Management Agency

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE

11. DESCRIPTIVE TITLE OF
APPLICANT'S PROJECT
City of Holyoke, MA Flood Control Pump
Stations Electrical and Telemetry
Systems12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)
HAMPDEN COUNTY13. PROPOSED PROJECT:
Start Date:
End Date :14. CONGRESSIONAL DISTRICTS OF:
a. Applicant MAFirst
b. Project MAFirst

15. ESTIMATED FUNDING

a. Federal

\$ 967,444.00

b. Applicant

\$ 0.00

c. State

\$ 0.00

d. Local

\$ 322,500.00

e. Other

\$ 0.00

f. Program Income

\$ 0.00

g. TOTAL

\$ 1,289,944.00

16. IS APPLICATION SUBJECT TO
REVIEW BY STATE EXECUTIVE
ORDER 12372 PROCESS?
No, Program is not covered by E.O.
1237217. IS THE APPLICANT DELINQUENT
ON ANY FEDERAL DEBT?
No18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY
OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Name of Authorized Representative

b. Title

c. Telephone Number

THE CITY OF HOLYOKE

LOCAL NATURAL HAZARDS MITIGATION PLAN



Adopted by the Holyoke City Council on _____

**Prepared by:
The Holyoke Natural Hazards Mitigation Planning Committee**

with technical assistance provided by
The Pioneer Valley Planning Commission
26 Central Street, Suite 34
West Springfield, MA 01089
(413) 781-6045
www.pvpc.org

*This project was funded by a grant received from the Massachusetts Emergency Management Agency (MEMA)
and the Massachusetts Department of Conservation Services (formerly the Department of Environmental
Management)*

Holyoke - Hazard Index

The hazard index ratings were determined after assessing the frequency, location and impact classifications for each hazard. The hazard index ratings are based on a scale of 1 (highest risk) through 5 (lowest risk). The ranking is qualitative and is based, in part, on local knowledge of past experiences with each type of hazard. The size and impacts of a natural hazard can be unpredictable however; many of the mitigation strategies currently in place and many of those proposed for implementation can be applied to the expected natural hazards, regardless of their unpredictability.

Table 3-6
Hazard Identification and Analysis Worksheet for Holyoke

TYPE OF HAZARD	FREQUENCY OF OCCURRENCE	LOCATION OF OCCURRENCE	IMPACT	HAZARD RISK INDEX RATING
Flooding	Moderate	Medium	Critical	1
Severe Snowstorms/Ice Storms	Moderate	Large	Limited / Critical	3
Severe Thunderstorms (microbursts) which cause wind damage	Moderate	Medium	Limited/Critical	3
Hurricanes	Low	Large	Limited / Critical	3
Tornadoes	Very Low	Small	Critical	4
Wildfire/Brushfire	High	Medium	Minor	2
Earthquakes	Very Low	Large	Critical	5
Dam Failures	Moderate	Medium	Critical/Catastrophic	1
Drought	Very Low	Large	Minor	5
Extreme Heat	Moderate	Medium	Limited	4
Lightning Strikes	Moderate	Small	Minor	2
Radon Air/Water	Very Low	Large	Minor	5
Man-made Hazards: Hazardous Materials	Low	Medium	Critical/Catastrophic	4

Vulnerability Assessment—

The following is a list of natural and manmade disasters, and the areas affected by them, that have or could affect the City of Holyoke. The Past and Potential Hazards Map at the end of this Plan reflects the contents of this list.

In order to determine estimated losses due to natural and man made hazards in Holyoke, each hazard area was analyzed with results shown below. Human losses are not calculated during this exercise, but could be expected to occur depending on the type and severity of the hazard. Most of these figures exclude both the land value and contents of the structure. The value of all structures in the City of Holyoke, including exempt structures such as schools and churches, is \$2,336,440,444 as of 2005. The median value of a home in Holyoke is \$106,600 according to the 2000 Census. The data below was calculated using FEMA's Understanding Your Risks: Identifying Hazards and Estimating Losses, August 2001. In addition, the Committee completed the Vulnerability Assessment Worksheets which provided more data to estimate the potential losses.

Past and Potential Hazards

Flooding (100-year base flood): Moderate Risk

In this section, a preliminary vulnerability assessment was prepared to evaluate the potential impact that flooding could have on the portions of Holyoke located within the 100-year floodplain. Flooding was chosen for this evaluation because it is a natural hazard likely to impact the community and the location of the impact can be determined by mapping of areas inundated during severe flooding events. Flooding can be caused by severe storms, such as hurricanes, nor'easters, and microbursts, as well as ice dams and snow melt. The most severe danger to the city would be flooding caused by dam failure, but this is highly unlikely. To determine the vulnerability of the City, the property within the floodplain with the highest likelihood of damage was identified and preliminary damage assessments were then generated for classes of residential properties. The damage estimates presented in the following table are rough estimates and likely reflect a worst-case scenario. Computing more detailed damage assessments based on assessor's records is a labor-intensive task and beyond the scope of this project.

Table 3-7 includes damage estimates for residential property within the 100-year floodplain. The 1999 MacConnell Land Use Data from Mass GIS was used to delineate the land use categories and then property values for residential uses were estimated using

the median housing cost for Holyoke County of \$106,600.¹⁰ For the estimated number of people living in the floodplain, an average household size of 2.4¹¹ people was used.

Table 3-7
Developed Residential Land Located Within the 100-Year Floodplain

Land Use	Number of Acres	Estimated Number of People Impacted¹²	Estimated Number of Properties¹³	Estimated Real Property Value¹⁴
Residential Multi-family	0			
Residential < ¼ acre lots	0			
Residential ¼ to ½ acre lots	0			
Residential > ½ acre lots ¹⁵	19	34	14	\$1,666,000
Totals	19	34	14	\$1,666,000

Sources: Mass GIS/FEMA, 2000 U.S. Census and information adapted from Town of Holden Beach, North Carolina Community-Based Hazard Mitigation Plan, July 15, 2003.

Other types of land uses and critical facilities located within the floodplain include:

- Commercial (0.4 acres)
- Industrial (0 acres)
- Urban Open (1.5 acres)
- Transportation (0.2 acres)
- Waste Disposal (2 acres)

¹⁰ Figure courtesy of 2000 U.S. Census and represents Median Value for Specified Owner-Occupied Housing Units in 2000 for Holyoke.

¹¹ Figure courtesy of 2000 U.S. Census and represents calculated estimate of the number of people living in a household divided by the total number of households in Holyoke.

¹² This data in this column was calculated by multiplying the average household size of 2.4 people by estimated number of properties in a given residential acre. The number of properties in a given residential acre was estimated using an average min. lot size of lands within the 100-yr. Floodplain.

¹³ This data in this column was calculated by dividing the number of acres in each category by lot size to determine estimated number of properties.

¹⁴ The total real property value is determined by multiplying the median housing cost of \$106,600 by estimated number of properties in a given residential area.

¹⁵ Assumes an average lot size of 1.32 acres.

It is important to note that according to the US Census the median housing value in Holyoke in 2000, was \$106,600, which is lower than the median value of housing for Hampden County as a whole or \$117,400.

Flooding: Highest Risk

While there seems to be a significant risk of flooding in Holyoke, given the City's proximity to the Connecticut River, its canals and the amount of development that has occurred in the flood plain, the Holyoke Hazards Mitigation Committee has deemed flooding a highest risk rating based on occurrences in the past few years.

Severe Snowstorms/Ice Storms: Moderate Risk

Three types of winter events are heavy snow, ice storms and extreme cold which cause concern. Occasionally heavy snow years will collapse buildings. Ice storms have disrupted power and communication services. Extreme cold affects the elderly. Holyoke's recent history has not recorded any loss of life due to the extreme winter weather. These random events are difficult to set a cost to repair or replace any of the structures or utilities affected.

- Area has been subject to extremely heavy snow falls, records of early 1900s and into the 1950s and 1960s indicate this.
- Moderate risk City-wide due to snow, ice and extreme cold.
- 1969 heavy snow - several 3 feet events.
- 1988 temperature below 0 degrees for a month (Nov.-Dec.).
- Elderly are affected by extreme weather.

Hurricanes: Low Risk

Holyoke's location in the Connecticut River Valley reduces the risk of extremely high winds that are associated with hurricanes. The City has experienced small blocks of downed timber and uprooting of trees onto structures. Hurricanes can and do create flooding. Estimated wind damage 5% of the structures with 10% damage \$23,364,404. Estimated flood damage 10% of the structures with 20% damage \$43,304,579. Cost of repairing or replacing the roads, bridges, utilities, and contents of structures is not included.

- Connecticut River corridor at risk.
- 1938 hurricane was a major event - wind damage and flooding statewide.
- Power and phone lines - disruptions of services.
- Flooding/washing of evacuation routes.

5 – CURRENT MITIGATION STRATEGIES

Flooding

The Critical Facilities, Infrastructure, 1999 Land Use & Natural Hazards Map for the City of Holyoke shows the 100-year flood zone identified by FEMA flood maps. The 100-year flood zone is the area that will be covered by water as a result of a flood that has a one percent chance of occurring in any given year. The 100-year flood zone covers the Long Pond Cove and McNulty Park sections of the Connecticut River, as well as portions of Serendipity Stream, and its associated ponds, and sections of Broad Brook.

The major floods recorded in Holyoke during the 20th century have been the result of rainfall alone or rainfall combined with snowmelt. One of the goals of this Natural Hazards Mitigation Plan is to evaluate all of the City's existing policies and practices related to natural hazards and identify potential gaps in protection.

Management Plans

The Comprehensive Emergency Management (CEM) Plan for Holyoke lists the following generic mitigation measures for flood planning:

- Identify areas in the community that are flood prone and define methods to minimize the risk. Review National Flood Insurance Maps.
- Disseminate emergency public information and instructions concerning flood preparedness and safety.
- Strict adherence should be paid to land use and building codes, (e.g. Wetlands Protection Act), and new construction should not be built in flood-prone areas.
- Ensure that flood control works are in good operating condition at all times.
- Natural water storage areas should be preserved.
- Maintain plans for managing all flood emergency response activities including addressing potentially hazardous dams.

The Comprehensive Emergency Management (CEM) Plan for Holyoke lists the following generic preparedness and response measures for floods:

- Place EOC personnel on standby during stage of flood 'watch' and monitor NWS/New England River Forecast Center reports.

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #7
View of Breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



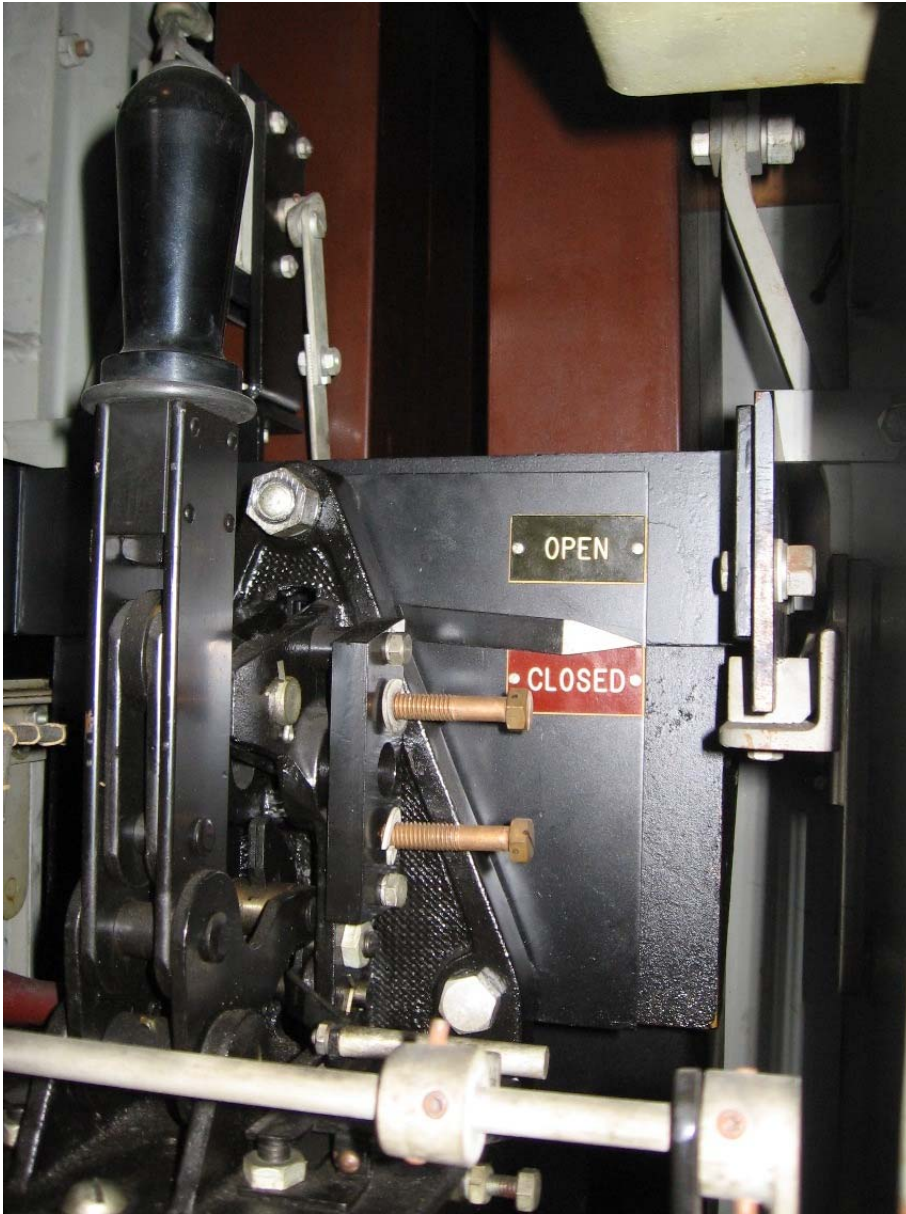
Flood Control Pump Station #1
Date of Construction Plaque

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Closeup of breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Closeup of breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Front view of switchgear lineup

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Protective blast suit required to operate breakers

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Electrician preparing to close breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Electrician preparing to close breaker

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Green pump and switchgear in background

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Manually operated line disconnect switch operator

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Incoming lead cable

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Antiquated protective relays

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Live front station service transformer

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations

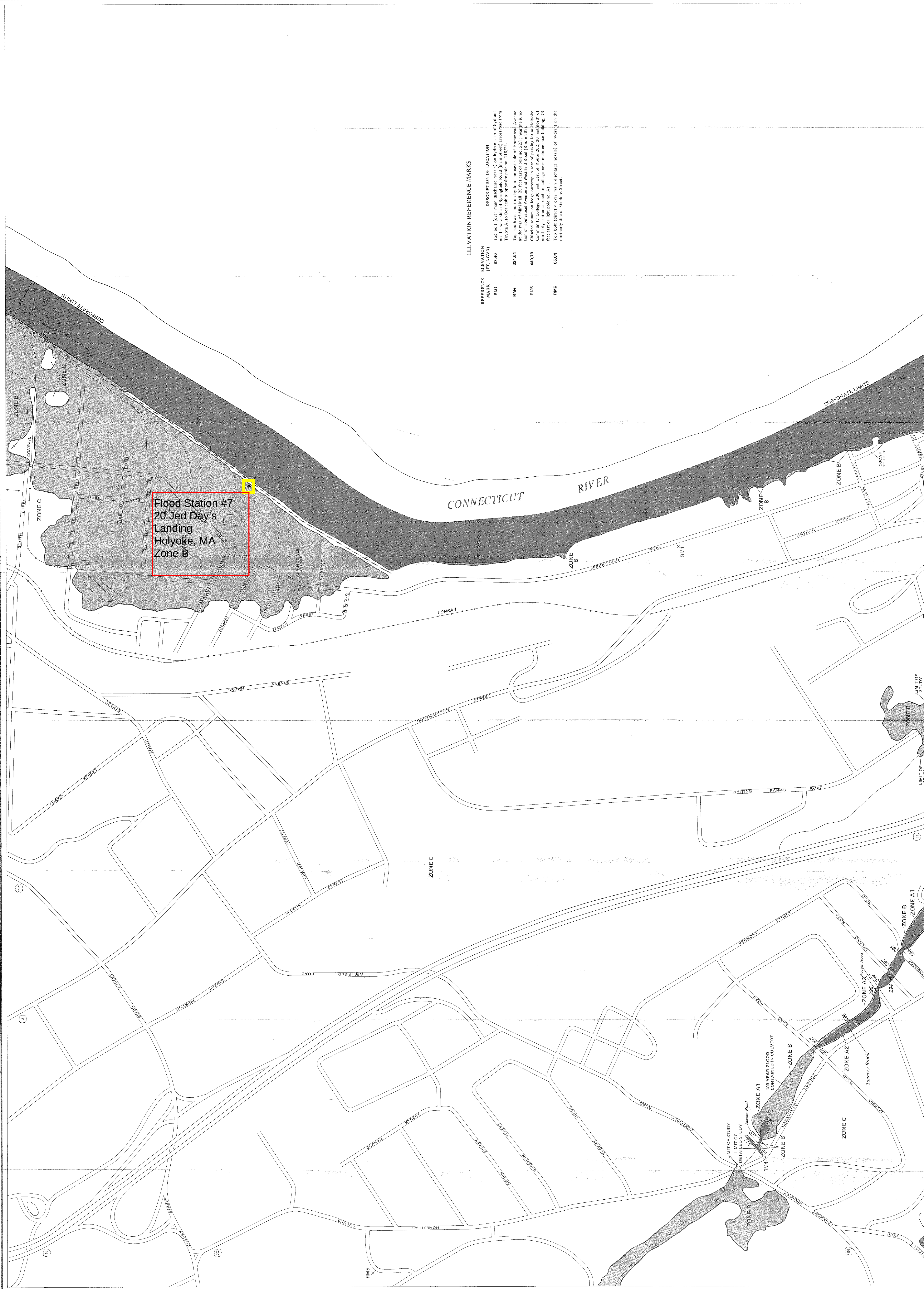


Flood Control Pump Station #1
Oil switch in substation

Photographs of Existing Conditions inside Flood Control Pump Stations
Holyoke Flood Control Pump Stations



Flood Control Pump Station #1
Name plate for oil switch in substation



KEY TO MAP	
100-year Flood Boundary	ZONE A
100-year Flood Boundary	ZONE B
Zone Designations With Flood Protection Date 1/2/274	ZONE A DATE ZONE B
100-year Flood Boundary	ZONE B
100-year Flood Boundary	ZONE B
Base Flood Elevation Line With Elevation in Feet	5/3
Where Uniform Within Zone**	(EL 987)
Elevation Reference Mark	RM7'X
River Mile	M1.5
**as referenced to the National Geodetic Vertical Datum of 1929	
*EXPLANATION OF ZONE DESIGNATIONS	
ZONE	EXPLANATION
A	Areas of 100-year flood: base flood elevations and flood hazard factors not determined.
A0	Areas of 100-year(1) shallow flooding where depths of inundation are shown, but no flood hazard factors are determined.
AH	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet; base flood elevations are determined, but no flood hazard factors are determined.
A1-A30	Areas of 100-year flood: base flood elevations and flood hazard factors not determined.
A50	Areas of 100-year flood to be protected by flood protection against water construction; base flood elevations and flood hazard factors not determined.
B	Areas between limits of the 100-year flood and 500-year flood, or certain areas that are 100 years where the contributing drainage area is less than one square mile and are protected by levees from the base flood (medium shading).
C	Areas of minimal flooding. (No shading)
D	Areas of undetermined, but possible, flood hazards.
V	Areas of undetermined, but possible, flood hazards; active; base flood elevations and flood hazard factors not determined.
V1-V20	Areas of undetermined, but possible, flood hazards; active; base flood elevations and flood hazard factors not determined.

Certain areas not in the special flood hazard areas (zones A and V) may be protected by flood control structures.

This map is for flood insurance purposes only; it does not necessarily show all areas subject to flooding in the community or all planimetric features outside special flood hazard areas.

For adjoining map panels, see separately printed Index To Map Panels.

INITIAL IDENTIFICATION:
APRIL 12, 1974

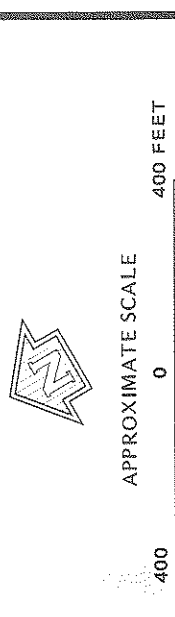
FLOOD HAZARD BOUNDARY MAP REVISIONS:
JULY 12, 1977

FLOOD INSURANCE RATE MAP EFFECTIVE:
 6-1-1998 10:00 AM EST 6-1-2000

FLOOD INSURANCE RATE MAP REVISIONS:

Refer to the FLOOD INSURANCE RATE MAP EFFECTIVE date shown on this map to determine when actuarial rates apply to structures in the zones where elevations or depths have been established.

To determine if flood insurance is available in this community, contact your insurance agent, or call the National Flood Insurance Program, at (800) 638-6620, or (800) 424-8872.



NATIONAL FLOOD INSURANCE PROGRAM

FIRM FLOOD INSURANCE RATE MAP

CITY OF
HOLYOKE,
MASSACHUSETTS
HAMPDEN COUNTY

PANEL 6 OF 8
(SEE MAP INDEX FOR PANELS NOT PRINTED)

COMMUNITY-PANEL NUMBER
250142 0006 B
EFFECTIVE DATE:

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades Benefit Cost Analysis Summary

Source and Type of the Problem with description :

During high river stage periods much of the combined sewer wastewater flows and stormwater drainage in the downtown area of Holyoke are conveyed to one of seven flood control pumping stations. The drainage waters combine with leakage from the tailraces along the Connecticut River and drainage from the toe drain network associated with the flood control floodwalls and dikes. The seven pump stations pump the drainage to the Connecticut River, thus protecting the downtown area of Holyoke from flooding.

The electrical switchgear and instrumentation that was installed in the 1930s and 1940s is obsolete and needs to be upgraded. The existing electrical system represents a significant risk for a number of reasons.

1. The switchgear at Pump Stations 1 through 4 is so antiquated that a qualified electrical lineman needs to dress in a blast suit and headgear and use manual force to open and close the breakers. This operation is a potential life threatening risk to the operator.
2. The personnel qualified for this operation at Pump Stations 1 – 4 are certified HG&E line men and cable splicers whose availability during a flood incident is limited due to other demands. Thus there is the risk that the operators necessary to engage the pump stations will be delayed or not available.
3. The breaker oil at each of the Pump Stations is extremely flammable and an arc within the station could result in a fire. The oil also represents a potential environmental hazard should a leak or spill enter the sump areas. All stations are normally un-manned and no spill detection or fire prevention/detection systems exist.
4. The availability of parts is a real threat to the continuing operation of these stations. However, the equipment is vintage 1940 technology and it is difficult and expensive to obtain parts for technology not manufactured for over 50 years.
5. The existing protective devices for the pump motors and interstation high voltage cables are vintage electromechanical devices including thermo magnetic dashpot elements which are un-reliable and are long past end of useful life. Protective device failure under overload or short circuit conditions at best result in larger outages than necessary due to cascading trips or at worst lead to catastrophic failures when system faults go un-cleared. The potential for damage to nearby manufacturing facilities, the flood control structures themselves, and to critical facilities was documented in the BCA as follows:

Frequency of problem, Severity of Damage and Types of Properties at risk:

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades Benefit Cost Analysis Summary

The BCA for this project provides quantitative information related to the potential benefits for problems one, four, and five identified above. The Limited Data Model was used for all benefit and cost calculations. The benefit for resolution of each of these problems was calculated and compared to the overall project cost as follows:

BCA 1 Item A: No potential loss of life due to failure: \$401,538

BCA 1 Item B: Reduced maintenance and operation labor: \$795,792

BCA 1 Item C: Property damage due to a failure: \$43,431

TOTAL BENEFIT: \$1,438,455

BCA1: Cost of project including current maintenance and operation labor: \$1,227,900

Benefit Cost Ratio = 1.12

1. The manual operation of the breakers at Pump Stations 1 – 4 will be eliminated, thus avoiding personnel hazards. Although it is difficult to identify the probability that a switch would fail, for purpose of the BCA, we have assumed that one individual may die within the next 100 years as a result of a switch failure. As stated above, the equipment is past its useful life. For this BCA, we used the default value for loss of life of \$3,235,882. This incident results in a Benefit of \$160,613. See Damages under item A of BCA #1.
2. It was not possible to quantify a benefit for delayed response time because of alternative duties.
3. It was not possible to quantify a benefit for a fire, spill or leak.
4. The benefit related to availability of parts, and remote operations was quantified as Damages before mitigation in item B of BCA #1 as follows:

Maintenance costs will be reduced because the vacuum circuit breaker technology has lower PM requirements and MTBF characteristics than the oil circuit breakers. Vacuum contact wear can be monitored by inspecting a gauge on the breaker, whereas it is necessary to drain the oil and remove tanks to access and hypotest the oil circuit breakers every five years. Cost differentials were provided by Holyoke Gas and Electric. Operation during flooding events is currently manual. Labor hours associated with manning the stations was provided by Holyoke Gas and Electric and United Water Services.

Currently, daily visits are conducted at each station to ensure proper working order. After the project implementation, daily visits will be reduced to weekly. Current annual cost of \$65,630 vs a future annual cost of \$5,000.

5. Property losses shown in item C of BCA #1 are shown only for the flood control stations themselves. Although some critical facilities (hydroelectric generating stations and the Holyoke Wastewater treatment plant) would be affected by flooding, it was not possible to predict the probability or extent of a failure for any

Holyoke Flood Control Pump Station Electrical and Instrumentation Upgrades Benefit Cost Analysis Summary

given rain/flood event. Property losses shown in item C are based on the assessed property value of the least expensive flood control station which has a value of \$500,000.

Are there better, alternative ways to solve the problem?

In 2008, HG&E, City of Holyoke and United Water Services convened to review potential projects for PDM Grant application. No alternative solutions were identified to address the problem of antiquated electrical components at the flood control pump stations.

Index by State and City report

Row	STATE	COUNTY	RESOURCE NAME	ADDRESS	CITY
1	MA	Berkshire	Maplewood Hotel	328-330 Maple St.	Holyoke
2	MA	Hampden	Caledonia Building	185-193 High St.	Holyoke
3	MA	Hampden	Friedrich Block	449-461 Main St.	Holyoke
4	MA	Hampden	Hadley Falls Company Center, N. Canal, Grover, and Housing District	Lyman Sts.	Holyoke
5	MA	Hampden	Holyoke Canal	Front and South St. and CT	Holyoke
6	MA	Hampden	System	River	Holyoke
7	MA	Hampden	Holyoke City Hall	536 Dwight St.	Holyoke
8	MA	Hampden	Maplewood Hotel	328-330 Maple St.	Holyoke
9	MA	Hampden	North High Street	High St. between Dwight and	Holyoke
10	MA	Hampden	Historic District	Lyman Sts.	Holyoke
11	MA	Hampden	North High Street		
12	MA	Hampden	Historic District		
13	MA	Hampden	(Boundary Increase)	233--411 High St.	Holyoke
14	MA	Hampden	Prospect Park	Maple St., Arbor Way,	Holyoke
15	MA	Hampden	Robert, Clovis, Block	Connecticut R	Holyoke
16	MA	Hampden	US Post Office--	338-348 Main St.	Holyoke
17	MA	Hampden	Holyoke Main	650 Dwight St.	Holyoke
18	MA	Hampden	Wistariahurst	238 Cabot St.	Holyoke

LISTED

11/10/1983
7/3/1979
12/5/2002

11/9/1972

12/3/1980
12/6/1975
11/10/1983

6/26/1986

12/24/1992

9/10/2004
12/5/2002

1/21/1986
4/23/1973



United States Department of the Interior
FISH AND WILDLIFE SERVICE

New England Field Office
70 Commercial Street, Suite 300
Concord, New Hampshire 03301-5087



January 1, 2008

To Whom It May Concern:

This project was reviewed for federally-listed or proposed threatened or endangered species presence per instructions provided on the U.S. Fish and Wildlife Service's New England Field Office website (<http://www.fws.gov/northeast/newenglandfieldoffice/EndangeredSpec-Consultation.htm>). Based on information currently available, no federally-listed or proposed, threatened or endangered species or critical habitat under the jurisdiction of the U.S. Fish and Wildlife Service (Service) are known to occur in the project area(s). Preparation of a Biological Assessment or further consultation with the Service under Section 7 of the Endangered Species Act is not required.

This concludes the review of listed species and critical habitat in the project location(s) and environs referenced above. No further Endangered Species Act coordination of this type is necessary for a period of one year from the date of this review, unless additional information on listed or proposed species becomes available.

Thank you for your coordination. Please contact us at 603-223-2541 if we can be of further assistance.

Sincerely yours,

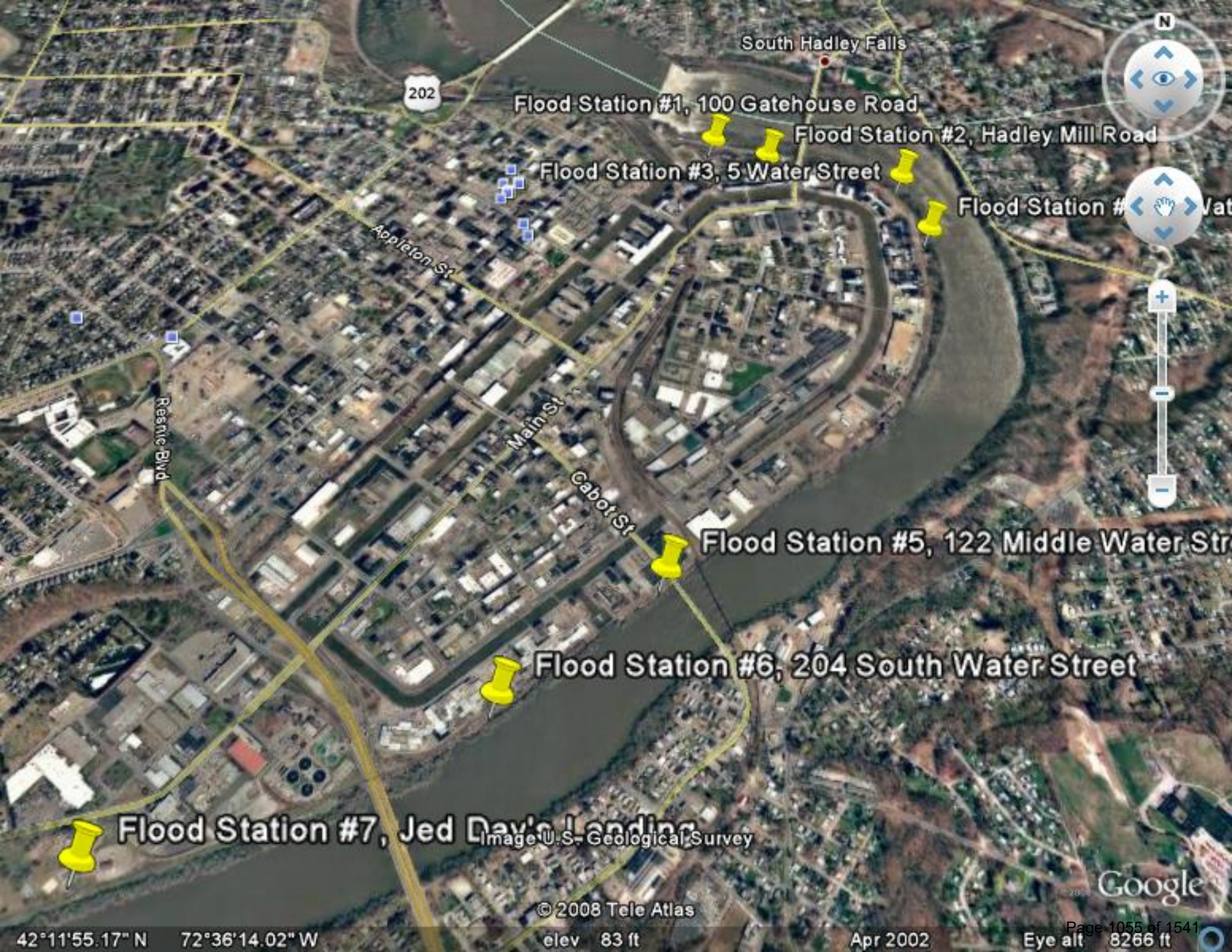
Anthony P. Tur
Endangered Species Specialist
New England Field Office

**FEDERALLY LISTED ENDANGERED AND THREATENED SPECIES
IN MASSACHUSETTS**

COUNTY	SPECIES	FEDERAL STATUS	GENERAL LOCATION/HABITAT	TOWNS
Barnstable	Piping Plover	Threatened	Coastal Beaches	All Towns
	Roseate Tern	Endangered	Coastal beaches and the Atlantic Ocean	All Towns
	Northeastern beach tiger beetle	Threatened	Coastal Beaches	Chatham
	Sandplain gerardia	Endangered	Open areas with sandy soils.	Sandwich and Falmouth.
	Northern Red-bellied cooter	Endangered	Inland Ponds and Rivers	Bourne (north of the Cape Cod Canal)
Berkshire	Bog Turtle	Threatened	Wetlands	Egremont and Sheffield
Bristol	Piping Plover	Threatened	Coastal Beaches	Fairhaven, Dartmouth, Westport
	Roseate Tern	Endangered	Coastal beaches and the Atlantic Ocean	Fairhaven, New Bedford, Dartmouth, Westport
	Northern Red-bellied cooter	Endangered	Inland Ponds and Rivers	Raynham and Taunton
Dukes	Roseate Tern	Endangered	Coastal beaches and the Atlantic Ocean	All Towns
	Piping Plover	Threatened	Coastal Beaches	All Towns
	Northeastern beach tiger beetle	Threatened	Coastal Beaches	Aquinnah and Chilmark
	Sandplain gerardia	Endangered	Open areas with sandy soils.	West Tisbury
Essex	Small whorled Pogonia	Threatened	Forests with somewhat poorly drained soils and/or a seasonally high water table	Gloucester, Essex and Manchester
	Piping Plover	Threatened	Coastal Beaches	Glocester, Essex, Ipswich, Rowley, Revere, Newbury, Newburyport and Salisbury
Franklin	Northeastern bulrush	Endangered	Wetlands	Montague
	Dwarf wedgemussel	Endangered	Mill River	Whately
Hampshire	Small whorled Pogonia	Threatened	Forests with somewhat poorly drained soils and/or a seasonally high water table	Hadley
	Puritan tiger beetle	Threatened	Sandy beaches along the Connecticut River	Northampton and Hadley
	Dwarf wedgemussel	Endangered	Rivers and Streams.	Hadley, Hatfield, Amherst and Northampton
Hampden	Small whorled Pogonia	Threatened	Forests with somewhat poorly drained soils and/or a seasonally high water table	Southwick
Middlesex	Small whorled Pogonia	Threatened	Forests with somewhat poorly drained soils and/or a seasonally high water table	Groton
Nantucket	Piping Plover	Threatened	Coastal Beaches	Nantucket
	Roseate Tern	Endangered	Coastal beaches and the Atlantic Ocean	Nantucket
	American burying beetle	Endangered	Upland grassy meadows	Nantucket
Plymouth	Piping Plover	Threatened	Coastal Beaches	Scituate, Marshfield, Duxbury, Plymouth, Wareham and Mattapoisett
	Northern Red-bellied cooter	Endangered	Inland Ponds and Rivers	Kingston, Middleborough, Carver, Plymouth, Bourne, and Wareham
	Roseate Tern	Endangered	Coastal beaches and the Atlantic Ocean	Plymouth, Marion, Wareham, and Mattapoisett.
Suffolk	Piping Plover	Threatened	Coastal Beaches	Winthrop
Worcester	Small whorled Pogonia	Threatened	Forests with somewhat poorly drained soils and/or a seasonally high water table	Leominster

- Eastern cougar and gray wolf are considered extirpated in Massachusetts.
- Endangered gray wolves are not known to be present in Massachusetts, but dispersing individuals from source populations in Canada may occur statewide.
- Critical habitat for the Northern Red-bellied cooter is present in Plymouth County.

7/31/2008



South Hadley Falls

202

Flood Station #1, 100 Gatehouse Road

Flood Station #2, Hadley Mill Road

Flood Station #3, 5 Water Street

Flood Station #

Resnic Blvd

Appleton St

Main St

Cabot St

Flood Station #5, 122 Middle Water Str

Flood Station #6, 204 South Water Street

Flood Station #7, Jed Davis Landing

Image U.S. Geological Survey

Google

© 2008 Tele Atlas

elev 83 ft

Apr 2002

Eye alt

8266 ft

42°11'55.17" N

72°36'14.02" W



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: From the Office of Senator Ed Markey - Upcoming Webinar on Clean Energy Incentives for Municipalities & Tax Exempt Entities

1 message

Mary Monahan <marylmonahan@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Mon, Mar 4, 2024 at 8:20 AM

Please print 5 copies of the email.
Thanks.

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **Joshua Garcia** <garciaj@holyoke.org>
Date: Thu, Feb 29, 2024 at 11:52 AM
Subject: Re: From the Office of Senator Ed Markey - Upcoming Webinar on Clean Energy Incentives for Municipalities & Tax Exempt Entities
To: Aaron Vega <vegaa@holyoke.org>
Cc: Carl Rossi <rossic@holyoke.org>, Mary Monahan <marylmonahan@gmail.com>, Miira Gates <gatesm@holyoke.org>, Yoni Glogower <glogowery@holyoke.org>, Jennifer Keitt <keittj@holyoke.org>, Marie Brazeau <brazeaum@holyoke.org>

Thank you Aaron.

Mary, Carl, Miira, one if not all of you should participate on behalf of DPW since we are trying to align ourselves to take advantage of this opportunity.

Joshua A. Garcia, MPA
Mayor, City of Holyoke

Holyoke City Hall
536 Dwight Street, Rm #1
Holyoke, MA 01040
Office: 413-561-1600

www.holyoke.org
www.exploreholyoke.com

On Thu, Feb 29, 2024 at 9:36 AM Aaron Vega <vegaa@holyoke.org> wrote:
FYI - re I.R.A
Aaron

Aaron Vega
Director
Office of Planning and Economic Development
City of Holyoke

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[OPED City of Holyoke Website](#)

[Explore Holyoke](#)

20 Korean Veterans Plaza, Suite 406
Holyoke, MA 01040
P: (413) 322-5575
F: (413) 322-5576
E: VegaA@holyoke.org
W: www.holyoke.org

----- Forwarded message -----

From: **Lederman, Jesse (Markey)** <Jesse_Lederman@markey.senate.gov>

Date: Wed, Feb 28, 2024 at 6:47 PM

Subject: From the Office of Senator Ed Markey - Upcoming Webinar on Clean Energy Incentives for Municipalities & Tax Exempt Entities

To: Lederman, Jesse (Markey) <Jesse_Lederman@markey.senate.gov>

Good Evening,

On behalf of the Office of Senator Ed Markey, we are pleased to announce Senator Ed Markey's upcoming webinar **"Unlocking Inflation Reduction Act Clean Energy Incentives for Municipalities and Tax-Exempt Entities through Direct Pay" on Wednesday, March 6th from 3:45-4:45pm ET.** Senator Markey will deliver opening remarks ahead of a presentation from representatives from the Department of Treasury on the IRA clean energy tax incentives that include direct pay options for municipalities and tax-exempt entities without existing tax burdens.

This webinar is a continuation of our office's 2024 Clean Energy Office Hours. Please also see below for additional implementation events and office hours in the coming months.

UPCOMING IMPLEMENTATION EVENTS:

Wednesday, March 6th from 3:45-4:45pm ET

3:45-4:30 PM: *Opening remarks from Senator Markey and presentation from the Department of Treasury on "Unlocking Inflation Reduction Act Clean Energy Incentives for Municipalities and Tax-Exempt Entities through Direct Pay"*

4:30-4:45 PM: *Moderated Q&A*

WebEx link to register and submit questions for Q&A: <https://senate.webex.com/weblink/register/r30e59bdf63931221643878c02176851a>

Thursday, March 21st from 1-3pm ET

1-2 PM: *Presentation from the National Oceanic and Atmospheric Administration on Coastal Resiliency Funding Opportunities*

2-3 PM: *Staff available for discussing clean energy and climate funding opportunities*

Zoom link to register: <https://us02web.zoom.us/meeting/register/tZAKceigpz0uHtSflFyRqBOrKYBzEPFtoErd>

Monday, April 15th from 1-3pm ET

Zoom link to register: https://us02web.zoom.us/meeting/register/tZMkf-uurj4pHtUqQGeS8T_YR5XvKhBj9daM

We hope you can join us! Please don't hesitate to reach out to my colleagues Katie Morfill (katherine_morfill@markey.senate.gov) and Sade Nabahe (sade_nabahe@markey.senate.gov) who will be running the webinars with any questions.

Best regards,

Jesse L. Lederman

Regional Director

Office of U.S. Senator Edward J. Markey

Jesse_Lederman@markey.senate.gov

Cell: (857) 200-0519

Office: (413) 747-3942

1550 Main Street, 4th Floor

Springfield, MA 01103

Board of Public Works Meeting Minutes

Date and Time: March 18, 2024, 5:30 PM

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

Attendees:

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Barr and Barr representatives

Donald T. Sanders, Executive Artistic Director

****Call to Order:****

The meeting was called to order at 5:33 PM.

Kietner made a motion to amend the agenda order to discuss the permit review for Barr & Barr.

Seconded by Hernandez.

All in favor.

****Public Comment:****

There were no public comments.

****Consent Agenda:****

Hernandez made a motion to approve the minutes for meetings held on Jan 8th, Dec 18th, Dec 4th, Nov 6th etc. Jan 29th minutes to be reviewed at the next meeting.

Seconded by Kietner

All in favor

****DPW Director Report:** (see attached)**

- Reviewed vacancies and utilization of funds.
- Tree climber starting soon.
- City Engineer salary approved above midpoint.
- Presented budgets and Capital Plan to the Mayor.
- Discussed fundraising for Parade and RR parking.
- Discussion on trees.

****City Engineer Report:** (see attached)**

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

- Kietner
 - Complimented work of DPW workers during RR and Parade weekend
 - Mentioned nice video made by Veolia about what they do
- Hernandez
 - Attended a meeting at the Mayor's office with Veolia regarding street sweeping. HPD to enforce towing and ticketing.
 - Translated a voice memo that will be broadcasted
- Monahan
 - Meeting on Wednesday with Veolia and Mark Abrahams
 - Discussed MVP action grant
 - Discussed DPW facility improvements. Met with Weston and Sampson.
 - Public Works Week Approaching - discussed how to fund.

Hernandez made motion accept report from item #3

Kietner seconded

All in favor.

****Division Supervisor Update:****

No updates provided.

****Abatements:****

- Anthony Russo - 3 Francis Ave

Kietner made a motion to deny as it does not meet abatement criteria

Seconded by Hernandez

All in favor

- Stephen Foster - 143 Brown Ave

Kietner made a motion to deny pending more information

Proof that it did not go in collection system

Provide pictures

Seconded by Hernandez

All in favor

- Douglas Theroux - 38 Taylor St

Hernandez made a motion to deny as it does not meet abatement criteria

Seconded by Kietner

All in favor.

- Henry Gallegos - 129 Hillside Ave

Kietner made a motion to approve as it does meet abatement criteria

Seconded by Hernandez
All in favor

- Edward Geaughan - 21 Washington Ave

Kietner made a motion to deny as it does not meet abatement criteria
Seconded by Hernandez
All in favor

- Ebenezer Assembly of God - 200 Main St

Hernandez made a motion to deny as it does not meet abatement criteria
Seconded by Kietner
All in favor

- Maureen Ann Maloney - 2 Breton Lane

Kietner made a motion to deny as it does not meet abatement criteria
Seconded by Hernandez
All in favor

Hernandez made a motion to accept consent agenda as presented
Seconded by Kietner
All in favor

****Barr & Barr Inc. Permit:**** (see attached)

- Permit for Barr & Barr Inc. approved for 12 months at \$50/month. Permit review scheduled for March 2025.

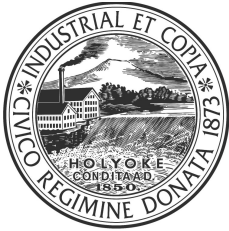
****Executive Session:****

Kietner motioned to enter into executive session.
Seconded by Hernandez.
Roll call vote.
Unanimous.

Kietner motioned to end the executive session and return to the regular agenda.
Seconded by Hernandez.
Roll call vote.
Unanimous.

****Adjournment:****

The meeting was adjourned at 8:32 PM.



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
March 18, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall. CPA approved the retaining wall project and denied to fund the stained glass window project.
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. **Grant award received \$89,850, would need to complete work by June 30, 2024. Evaluating feasibility to complete on time.**
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program (<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>)
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs. New round of grant funding potentially available in late Spring 2024 for FY2025. Tighe & Bond could assist if we wanted to replace Brookwood Rd bridge although this location is not a DPW priority.
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- g. Cannabis Impact Fee Applications - On hold for the time being
- h. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system, waiting on award status.
- i. CDBG Funding – Application submitted by Community Development office on behalf of Engineering/DPW for sidewalks and traffic calming, \$600,000.
- j. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project.
- k. **Dam and Seawall Program Grant – New funding round announced. Applications due April 5th. Evaluating potential projects for application.**
- l. **Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project.**

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
- iii. **CDBG Proposed FY24 Spring – Detour Construction to start work on March 19th starting in the area of Sargeant Street (between Walnut and Pine) and continuing to Hampshire St (between Pine and Chestnut) and then Elm (between Hampshire and Sargeant).**
- iv. **Coordinating tree pit and planting program w/Conservation Agent.**
- v. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. **Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. Working with DPW to finalize proposed paving list for 2024.**

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. Waiting on update from Indus on timing of Spring repairs.

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. **Draft Change Order #3 to remove portion of lining work received (-\$134,000, total revised Contract \$1,000,629.45)**

f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)

- i. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
- ii. Architecture EL, Mount Vernon Group Architects designers
- iii. The roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum) are all underway. **Bidding was announced March 14th and RW Hall revisions to HVAC work to be issued as addendum. Construction expected to be completed by end of July.**

- iv. Interior improvements, painting, flooring replacement/repair, improvements to Union Break/Training Room – Mount Vernon brought in as architect. **Hazardous materials testing is complete. Hydrant flow test for sprinkler study is being scheduled. Meeting with Department Heads Design and bid documents to follow.**
- g. Raised Crosswalks
 - i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Street Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. **Project being awarded to Detour Construction (\$591,000). Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$191k), and Chapter 90 (\$220k).**
- h. City-Wide Traffic Signal Replacement Project
 - i. Work at Cherry St/Homestead to begin this Spring.
 - ii. Work at Pleasant St/Hampden to begin this Spring.
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. **Campora information forwarded to Travelers. Travelers in review. Change order/contract amendment to follow.**
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. **Still waiting on updated delivery estimate from Contractor. Current estimate is August 2024.**
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. As-built drawings being submitted in the next few weeks.
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. **Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.**
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.

- c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
- d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Project to start in April/May.
 - ii. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. Project will be rebid soon. **Waiting on new proposal from RW Hall for revised drawing work, bidding assistance, and construction administration. Estimated RW Hall work falls within original budget.**
 - iii. The Library Carpet in the Community Room – **Work has been completed, waiting on invoice.**
- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
- f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. **Letter of interest submitted by Weston & Sampson still being reviewed by evaluation panel. Also waiting on confirmation of ARPA project budget.**
- g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. RFQ for design services advertised; 4 responses received. **Tighe & Bond developing scope of work for project. Also waiting on confirmation of ARPA project budget.**
- h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - iv. MassDEP is currently reviewing the 90% plans and specs, which were submitted as part of the SRF Application. No ETA on when comments will be received.
 - v. Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - 1. Easements
 - a. Draft easements received. City to coordinate with property owners.
 - 2. WM-16 Permit Required
 - 3. MEPA Compliance
 - a. **Meeting held w/MEPA staff to discuss options to address previous draft EIR.**
 - 4. SRF Funding
 - a. **City has until June 30th to award the Contract. Bidding should occur in April and checking with Woodard & Curran to see how project can be bid with outstanding approvals.**
 - b. **Extension can be requested for 45 days.**
 - c. **Additional SRF funding may be needed upon receipt of Contractor Bids.**

- i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted. **List of streets being finalized with DPW.**
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old – **BETA Group updating database with 2023 paving activities. Chapter 90 approval to use funds for next round of pavement evaluations. Approximate time frame to complete is June 2025.**
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - iii. **Concept plans received for review. Meeting to discuss with VHB this week.**
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the following concepts:
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
- m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Construction anticipated in 2024 with majority completed before June 30th.
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design

- vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - o. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. **Waiting on City Council approval of funding.**
 - p. Municipality - Online Permits for DPW, September 26, 2023 – Municipality Go-Live being internally tested
 - q. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB working on base mapping and field work.
 - r. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. **Process to accept streets as City owned started with City Council.**
 - s. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. **Project was selected by CPA to receive \$254,000, waiting on Council approval. Grant application submitted to MHC for additional \$100,000 to supplement CPA funds. Total project cost for this phase of work is \$364,000.**
5. Procurement
- a. 2024 Traffic Calming & Safety Measures Contract –Project being awarded to Detour Construction (\$591,000). Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$191k), and Chapter 90 (\$220k).
 - b. Boiler HFD FS#6 has been awarded to Boulangers.
 - c. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. Project will be rebid soon. Waiting on new proposal from RW Hall for revised drawing work, bidding assistance, and construction administration. Estimated RW Hall work falls within original budget.
 - d. Springdale – Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
 - e. Parking Deck – Tighe & Bond developing scope of work for project. Also waiting on confirmation of ARPA project budget.
 - f. Central Fuel Station – Letter of interest submitted by Weston & Sampson still being reviewed by evaluation panel. Also waiting on confirmation of ARPA project budget.
6. Contracts
7. City Council / Regulatory
- a. Finance Committee
 - b. Ordinance Committee
 - c. Public Safety Committee

8. City Permits

- a. **Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Review of revised work appears to warrant modification/new Stormwater Permit.**
- b. **Application for Large Development Stormwater Permit for Proposed Self Storage Facility at 679/689 Main Street received but incomplete. Comments were sent back to applicant to revise and resubmit.**

9. Veolia

- a. Sunoco –
 - i. Final FY23 quarterly bill sent to Sonoco (Q4). Results being evaluated.
 - ii. FY24 Quarter 1 and 2 invoices sent to Sunoco.
- b. NPDES Permit Renewal. **Final permit received; Appeal submitted to EPA.**
- c. **Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – City has until April 1st to submit appeal.**
- d. Industrial Users – PFAS sampling program will be created upon final permit designation.
- e. Resolving of PILOT Payments – Veolia should have a final determination before end of Q1
- f. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading

10. Outstanding DPW Crew Work

- a. Yield Sign on Bray Park – pending
- b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – pending
- c. ADA panel replacement on Cabot and Race – to be completed in Spring

11. Other Updates

- a. New projects proposed by Mayor. Funding through Council will be requested soon. Sean Sheedy coordinating with Mayor's Office.
 - i. Dwight Street Parking Garage Repairs - \$750,000 (Design & Construction)
 - ii. Suffolk Street Parking Garage Repairs - \$250,000 (Design & Construction)

Board of Public works Meeting March 18, 2024

Director's Report

Vacancies

- Loader Operator Highways and Bridges - vacant
- Assistant Engineer – vacant
- City Engineer – Potential Candidate, salary and position in ordinance in ordinance
- Laborer Highways and Bridges – vacant
- Parks Craftsman - vacant

Grant Opportunities

Grant application was submitted for the EV Garbage Truck. No update.

Stormwater Coordinator applied for Warning System at CSO outfalls in the amount of \$50,000.

Safety training grant awarded in the amount of \$11,000.

Working on Flood Control Gant for pump station upgrades.

Recycling and Refuse

Refuse tonnage for the months of October, November and December 2023, is down approximately 60 tons per month which translates in approximately \$18,000 savings over the 3 month period.

Training

Co-op Program – Met with Dean Tech.

CPR, Fit test and Flagger training planned for staff through safety training grant.

Budget

Presented FY 2025 proposed operating and capital budget.

Snow Dump

Salt Shed under 391. Lease is up. Looking to renew with Mass DOT. If it is not renewed, we will need to look for another location. This highlights a need for a new DPW facility. Working with solicitor's office regarding new lease. Meeting with Mass DOT, Friday February 9, 2024.

Sonoco Billing

Veolia sent us a letter regarding samples for the fourth Quarter FY23. The email was sent to Attorney Bissonnette.

Events

St. Patrick's road race and parade. It was a success. Parking Revenue approximately \$7,000.

**MLM Liaison Update
March 18, 2024**

New/Continued Items for Review

DPW DGR Presentation

On February 27, 2024 the Board of Public Works and DPW Director updated City Council Development and Governmental Relations Committee (DGR) (members: Chair Givner, Vacon, Sullivan, Ocasio, Anderson-Burgess) on the status department divisions, hires, various functions, and responsibilities. The Board of Public Works discussed ongoing initiatives including the long-term service agreement and the integrated management planning. The BPW and Director emphasized the need for the City to hire a qualified City Engineer.

Enterprise Fund and FY23/24 Rate

DPW, Chair, Hazen team consultants, and Veolia are meeting March 20, 2024 to discuss status of document requests.

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting was January 31, 2024. Project completion is May 2024.

New Finance Committee Chair Israel Rivera is cleaning up the committee jacket – business left over from previous year. On February 7, 2024, Commissioners Monahan and Hernandez briefly updated the Committee on the Comprehensive Financial Analysis and sewer breaks and repair needs to date.

As of this writing (December 18, 2023) Ordinance Committee Chair Vacon has not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants.

On September 20, 2023, at a Special Meeting of the City Council, the Council voted 5 to 8 to deny the proposed sewer rate. Despite a minority vote, the sewer rate required a super majority to pass. This vote guarantees another sewer fund deficit for FY24, unless a new rate is approved that reflects ongoing financial updates from the City Auditor and Treasurer and accounts for FY24 missed billing cycles.

City Engineer Transition Plan

Council Ordinance Committee at their meeting on March 13, 2024 approved recommending to full Council removal of the City Engineer from the PSA union and including this position as Schedule A.

The PSA union will not approve removing City Engineer. The Chair was notified on January 5, 2024 that the PSA union has agreed to removing the position of City Engineer. This will give DPW and the Mayor more flexibility in attracting a qualified candidate. After consultation with Attorney Bissonnette, Director Rossi, and Chair Monahan, the Mayor has been requested to file an order to authorize the Mayor to exceed the Schedule A salary for the position of City Engineer/Assistant DPW Director.

Integrated Management Plan

Planning is delayed for public outreach sessions as a result of no engineering staff.

The IMP recording can be viewed here:

<https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Grant and Other Funding Pursuits

Congressionally Directed Spending Requests – needs a champion for DPW

Led by Miira Gates, DPW Stormwater Coordinator and Grants Assistance

Dam and Seawall Program: design services to upgrade four flood control pump stations. Miira, the Chair, and DPW Director met with HG&E to discuss on March 1, 2024. (~\$250,000)

MVP Action Grant: Adaptation Plan for WWTP and associated operations (see final NPDES permit) (~\$300,000)

Federal Funding targeting affordability needs in EJ communities and more. American Rivers with Andy Fisk to help lead. (\$10 – 20 million). Rolling application, deadline November 4, 2024

Service agreement advisory board

Jacobs Engineering is touring the WWTP with members of the ad hoc advisory committee on March 19, 2024

Veolia met with members of the ad hoc advisory board on March 4, 2024.

Jacobs Engineering is meeting with the Advisory Board of February 14, 2024.

Jesse Lederman from Senator Markey's office met with Garcia, Rossi, Monahan, and Vega on January 25. DPW's request for \$500,000 to fund a facility plan at the WWTP was enthusiastically received and is being advanced.

Representative Patricia Duffy is coordinating a meeting with MassCEC to discuss funding for energy efficiency apps at the WWTP.

The Advisory Board met with Veolia on December 19 for a presentation on Decarbonization.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi, Yoni Glogower

Open to new candidates for consideration

Draft Permit and Comments

Final Permit Issued January 25, 2024

The City filed an appeal to the Environmental Appeals Board. This process was challenging to say the least because of no City Engineer to lead the coordination of these efforts. The Chair, City Solicitor's Office and DPW Director are meeting with outside legal on March 18 to discuss needed outside legal assistance. The City is also appealing to MassDEP the finale permit for Surface Water Discharge based on the same appeal positions;

In summary:

New limits for metals are currently within the existing sampling parameters. That being said, Holyoke's plant is operating at 50% capacity. It was noted that Holyoke is using the plant capacity and low user fees as the basis for economic development, and Holyoke plans to expand our plant's use as an economic development tool in the next long term service agreement. Increased flows could trigger these limits and substantial costs for plant modifications. The limits in the final permit place a 90%

restriction on the City's opportunity for growth without these modifications. The basis for establishing the metal limits is being called into question. And, the fact that Holyoke is an environmental justice community allows for additional discussion regarding affordability. EJ impacts regarding permit requirements are recent considerations by EPA.

Additional permit requirements isolate the plant and its operation with respect to building climate resilience. The City will appeal by noting various climate resiliency planning and execution efforts including a recent watershed assessment associated with dam failure led by HG&E, the various MVP projects, and other City-wide efforts to address climate change threats. Again, EJ and affordability will be the basis for an appeal.

The National Association of Clean Water Agencies is considering assisting the City in developing an appeal. NACWA's interests lie in the fact that EPA Region 1, and Holyoke's permit in particular, contain stringent permit limits that would likely be applied to other permit holders, including NACWA's members. The idea is to help set limits with EPA now.

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Board of Public Works and Water Commission met January 29, 2024 at DPW.

Discussion items included

Payments made by DPW

Billing data

Abatements

Hydrants

Shut-off program

Ongoing Items

DPW Facility Improvements

DPW met with Weston and Sampson on February 24 to begin discussion on the development of a facility plan. Weston and Sampson submitted a proposal for FY25 consideration for Facility Planning.

Note the need to accommodate female staff

Public Works Week May 2024

Develop a public awareness activity

Recognize employees

Promote funding and support of DPW

Champion?

Mary L. Monahan, Chair

Holyoke Board of Public Works

March 18, 2024



**City of HOLYOKE
DEPARTMENT OF PUBLIC WORKS
63 CANAL STREET HOLYOKE MA. 01040
PERMIT APPLICATION**

APPLICATION FOR PERMIT TO OCCUPY OR OBSTRUCT THE PUBLIC WAY

This application must be completed in its entirety prior to the time of submittal. It is the responsibility of the applicant to provide all pertinent information required herein.

Application Date: February 29, 2024

Name of Applicant: Matthew W. Jacobs

Applicant Address: 81-89 Suffolk Street Holyoke Ma.

Applicant Email Address: mjacobs@barrandbarr.com

Applicant Phone #: 413-441-3523

Applicant Cell Phone #: 413-441-3523

Organization/Business Name: Barr and Barr Inc.

Organization/Business Phone: 508-879-5750

Organization/Business Address: 446 Main Street Worcester Ma. 01608

Location of Occupancy/Obstruction: 140-150 Chestnut Street Holyoke Ma

Street #: 140-150

Street Name: Chestnut St.

Estimated Dates of Occupancy:

From: 3/11/2024

To: 11/27/2026

Reason for Occupancy/Obstruction: Fencing on Sidewalk

If Other, Please Explain: _____

Jersey barriers will be placed along Chestnut Street as part of the fencing plan for the Victory Theatre Project.

APPLICABLE SPECIFICATIONS:

1. Applicant agrees to take responsibility for any and all claims that may be made against the City of Holyoke, or it's agency, for damages which may be occasioned during the period of occupancy.
2. All necessary precautions must be taken to ensure the safety of the pedestrian and motoring public, including the establishment of a "temporary" walkway should the sidewalk be affected.
3. Applicant is responsible for any and all traffic control and police protection if required.

(Contact Holyoke Police Department, Traffic Bureau @ 413-536-6431)

Affirmation

I have read the attached and hereby agree to comply strictly with the terms of this permit and indemnify the City of Holyoke and its agents from all loss, cost or reason of such occupancy. I the undersigned hereby certifies that I have read and examined this application and that the proposed occupancy/obstruction is accurately represented in the statements made in this application. I understand that the occupancy/obstruction shall be executed in accordance with the terms and conditions of said permit and all applicable laws in effect. I understand that deviations from the approved permit requirements shall result in immediate revocation of the permit and require immediate restoration of occupied area to pre-occupancy conditions.

SIGNED BY: Matt Jacobs
(Applicant)

DPW USE ONLY	
Certificate of Insurance Required:	☐ Yes ☐ No
Certificate of Insurance Received:	☐ Yes ☐ No
Permit Fee \$	_____
Permit Fee Received:	☐ No ☐ Yes Date received _____
☐ Cash ☐ Check	Check # _____
Application Fee Received By:	_____ Initials
Permit Status:	☐ Approved ☐ Denied Expiration Date: _____
APPROVED:	_____ Date: _____

NOTICE: THIS PERMIT IS VALID FOR THIRTY (30) DAYS FROM DATE OF ISSUANCE UNLESS IT SPECIFICALLY PROVIDES OTHERWISE. A COPY OF THIS PERMIT MUST BE MADE AVAILABLE AT THE SITE DURING THE OCCUPANCY/OBSTRUCTION.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/1/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 333 Earle Ovington Blvd. Uniondale NY 11553	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Barr & Barr, Inc. 462 Seventh Avenue, 9th Floor New York NY 10018 212-563-2330	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Travelers Property Casualty Co	
	INSURER B: Travelers Indemnity Company of	
	INSURER C: Charter Oak Fire Insurance Com	
	INSURER D: Zurich American Insurance Comp	
	INSURER E: XL Insurance America, Inc.	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1400725798

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			VTRJCO-2381A784-TIL-23	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			VT2NKCAP-2381A796-IND-23	4/1/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☐ RETENTION \$			CUP-3W787348-23-25	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB-8M304149-23-25-H	4/1/2023	4/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D E	Excess Liability Excess Liability			AEC 0191657-07 US00126933LI23A	4/1/2023 4/1/2023	4/1/2024 4/1/2024	\$5,000,000 \$15,000,000 Occ / Agg Occ / Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Holyoke is included as Additional Insured on a Primary and Non-Contributory basis as respects to General Liability, Automobile Liability and Umbrella Liability as required by written contract. Waiver of Subrogation is included and applies in favor of the Additional Insureds as required by written contract. Thirty (30) Days Notice of Cancellation applies.

CERTIFICATE HOLDER**CANCELLATION**

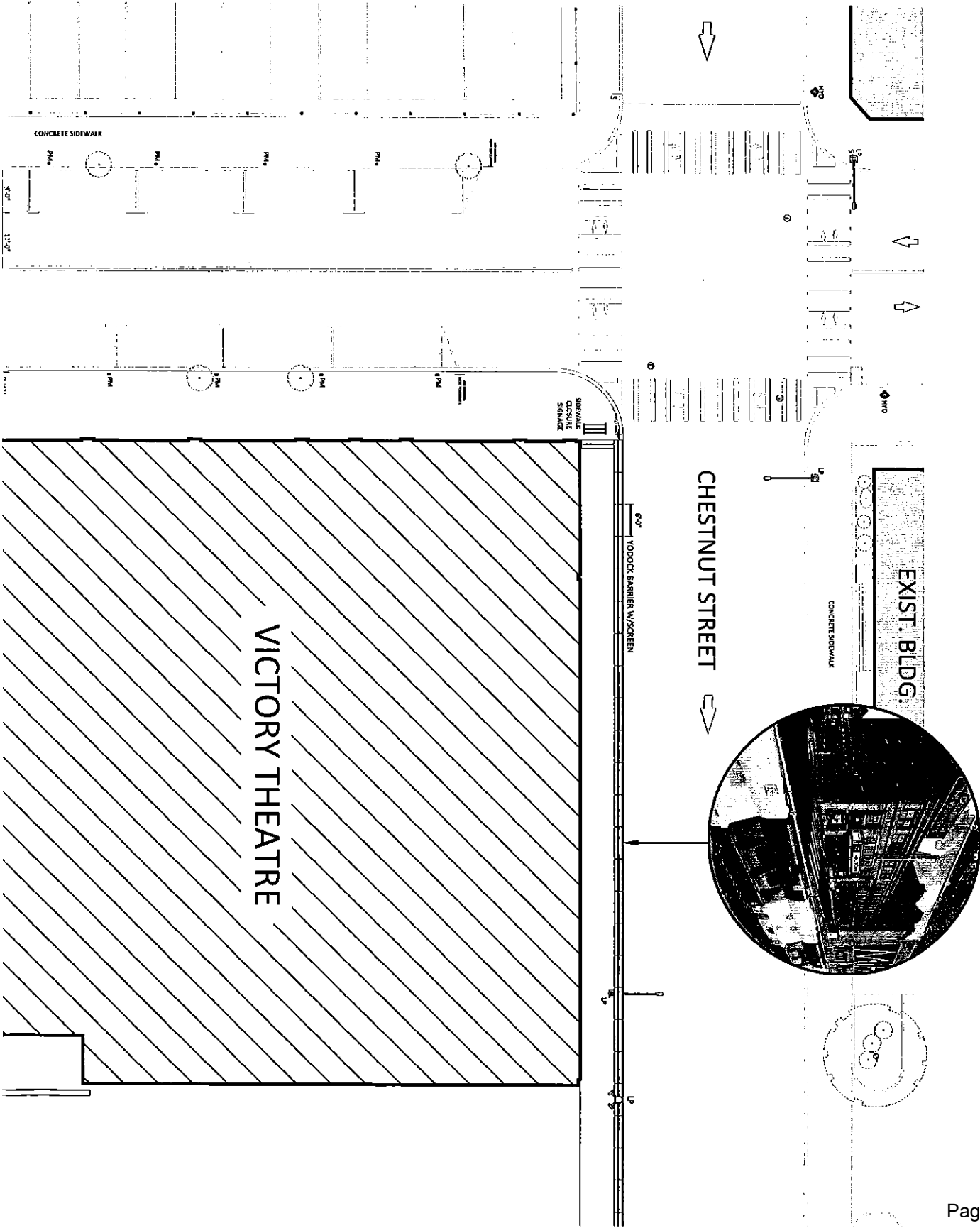
City of Holyoke
Department of Public Works
63 Canal Street
Holyoke MA 01040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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2023						2024										
JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT



DIVISION 2. - CITY FORESTER

Footnotes:

--- (3) ---

Cross reference— *Officers and employees generally, § 2-31 et seq.*

Sec. 94-61. - Appointment; duties generally.

There shall be appointed by the board of public works a city forester to have the care of the trees belonging to the city and in the streets and parks of the city, subject to the provisions of law relating to forestry.

(Code 1972, § 21-1; Ord. of 10-15-02 [1st amd.], § 1)

Sec. 94-62. - Supervision; compensation.

The city forester shall be under the cognizance, direction and control of the board of public works, which shall fix his salary.

(Code 1972, § 21-2; Ord. of 10-15-02 [1st amd.], § 1)

Sec. 94-63. - Duties with reference to trees in public parks.

The duty of the city forester with reference to trees located in public parks shall be under the general direction, care and control of the board of public works.

(Code 1972, § 21-3; Ord. of 10-15-02 [1st amd.], § 1)

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87^{SHADE TREES}

Section 1 PUBLIC SHADE TREES; DEFINITION

Section 1. All trees within a public way or on the boundaries thereof including trees planted in accordance with the provisions of section 7 shall be public shade trees; and when it appears in any proceeding in which the ownership of or rights in a tree are material to the issue, that, from length of time or otherwise, the boundaries of the highway cannot be made certain by records or monuments, and that for that reason it is doubtful whether the tree is within the highway, it shall be taken to be within the highway and to be public property until the contrary is shown.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87 SHADE TREES

Section 2 POWERS OF TREE WARDENS

Section 2. The tree warden of a town may appoint and remove deputy tree wardens. He and they shall receive such compensation as the town determines or, in default thereof, as the selectmen allow. He shall have the care and control of all public shade trees, shrubs and growths in the town, except those within a state highway, and those in public parks or open places under the jurisdiction of the park commissioners, and shall have care and control of the latter, if so requested in writing by the park commissioners, and shall enforce all the provisions of law for the preservation of such trees, shrubs and growths. He shall expend all money appropriated for the setting out and maintenance of such trees, shrubs and growths, and no tree shall be planted within a public way without the approval of the tree warden, and in towns until a location therefor has been obtained from the selectmen or road commissioners. He may make regulations for the care and preservation of public shade trees and establish fines and forfeitures of not more than twenty dollars in any

one case for violation thereof; which, when posted in one or more public places, and, in towns, when approved by the selectmen, shall have the effect of town by-laws.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XIV	PUBLIC WAYS AND WORKS
Chapter 87	SHADE TREES
Section 3	CUTTING OF PUBLIC SHADE TREES; PUBLIC HEARING; DAMAGES TO FEE OWNER

Section 3. Except as provided by section five, public shade trees shall not be cut, trimmed or removed, in whole or in part, by any person other than the tree warden or his deputy, even if he be the owner of the fee in the land on which such tree is situated, except upon a permit in writing from said tree warden, nor shall they be cut down or removed by the tree warden or his deputy or other person without a public hearing and said tree warden or his deputy shall cause a notice of the time and place of such hearing thereof, which shall identify the size, type and location of the shade tree or trees to be cut down or removed, to be posted in two or more public places in the town and upon the tree at least seven days before such hearing and published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than seven days before the day of the hearing or if no such local newspaper exists then in accordance with the provisions of section six of chapter four; provided, however, that when a public hearing must be held under the provisions of this section and under section fifteen C of chapter forty prior to the cutting or removal of a tree,

such hearings shall be consolidated into a single public hearing before the tree warden and the planning board, or if there is no planning board, the selectmen of a town or the city council of a city, and notice of such consolidated public hearing shall be given by the tree warden or his deputy as provided herein. Any person injured in his property by the action of the officers in charge of the public shade trees as to the trimming, cutting, removal or retention of any such tree, or as to the amount awarded to him for the same, may recover the damages, if any, which he has sustained, from the town under chapter seventy-nine.

Part I

ADMINISTRATION OF THE GOVERNMENT

Title XIV

PUBLIC WAYS AND WORKS

Chapter 87

SHADE TREES

Section 4CUTTING DOWN OR REMOVING PUBLIC SHADE TREES;
APPROVAL OF SELECTMEN OR MAYOR

Section 4. Tree wardens shall not cut down or remove or grant a permit for the cutting down or removal of a public shade tree if, at or before a public hearing as provided in the preceding section, objection in writing is made by one or more persons, unless such cutting or removal or permit to cut or remove is approved by the selectmen or by the mayor.

Part I

ADMINISTRATION OF THE GOVERNMENT

Title XIV

PUBLIC WAYS AND WORKS

Chapter 87

SHADE TREES

Section 5CUTTING DOWN, TRIMMING OR REMOVING BUSHES AND
SMALL TREES

Section 5. Tree wardens and their deputies, but no other person, may, without a hearing, trim, cut down or remove trees, less than one and one half inches in diameter one foot from the ground, and bushes, standing in public ways; and, if ordered by the mayor, selectmen, road commissioners or highway surveyor, shall trim or cut down trees and bushes, if the same shall be deemed to obstruct, endanger, hinder or incommode persons traveling thereon or to obstruct buildings being moved pursuant to the provisions of section eighteen of chapter eighty-five. Nothing contained in this chapter shall prevent the trimming, cutting or removal of any tree which endangers persons traveling on a highway, or the removal of any tree, if so ordered by the proper officers for the purpose of widening the highway and nothing herein contained shall interfere with the suppression of pests declared to be public nuisances by section eleven of chapter one hundred and thirty-two, including the Dutch elm disease.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87 SHADE TREES

Section 6 PENALTY FOR VIOLATION OF SEC. 3, 4 OR 5

Section 6. Violations of any provision of the three preceding sections shall be punished by forfeiture of not more than five hundred dollars to the use of the city or town.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87^{SHADE TREES}

Section 7 PLANTING OF SHADE TREES

Section 7. Cities and towns may appropriate money for the purpose of acquiring and planting shade trees in public ways. The tree warden, or a private organization acting with the written consent of the tree warden, may plant shade trees acquired with public or private funds in a public way, or if he deems it expedient, upon adjoining land at a distance not exceeding 20 feet from the layout of such public way for the purpose of improving, protecting, shading or ornamenting the same; provided, however, that the written consent of the owner of such adjoining land shall first be obtained.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87^{SHADE TREES}

Section 8 TREES ON STATE HIGHWAYS

Section 8. The department of highways, in this chapter called the department, shall have the care and control of all trees, shrubs and growths within state highways, and may trim, cut or remove such trees, shrubs and growths, or license the trimming, cutting or removal thereof. No such tree, shrub or other growth shall be trimmed, cut or removed by any person other than an agent or employee of the department, even if he be the owner of the fee in the land on which such tree, shrub or growth is situated, except upon a permit in writing from the department. Any person injured in his property by the action of the department as to the trimming, cutting, removal or retention of any such tree, shrub or other growth, may recover the damages, if any, which he has sustained, from the commonwealth under chapter seventy-nine.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87 SHADE TREES

Section 9 SIGNS OR MARKS ON SHADE TREES

Section 9. Whoever affixes to a tree in a public way or place a notice, sign, advertisement or other thing, whether in writing or otherwise, or cuts, paints or marks such tree, except for the purpose of protecting it or the public and under a written permit from the officer having the charge of such trees in a city or from the tree warden in a town, or from the department in the case of a state highway, shall be punished by a fine of not more than fifty dollars. Tree wardens shall enforce the provisions of this section; but if a tree warden fails to act in the case of a state highway within thirty days after the receipt by him of a complaint in writing from the department, the department may proceed to enforce this section.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87 SHADE TREES

Section 10 INJURY TO TREES ON STATE HIGHWAYS

Section 10. Whoever without authority trims, cuts down or removes a tree, shrub or growth, within a state highway or maliciously injures, defaces or destroys any such tree, shrub or growth shall be punished by imprisonment for not more than six months, or by a fine of not more than five hundred dollars to the use of the commonwealth.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87 SHADE TREES

Section 11 INJURY TO TREES OF ANOTHER PERSON

Section 11. Whoever wilfully, maliciously or wantonly cuts, destroys or injures a tree, shrub or growth which is not his own, standing for any useful purpose, shall be punished by imprisonment for not more than six months or by a fine of not more than five hundred dollars.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87 SHADE TREES

Section 12 INJURY TO SHRUBS, TREES OR FIXTURES

Section 12. Whoever wantonly injures, defaces or destroys a shrub, plant or tree, or fixture of ornament or utility, in a public way or place or in any public enclosure, or negligently or wilfully suffers an animal driven by or for him or belonging to him to injure, deface or destroy such shrub, plant, tree or fixture, shall be punished by a fine of not more than five hundred dollars, and shall in addition thereto be liable to the town or any person for all damages to its or his interest in said shrub, plant, tree or fixture caused by such act. Whoever by any other means negligently or wilfully injures, defaces or destroys such a shrub, plant, tree or fixture shall likewise be liable to the town or any person for all damages to its or his interest in said shrub, plant, tree or fixture caused by such act.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter 87** SHADE TREES**Section 13** POWERS AND DUTIES OF TREE WARDENS IN CITIES

Section 13. The powers and duties conferred and imposed upon tree wardens in towns by this chapter shall be exercised and performed in cities by the officers charged with the care of shade trees within the limits of the highway.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XIV	PUBLIC WAYS AND WORKS
Chapter 87	SHADE TREES
Section 14	PERFORMANCE OF MAINTENANCE AND TREE REMOVAL WORK BY UTILITY; SUBMISSION AND APPROVAL OF VEGETATION MANAGEMENT AND HAZARD TREE REMOVAL PLANS; SUBMISSION OF UTILITY TREE MAINTENANCE STANDARDS AND SPECIFICATIONS

Section 14. (a) For the purposes of this section, "utility" shall mean a company engaging in the distribution of electricity or owning, operating or controlling distribution facilities; provided, however, that a distribution company shall not include any entity which owns or operates plant or equipment used to produce electricity, steam and chilled water, or an affiliate engaged solely in the provision of such electricity, steam and chilled water, where the electricity produced by such entity or its affiliate is primarily for the benefit of hospitals and nonprofit educational institutions, and where such plant or equipment was in operation before January 1, 1986.

(b) A utility may, or at the request of the tree warden shall, submit an annual vegetation management plan describing the maintenance work to be performed in a municipality. The plan shall include, but not be limited to, a map of the circuits where the maintenance work will be performed,

the tree maintenance standards that will be followed and any foreseeable variance from those standards. The plan shall comply with local ordinances and regulations. The plan shall be submitted not less than 90 days prior to the date the utility proposes to begin its maintenance work. Upon receipt of the plan, the tree warden, or a designee thereof, shall notify the utility within 60 days, in writing, whether or not the plan has been approved. Upon receipt of written notification that the plan has been approved, or approved with modifications agreed to by both parties, a utility shall be exempt from the requirements of sections 3 and 5 for the work described in the approved plan.

(c) A utility may, or at the request of the tree warden shall, submit an annual hazard tree removal plan describing hazard tree removal work to be performed in a municipality. The plan shall include, but not be limited to, the specific trees that the utility has identified as a hazard and proposes to remove. The plan shall comply with local ordinances and regulations. The plan shall be submitted not less than 90 days prior to the date a utility proposes to begin tree removal. Upon receipt of the plan, the tree warden, or a designee thereof, shall notify the utility within 60 days, in writing, whether or not the plan has been approved. Upon receipt of written notification that the plan has been approved, or approved with modifications agreed to by both parties, the utility shall be exempt from the requirements of sections 3 and 5 for the work described in the approved plan.

(d) If a tree warden fails to notify a utility whether a vegetation management plan or hazard tree removal plan has been approved within 60 days of the warden's receipt of the plan, the utility may request a decision by the selectmen, mayor or chief administrative officer of the municipality.

(e) Notwithstanding approval of a vegetation management plan or hazard tree removal plan, a utility shall notify a tree warden, in writing, not less than 14 days prior to beginning maintenance work or tree removal work in a municipality. If a local ordinance or regulation requires more than 14 days notice, the utility shall comply with such ordinance or regulation. The notice provided shall include the date on which the utility will begin work and the phone number of the person or persons supervising the work in the field.

(f) The utility shall provide to the state forester, or such other person or agency as designated by the secretary of energy and environmental affairs, a copy of any annual vegetation management plan or hazard tree removal plan and a copy of the approval or denial letter from the applicable tree warden. The state forester, or such other person or agency as designated by the secretary of energy and environmental affairs, shall provide the utility an acknowledgment of receipt of such plans and determinations in any manner approved by said secretary.

(g) The utility shall annually submit to the state forester's office a set of utility tree maintenance standards and specifications and evidence that these standards have been adopted by the utility company. These standards and specifications shall conform with: American National Standard Institute A-300; American National Standard Institute Z-133; and National Electric Safety Code 218 Tree Trimming and OSHA 29 CFR Part 1910 Line Clearance Tree Trimming Operations. The state forester, or such other person or agency as designated by the secretary of energy and environmental affairs, shall make these standards and specifications available to the public on their websites or other accessible

locations and shall accept and maintain a publicly accessible record of comments received relative to the standards and specifications and shall transmit the comments to the utilities.



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Sharing Dates for Technical Deep Dive at Holyoke WPCF (Apr 29 - May 01)

1 message

Mary Monahan <marylmonahan@gmail.com>

Mon, Mar 18, 2024 at 12:46 PM

To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Cc: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Victoria Houle <houlev@holyoke.org>,
Michael Bissonnette <bissonnettem@holyoke.org>

Stephanie: Please print.

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Sparling, Jay** <jay.sparling@veolia.com>

Date: Mon, Mar 18, 2024 at 12:15 PM

Subject: Sharing Dates for Technical Deep Dive at Holyoke WPCF (Apr 29 - May 01)

To: Carl Rossi <rossic@holyoke.org>, Mary Monahan <marylmonahan@gmail.com>

Cc: Michael Williams <michael.williams4@veolia.com>

Hi Carl and Mary,

Please join us at the Holyoke WPCF from Monday, April 29, to Wednesday, May 1, 2024 when Veolia will conduct a technical deep dive of the facility.

Subject Matter Experts from a range of disciplines (process, asset management, smart technologies, anaerobic digestion, energy efficiency, etc...) will meet in person at the Facility.

Gathering these SMEs in one place to collaborate on improving Holyoke's WPCF is a significant investment by Veolia. We remain committed to Holyoke and are following the timeline which we reviewed together on March 4, 2024.

This Technical Deep dive is a key step towards delivering the many system improvements identified in our 6-year timeline.

Again, you are welcome to join us for any or all of this effort. I will share more details as we finalize the agenda.

Thank you,

Jay

--

Jay Sparling

Vice President, Business Development

Municipal Water Contract Operations

VEOLIA NORTH AMERICA, UNITED STATES

cell +1 973 570 1056

jay.sparling@veolia.com

www.veolionorthamerica.com

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CITY OF HOLYOKE
BOARD OF PUBLIC WORKS

63 N. Canal Street
Holyoke, Ma 01040

COMMISSIONERS

Mary L. Monahan
Chairperson
Libby Hernandez
Vice Chair
Joseph Kietner
Member

March 12, 2024

President Tessa Murphy-Romboletti
Holyoke City Council
536 Dwight Street
Holyoke, MA 01040

Dear President Murphy-Romboletti:

On Monday, March 4, 2024, the Board of Public Works voted to communicate to the Mayor and the City Council the critical need to fund the City Engineer's position at a competitive level to attract qualified candidates.

The City and DPW have aggressively promoted the open positions of City Engineer and staff engineer. Qualified candidates to date have noted the unique engineering and public works projects that attract professional interest. However, the current low salary ranges prevent the City from securing a qualified candidate. The previous City Engineer left for another municipality providing a higher salary. The previous staff engineer left for a position at MassDOT; again for a higher salary.

The increase in federal grant funding prioritizing infrastructure work affords the City the opportunity to secure grant assistance for long delayed capital projects. The City's Integrated Management Plan is identifying and prioritizing these projects. However, in the absence of a City Engineer to coordinate the work with the consultant, this effort is being delayed.

DPW has contracted with an experienced civil engineer with significant municipal experience to serve as interim City Engineer. Our contracted engineer is doing an excellent job in moving forward the reviews and approvals needed for new development, stormwater permits, and more. DPW is prioritizing planning, municipal building, and economic development needs while other public works engineering needs go unmet. This should be apparent to Councilors as their orders to review signage, signals, street markings, and more just add to the City Engineer's backlog.

The Board of Public Works notes the exceptional management skills of DPW Director Rossi, the outstanding administrative performance of the office manager and customer service team, and the efficient and resident-focused work of the supervisors and laborers. DPW's continued advancement in providing residents and businesses exceptional professional service is stymied



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by the lack of a City Engineer and staff. The Board of Public Works does not have the authority to change this situation and approve the required competitive salary.

The Board of Public Works entreats the Mayor and City Council to act within their authority to approve a salary that will help us secure a candidate that brings the necessary skills and experience to keep Holyoke moving forward.

Very truly yours,

Mary L. Monahan
Chairperson, Board of Public Works

cc: Mayor Joshua Garcia



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March 12, 2024

Mayor Joshua Garcia
Holyoke City Council
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Very truly yours,

Mary L. Monahan
Chairperson, Board of Public Works

cc: City Council President Tessa Murphy-Romboletti

Board of Public Works Meeting Minutes

Date and Time: April 1, 2024, 5:30 PM

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

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Call to Order - 5:32pm

1. Public Comment

No public comments.

2. Consent Agenda

a. Consideration of Minutes of the Past Meeting

No minutes to consider at this time.

b. DPW Director Report (see attached)

- Discussed vacancies, grants, and cost savings.
- Budget was presented to the Mayor. Adjustments were made for OT.
- Discussed sewer line emergency repair on Eastampton Rd by the Log Cabin.

c. City Engineer Report (see attached)

- Mary M. advised Victoria and Carl to write a letter to Travelers regarding the status of their claim.

Kietner made a motion to move to item 5.

Seconded by Hernandez

All in favor.

d. Commissioner's Liaison Reports

- Libby Hernandez reached out to the state ethics commission to see how to obtain funds for the Public Works week.
- Kietner made the Board aware that he received an email from Chris Buchard that the price of Portland cement has increased dramatically.
- Mary Monahan (see attached report)

e. Division Supervisor Update (first meeting of the month)

No supervisor update at this time.

Abatements (second meeting of the month unless otherwise noted)

- Nazabeth Gomez - 45 North Bridge Street

Kietner made a motion to deny the abatement request as it does not meet the BPW criteria.

Seconded by Hernandez

All in favor.

3. Review and approve proposed CAM with Veolia

In consideration for previously agreed upon reimbursements specific to the following: MS4 compliance (\$168,000), consent decree (\$25,000), asset review (\$75,500) and five-year financial look-back (\$15,000), Veolia will increase by \$283,500 the current contract year Collection System Repair cost fund. This fund is for improvements and repairs to the collection system or as otherwise directed by the Director of the Department of Public Works. Any surplus will carry over to the following fiscal year.

4. MS4 compliance status update and next steps

Table until next meeting.

5. Review curb cuts ordinance and approval authority

Libby made a motion: The Board of Public Works votes to delegate the authority to review and approval curb cuts and driveways

Seconded by Kietner

All in favor

6. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit

Kietner made a motion to receive the update.

Seconded by Hernandez

All in favor

Kietner made a motion to accept the reports under the consent agenda.

Seconded by Hernandez

All in favor.

Mary made a motion to enter into executive session.
Seconded by Hernandez
Roll call vote
All in favor.

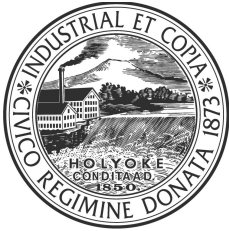
EXECUTIVE SESSION:

1. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Mary made a motion to exit the executive session and return to the regular agenda.
Seconded by Kietner
Roll call vote
All in favor.

Next meeting on 4/16
Meeting adjourned at 7:58pm



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
April 1, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted NOI for CPA grants 1. City Hall Stained Glass Windows, \$200,000 to finish all remaining windows; 2. Wistariahurst retaining wall. CPA approved the retaining wall project and denied to fund the stained glass window project.
- b. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant award received \$89,850, would need to complete work by June 30, 2024. **Consultant not able to complete the work by grant deadline due to short window between award and grant period end date. Confirming BETA Group commitment to complete work on time if City applies for FY25 funding.**
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Woodard & Curran is also assisting in aiding the City in potentially receiving grant funding through the Community Grants Program (<https://www.epa.gov/system/files/documents/2023-05/FY23-Community-Grants-Final%20Implementation-Guidance.pdf>)
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs. New round of grant funding potentially available in late Spring 2024 for FY2025. Tighe & Bond could assist if we wanted to replace Brookwood Rd bridge although this location is not a DPW priority.
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- g. Cannabis Impact Fee Applications - On hold for the time being
- h. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system, waiting on award status.
- i. CDBG Funding – Application submitted by Community Development office on behalf of Engineering/DPW for sidewalks and traffic calming, \$600,000.
- j. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project.
- k. **Dam and Seawall Program Grant – Working with HG&E to submit design phase project for funding of electrical upgrades to four (4) pump stations associated with levee system. Applications due April 5th.**
- l. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project.

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
- iii. **CDBG Proposed FY24 Spring – Construction is in progress with Detour Construction.**
- iv. Coordinating tree pit and planting program w/Conservation Agent.
- v. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. **Chapter 90 Project Approval Requests to be submitted once final paving list is finalized for 2024.**

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. **Waiting on update from Indus on timing of Spring repairs.**

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. **Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.**

f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)

- i. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
- ii. Architecture EL, Mount Vernon Group Architects designers
- iii. The roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum) are all underway. Bidding was announced March 14th and RW Hall revisions to HVAC work to be issued as addendum. Construction expected to be completed by end of July.

- iv. Interior improvements, painting, flooring replacement/repair, improvements to Union Break/Training Room – Mount Vernon brought in as architect. Hazardous materials testing is complete. Hydrant flow test for sprinkler study is being scheduled. Meeting with Department Heads Design and bid documents to follow.
- g. Raised Crosswalks
 - i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Street Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. **Project being awarded to Detour Construction (\$591,000). Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$191k), and Chapter 90 (\$220k).**
- h. City-Wide Traffic Signal Replacement Project
 - i. Work at Cherry St/Homestead to begin this Spring.
 - ii. Work at Pleasant St/Hampden to begin this Spring.
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. **New request from Travelers for additional information which has been forwarded. Travelers in review. Change order/contract amendment to follow.**
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. Waiting on updated delivery estimate from Contractor. Current estimate is August 2024.
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. As-built drawings being submitted in the next few weeks.
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.

- c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
- d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Project to start in April/May.
 - ii. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. Project will be rebid soon. Waiting on new proposal from RW Hall for revised drawing work, bidding assistance, and construction administration. Estimated RW Hall work falls within original budget.
 - iii. The Library Carpet in the Community Room – Work has been completed, waiting on invoice.
- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
- f. City of Holyoke Central Fueling Station Replacement (ARPA \$1,930,000)
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. **Funding source to be identified.**
- g. City Hall Parking Deck Rehabilitation Design (ARPA \$250,000)
 - i. RFQ for design services advertised; 4 responses received. Tighe & Bond developing scope of work for project. **Funding source to be identified.**
- h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - iv. MassDEP is currently reviewing the 90% plans and specs, which were submitted as part of the SRF Application. No ETA on when comments will be received.
 - v. Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - 1. Easements
 - a. Draft easements received. City to coordinate with property owners.
 - 2. WM-16 Permit Required
 - a. **Proposal for permit assistance received from Woodard & Curran. Reviewing whether or not City can submit without the need for new report from Woodard & Curran.**
 - 3. MEPA Compliance
 - a. **MEPA staff indicated that City may proceed with River Terrace project under Notice of Project Change and Phase 1 Waiver Request although this will be the last waiver granted to City and final Environmental Impact Report will need to be submitted before future projects identified in Long-Term Control Plan may proceed.**
 - b. **Draft Notice of Project Change and Phase 1 Waiver request started.**

4. SRF Funding

- a. **Under existing agreement with CWSRF Program, City has until June 30th to award the Contract. Informal request for extension submitted and waiting to hear back regarding next steps and potential extension period.**

i. Pavement Management System Update

- i. Chapter 90 project initiation needs to be submitted. List of streets being finalized with DPW.
- ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
- iii. Existing database is 4 years old – **New contract for next round of pavement evaluations by BETA Group being finalized. Approximate time frame to complete is June 2025.**

j. Race Street Repaving Cabot to Sargeant

- i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
- ii. Postponed until 2025 due to planned gas main work
- iii. **Concept plans received for review. Meeting held with VHB to discuss.**

k. VHB On-Call for Council Orders, traffic calming, etc.

- i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
- ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton - evaluate some options for this stretch, including going to one lane
- iii. VHB working on the following concepts:
 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 2. Linden Street at West Franklin – All-Way Stop
 3. Linden Street traffic calming
 4. Intersection of Cherry at Dale Street – traffic calming
 5. Assess speed hump along Brey Park Drive

l. Center City – submitted 75% design to DOT, FY2025 TIP

- i. Inquiry to DOT Traffic Section re PVRR Preemption
- ii. Submitted Chapter 90 project initiation form for 100% design for VHB
- iii. MassDOT approval received for Canal and Race Street
 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.

m. DOT-lead / TIP projects

- i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Construction anticipated in 2024 with majority completed before June 30th.
- ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
- iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.

- iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - o. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. Waiting on City Council approval of funding.
 - p. Municipality - Online Permits for DPW, September 26, 2023 – Municipality Go-Live being internally tested
 - q. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB working on base mapping and field work.
 - r. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council.
 - s. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was selected by CPA to receive \$254,000, waiting on Council approval. Grant application submitted to MHC for additional \$100,000 to supplement CPA funds. Total project cost for this phase of work is \$364,000.
5. Procurement
- a. 2024 Traffic Calming & Safety Measures Contract –Project being awarded to Detour Construction (\$591,000). Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$191k), and Chapter 90 (\$220k).
 - b. Boiler HFD FS#6 has been awarded to Boulangers.
 - c. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. Project will be rebid soon. Waiting on new proposal from RW Hall for revised drawing work, bidding assistance, and construction administration. Estimated RW Hall work falls within original budget.
 - d. Springdale – Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
 - e. Parking Deck – Tighe & Bond developing scope of work for project. **Funding source to be identified.**
 - f. Central Fuel Station – Weston & Sampson identified as consultant. **Funding source to be identified.**

6. Contracts
7. City Council / Regulatory
 - a. Finance Committee
 - b. Ordinance Committee
 - c. Public Safety Committee
8. City Permits
 - a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. **Applicant notified that request for permit modification is required for proposed changes.**
 - b. Application for Large Development Stormwater Permit for Proposed Self Storage Facility at 679/689 Main Street received but incomplete. Comments were sent back to applicant to revise and resubmit.
9. Veolia
 - a. Sunoco –
 - i. Final FY23 quarterly bill sent to Sonoco (Q4). Results being evaluated.
 - ii. FY24 Quarter 1 and 2 invoices sent to Sunoco.
 - b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
 - c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – **Appeal submitted March 29th.**
 - d. Industrial Users – PFAS sampling program will be created upon final permit designation.
 - e. Resolving of PILOT Payments – Veolia should have a final determination before end of Q1
 - f. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading
10. Outstanding DPW Crew Work
 - a. Yield Sign on Bray Park – pending
 - b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – pending
 - c. ADA panel replacement on Cabot and Race – to be completed in Spring
11. Other Updates
 - a. New projects proposed by Mayor. Funding through Council will be requested soon. Sean Sheedy coordinating with Mayor's Office.
 - i. Dwight Street Parking Garage Repairs - \$750,000 (Design & Construction)
 - ii. Suffolk Street Parking Garage Repairs - \$250,000 (Design & Construction)

Board of Public works Meeting April 1, 2024

Director's Report

Vacancies

- Loader Operator Highways and Bridges - vacant
- Assistant Engineer – vacant
- City Engineer – Potential Candidate, salary and position in ordinance in ordinance
- Laborer Highways and Bridges – vacant
- Parks Craftsman – vacant
- Second Tree Climber decided not to accept the City's offer- Position is vacant, we will look to advertise for an HMEO instead.
- HMEO Parks – vacant, employee gave two weeks notice today will advertise.

Grant Opportunities

Grant application was submitted for the EV Garbage Truck. No update.

Warning System at CSO outfalls in the amount of \$50,000 received award confirmation.

Safety training grant awarded in the amount of \$11,000.

Working on Flood Control Gant for pump station upgrades.

Recycling and Refuse

Refuse tonnage for the months of October, November and December 2023, is down approximately 60 tons per month which translates in approximately \$18,000 savings over the 3 month period.

Training

Co-op Program – Met with Dean Tech.

CPR, Fit test and Flagger training planned for staff through safety training grant.

Budget

Presented FY 2025 proposed operating and capital budget.

Snow Dump

Salt Shed under 391. Lease is up. Looking to renew with Mass DOT. If it is not renewed, we will need to look for another location. This highlights a need for a new DPW facility. Working with solicitor's office regarding new lease. Meeting with Mass DOT, Friday February 9, 2024.

Sonoco Billing

Veolia sent us a letter regarding samples for the fourth Quarter FY23. The email was sent to Attorney Bissonnette.



Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: NPDES 24-01

1 message

Mary Monahan <marylmonahan@gmail.com>
To: Stephanie Rodriguez <rodriguezs@holyoke.org>

Thu, Mar 28, 2024 at 10:14 AM

Please print email and include in packets
Thanks

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **Lisa Ball** <balll@holyoke.org>
Date: Thu, Mar 28, 2024 at 10:13 AM
Subject: Fwd: NPDES 24-01
To: Carl Rossi <rossic@holyoke.org>, Mary Monahan <marylmonahan@gmail.com>, Michael Bissonnette <bissonnettem@holyoke.org>

Lisa A. Ball
City Solicitor
City of Holyoke
20 Korean Veterans Plaza
Holyoke MA 01040
413-322-5657

----- Forwarded message -----

From: **Clerk EAB** <Clerk_EAB@epa.gov>
Date: Thu, Mar 28, 2024 at 10:12 AM
Subject: Re: NPDES 24-01
To: Lisa Ball <balll@holyoke.org>
CC: Clerk EAB <Clerk_EAB@epa.gov>

Good morning Ms. Ball,

The EAB is in receipt of City of Holyoke's request to participate in the ADR program

Thank you,

Clerk of the Board
Environmental Appeals Board
U.S. Environmental Protection Agency
WJC-E., Building 1103M
[1200 Pennsylvania Avenue, N.W.](https://www.epa.gov/1200-pennsylvania-avenue)
[Washington, D.C. 20460-0001](https://www.epa.gov/washington)
Tel: 202-233-0122
Fax: 202-233-0121

From: Lisa Ball <balll@holyoke.org>
Sent: Thursday, March 28, 2024 10:05 AM
To: Clerk EAB <Clerk_EAB@epa.gov>
Subject: NPDES 24-01

Caution: This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good morning Clerk Cortes:

Attached is the City of Holyoke's request to participate in the ADR program with regard to the above reference docket.

Thank you for your consideration.

--
Lisa A. Ball
City Solicitor
City Hall Annex
20 Korean Veterans Plaza
Room 204
Holyoke MA 01040

Charter Sec. 37. - Board of public works.

The board of public works shall have cognizance, direction and control: (a) of the construction, location, repair, care and lighting of streets, ways and sidewalks; (b) of the construction, alteration, repair and care of public buildings; (c) of the construction, alteration, repair and care of main drains or common sewers; (d) of the construction, alteration, repair, care and maintenance of public bridges; (e) of the care, superintendence and management of the public grounds, except public parks, belonging to said city, and of the shade and ornamental trees growing therein. The said board may require that no person or corporation authorized by the city council to dig up any public street or sidewalk in said city shall begin such digging before furnishing to such board of public works security satisfactory to them to restore such streets or sidewalks to their former condition. The said board of public works, except as herein otherwise provided, shall have exclusively the powers and be subject to the liabilities and penalties imposed by law upon road commissioners of towns.

Ordinance Sec. 2-201. - Duties and qualifications.

Pursuant to the authority granted them under section 3 of chapter 556 of the Acts of 1948, the city council declares the duties and qualifications of the director of the department works to be as follows:

(1)Qualifications. Prior to appointment the director shall have received a Bachelors Degree and shall have had ten years of relevant upper-level administrative experience in public or private employment dealing with a public works program, or an Associate Degree and shall have had 12 years of relevant upper-level administrative experience in public or private employment dealing with a public works program. A college degree may be substituted with 15 years of experience in public or private employment dealing with a public works program.

(2)Duties. The director of public works, under the direction of the board of public works, shall supervise all work of the public works department and shall have sole charge of carrying out the orders and policies of said board. These duties include, but are not limited to, the construction and maintenance of highways, bridges, sidewalks, sewers, drains and public buildings; the collection and disposal of refuse; flood control; sewage treatment; forestry; and the maintenance of a fleet of municipal vehicles. In addition, the director of public works shall perform such other duties, not inconsistent herewith, as the city council may prescribe.

Ordinance Sec. 78-19. - Excavations in or occupancy of street or sidewalk—License required; indemnity agreement.

No person shall break or dig up the pavement or ground in any street or sidewalk or erect any staging for building thereon, or use or occupy any portion of any street, without first obtaining from the board of public works a written license stating the space in the street that may be occupied and the time allowed for such occupancy and such other provisions as they may deem best, and filing with the board of public works a written agreement under

seal to comply strictly with the terms of the license and indemnify the city for all loss, cost and expense that it may suffer by reason of such occupancy.

Zoning Ordinance Section 7.1.6.3 “Drive-Through Facilities Standards: 1. The width of the driveway access at the property line of the development shall not exceed 22 feet, unless the traffic impact study identifies, and the Department of Public Works approves, the need for wider access.”

MLM Liaison Update
April 1, 2024

New/Continued Items for Review

DPW DGR Presentation

On February 27, 2024 the Board of Public Works and DPW Director updated City Council Development and Governmental Relations Committee (DGR) (members: Chair Givner, Vacon, Sullivan, Ocasio, Anderson-Burgess) on the status department divisions, hires, various functions, and responsibilities. The Board of Public Works discussed ongoing initiatives including the long-term service agreement and the integrated management planning. The BPW and Director emphasized the need for the City to hire a qualified City Engineer.

Enterprise Fund and FY23/24 Rate

DPW, Chair, Hazen team consultants, and Veolia met March 20, 2024 to discuss status of document requests.

The Hazen/Abrahams team are requesting that the City provide time/financial costs for indirect services associated with the enterprise fund/service agreement. The request to departments was sent by the Mayor's office.

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting was January 31, 2024. Project completion is May 2024.

New Ordinance Committee Chair Israel Rivera is cleaning up the committee jacket – business left over from previous year. On February 7, 2024, Commissioners Monahan and Hernandez briefly updated the Committee on the Comprehensive Financial Analysis and sewer breaks and repair needs to date.

As of this writing (December 18, 2023) Ordinance Committee Chair Vacon has not scheduled discussion regarding funding a stipend for the Assistant DPW Director position as referred by Council with an order filed by McGee. The City is still seeking a City Engineer and it is hoped that the addition of a stipend to the base salary will encourage applicants.

On September 20, 2023, at a Special Meeting of the City Council, the Council voted 5 to 8 to deny the proposed sewer rate. Despite a minority vote, the sewer rate required a super majority to pass. This vote guarantees another sewer fund deficit for FY24, unless

a new rate is approved that reflects ongoing financial updates from the City Auditor and Treasurer and accounts for FY24 missed billing cycles.

City Engineer Transition Plan

The City Engineer Schedule A request is on April 2, 2024 Council agenda Council agenda – with conditions. Ordinance Committee at their meeting on March 13, 2024 approved recommending to full Council removal of the City Engineer from the PSA union and including this position as Schedule A. Council needs to approve Mayor offering a salary above the mid-point: needs an order to be filed.

The PSA union will not approve removing City Engineer. The Chair was notified on January 5, 2024 that the PSA union has agreed to removing the position of City Engineer. This will give DPW and the Mayor more flexibility in attracting a qualified candidate. After consultation with Attorney Bissonnette, Director Rossi, and Chair Monahan, the Mayor has been requested to file an order to authorize the Mayor to exceed the Schedule A salary for the position of City Engineer/Assistant DPW Director.

Integrated Management Plan

Planning is delayed for public outreach sessions as a result of no engineering staff.

The IMP recording can be viewed here:

<https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Grant and Other Funding Pursuits

Congressionally Directed Spending Requests – needs a champion for DPW

Led by Miira Gates, DPW Stormwater Coordinator and Grants Assistance

Dam and Seawall Program: design services to upgrade four flood control pump stations. Miira, the Chair, and DPW Director met with HG&E to discuss on March 1, 2024. (~\$250,000)

MVP Action Grant: Adaptation Plan for WWTP and associated operations (see final NPDES permit) (~\$300,000)

Federal Funding targeting affordability needs in EJ communities and more. American Rivers with Andy Fisk to help lead. (\$10 – 20 million). Rolling application, deadline November 4, 2024

Service agreement advisory board

Jacobs Engineering toured the WWTP with members of the ad hoc advisory committee on March 19, 2024 followed by a lunch meeting with ad hoc committee.

Veolia met with members of the ad hoc advisory board on March 4, 2024.

Jacobs Engineering is meeting with the Advisory Board of February 14, 2024.

Jesse Lederman from Senator Markey's office met with Garcia, Rossi, Monahan, and Vega on January 25. DPW's request for \$500,000 to fund a facility plan at the WWTP was enthusiastically received and is being advanced.

Representative Patricia Duffy is coordinating a meeting with MassCEC to discuss funding for energy efficiency apps at the WWTP.

The Advisory Board met with Veolia on December 19 for a presentation on Decarbonization.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi, Yoni Glogower

Open to new candidates for consideration

Draft Permit and Comments

Final Permit Issued January 25, 2024

The City accepted participating in the Environmental Appeals Board's Alternative Dispute Resolution ("ADR") program. Attorney James Steinkrauss from Rath, Young and Pignatelli, PC, Concord, NH will be representing the City – after July 1, 2024. They have experience in successfully representing other communities through the ADR process.

The City filed an appeal to the Environmental Appeals Board. This process was challenging to say the least because of no City Engineer to lead the coordination of these efforts. The Chair, City Solicitor's Office and DPW Director are meeting with outside legal

on March 18 to discuss needed outside legal assistance. The City is also appealing to MassDEP the finale permit for Surface Water Discharge based on the same appeal positions;

In summary:

New limits for metals are currently within the existing sampling parameters. That being said, Holyoke's plant is operating at 50% capacity. It was noted that Holyoke is using the plant capacity and low user fees as the basis for economic development, and Holyoke plans to expand our plant's use as an economic development tool in the next long term service agreement. Increased flows could trigger these limits and substantial costs for plant modifications. The limits in the final permit place a 90% restriction on the City's opportunity for growth without these modifications. The basis for establishing the metal limits is being called into question. And, the fact that Holyoke is an environmental justice community allows for additional discussion regarding affordability. EJ impacts regarding permit requirements are recent considerations by EPA.

Additional permit requirements isolate the plant and its operation with respect to building climate resilience. The City will appeal by noting various climate resiliency planning and execution efforts including a recent watershed assessment associated with dam failure led by HG&E, the various MVP projects, and other City-wide efforts to address climate change threats. Again, EJ and affordability will be the basis for an appeal.

The National Association of Clean Water Agencies is considering assisting the City in developing an appeal. NACWA's interests lie in the fact that EPA Region 1, and Holyoke's permit in particular, contain stringent permit limits that would likely be applied to other permit holders, including NACWA's members. The idea is to help set limits with EPA now.

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Board of Public Works and Water Commission met January 29, 2024 at DPW.

Discussion items included

Payments made by DPW

Billing data

Abatements

Hydrants

Shut-off program

Ongoing Items

DPW Facility Improvements

DPW met with Weston and Sampson on February 24 to begin discussion on the development of a facility plan. Weston and Sampson submitted a proposal for FY25 consideration for Facility Planning.

Note the need to accommodate female staff

Public Works Week May 2024

Develop a public awareness activity

Recognize employees

Promote funding and support of DPW

Champion?

Mary L. Monahan, Chair
Holyoke Board of Public Works
April 1, 2024

**City of Holyoke
Board of Public Works
Sewer Commission**

Sewer Abatement/Adjustment Policy

The Board of Public Works, which also serves as the Sewer Commission, may adjust a sewer bill for the following reasons:

Billing error, meter error, or administrative error.

Customer/user can prove that a quantity of water billed to the customer/user did not go into the sewerage system.

Pool abatements: a calculation will be performed (based on the size of the pool) to determine the amount of water used to fill the pool. The sewer charge for that volume of water will be abated. Customers/users requesting a pool abatement must provide details on the capacity and size of the pool and must state the billing period in which the filling of the pool occurred. This adjustment does not apply to season refilling or topping off.

Uncharacteristic elevated water/sewer usage where it has been confirmed that the City of Holyoke was responsible for the resulting elevated usage.

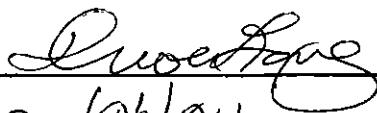
Abatements will be granted for no more than the two previous billing cycles

Abatement applications, with all supporting materials, shall be filed with the Department of Public Works within 60 days of the billing statement that is the subject of the request.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Nazareth Gomez
Mailing Address 47-45 North Bridge St
Phone 413 218 6969
Email _____
Service Location 45 North Bridge St
Account Number 809426 Bill Number _____
Sewer Use Charge \$ 441.00

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Signature 
Date 3/26/24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

3/21/2023

Acct#009426

Holyoke Water Works

I would like to request an abatement for the bill due April 25, 2024 of \$343.69 on the property of 45 NorthBridge St. As viewing my usage in prior months it has tripled due to a toilet leak and I have had it fixed.

Sincerely,

Nazareth Gomez

ACCT#009426

Holyoke Sewer Dept.

I would like to request an abatement for the bill of 441.00 due April 25, 2024 on the property of 45 NorthBridge St. As viewing my usage in prior months it has tripled due to a toilet leak and I have had it fixed.

Sincerely,

Nazareth Gomez

Sales Receipt

47 Northbridge St Holyoke Ma 01040

Date: March 22, 2024
Invoice #: [127]

Sold to:
EDGE Repairs
Holyoke Ma 01040
413-210-9013

Payment Method	Check No.	Job
CASH		Nazareth Gomez

Qty	Item #	Description	Unit Price	Discount	Line Total
1		Jacuzzi toilet fill valve	\$ 40.66		\$ 40.66
1		Jacuzzi toilet flopper with float	11.68		11.68
1		SERVICE	95.00	\$ 5.00	90.00

Pick up at Southhampton Ma location
3/22/2024

Total Discount	\$5.00
Subtotal	\$142.34
Sales Tax	6%
Total	\$151.31

Thank you for your business!

SPRINGFIELD PLMBNG S
660 BROADWAY ST.
CHICOPEE, MA 01020
(413) 737-1137

Merchant ID: 6267
Term #: 1181 Store #: 1001
Ref #: 0009

Sale

XXXXXXXXXXXX8401

VISA Entry Method: Chip

Total: \$ 40.66

03/21/24 16:48:51
Inv #: 000009 Appr Code: 090669
Transaction ID: 584081749317921
Apprvd: Online Batch#: 000842

VISA DEBIT
AID: A0000000031010
TSI: 6800
TVR: 8000008000

Customer Copy
THANK YOU

SPRINGFIELD PLMBNG S
660 BROADWAY ST.
CHICOPEE, MA 01020
(413) 737-1137

Merchant ID: 6267
Term #: 1181 Store #: 1001
Ref #: 0008

Sale

XXXXXXXXXXXX8401

VISA Entry Method: Chip

Total: \$ 11.68

03/21/24 16:35:20
Inv #: 000008 Appr Code: 089904
Transaction ID: 384081741202075
Apprvd: Online Batch#: 000842

VISA DEBIT
AID: A0000000031010
TSI: 6800
TVR: 8000008000

Customer Copy
THANK YOU

Customer Transaction Summary

Customer Information

Account No: 009426
NAZABETH GOMEZ
45 N BRIDGE ST
HOLYOKE, MA 01040-6229

DPW

Location Information

Location No: 009426
45 NO. BRIDGE ST.
HOLYOKE, MA

Date	Type	More Info	Reading	Usage	Prior Balance	Transaction Amount	Balance
03/15/2023	Charge	02/07/2023	48318 1	19460	-0.01	105.37	105.36
03/27/2023	Payment				105.36	-104.36	1.00
05/05/2023	Interest				1.00	0.02	1.02
06/09/2023	Interest				1.02	0.02	1.04
06/15/2023	Charge	05/09/2023	50553 1	22350	1.04	120.42	121.46
07/10/2023	Payment				121.46	-121.46	0.00
09/15/2023	Charge	08/03/2023	52690 1	21370	0.00	130.00	130.00
10/04/2023	Payment				130.00	-130.00	0.00
12/15/2023	Charge	11/02/2023	54625 1	19350	0.00	118.47	118.47
01/12/2024	Payment				118.47	-118.47	0.00
03/15/2024	Charge	02/05/2024	60505 1	58800	0.00	343.69	343.69

Leak

Board of Public Works Meeting Minutes

Date and Time: April 16, 2024, 5:30 PM

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

Attendees:

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Miira Gates, Stormwater Grant Manager

Call to Order - 5:30pm

1. Public Comment - none
2. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting - none at this time.
 - b. DPW Director Report (see attached)
 - c. City Engineer Report (see attached)
 - d. Commissioner's Liaison Reports (see attached)
 - e. Division Supervisor Update
No supervisor update at this time.

Abatements (second meeting of the month unless otherwise noted)

- Blessed Sacrament (SR006945) - 1945 Northampton Street

Kietner made a motion to approve the abatement request as it does meet the BPW criteria based on the average usage for November and February billings.

Seconded by Hernandez

All in favor.

- Gertraud K. Ely (SR003692) - 9 Carlton Street

Libby made a motion to continue abatement request conversation at the next meeting.

Seconded by Kietner.

All in favor.

- Javier Flores (SR002987) - 88 Beacon Avenue
Kietner made a motion to deny the abatement request as it does not meet the BPW criteria.
Seconded by Hernandez
All in favor.

Kietner made a motion to accept the consent agenda as reported.
Seconded by Hernandez
All in favor.

3. MS4 compliance status update and next steps

- Discussion focused on compliance with the MS4 permit and related stormwater management issues
- The Board noted the city's responsibility for reporting under the consent decree, emphasizing the importance of timely action to avoid legal repercussions due to past lawsuits.
- There was a discussion about the selection of three sites for stormwater improvement projects by the consulting firm Kleinfelder.
- The requirements for Storm Water Pollution Prevention Plans under the MS4 permit were clarified. It was noted that previously exempt municipal operations now require Storm Water Pollution Prevention Plans if they fall within regulated communities, and these plans can be managed by the municipality itself.
- Interim City Engineer and Stormwater Coordinator to work with Klein Felder to determine next steps.

Hernandez made a motion to approve next steps.
Seconded by Kietner
All in favor

4. City Engineer vacancy – action options

- Discussion on action options regarding the city engineer vacancy.
- Agreed to notify the Council, Mayor, and public about the actions to be taken.

Kietner made a motion to continue discussion.
Seconded by libby
All in favor.

5. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit

Transcript 7:37pm

Kietner made motion to accept discussion on item #5.

Seconded by libby.

All in favor.

The Board may consider Executive Session for the following:

EXECUTIVE SESSION:

Libby made a motion to go into executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Roll call vote

Unanimous

Libby made a motion to exit executive session and reenter regular meeting

Roll call vote

All in favor

1. The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Meeting adjourned at 8:15pm



Board of Public Works Meeting
Engineer's Report
April 16, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. Submitted ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant award received \$89,850, would need to complete work by June 30, 2024. Consultant agreed to complete work before June 30, 2024 grant deadline and contract awarded to BETA Group.
- b. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Informal request for extension submitted to SRF staff. Waiting on feedback for official extension.
- c. Small Bridge Grant, MassDOT, only 2 City-owned BRIs. New round of grant funding potentially available in late Spring 2024 for FY2025. No projects identified at this time.
- d. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- e. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- f. Cannabis Impact Fee Applications - On hold for the time being
- g. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system, waiting on award status.
- h. CDBG Funding – Application submitted by Community Development office on behalf of Engineering/DPW for sidewalks and traffic calming, \$600,000.
- i. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project.
- j. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th.
- k. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project.

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).

- iii. CDBG Proposed FY24 Spring – Construction is in progress with Detour Construction.
 - iv. Coordinating tree pit and planting program w/Conservation Agent.
 - v. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
 - b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.
 - c. Street Paving-Resurfacing
 - i. Total funding available through Chapter 90 is \$2,042,404. Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. Chapter 90 Project Approval Requests to be submitted once final paving list is finalized for 2024.
 - d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. Waiting on update from Indus on timing of Spring repairs.
 - e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC, contract for \$895,500
 - iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
 - f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
 - i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
 - ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - iii. Architecture EL, Mount Vernon Group Architects designers
 - iv. Roof renovations - Filed sub-bids due April 16, 2024 and General Contractor bids due April 30, 2024. RW Hall revisions to HVAC work completed. Information to be reviewed and issued as addendum. Construction expected to be completed by end of August.
 - v. Interior improvements, painting, flooring replacement/repair, improvements to Union Break/Training Room – Mount Vernon brought in as architect. Hazardous materials testing is complete. Architects and consultants collecting data week of April 8th – 12th. Hydrant test conducted on April 11th. Meeting with Department Heads Design and bid documents to follow.
 - g. Raised Crosswalks
 - i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pyncheon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street

- 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Street Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
 - iv. Project awarded to Detour Construction. Pre-Construction meeting held on Wednesday, April 10th. Construction to start this Spring with completion by August 15, 2024.
- h. City-Wide Traffic Signal Replacement Project
- i. Work at Cherry St/Homestead to begin this Spring.
 - ii. Work at Pleasant St/Hampden to begin this Spring.
- i. Dwight Street Sidewalk Vaults
- i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. New request from Travelers for additional information which has been forwarded. Travelers in review. Change order/contract amendment to follow.
- j. Apremont Highway / Route 202 Signal
- i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. Mast Arm may come in earlier than expected and be installed by the end of May instead of August 2024. Waiting on more definitive schedule.
- k. Jackson Street & South Holyoke
- i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. As-built drawings being submitted in the next few weeks.
4. Status of Planning and Design Projects
- a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Project to start in April/May. Waiting on update regarding start date.

- ii. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. Draft re-bid package received and comments forwarded to RW Hall for review and revision. Project to be rebid soon.
 - iii. The Library Carpet In the Community Room – Work has been completed on time and on budget (\$14,180). Invoice has been processed.
- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
- f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified.
- g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects.
- h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - iv. MassDEP is currently reviewing the 90% plans and specs, which were submitted as part of the SRF Application. No ETA on when comments will be received.
 - v. Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - 1. Easements
 - a. Draft easements received. City to coordinate with property owners. Letters dropped off to property owners, no responses received to date.
 - 2. WM-16 Permit Required
 - a. Proposal for permit assistance received from Woodard & Curran in the amount of \$15,000. Working with MassDEP to see if City can submit directly. Online application process started.
 - 3. MEPA Review
 - a. City may proceed with River Terrace project under Notice of Project Change and Phase 1 Waiver Request although this will be the last waiver granted to City and final Environmental Impact Report will need to be submitted before future projects identified in Long-Term Control Plan may proceed.
 - b. Draft Notice of Project Change and Phase 1 Waiver request started. Final submission requirements being verified w/MEPA staff and NPC to be submitted within next few weeks.
 - 4. SRF Funding
 - a. Under existing agreement with CWSRF Program, City has until June 30th to award the Contract. Informal request for extension submitted and waiting to hear back regarding next steps and potential extension period.

- i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted. List of streets being finalized with DPW.
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old – Contract for next round of pavement evaluations by BETA Group has been finalized. Approximate time frame to complete is June 2025.
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - iii. Concept plans received for review. Meeting held with VHB to discuss. DPW and Engineering to send comments on draft plan to VHB.
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the below concepts. Draft memos received and meeting held with DPW to review, although not all locations were reviewed and consultant requested to address comments on the locations reviewed.
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRP Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans slated for submission to DOT late May
- m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Construction anticipated in 2024 with majority completed before June 30th.
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.

- iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - j. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - o. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding.
 - p. Municipality – Program is now live and being used for online permits.
 - q. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB working on base mapping and field work.
 - r. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council.
 - s. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was selected by CPA to receive \$254,000, waiting on Council approval. Grant application submitted to MHC for additional \$100,000 to supplement CPA funds. Total project cost for this phase of work is \$364,000.
5. Procurement
- a. 2024 Traffic Calming & Safety Measures Contract – Project awarded to Detour Construction. Work to start in Spring 2024 and completed by August 15, 2024.
 - b. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Project to start in April/May. Waiting on update regarding start date.
 - c. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. Draft re-bid package received and comments forwarded to RW Hall for review and revision. Project to be rebid soon.
 - d. Springdale – Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
 - e. Parking Deck – Tighe & Bond developing scope of work for project. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects.
 - f. Central Fuel Station – Weston & Sampson identified as consultant. Funding source to be identified.

- g. 2024 Pavement Evaluations – Contract awarded to BETA Group to complete next round of City-wide pavement evaluations (\$35,800). Approximately 130 centerline miles of roadway to be inspected. Work to be completed by March 2025.
 - h. Sidewalk/Curb Ramp Assessment and Planning Services (ADA Planning Grant) – Contract awarded to BETA Group to complete inspections and planning document by June 30, 2024 (\$89,500)
6. Contracts
7. City Council / Regulatory
- a. Finance Committee
 - b. Ordinance Committee
 - c. Public Safety Committee
8. City Permits
- a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for permit modification is required for proposed changes.
 - b. Application for Large Development Stormwater Permit for Proposed Self Storage Facility at 679/689 Main Street received but incomplete. Comments were sent back to applicant to revise and resubmit.
 - c. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
9. Veolia
- a. Sunoco –
 - i. Waiting on lab results to prepare FY24 Quarter 3 Invoice.
 - b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
 - c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
 - d. Industrial Users – PFAS sampling program will be created upon final permit designation.
 - e. Resolving of PILOT Payments – Status unknown
 - f. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading
10. Outstanding DPW Crew Work
- a. Yield Sign on Bray Park – pending
 - b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – pending
 - c. ADA panel replacement on Cabot and Race – to be completed in Spring
11. Other Updates



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Consent Decree Language

1 message

Mary Monahan <marylmonahan@gmail.com>

Fri, Apr 12, 2024 at 4:47 PM

To: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Victoria Houle <houlev@holyoke.org>, Carl Rossi <rossic@holyoke.org>, Stephanie Rodriguez <rodriguezs@holyoke.org>, Michael Bissonnette <bissonnettem@holyoke.org>

Stephanie:

Please print the following email for Tuesday's meeting.

Thanks.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: Miira Gates <gatesm@holyoke.org>

Date: Fri, Apr 12, 2024 at 1:53 PM

Subject: Consent Decree Language

To: Mary Monahan <marylmonahan@gmail.com>

Hi Mary,

As you requested I am going to provide some language from the consent decree on required deliverables:

IDDE:

Inspect and Sample MS4 outfalls

Dry and Wet Weather Screening (May 31, 2023 submitted to EPA IDDE Plan)

- Map Catchment Areas (3.5 of 57 mapped)
- Catchment prioritization (we have an initial prioritization, should be refined)
- Catchment investigations of problem outfalls (Start 5/31/23 Finish 6/30/25, Not yet started)
- Dry weather screening, once for all outfalls (0 of 98 complete - target due date from IDDE plan is 5/31/23 - OVERDUE)
- Followup ranking of outfalls due 6/30/24 (since dry weather screening has not happened, we are behind)
- If illicit discharge is detected fix within 60 days, if not possible within 3 years (no illicit discharges detected since no dry weather screenings complete)
- Within one year of finding an illicit discharge dry and wet weather monitor outfall
- Wet Weather Screening - 1x every three years (0 of 98 complete - OVERDUE)

BMPs

Identify BMPs for pollution reduction

Messaging to City (spring, summer, fall) (PVPC assists with messaging, posted on city website and Holyoke Media)

New Development and Redevelopment code language to require inclusion of BMPs (In Place)

Good Housekeeping

Properly managed organics on municipal properties (ongoing)

Street sweeping 2x per year (spring and fall) (ongoing)

Nitrogen Source ID Report

Due January 31, 2024 (Submitted)

Build BMP on city property by December 21, 2024 (Sullivan School identified, design and permitting to be complete June 2024)

GIS Map

Submit stormwater collection and wastewater collection maps by December 31, 2022 (submitted)

Report Compliance

January 31 and July 31 annuals (Last report submitted January 31, 2024)

Technical Meeting

In person on zoom with EPA, MassDEP following report submission

Table 3: IDDE Program Implementation Timeline

(Consent Decree Term #12c and #12d)

IDDE Program Requirement	Target Completion Date				
	Completed in 2019	5/31/23	6/30/24	6/30/25	6/30/27
Written IDDE Program Plan		X			
SSO Inventory	X				
Preliminary Ranking of Outfalls and Interconnections	X				
Written Catchment Investigation Procedure		X			
IDDE Regulatory Mechanism or By-law (if not already in place)		X			
Dry Weather Outfall Screening		X			
Follow-up Ranking of Outfalls and Interconnections			X		
Catchment Investigations – Problem Outfalls		Start		Finish	
Catchment Investigations – of High and Low Priority Outfalls		Start			Finish

Thats what I have for now.

I hope its helpful.

-Miira

--

Miira Gates (she/her)
Stormwater Coordinator
City of Holyoke
63 N Canal St
Holyoke, MA 01040
C: (413) 588-6897

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Thomas M. Schwensfeir

Mailing Address 1945 Northampton Street

Phone 413-532-0713 ext 114

Email tmsbusinessmanager@comcast.net

Service Location 1945 Northampton Street

Account Number SR006945 Bill Number _____

Sewer Use Charge See attached

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Signature _____

Date 03/22/2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

Blessed Sacrament Community



Thomas M. Schwensfeir
Business Manager

Email: tmsbusinessmanager@comcast.net

To Whom it May Concern-

March 22, 2024

We are requesting an abatement for our recent sewer bill. It was extremely high due to a massive leak underground that we discovered. The issue has been fixed, as of December 11, 2023, when work was completed by Kent Brother's Excavating. I was told to call back after receiving our quarterly water bill, and then to write a letter requesting an abatement.

I am including the repair invoice with receipt of our payment, as well as the invoice for leak testing. If you have any questions, or need further information, please contact me at the Rectory at the above number. Thanks for your attention to this matter.

A handwritten signature in black ink, appearing to read "Thomas M. Schwensfeir".

Business Manager

Acct #SR006945

A handwritten signature in black ink, appearing to read "Duy Anh Le".

Rev. Duy Anh Le

Pastor, Blessed Sacrament Church

Customer Transaction Summary

Customer Information

Account No: 006945

BLESSED SACRAMENT RECTORY

1945 NORTHAMPTON ST

HOLYOKE, MA 01040-3401

Location Information

Location No: 006945

21 WESTFIELD RD.

HOLYOKE, MA

Date	Type	More Info	Reading	Usage	Prior Balance	Transaction Amount	Balance
08/29/2019	Payment	CO_SERV_ACCT			821.65	-821.65	0.00
11/15/2019	Charge	09/30/2019	90612 1	233300	0.00	1551.45	1551.45
12/06/2019	Payment	CO_SERV_ACCT			1551.45	-1551.45	0.00
02/15/2020	Charge	01/02/2020	91628 1	101600	0.00	675.64	675.64
02/28/2020	Payment	CO_SERV_ACCT			675.64	-675.64	0.00
05/15/2020	Charge	04/01/2020	92511 1	88300	0.00	587.20	587.20
06/01/2020	Payment	CO_SERV_ACCT			587.20	-587.20	0.00
08/15/2020	Charge	07/01/2020	94032 1	152100	0.00	1011.47	1011.47
08/26/2020	Payment	CO_SERV_ACCT			1011.47	-1011.47	0.00
11/15/2020	Charge	10/01/2020	96978 1	294600	0.00	1959.09	1959.09
11/30/2020	Payment	CO_SERV_ACCT			1959.09	-1959.09	0.00
02/15/2021	Charge	01/04/2021	97734 1	75600	0.00	502.74	502.74
03/24/2021	Payment	CO_SERV_ACCT			502.74	-502.74	0.00
05/15/2021	Charge	04/01/2021	98494 1	76000	0.00	505.40	505.40
06/03/2021	Payment	CO_SERV_ACCT			505.40	-505.40	0.00
08/15/2021	Charge	07/06/2021	100393 1	189900	0.00	1262.84	1262.84
09/17/2021	Payment	CO_SERV_ACCT			1262.84	-1262.84	0.00
11/15/2021	Charge	10/01/2021	101518 1	112500	0.00	843.75	843.75
12/27/2021	Payment	CO_SERV_ACCT			843.75	-843.75	0.00
02/15/2022	Charge	01/03/2022	102515 1	99700	0.00	747.75	747.75
03/31/2022	Payment	CO_SERV_ACCT			747.75	-747.75	0.00
05/15/2022	Charge	04/04/2022	103635 1	112000	0.00	840.00	840.00
06/24/2022	Payment	CO_SERV_ACCT			840.00	-840.00	0.00
08/15/2022	Charge	07/01/2022	105182 1	154700	0.00	1160.25	1160.25
09/29/2022	Payment				1160.25	-1160.25	0.00
11/15/2022	Charge	10/03/2022	107850 1	266800	0.00	2001.00	2001.00
12/29/2022	Payment	CO_SERV_ACCT			2001.00	-2001.00	0.00
02/15/2023	Charge	01/03/2023	109083 1	123300	0.00	924.75	924.75
03/30/2023	Payment	CO_SERV_ACCT			924.75	-924.75	0.00
05/15/2023	Charge	04/03/2023	109979 1	89600	0.00	672.00	672.00
06/29/2023	Payment	CO_SERV_ACCT			672.00	-672.00	0.00
08/15/2023	Charge	07/05/2023	112206 1	222700	0.00	1670.25	1670.25
09/29/2023	Payment	LIGHTHOUSE			1670.25	-1670.25	0.00
11/15/2023	Charge	10/04/2023	117420 1	521400	0.00	3910.50	3910.50
01/05/2024	Interest				3910.50	66.87	3977.37
02/08/2024	Interest				3977.37	66.87	4044.24
02/15/2024	Charge	01/02/2024	124337 1	691700	4044.24	5187.75	9231.99
04/08/2024	Interest				9231.99	155.58	9387.57



Kent Brothers Excavating LLC

376 College Highway

PO Box 401

Southampton, MA 01073

(413)203-2800

Invoice

Date	Invoice #
12/8/2023	1521

Bill To
Blessed Sacrament Catholic Church 1945 Northampton St Holyoke Ma 01040

Ship To

60/40

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		12/8/2023			

Quantity	Item Code	Description	Price Each	Amount
	02 Site Work	EMERGENCY WATER REPAIR BLESSED SACRAMENT CHURCH EMERGENCY DIGSAFE MOBILIZE EQUIPMENT AND LABOR SAW CUT, REMOVE AND DISPOSE OF ASPHALT 5'X60' EXCAVATE TO LOCATE LEAK DETERMINED LEAK WAS COMING FROM A WARN COUPLING CUT SECTION OF 1 1/4" COPPER MOBILIZE TO SUPPLY HOUSE FOR ROLL OF 1 1/4" COPPER AND COUPLINGS FURNISH AND INSTALL NEW SECTION OF COPPER AS REQUIRED LOAD OUT MUD TO DISPOSE OFF SITE FURNISH AND INSTALL 24 TON OF HARDPAC BED PIPE AND BACKFILL AND COMPACT IN LIFTS FURNISH AND INSTALL 6 TON OF BINDER ASPHALT FURNISH AND INSTALL 6 TON OF TOP ASPHALT 12-6-23 7AM-4PM 12-6-23 1PM-3PM MOBILIZATION \$700 EXCAVATOR \$1925 2 LABORERS \$1320 ROAD SAW \$400 TRI AXLE DUMP \$880 COMPACTOR \$160 ASPHALT \$1800 COPPER TUBING, COUPLINGS \$450 HARDPAC \$385 ASPHALT ROLLER \$400	8,420.00	8,420.00

Thank you	Total	\$8,420.00
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RC BISHOP SPFLD A CORP SOLE FOR BLESSED SACRAMENT PARISH

18790

V3990-00792--Kent Brothers Excavating, LLC
Print As: Kent Brothers Excavating, LLC

376 College Highway
P.O. Box 401
Southampton, MA 01073

United Bank
Oper_Church_3990 7109
Date: 12/11/2023

Date	Bill #	Reference Number		Amount Entered	Amount Paid
Acct	Name	Department ID	Location		
12/11/2023	1521				
52762--Ground Operation/	water pipes	130	CH3990--- Holyoke	\$5,052.00	\$5,052.00
12500--Due from School	water pipes	132	CH3990--- Holyoke	\$3,368.00	\$3,368.00
Net Amount:					\$8,420.00

3272



Prowler Water Conservation Systems, LLC

760 Pleasant St.

Rochdale, Massachusetts 01542

Tel 508 365-7225

Fax 508-752-5750

Standard Service Agreement Proposal-Commercial

Date 12-1-23

Blessed Sacrament Church

1945 Northampton St, Holyoke, MA 01040

EdmondProst@gmail.com 413-563-7056

Job Location: 1945 Northampton St, Holyoke, MA

From: Alan Banks / Cell 508 365-7225

Payment terms= Credit Card tendered in advance or arrival unless other arrangements made*

Fax: 508-752-5750 alanbanks@prowlerwater.com

STANDARD SERVICE AGREEMENT-LEAKSITE MARKOUT/ LINE TRACING: Domestic Water Service

Acoustic Leak Detection & Noise Location – Perform digital and acoustic detection at: **1945 Northampton St.** on a commercial system. If possible any leaks or suspect areas will be pinpointed and marked for physical inspection. All potential water leak sites will be electronically tested by software driven Real Time Correlators. Any results from this correlating will then be analyzed and coordinates to possible leaks will then be acoustically tested if daytime noise is at a minimum or can be reduced to accommodate that process. The highest noise point, if found, will then be marked for necessary correction. Pressure caused noise areas will be marked if evidence is shown of a leak. If may be necessary and proper for the water line to be temporarily shut down to confirm that the noise stops or is reduced accordingly. If needed, this must be done by your personnel or the water authority that is responsible for water supply under test. Acoustic testing over the top of the line will be done to the best of our ability with the

RC BISHOP SPFLD A CORP SOLE FOR BLESSED SACRAMENT PARISH

18776

V3990-00996--Prowler Water Conservation Systems
Print As: Prowler Water Conservation Systems, LLC

760 Pleasant St
Rochdale, MA 01542

United Bank
Oper_Church_3990 7109
Date: 12/04/2023

Date	Bill #	Reference Number	Location	Amount Entered	Amount Paid
Accl	Memo	Department ID			
12/04/2023	leak testing, 12/14/23	130	CH3990-... Holyoke	\$800.00	\$800.00
51759--Other Professional					
Net Amount:					\$800.00

3272

www.checksforless.com 800-245-5775 Order # 4029406-1

Accepted by: _____

Credit Card Number including cvv and zip code of card _____

Charge for this location: Day Charge Minimum plus Mileage addition (if any).

\$ 800.

Mileage charge: _____

* Payment: As discussed, company or authority check upon completion of testing.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name GERTRUD K. FRANK-ELY (THEODORE E ELY)
Mailing Address 9 CARLTON STR. HOLYOKE
Phone 413-335-4544
Email GERTYROL@YAHOO.COM
Service Location 9 CARLTON STR.
Account Number SR003692 Bill Number _____
Sewer Use Charge \$ 173.18

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

THE TOILET - TANK WAS LEAKING
THIS WAS CONFIRMED BY AN OFFICER
WHO CAME TO THE HOUSE.
I HAD BEEN ABSENT IN OCTOBER 2023,
AND SEPTEMBER 2023.

Signature

G. Frank-Ely (WIDOW OF THEODORE)

Date

3/28/2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

PLS NOTIFY ME WHEN MEETING IS
TAKING PLACE!

Thanks G. Ely

120522



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

1430 1 AV 0.498 E0024 10043 D12059207356 S2 P9996316 0002:0002



THEODORE ELY, JR.
9 CARLTON ST
HOLYOKE MA 01040-3047

THEODORE ELY, JR.

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:

City of Holyoke

Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

Property Owner		Service Address		Account Number	Bill Date	
THEODORE ELY,JR.		9 CARLTON ST.		SR003692	11/15/23	
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	07/11/23	10/05/23	199,910	223,000	23,090	\$173.18

**Go Paperless with
UNIPAY!**
View and Pay
Your Bill Online.

www.holyoke.org

Sewer Use Charge

Sewer Use Charge
\$7.50 per 1,000 Gallons
\$7.50 per 1,000 Gallons

*LEAKING
TOILET TANK
IN NR. 9*

Detail

Past Due Date:	12/30/23
Interest Charge:	\$0.00
Past Due:	\$0.00
Current Charge:	\$173.18
Balance Due:	\$173.18

Messages:

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL.
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Javier Flores

Mailing Address 88-90 Beacon Ave

Phone 413-626-7804

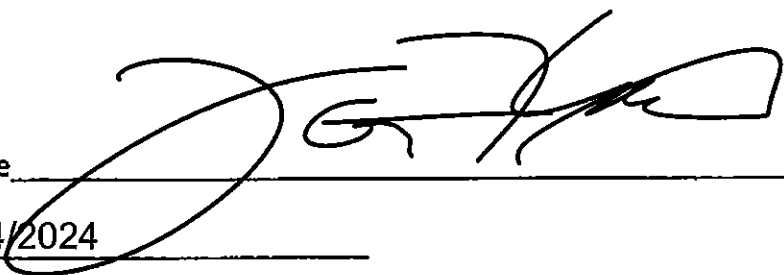
Email flowcon3@yahoo.com

Service Location 88 Beacon Ave

Account Number 002987 Bill Number Online Billing

Sewer Use Charge \$3,903.53

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Signature 

Date 3/4/2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

March 4, 2024

To City of Holyoke Board of Public Works / Sewer Commissioners,

Hi my name is Javier Flores of 88-90 Beacon Ave. Holyoke, Ma 01040 and a long time resident of Holyoke and property owner. I write to you due to an unfortunate issue that I had with my first floor tenant Jennifer Vague concerning water and sewer bill. On December 31, 2023 my wife and I had stopped by to pay a visit to Jennifer and her son Aaron and wish them a Happy New Year. During my visit I had asked to use her bathroom and as I entered I heard the toilet water running. I removed the reservoir cover and the water was flowing. I jiggled the handle to see if it would close the valve incase it was stuck. However the water kept flowing. I immediately closed off the water feed valve and asked Jennifer if she was aware that the toilet was flowing water. She replied No, I'm not aware of that issue and haven't noticed it. If it was leaking it must of just started, not sure. I informed her that I could hear the water running when I had walked into the bathroom. She insisted that she didn't hear anything unusual.

I wasn't sure as too how long it might have been leaking so I told Jennifer that I had closed the valve off and that I would be back in the morning to replace it. I had a new kit on hand (I keep a spare kit at all times) as back up. I told her if she needed to use the toilet that she would have to manually open the valve after she flushed to refill the reservoir but that the valve will then have to be closed back off to prevent discharge of water. I had showed Jennifer what to do. It was late so I told her that I would be back first thing in the morning to replace the valve.

I replaced the valve on Jan. 1, 2024 at around 9:00 – 9:30am. The water valve was still in the closed position. I tested and set the level height. I told Jennifer that any issue with the apartment would have to immediately be reported to me. She apologized and I was hoping that it was something that had just happened and I caught in time.

On, January 6, 2024 I went to Home Depot and purchased another valve and supplies to replace the one I used. I have submitted a copy of the receipt. On 1/13/2024 I had received a text bill of Sewer \$3,903.53 and a Water Bill \$2,979.36. My heart dropped and I called and spoke with Jill in the billing department.

I spoke with Jennifer and informed her of the water bill I had received which was a result of the leaking toilet valve. Jennifer Vega is a single mother that is the only provider for her son. Aaron has intellectual disability and health challenges. This would bring upon extreme hardship on this family. My wife and I have always kept her rent low so that they have a place they can afford and not end upon on the streets or shelter. She's a loving and hard-working mother and has gone through hell and back for her son.

I really wish I could financially take this hit however my wife just went into remission after battling Non-Hodgkin's Lymphoma and now has been diagnosed and suffers from Lupus and Multiple Sclerosis amongst other issues from her chemo treatment. I'm embarrassed having to ask for an abatement however, I don't know what else I can do to help Jennifer with this bill. Sorry for the long letter and I hope that the Holyoke Sewer Commissioners could help approve this abatement request. I have also attached a personal letter from Jennifer Vega. Thank you for your time.

I appologize for the delay as I had been approved an abatement for the Water bill only. I didnt know that i had to submit to the Sewer Commission as well.

HWW Account Number 002987

Javier Flores

88 Beacon Ave.

Holyoke, Ma.01040

Phone # 413 626-7804

E-Mail; Flowcon3@yahoo.com

Thank You,

Javier Flores and Jennifer Vega

Board of Public works Meeting April 16, 2024

Director's Report

Vacancies

- Loader Operator Highways and Bridges - vacant
- Assistant Engineer – vacant
- City Engineer – Open, with legal
- Laborer Highways and Bridges – vacant
- Parks Craftsman – vacant
- Second Tree Climber decided not to accept the City's offer- Position is vacant, we will look to advertise for an HMEO instead.
- HMEO Parks – vacant, employee gave two weeks notice today will advertise.

Grant Opportunities

Mass Dep has awarded \$500,000 to the City of Holyoke.

Warning System at CSO outfalls in the amount of \$50,000 received award confirmation.

Safety training grant awarded in the amount of \$11,000.

Working on Flood Control Grant for pump station upgrades.

Training

Co-op Program – Met with Dean Tech.

CPR, Fit test and Flagger training planned for staff for Friday April 19, 2024 through safety training grant.

Budget

Presented FY 2025 proposed operating and capital budget.

Sonoco Billing

Veolia sent us a letter regarding samples for the fourth Quarter FY23. The email was sent to Attorney Bissonnette.

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

PROJECT	STATUS	ADDITIONAL COMMENTS
ARPA Building Project - Boilers / HVAC - HFD and Station 3 & 6	Ongoing w/temporary DPW assistance	Project being coordinated by Sean Sheedy, minimal Engineering involvement at this time.
ARPA Building - Municipal Building Upgrades, Tranche 1 & Tranche 2	Ongoing w/temporary DPW assistance	Project being coordinated by Sean Sheedy, minimal Engineering involvement at this time.
ARPA Building - Annex Fire Alarm	Ongoing w/temporary DPW assistance	Project being coordinated by Sean Sheedy, minimal Engineering involvement at this time.
ARPA Building Repairs - Windows - FD Station 3 and Station 6	Ongoing w/temporary DPW assistance	Project being coordinated by Sean Sheedy, minimal Engineering involvement at this time.
Central Fueling Station Replacement (Design & Construction)	Delayed. Project design not yet awarded.	RFQ Advertised for Design Services. Contract being negotiated with Weston & Sampson although funding source was originally ARPA and no new funding source has been identified.
City Hall Parking Deck Repairs/Reconstruction (Design & Construction)	Delayed. Project design not yet awarded.	Funding source for design work with Tighe & Bond to be identified.
Wistariahurst Retaining Wall (Construction)	Delayed	Project not fully funded. Total construction cost estimate is \$364,000. Potential CPA funding in the amount of \$254,000. Application made to MHC for potential \$100,000 but no word yet and there may be additional cost above this amount.
War Memorial Building Roof	Unknown, no Engineering oversight	
Lynn Ann Dr & Richard Eger Dr Street Acceptances	Delayed.	Street acceptance
CDBG Sidewalk Repairs	Ongoing w/primary coordination done by Jon Moquin.	
Sidewalks Repairs, Non-CDBG	Delayed. Looking to schedule work under Detour Contract for CDBG work.	
Main Street Downtown Reconstruction (TIP)	Ongoing with minimal Engineering oversight or communication w/design consultant	Design consultant - VHB. No recent project updates received.
Downtown Traffic Calming Project	On hold.	Project is not funded yet and was identified to prepare a traffic calming plan for the area impacted by the cannabis establishments and has brought additional vehicular trips to the IG-zone and surrounding area of Holyoke in the Flats, South Holyoke, Churchill, and Downtown neighborhoods. The study area will generally be bounded by Canal Street, Maple Street, Lyman Street, and Resnic Boulevard.
Lawrence Street School Sidewalk Improvements	Unknown, no Engineering oversight	

PROJECT	STATUS	ADDITIONAL COMMENTS
Main Street Raised Crosswalks	Delayed, construction to start soon.	Contract was recently awarded to Detour Construction as part of 2024 Traffic Calming & Safety Measures Improvement Project.
Race Street Improvements	Delayed but ongoing with minimal Engineering oversight or communication w/design consultant	
Chapter 90 - Crack Sealing & Microsurfacing	Delayed	Crack seal and cape seal to be postponed to Fall 2024 or Spring 2025
Pavement Management System	Delayed	Contract recently awarded to BETA Group for next round of pavement evaluations, work to be complete by March 2025.
Sidewalk Assessments	Delayed	
Chapter 90 - Repaving, Palmer 3-year Contract	Delayed	Draft list for paving started.
High and Maple Street	Unknown, no Engineering oversight	No involvement in this project since Kris Baker's departure
Center City (Canal Walk Phase III)	Delayed with minimal Engineering oversight	Waiting on status update from Consultant (VHB)
Apremont Highway Signal	Ongoing but delayed	Waiting on new mast arm delivery and installation by Contractor
City-wide Traffic light replacement project	Ongoing with minimal Engineering oversight. Work being mainly coordinated by Rob Weller.	
Damaged Dwight St sidewalk reconstruction / 225 High St	Delayed	Project is delayed and is waiting on insurance claim review by Travelers. Coordination with Contractor and Travelers is mainly coordinated by Lisa Ball with some Engineering support.
MassDOT Resurfacing Easthampton Road/Route 141	Ongoing, coordinated by MassDOT	Project is scheduled for Spring 2024 construction. Project limits extend from Lindor Heights to Easthampton town Line
Easthampton Road/57 Longfellow drainage resolution	Unknown, MassDOT-Lead project	
MassDOT Appleton St - 1st and 2nd Level Canal Bridge Replacement	Unknown, MassDOT-Lead project	
MassDOT West Franklin/Beech Resnic Improvements	Unknown, MassDOT-Lead project	
Shared Streets Round 4 / Raised Crosswalks	Delayed, construction to start soon.	Contract was recently awarded to Detour Construction as part of 2024 Traffic Calming & Safety Measures Improvement Project.
Main St Shared Use Path	Unknown, no Engineering oversight	

PROJECT	STATUS	ADDITIONAL COMMENTS
Transportation On-Call	Delayed. Consultant taking lead on with minimal Engineering oversight.	Consultant recently prepared draft memos regarding a few different locations. Meeting held to review although not all concepts were reviewed and consultant was asked to make some revisions.
ARPA Sewer Rehabilitation Project	Ongoing.	
Sewer inspection project - CDBG	Delayed.	
Springdale Pumping Station Replacement	Delayed, contract negotiations with Tighe & Bond not yet started.	RFQ Advertised for Design Services. Contract being negotiated with Tighe & Bond.
Integrated Plan - Stormwater & Wastewater	Ongoing and primarily led by consultant and Mary Monahan with minimal Engineering oversight	
River Terrace Sewer Separation Project	Delayed	Working with SRF folks, MassDEP, and MEPA to keep project eligible for \$10.5 Million in SRF funds
DO/EPA/DEP CSO Consent Decree Compliance	Unknown, no Engineering oversight	
WWTP Contract Extension or RFP	Unknown, no Engineering oversight	
WWTF Operations Contract (Veolia) / Audit	Unknown, no Engineering oversight	
NPDES WWTF Permit Review	Ongoing with minimal Engineering oversight	
Sonoco Industrial WW Billing	Ongoing with previous delay at start of FY2024	
MS4 Stormwater Compliance	Unknown, no Engineering oversight	
Planning Board and Stormwater Authority Reviews and Followup	Ongoing with upcoming budgetary challenges due to number of projects in review with Planning Board.	
Stormwater Management Permit Review	Ongoing	One (1) open permit application and two (2) developments in front of Planning Board which will require Stormwater Permit modifications/new permits.
Phase 1 Solid Waste Improvements	Unknown, no Engineering oversight	
River Access Improvements	Unknown, no Engineering oversight	
Pulaski Park Wall	Unknown, no Engineering oversight	
Springdale Master Plan	Unknown, no Engineering oversight	
Roberts Field Track Replacement	Complete	
Mayer Field	Unknown, no Engineering oversight	
Miracle League Playground at Kennedy Park	Unknown, no Engineering oversight	
Anniversary Park	Unknown. Led by Yoni Glasgower with minimal Engineering oversight	Engineering involvement with drainage concerns and resident complaint although minimal involvement with construction coordination.
Community field skating path - upgrade requirements	Unknown, no Engineering oversight	

PROJECT	STATUS	ADDITIONAL COMMENTS
ACOE Flood Management System	Minimal Engineering oversight, project status unknown	
Municipality - Online Permits for DPW	Complete.	Municipity for online permitting is now live.
HG&E gas main replacement projects	Unknown, no Engineering oversight	
HWW/Water St Main	Construction in progress, no Engineering oversight	Engineering involvement with initial design stage meeting in October 2023, no Engineering involvement since that time.
HWW - Phase 2A and Phase 2B	Unknown, no Engineering oversight	
HWW - Phase 3	Unknown, no Engineering oversight	
General HG&E Coordination	Ongoing	Various requests to review proposed transformer and installation of cabinets within ROW reviewed by Engineering
Handicap Space Measurement Requests	Ongoing, heavily supported by Jon Moquin	Requests received are forwarded to Jon Moquin.
Driveway Permit Review	Ongoing, led by Jon Moquin with Engineering review and approval	
Sewer Connection Permit Review	Ongoing, led by Jon Moquin with Veolia support and Engineering review and approval.	
Mapping and Records Requests	Ongoing	
Drainage Complaints	Ongoing with support from Jon Moquin	

MEETING MINUTES
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

May 14, 2024

A special meeting of the Board of Public Works, Sewer Commission and the Stormwater Commission will be held on Tuesday, May 14, 2024, at 5:30pm at 63 North Canal St. in the DPW Conference Room in the Pellissier Building

Join Zoom Meeting

Attendees

In person:

Mary Monahan

Jay (Veolia)

Zooming in:

Libby Hernandez

Joe Kietner

Carl Rossi

Miira Gates

Victoria Houle

Michael Williams

Board of Public Works

Call to Order 5:30PM

1. Public Comment

No comment

2. Review and approve CAM 6

Hernandez made a motion for the BPW to accept administration memorandum 6 dated May 3, 2024.

libby so moved

seconded by Kietner

All in favor

Roll call vote

Hernandez - yes

kietner - yes

mary - yes

all in favor

3. MS4 compliance status update
Kietner/Hernandez made a motion to
Seconded by
All in favor
Roll call vote
Roll call vote
Hernandez - yes
kietner - yes
mary - yes
all in favor

NO VOTE OR MOTION

4. Annual Public Works Week Celebration

Carl to call stephanie in the morning to discuss planning
Stephanie to message Tom Reynolds to secure Community Field.

Kietner/Libby made a motion to
Seconded by
Roll call vote
Hernandez - yes
kietner - yes
mary - yes
all in favor

Meeting adjourned at 6:41pm

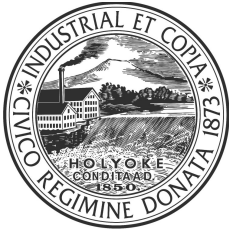
The Board may consider Executive Session for the following:

EXECUTIVE SESSION:

1. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

If you need assistance in participating in this meeting or event due to a disability as defined under the Americans with Disabilities Act, please call the DPW Director's Office at **413) 322-5645** or email Rodriguezs@holyoke.org at least three (3) business days prior to the scheduled meeting or event to request an accommodation.



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
May 6, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. FY24 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant award received \$89,850, would need to complete work by June 30, 2024. Consultant agreed to complete work before June 30, 2024 grant deadline and contract awarded to BETA Group. **Consultant has indicated they are 67% complete with sidewalk assessments to date.**
- b. **FY25 Municipal ADA Improvement Grant Solicitation opened on May 1, 2024 with applications due June 14th. City staff coordinating meeting with BETA Group to discuss potential projects for application under new grant round.**
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Informal request for extension submitted to SRF staff. Waiting on feedback for official extension.
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs. New round of grant funding potentially available in late Spring 2024 for FY2025. No projects identified at this time.
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- g. Cannabis Impact Fee Applications - On hold for the time being
- h. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system, waiting on award status.
- i. CDBG Funding – Application submitted by Community Development office on behalf of Engineering/DPW for sidewalks and traffic calming, \$600,000.
- j. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project.
- k. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th.
- l. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project. **Additional information requested from MHC sent for review. Waiting to hear back on potential approval.**

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
- iii. CDBG Completed Spring FY24: Sargeant (Walnut to Pine, Commercial to Race) Hampshire (Chestnut to Pine), Elm Street (Hampshire to Sargeant), Chestnut (Jackson to Franklin), Franklin (Maple to Elm), Cabot (Maple to Chestnut and Walnut to Pine) Walnut – **Construction completed, project balance of approximately \$40,000.**
- iv. **Additional approx. \$120,000 in CDBG funds available for use this year. Drafting list of additional sidewalk work.**
- v. **Hampden Street sidewalk work - Separate \$100,000 appropriation – Waiting on PO and work to start within next few weeks.**
- vi. Coordinating tree pit and planting program w/Conservation Agent.
- vii. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. **Chapter 90 Project Approval Requests to be submitted once final paving list is finalized for 2024.**

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. Waiting on update from Indus on timing of Spring repairs.

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. **Project temporarily on hold due to need to review change order paperwork with Procurement. Work should be able to restart by end of May. Meeting with Insituform scheduled for this week.**

f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)

- i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).

- ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - iii. Architecture EL, Mount Vernon Group Architects designers
 - iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. **All filed subbids accepted except for masonry. Masonry filed subbids are due May 15th, General Contractor bid date extended to May 21st. Construction is expected to be completed by end of August.**
 - v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. **Plans being drafted. Need to get Mayor and Police approval of plans. Bid documents to follow before end of 2024.**
- g. Raised Crosswalks
- i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
 - iv. Project awarded to Detour Construction. Pre-Construction meeting held on Wednesday, April 10th. Construction to start this Spring with completion by August 15, 2024. **Site walk held with Contractor to review work proposed. Three (3) trees are to be removed by DPW to facilitate construction of work shown at various Main Street locations. Evaluating speed hump change on Westfield Rd as well.**
- h. City-Wide Traffic Signal Replacement Project
- i. Cherry St/Homestead - **Work is waiting on finalizing of one (1) easement and can begin once easement is received.**
 - ii. Pleasant St/Hampden - **Work is waiting on finalizing of one (1) easement and can begin once easement is received.**
- i. Dwight Street Sidewalk Vaults
- i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. New request from Travelers for additional information which has been forwarded. Travelers in review. Change order/contract amendment to follow. **Follow up discussions held with Travelers to get a timelier response. We have indicated that project is severely delayed and requested a response ASAP. Travelers has indicated that they will look into finalizing their review and will get back to us the week of May 6th with an update.**

- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. Mast Arm may come in earlier than expected and be installed by the end of May instead of August 2024. Waiting on more definitive schedule.
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. As-built drawings being submitted in the next few weeks.
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - iii. **Internal review is ongoing regarding MS4 compliance action items to identify critical work needed in Kleinfelder's proposal for continued MS4 support.**
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. **Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.**
 - ii. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. **RW Hall updated plans and tech specs to show where new chases should go in abated areas. Waiting on change order from RW Hall to include redrafting of the plans, bidding assistance, and construction administration. Bid still needs to be readvertised. No concerns with budget as this stage.**
 - iii. The Library Carpet in the Community Room – Work has been completed on time and on budget (\$14,180). Invoice has been processed.
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. **Meeting w/T&B held to discuss final scope of services. Waiting to get revised scope of services from consultant. Project design phase is still earmarked for ARPA funding.**
 - f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. **Waiting on meeting to discuss final scope of services with consultant.**

- g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. **Additional survey and assessment information forwarded to consultant to review before finalizing scope of services and budget.**
- h. CSO River Terrace Sewer Separation Project
 - i. Appropriation received from Council
 - ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
 - iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
 - iv. MassDEP is currently reviewing the 90% plans and specs, which were submitted as part of the SRF Application. No ETA on when comments will be received.
 - v. Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - 1. Easements
 - a. Draft easements received. City to coordinate with property owners. Letters dropped off to property owners, no responses received to date. **Solicitor's Office working on easement documents and property owners will be forwarded documents for review once received.**
 - 2. WM-16 Permit Required
 - a. Proposal for permit assistance received from Woodard & Curran in the amount of \$15,000. Working with MassDEP to see if City can submit directly. **Online application process started.**
 - 3. MEPA Review
 - a. City may proceed with River Terrace project under Notice of Project Change and Phase 1 Waiver Request although this will be the last waiver granted to City and final Environmental Impact Report will need to be submitted before future projects identified in Long-Term Control Plan may proceed.
 - b. Draft Notice of Project Change and Phase 1 Waiver request started. **Notice of Project Change and Phase 1 waiver request submitted to MEPA on April 27th. Notice to be published in May 8th Environmental Monitor.**
 - 4. SRF Funding
 - i. Under existing agreement with CWSRF Program, City has until June 30th to award the Contract. Informal request for extension submitted and waiting to hear back regarding next steps and potential extension period.
- j. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted. List of streets being finalized with DPW.
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old – Contract for next round of pavement evaluations by BETA Group has been finalized. Approximate time frame to complete is June 2025.
- k. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans

- ii. Postponed until 2025 due to planned gas main work
- iii. Concept plans received for review. Meeting held with VHB to discuss. **DPW and Engineering to send comments on draft plan to VHB.**
- I. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton- - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the below concepts. Revised memos concerning locations reviewed with DPW have been received although there are additional comments which need to be addressed. **Meeting scheduled with VHB this week to discuss. Considering request to have VHB include yield sign/stop sign evaluation on Bray Park Drive.**
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- m. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRP Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans slated for submission to DOT late May
- n. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Construction anticipated in 2024 with majority completed before June 30th.
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet

used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.

- o. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. **Project is on hold until additional funding is secured, could qualify for MHC grant in the future.**
- p. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. **Proposal for Feasibility Study received from Architecture EL received. Need to finalize agreement documents with CPA and enter into agreement with Architecture EL once funding gets all approvals.**
- q. Municipality – Program is now live and being used for online permits.
- r. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB working on base mapping and field work.
- s. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. **Checking into next steps of approval process with Solicitor's Office.**
- t. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was selected by CPA to receive \$254,000, waiting on Council approval. Grant application submitted to MHC for additional \$100,000 to supplement CPA funds. Total project cost for this phase of work is \$364,000. **Additional information requested from MHC sent for review. Waiting to hear back on potential approval.**

5. Procurement

- a. 2024 Traffic Calming & Safety Measures Contract
- b. Boiler HFD FS#6 has been awarded to Boulangers.
- c. HFD FS#3 & #6 Mini Splits Bid was retracted and needs to be rebid.
- d. Springdale – Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
- e. Parking Deck – Tighe & Bond developing scope of work for project. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects.
- f. Central Fuel Station – Weston & Sampson identified as consultant. Funding source to be identified.
- g. 2024 Pavement Evaluations – Contract awarded to BETA Group to complete next round of City-wide pavement evaluations (\$35,800). Approximately 130 centerline miles of roadway to be inspected. Work to be completed by March 2025.
- h. Sidewalk/Curb Ramp Assessment and Planning Services (ADA Planning Grant) – Contract awarded to BETA Group to complete inspections and planning document by June 30, 2024 (\$89,500)

6. Contracts

7. City Council / Regulatory
 - a. Finance Committee
 - b. Ordinance Committee
 - c. Public Safety Committee
8. City Permits
 - a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for permit modification is required for proposed changes.
 - b. Application for Large Development Stormwater Permit for Proposed Self Storage Facility at 679/689 Main Street received but incomplete. Comments were sent back to applicant to revise and resubmit.
 - c. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
 - d. **Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. Initial review completed and comments sent back to Applicant. Items of note include proposed increase to stormwater peak flows and need for performance bond.**
9. Veolia
 - a. Sunoco –
 - i. **Lab results to prepare FY24 Quarter 3 invoice recently received. Draft billing to be prepared.**
 - b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
 - c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
 - d. Industrial Users – PFAS sampling program will be created upon final permit designation.
 - e. Resolving of PILOT Payments – **Status unknown**
 - f. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading
10. Outstanding DPW Crew Work
 - a. Yield Sign on Bray Park – pending. **Looking at requesting further evaluation by VHB under on call contract work.**
 - b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – **No parking signs on both bridges have been installed. DPW to begin line striping although low on paint so DPW may only be able to partially complete although final completion will be scheduled once we receive more paint.**
 - c. ADA panel replacement on Cabot and Race – **partially complete – tripping hazard repaired and waiting on replacement of ADA panel.**
11. Other Updates
 - a. **Application received for Permit to Occupy or Obstruct the Public Way – Outdoor Dining at 126 High Street. Board direction on how to proceed with this type of application is on Board agenda for further discussion.**

Consent Decree and MS4 Compliance – Upcoming Deadlines

May 14, 2024

- Dry Weather Screening (Separated areas only)
 - Total outfalls ~100
 - Veolia has completed dry weather screening for approximately 65 locations
 - Veolia has indicated they will complete remaining locations by May 31st
- Wet Weather Screening
 - Plan indicates City will investigate 20 catchment areas per year
 - Unsure of how many, if any, have been completed by Veolia
- IDDE Plan Update Report - Due Date: June 30, 2024
- Stormwater Management Plan (SWMP) Report - Due Date: June 30, 2024
- Annual Consent Decree Compliance Reports - Due Date: July 31, 2024

UPCOMING MS4 COMPLIANCE DEADLINES

IDDE Plan Update Report - Due Date: June 30, 2024

In compliance with CD Terms 11-17, the City submitted an updated IDDE Plan on May 31, 2023. The IDDE Plan document includes the City's plans for screening and monitoring of all known MS4 outfalls and interconnections to other MS4s in both dry and wet weather, investigation of all catchment areas, and identification and removal of illicit discharges. Beyond the required annual updates to the IDDE Plan due June 30th, 2024, the City needs to report on all IDDE-related activities to date in the respective Compliance Reports.

The IDDE plan update should include the following:

- Updated MS4 map showing catchments, outfalls, and interconnections.
- Update on dry weather screening
- Update on wet weather monitoring (ALL outfalls must be evaluated once every three years)
- Annual IDDE in-person training
- Identification of all combined manholes within catchment areas
- Progress report on the implementation schedule to inspect any identified combined manholes
- A schedule to repair or eliminate the identified combined manholes and
- An updated prioritization of all catchment areas based on the most recent field work completed by Veolia and a schedule for completion of remaining catchment area investigations.

Stormwater Management Plan (SWMP) Report - Due Date: June 30, 2024

Per CD Term #19, the City submitted a Stormwater Management Plan on May 31, 2023 that highlighted Permit and CD requirements due to Nitrogen impairments for Long Island Sound. The SWMP update also addressed requirements for enhanced BMPs for nitrogen removal such as public messaging and outreach activities.

The City needs to report on all SWMP-related activities carried out in the Compliance Reports. SWMP updates will include information from the City regarding progress on the following:

- o BMP Planning update for high priority catchments
- o Ordinance adoption update
- o Update on implementation of Good Housekeeping practices on City property
- o The SWMP plan generated in 2023 will be the basis for the plan updated this year.

Annual Consent Decree Compliance Reports - Due Date: July 31, 2024

Per Term 22 of the CD, the City is required to submit Compliance Reports for the previous six-month period by July 30 and January 31 of each year for review by EPA and MassDEP. The Compliance Report details the City's progress in implementing the provisions of the CD including:

- o A description of activities directed at achieving compliance with the CD
- o Identification of all plans, reports, and other deliverables required by the CD
- o A description of the expected activities to be taken during the next Reporting Period in order to achieve compliance with the CD.

MEETING MINUTES
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

May 20, 2024

The regular meeting of the Board of Public Works, Sewer Commission and the Stormwater Commission will be held on Monday, May 20, 2024, at 5:30pm at 63 North Canal St. in the DPW Conference Room in the Pellissier Building

Join Zoom Meeting

<https://us02web.zoom.us/j/87835215445?pwd=TzFMVXZmUjVrL3VDaFhJc1pkcEdJQT09>

Meeting ID: 878 3521 5445

Passcode: 449125

Board of Public Works

Call to Order 5:33pm

1. Public Comment
2. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting

Kietner made a motion to accept the minutes as amended.
Libby seconded
All in favor
 - b. DPW Director Report (see attached)

As of this day we have received assurance from Everbridge that everything is working as it should.
Discussed vacancies
Discussed grants
Attended conference in Foxborough
Budget to be presented next week, May 9th
Forestry - list of trees that need to be removed and replaced. Contractor to start cutting down trees this week.
Discussed steady decrease of trash waste and recycling fees.
Discussed walking bus and permit for painting walking bus route.
The Board approved the Director to make the decision for Morgan School.
 - c. City Engineer Report (see attached)

- d. Commissioner's Liaison Reports (see attached)
Mary 7:48pm
Libby 7:52pm - Public Works Week, donations
Constituent issue - trash cart put back 20ft away from residence
Joe 7:58pm - Pointed out that Kleinfelder nitrogen source identification was never done
- e. Division Supervisor Update (first meeting of the month)
None at this time.

Abatements (second meeting of the month unless otherwise noted)

- A. Selwyn David (SR02404A) - 510 South Street
Kietner made a motion to deny the abatement request.
Libby seconded
All in favor
- B. Gertraud K. Ely (SR003692) - 9 Carlton Street
Kietner made a motion to deny the abatement request.
Libby seconded
All in favor
- C. Robert Fisette (SR003870) - 877 Homestead Avenue
Hernandez made a motion to deny the abatement request.
Kietner seconded
All in favor
- D. Kozar Thomas (SR005279) - 407 Hillside Avenue
Kietner made a motion to deny the abatement request.
Libby seconded
All in favor

3. MS4 compliance status update and next steps

Transcript: 1:09:00 6:39pm

Discussed not having funding for Kleinfelder - Miira, Victoria, May and Joe to assist in getting this done before the deadline (June 30, 2024) to be in compliance

Kietner/Hernandez made a motion to

Libby seconded

All in favor

4. Outdoor Dining Policy and DPW Permit Approval

- A. Anthony Whitman - 126 High Street

Transcript 1:35:00 7:05PM - 7:32

Advised Whitman to reach out to his ward councilor and CC.

No seating on street

Cannot remove handicap sign without approval from CC

B. Lisa Young/ Pioneer Valley Signs, LLC - 337 High Street

7:33pm

Made decision to delegate this work administratively, Victoria to take this over.

Kietner/Hernandez made a motion to

Libby seconded

All in favor

5. Request for sewer entrance fee reduction 5 Essex Street

Transcript: 1:28:00 6:58pm-7:04pm

Kietner/Hernandez made a motion to

Libby seconded

All in favor

6. Response to derogatory statements about DPW Director performance made by a City Councilor

Transcript 7:40pm - 7:48pm 2:10:00

7. City Engineer vacancy – action options

8. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit

Transcript: 1:22:00

Scheduled meeting for Thursday, June 20th at 6:30pm

Stephanie to reach out to Holyoke Media for room availability or CC chambers.

Veolia contract end date September 29, 2025.

9. Board of Public Works meeting schedule

Next meeting June 3, 2024.

Meeting adjourned at 8:00pm

The Board may consider Executive Session for the following:

EXECUTIVE SESSION:

1. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

If you need assistance in participating in this meeting or event due to a disability as defined under the Americans with Disabilities Act, please call the DPW Director's Office at **413) 322-5645** or email Rodriguezs@holyoke.org at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Robert D Fissette

Mailing Address 877 Homestead Ave

Phone 413 561-8059

Email BFissette59@yahoo.com

Service Location 877 Homestead Ave

Account Number 5R003870 Bill Number _____

Sewer Use Charge 931.13

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

please see letter

Signature Robert D Fissette

Date 12/15/2023

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

PLEASE CONTACT BEFORE MEETING

December 14, 2023

Holyoke Sewer Water Department.

To whom it may concern.

My name is Robert Fisette and I reside at 877 Homestead Avenue in Holyoke MA.

I received a water bill (Account number SR003870) in the amount of \$931.13 ... My last quarter bil was \$76.20. The bill is 12 times the amount of my last bill. Copy of last bill included with this letter.

The property is a 2 family house, my new young tenant was not aware of the toilet leaking till I received my current bill and I spoke with him.

After I received the water bill I had toilet fixed and no other leaks were found.

Only 2 people live in the house and Im asking to reassess my bill and hopefully some help lowering it. Any help will be greatly appreciated. My financial situation is not best at this time.

I appreciate and thank you for the attention to this letter.

Sincerely

Robert Fisette

413-561-8059



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

214 1 AV 0.498 E0214 I0402 D12059207486 S2 P9996306 0002:0002



ROBERT FISETTE
877 HOMESTEAD AVE
HOLYOKE MA 01040-1442

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:

City of Holyoke

Please write your Account Number
on front of check.

Office Hours:

Monday - Friday

8:30 AM - 4:30 PM

Saturdays and Sundays

Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

Property Owner	Service Address	Account Number	Bill Date			
ROBERT FISETTE	877 HOMESTEAD AVE.	SR003870	11/15/23			
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	07/05/23	10/04/23	1,171,900	1,296,050	124,150	\$931.13

**Go Paperless with
UNIPAY!
View and Pay
Your Bill Online.**

www.holyoke.org

Sewer Use Charge

Sewer Use Charge
\$7.50 per 1,000 Gallons
\$7.50 per 1,000 Gallons

Detail

Past Due Date:	12/30/23
Interest Charge:	\$0.00
Past Due:	-\$58.35
Current Charge:	\$931.13
Balance Due:	\$872.78

Messages:

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.

SEWER BILL

Service Address	
877 HOMESTEAD AVE.	
Account #	Bill Date
SR003870	11/15/23
Amount Due	Due Date
\$872.78	12/30/23



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

ROBERT FISETTE
877 HOMESTEAD AVE
HOLYOKE MA 01040-1442

Make checks payable to:

City of Holyoke
P.O. Box 4184
Woburn, MA 01888-4184

0002:0002

000000002000872780003870



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

212 1 AV 0.498 E0212 I0402 D11630607575 S2 P9838741 0002:0002



ROBERT FISETTE
877 HOMESTEAD AVE
HOLYOKE MA 01040-1442

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:

City of Holyoke

Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer checks and stubs in the enclosed self-addressed envelope.

Property Owner		Service Address		Account Number	Bill Date
ROBERT FISETTE		877 HOMESTEAD AVE.		SR003870	08/15/23

Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	04/20/23	07/05/23	1,161,740	1,171,900	10,160	\$76.20



NEW

Go Paperless!
View and Pay
Your Bill Online!

HolyokeMASewer.billtrust.com

Web Enrollment Token

MDH VGM RPR

Sewer Use Charge

Sewer Use Charge
\$7.50 per 1,000 Gallons
\$7.50 per 1,000 Gallons

Detail

Summary

Past Due Date:	09/29/23
Interest Charge:	\$0.26
Past Due:	-\$34.81
Current Charge:	\$76.20
Balance Due:	\$41.65

Messages:

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: **CITY OF HOLYOKE.**

SEWER BILL

Service Address	
877 HOMESTEAD AVE.	
Account #	Bill Date
SR003870	08/15/23
Amount Due	Due Date
\$41.65	09/29/23



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

ROBERT FISETTE
877 HOMESTEAD AVE
HOLYOKE MA 01040-1442

Make checks payable to:

City of Holyoke
P.O. Box 4184
Woburn, MA 01888-4184

0002:0002

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City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Selwyn David

Mailing Address 90-42 186th St, Hollis, NY 11423

Phone 718-264-2734

Email _____

Service Location 510 South Street

Account Number 02404A Bill Number _____

Sewer Use Charge \$3,349.20

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Signature _____

Date 04/12/2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

4-12-24

Selwyn David
90-42-186th St.
Hollis Ny 11423

To the Commissioner of S.P.W.

I Mr. Selwyn David the owner of 510 South
Street Holyoke, MA 01040 account # 02404A

I have seen that my sewer & water bill
was so high and I have never got
such a high bill, I went to the office
and they said maybe there is a leak
and to check, I went and check and
noticed that one of the toilet was leaking
and I replaced it enclosed is the receipt
that I fix. I would appreciate if you can
grant an abatement to reduce part of
the bill for me.

Thank you.
Mr. Selwyn David



How doers
get more done.

WEST SPRINGFIELD, MA, PHONE (413) 731-9700
ANTHONY ETALA STORE MANAGER

2662 00033 07212 04/09/24 03:54 PM
SALE CASHIER LISA

732291242868 A10 EL WH -A- 30.00
6.5 ELONGATED A13 IN ONE HPI IN WHITE

SUBTOTAL	99.00
SALES TAX	6.19
TOTAL	\$105.19
CASH	110.00
CHANGE DUE	4.81

2662 04/09/24 03:54 PM



2662 33 07212 04/09/2024 6412

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 07-09-2024

DID WE NAIL IT?

Take a short survey for a chance to win
A \$5,000 HOME DEPOT GIFT CARD

Online en español

www.homedepot.com/survey

User ID: WCV 17375 14946
PASSWORD: 24209 14713

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name GERTRAND K. FRANK-ELY (THEODORE ELY)
Mailing Address 9 CARLTON STR. HOLYOKE
Phone 413-3354544
Email GERTYROL@YAHOO.COM
Service Location 9 CARLTON STR.
Account Number SR003693 Bill Number _____
Sewer Use Charge \$ 173.18

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

THE TOILET-TANK WAS LEAKING
THIS WAS CONFIRMED BY AN OFFICER
WHO CAME TO THE HOUSE.
I HAD BEEN ABSENT IN OCTOBER 2023.
AND SEPTEMBER 2023.

Signature G. Frank-Ely (WIDOW OF THEODORE)
Date 3/28/2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

PLS NOTIFY ME WHEN MEETING IS
TAKING PLACE!

Thanks G. Ely

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name KOZAR THOMAS
Mailing Address 407 Hillside Ave Holyoke, MA 01040
Phone 413-426-3911
Email KOZARTHOMAS@yahoo.com
Service Location _____
Account Number SR005279 Bill Number Bill date 2/15/2024
Sewer Use Charge \$1,190.78

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Bill IS WAY more than I even paid.
HAS to be AN ERROR Somewhere.
My history shows it was never that high
AND I had the home for 9 years.

Signature Ylg. [Signature]
Date 5-9-24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

1430 1 AV 0.498 E0024 I0043 D12059207356 S2 P9996316 0002:0002



THEODORE ELY, JR.
9 CARLTON ST
HOLYOKE MA 01040-3047

GERTRUDE K. ELY

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:

City of Holyoke

Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

Property Owner		Service Address		Account Number		Bill Date	
THEODORE ELY, JR.		9 CARLTON ST.		SR003692		11/15/23	
Service Description	Read Dates		Meter Readings		Usage	Charge	
	Previous	Present	Previous	Present			
Sewer Use Charge	07/11/23	10/05/23	199,910	223,000	23,090	\$173.18	

**Go Paperless with
UNIPAY!
View and Pay
Your Bill Online.**

www.holyoke.org

Sewer Use Charge	Detail	Summary
Sewer Use Charge \$7.50 per 1,000 Gallons \$7.50 per 1,000 Gallons	Past Due Date: Interest Charge: Past Due: Current Charge: Balance Due:	12/30/23 \$0.00 \$0.00 \$173.18 \$173.18
Messages:		

*LEAKING
TOILET TANK
IN NR. 9*

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.

Department of Public Works

General Information:

The Department of Public Works is located at 63 Canal Street, Holyoke, MA. Office hours are Monday-Friday from 8:30 am to 4:30 pm. For questions or concerns regarding your sewer bill, please call (413) 322-5645. For questions regarding sewer service to your property, please call (413) 534-2222.

Payment Information:

All charges or bills shall be due and payable upon receipt. Charges will be considered delinquent if not paid within forty-five (45) days from the billing date listed on the bill.

Delinquency Charges:

Charges remaining unpaid after such due date shall be subject to an interest charge at an annual rate of 14% under the provisions of Massachusetts General Law Chapter 40, Section 21E and the City of Holyoke Late Payment Ordinance. Payment must be received by the Department of Public Works before the past due date. Water service may be terminated to a delinquent account if payment is not made within thirty (30) days from the issuance of a final payment notice. In addition to this provision, the Department of Public Works may charge a final notice and demand fee of fifty (\$50) dollars, independent of the actual or physical termination of water service. If water service has been terminated, you will be required to provide a receipt for payment of sewer charges in person to the Holyoke Water Works during normal business hours at the main office located at 20 Commercial Street, Holyoke, MA before water service is restored. A water shut-off/turn-on fee of One Hundred (\$100) dollars is due and payable to the Holyoke Water Works at that time. If at the time proof of payment for sewer charges is provided and there is an outstanding balance for water charges, your water service will not be turned on until the water charges are paid in full along with the water shut-off/ turn-on fee. Payment must be made in cash, certified check or a bank cashier's check.

The Department of Public Works reserves the right to amend department policies and procedures deemed necessary as authorized under Massachusetts General Law and Holyoke City Ordinance.

Customer Transaction Summary

Customer Information

Account No: 005279
 KOZAR THOMAS
 407 HILLSIDE AVE
 HOLYOKE, MA 01040-

Location Information

Location No: 005279
 407 HILLSIDE AVE.
 HOLYOKE, MA

Date	Type	More Info	Reading	Usage	Prior Balance	Transaction Amount	Balance
12/23/2021	Payment				109.43	-109.43	0.00
02/15/2022	Charge	01/05/2022	103105 1	12390	0.00	92.93	92.93
02/24/2022	Payment				92.93	-92.93	0.00
05/15/2022	Charge	04/14/2022	104343 1	12380	0.00	92.85	92.85
06/15/2022	Payment				92.85	-93.00	-0.15
08/15/2022	Charge	07/11/2022	105497 1	11540	-0.15	86.55	86.40
09/12/2022	Payment	CASH			86.40	-86.40	0.00
11/15/2022	Charge	10/05/2022	106565 1	10680	0.00	80.10	80.10
12/08/2022	Payment				80.10	-80.10	0.00
02/15/2023	Charge	01/05/2023	107846 1	12810	0.00	96.08	96.08
03/15/2023	Payment				96.08	-96.08	0.00
05/15/2023	Charge	04/04/2023	109403 1	15570	0.00	116.78	116.78
06/30/2023	Payment				116.78	-116.78	0.00
08/15/2023	Charge	07/05/2023	110638 1	12350	0.00	92.63	92.63
10/10/2023	Interest				92.63	1.58	94.21
11/08/2023	Interest				94.21	1.58	95.79
11/15/2023	Charge	10/04/2023	112872 1	22340	95.79	167.55	263.34
12/20/2023	Payment				263.34	-263.34	0.00
02/15/2024	Charge	01/02/2024	128749 1	158770	0.00	1190.78	1190.78
04/08/2024	Interest				1190.78	20.36	1211.14
05/08/2024	Interest				1211.14	20.36	1231.50



City of HOLYOKE
DEPARTMENT OF PUBLIC WORKS
63 CANAL STREET HOLYOKE MA. 01040
PERMIT APPLICATION

APPLICATION FOR PERMIT TO OCCUPY OR OBSTRUCT THE PUBLIC WAY

This application must be completed in its entirety prior to the time of submittal. It is the responsibility of the applicant to provide all pertinent information required herein.

Application Date: 4/12/2024

Name of Applicant: Anthony Witman

Applicant Address: 121 Main St, Holyoke MA 01040

Applicant Email Address: tony@witmanproperties.com

Applicant Phone #: (413)-776-5264

Applicant Cell Phone #: (413)-687-3713

Organization/Business Name: Unicorn Inn LLC

Organization/Business Phone: (413)-322-8774

Organization/Business Address: 126 High St, Holyokg MA

Location of Occupancy/Obstruction: Sidewalk and Parking Spots in front of building

Street #: 126-130 Street Name: High ST

Estimated Dates of Occupancy:

From: 5/1/2024

To: 10/15/2024

Reason for Occupancy/Obstruction: Tables and Chairs on Sidewalk



If Other, Please Explain: See attached picture for proposed area used for ousdoor seating

APPLICABLE SPECIFICATIONS:

1. Applicant agrees to take responsibility for any and all claims that may be made against the City of Holyoke, or it's agency, for damages which may be occasioned during the period of occupancy.
2. All necessary precautions must be taken to ensure the safety of the pedestrian and motoring public, including the establishment of a "temporary" walkway should the sidewalk be affected.
3. Applicant is responsible for any and all traffic control and police protection if required.

(Contact Holyoke Police Department, Traffic Bureau @ 413-536-6431)

Affirmation

I have read the attached and hereby agree to comply strictly with the terms of this permit and indemnify the City of Holyoke and its agents from all loss, cost or reason of such occupancy. I the undersigned hereby certifies that I have read and examined this application and that the proposed occupancy/obstruction is accurately represented in the statements made in this application. I understand that the occupancy/obstruction shall be executed in accordance with the terms and conditions of said permit and all applicable laws in effect. I understand that deviations from the approved permit requirements shall result in immediate revocation of the permit and require immediate restoration of occupied area to pre-occupancy conditions.

SIGNED BY: _____

(Applicant)

DPW USE ONLY

Certificate of Insurance Required: ☐ Yes ☐ No

Certificate of Insurance Received: ☐ Yes ☐ No

Permit Fee \$ _____

Permit Fee Received: ☐ No ☐ Yes Date received _____

☐ Cash ☐ Check Check # _____

Application Fee Received By: _____
Initials

Permit Status: ☐ Approved ☐ Denied Expiration Date: _____

APPROVED: _____ Date: _____

NOTICE: THIS PERMIT IS VALID FOR THIRTY (30) DAYS FROM DATE OF ISSUANCE UNLESS IT SPECIFICALLY PROVIDES OTHERWISE. A COPY OF THIS PERMIT MUST BE MADE AVAILABLE AT THE SITE DURING THE OCCUPANCY/OBSTRUCTION.



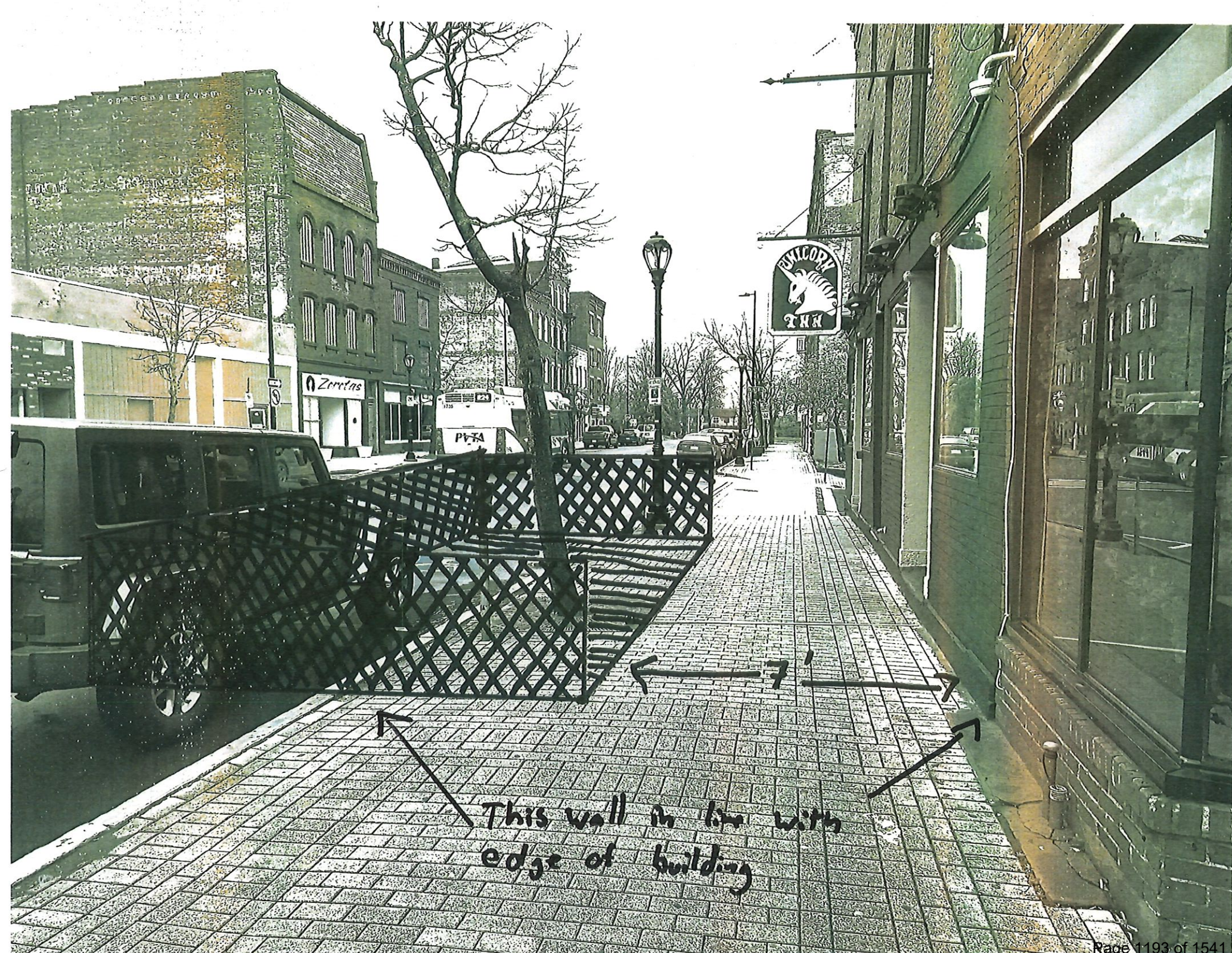
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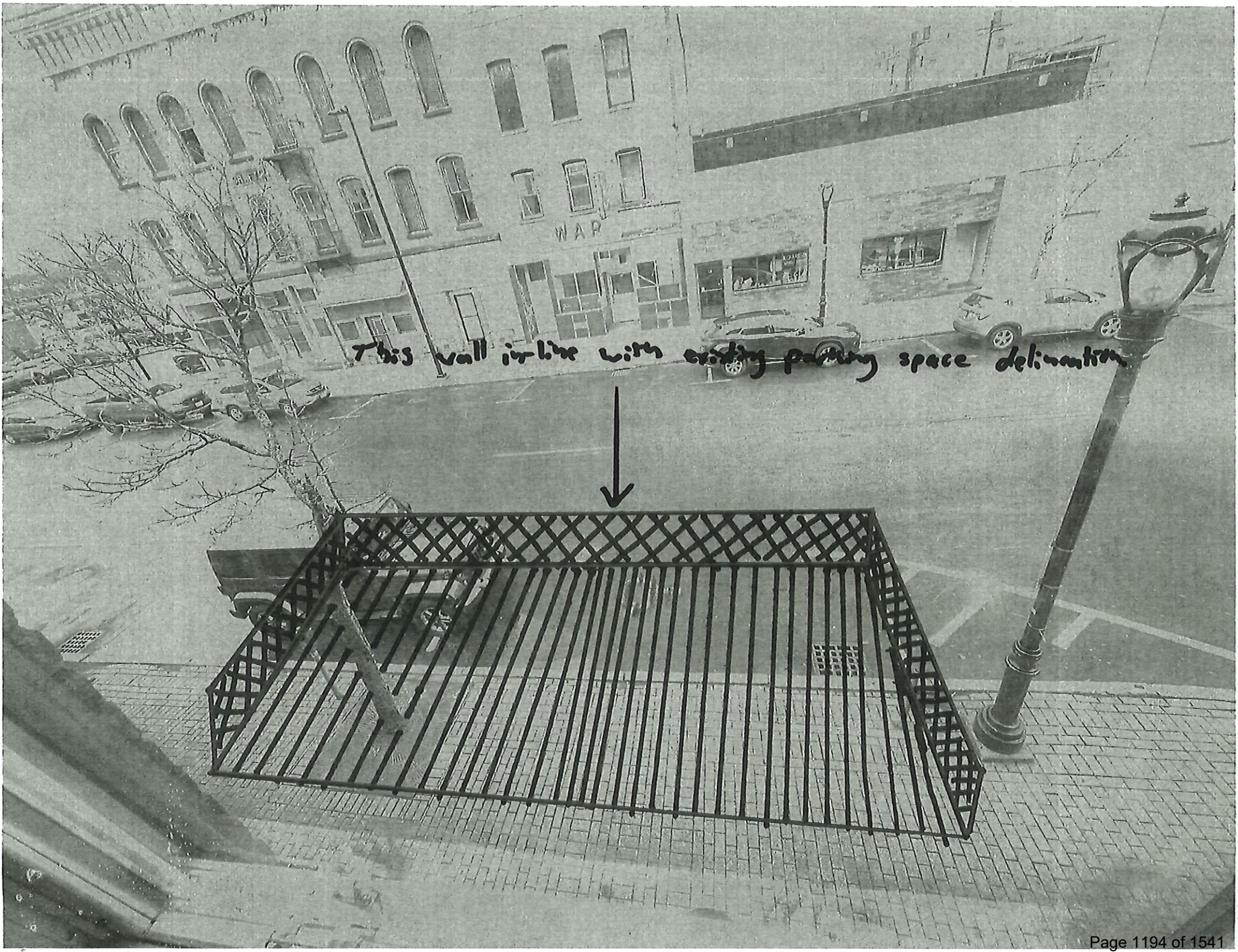
ORAT'S

FOR LEASE

7 ft

This wall in-line with
existing parking space line.





This wall is in line with existing parking space delineation.





*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150*

Jean M. Lorizio, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION (“ABCC”) ADVISORY
REGARDING AMENDMENTS TO ADD OUTDOOR ALCOHOLIC BEVERAGE
TABLE SERVICE AREAS**

On April 30, 2024, Governor Maura Healey signed into law “An Act Making Appropriations for the Fiscal Year 2024 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects.” The text of the law can be found [HERE](#).

ABCC approval is no longer required for amendments to add outdoor alcoholic beverage table service areas¹. Licensees should contact their Local Licensing Authority “LLA” with any questions and apply directly with them. Nothing in the new law prevents the ABCC “from exercising [its] enforcement authority over an amended license nor limit(s) any appeals that can be submitted to the commission pursuant to section 67 of chapter 138.”

Local Boards must provide the ABCC notice of any amended license and can do so by submitting an updated Licensing Authority Certification form describing the entire licensed premises, including but not limited to the newly approved outdoor alcoholic beverage table service area(s).

On April 7, 2022, the ABCC approved Guidelines for Outdoor Alcoholic Beverage Service Areas which can be found [HERE](#).

Indoor alteration of premises amendments still require ABCC approval and must comply with the “Liquor Control Act” (M.G.L. c. 138) including but not limited to advertisement, abutters’ notification requirements and Local Board hearing.

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law.

Questions concerning this Advisory may be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727- 3040 x 731.

(Issued 5/1/2024)

¹ “Outdoor table service,” is defined as restaurant service that includes food prepared on-site and under a food establishment permit issued by a municipal authority pursuant to 105 CMR 590.00 that is served to seated diners outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area or other outdoor space.



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150*

Jean M. Lorizio, Esq.
Chairman

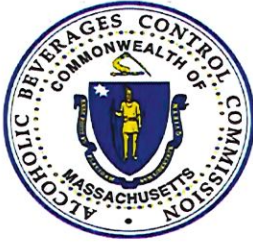
**NOTICE REGARDING THE APPROVAL OF
GUIDELINES FOR OUTDOOR ALCOHOLIC BEVERAGE SERVICE AREAS**

On April 7, 2022, at a public hearing, the Alcoholic Beverages Control Commission approved Guidelines for Outdoor Alcoholic Beverage Service Areas. These Guidelines went into effect immediately. A copy of the Guidelines is attached to this Notice and can be found on the ABCC's website at www.mass.gov/abcc.

The ABCC is grateful for the participation and contribution of several members of the alcohol industry in formulating these Guidelines. The ABCC is confident that these Guidelines will ensure consistency and promote public safety while allowing expanded outdoor dining throughout the Commonwealth.

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law. Any questions should be directed to the ABCC Executive Director Ralph Sacramone at rsacramone@tre.state.ma.us or (617) 727-3040 x 731.

(Issued April 7, 2022)



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150*

Jean M. Lorizio, Esq.
Chairman

GUIDELINES FOR OUTDOOR ALCOHOLIC BEVERAGE SERVICE AREAS

1. The licensure of outdoor alcoholic beverage service areas that are outside of the “suitable building” as provided in M.G.L. c. 138, §1, must follow the license application and approval process as provided in Chapter 138 for retail on-premises consumption licenses.
2. Local Licensing Authorities (“LLAs”) have discretion to apply reasonable conditions to the outdoor alcoholic beverage service areas, such as the requirement of food service and/or seated service.
3. All applications for outdoor alcoholic beverage service areas must include documentation demonstrating the right of the Licensee to occupy or permission to use the outdoor alcoholic beverage service area(s). This must include permission to transport alcoholic beverages over public property, if applicable, such as over public sidewalks.
4. Outdoor alcoholic beverage service areas should be contiguous to the licensed building premises with a clear and direct view of the outdoor area from inside the licensed building premises. Further, the Licensee must actively supervise the outside alcoholic beverage service area.
5. Outdoor alcoholic beverage service areas that are noncontiguous to the premises’ building are permitted. However, they must be in the immediate vicinity of, and within clear and direct view of, the existing licensed building premises. Licensees are reminded that their applications may be denied if, in the LLA’s or ABCC’s discretion, it is determined that any proposed noncontiguous outdoor alcoholic beverage service area is in an unsuitable location, such as being too far from the premises’ building or being in an unsafe location.

For noncontiguous outdoor alcoholic beverage service areas, the licensee must have an adequate number of employees that are physically present in the outdoor alcoholic beverage service area at all times when alcoholic beverages are being sold or consumed.

6. All outdoor alcoholic beverage service areas must be enclosed by a barrier, fence, or partition, sufficient for the licensee to maintain control of access to the area and to provide a safe environment for patrons.
7. The LLA should consider the type of neighborhood and the potential impact of noise in the environs before approving outdoor alcoholic beverage service areas.

Questions concerning this Advisory may be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727- 3040 x 731.

(Issued April 7, 2022)



City of HOLYOKE
DEPARTMENT OF PUBLIC WORKS
63 CANAL STREET HOLYOKE MA. 01040
PERMIT APPLICATION

APPLICATION FOR PERMIT TO OCCUPY OR OBSTRUCT THE PUBLIC WAY

This application must be completed in its entirety prior to the time of submittal. It is the responsibility of the applicant to provide all pertinent information required herein.

Application Date: 4/30/24

Name of Applicant: Lisa Young / Pioneer Valley Signs LLC

Applicant Address: 31 West St Granby MA 01033

Applicant Email Address: Sayneen@gmail.com

Applicant Phone #: 413-769-5129

Applicant Cell Phone #: 413-769-5129

Organization/Business Name: Action Chiropractic & P.T., Inc.

Organization/Business Phone: 413-532-8467

Organization/Business Address: 337 High Street

Location of Occupancy/Obstruction: Upper space above Frontage ^{Far Right side} _{"Eastern direction"}

Street #: 337 Street Name: High Street

Estimated Dates of Occupancy:

From: 2024 To: Forever

Reason for Occupancy/Obstruction: Choose an Item "Sign"

If Other, Please Explain: install (i) Flag sign with wall mount
straight arm brackets w/ a Flat spear
Finial on each bracket, all steel
powder coated Finish and an extra
wide spine (Base plate for more
surface attachment to the wall.)

APPLICABLE SPECIFICATIONS:

1. Applicant agrees to take responsibility for any and all claims that may be made against the City of Holyoke, or it's agency, for damages which may be occasioned during the period of occupancy.
2. All necessary precautions must be taken to ensure the safety of the pedestrian and motoring public, including the establishment of a "temporary" walkway should the sidewalk be affected.
3. Applicant is responsible for any and all traffic control and police protection if required.

(Contact Holyoke Police Department, Traffic Bureau @ 413-536-6431)

Affirmation

I have read the attached and hereby agree to comply strictly with the terms of this permit and indemnify the City of Holyoke and its agents from all loss, cost or reason of such occupancy. I the undersigned hereby certifies that I have read and examined this application and that the proposed occupancy/obstruction is accurately represented in the statements made in this application. I understand that the occupancy/obstruction shall be executed in accordance with the terms and conditions of said permit and all applicable laws in effect. I understand that deviations from the approved permit requirements shall result in immediate revocation of the permit and require immediate restoration of occupied area to pre-occupancy conditions.

SIGNED BY:

L. Young, Pioneer Valley Sign LLC
(Applicant)

DPW USE ONLY

Certificate of Insurance Required: ☐ Yes ☐ No

Certificate of Insurance Received: ☐ Yes ☐ No

Permit Fee \$ _____

Permit Fee Received: ☐ No ☐ Yes Date received _____

☐ Cash ☐ Check Check # _____

Application Fee Received By: _____
Initials

Permit Status: ☐ Approved ☐ Denied Expiration Date: _____

APPROVED: _____ Date: _____

NOTICE: THIS PERMIT IS VALID FOR THIRTY (30) DAYS FROM DATE OF ISSUANCE UNLESS IT SPECIFICALLY PROVIDES OTHERWISE. A COPY OF THIS PERMIT MUST BE MADE AVAILABLE AT THE SITE DURING THE OCCUPANCY/OBSTRUCTION.

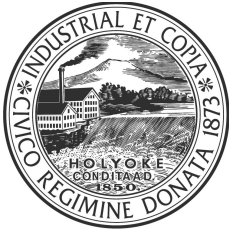
Sec. 78-22. - Projections into or over street or sidewalk—Suspended signs, flags, articles of merchandise, etc.

No person shall suspend, display or maintain, or cause to be suspended, displayed or maintained, any sign, flag, article of merchandise or any other thing over any sidewalk or street in the city unless the lowest part thereof be at least eight feet above the sidewalk or street, and no such sign or flag, article of merchandise or other thing shall be so suspended, displayed or maintained without permission from the board of public works, which permission shall be revocable. Any person having such permission and so suspending or displaying the same shall in all respects conform to any direction in relation to the location, extent, construction and maintenance thereof, which shall be given by the board of public works.

(Code 1972, § 18-28)

Cross reference— Awnings, § 78-111 et seq.; zoning, app. A.

State Law reference— Signs and other structures projecting into public ways, M.G.L.A. c. 85, § 8.



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
May 20, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. FY24 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant award received \$89,850, would need to complete work by June 30, 2024. Consultant agreed to complete work before June 30, 2024 grant deadline and contract awarded to BETA Group. **Consultant has indicated they are 75% complete with sidewalk assessments to date.**
- b. **FY25 Municipal ADA Improvement Grant Solicitation opened on May 1, 2024 with applications due June 14th. City staff coordinating meeting with BETA Group to discuss potential projects for application under new grant round.**
- c. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Informal request for extension submitted to SRF staff. Waiting on feedback for official extension. **Need to follow up once WM-16 Permit Application is submitted.**
- d. Small Bridge Grant, MassDOT, only 2 City-owned BRIs. New round of grant funding potentially available in late Spring 2024 for FY2025. No projects identified at this time.
- e. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- f. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- g. Cannabis Impact Fee Applications - On hold
- h. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system, waiting on award status.
- i. CDBG Funding – Application submitted by Community Development office on behalf of Engineering/DPW for sidewalks and traffic calming, \$600,000.
- j. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project.
- k. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th.
- l. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project. **Additional information requested from MHC sent for review. Waiting to hear back on potential approval.**

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
- iii. CDBG Completed Spring FY24: Sargeant (Walnut to Pine, Commercial to Race) Hampshire (Chestnut to Pine), Elm Street (Hampshire to Sargeant), Chestnut (Jackson to Franklin), Franklin (Maple to Elm), Cabot (Maple to Chestnut and Walnut to Pine) Walnut – **Construction completed, project balance of approximately \$40,000. Additional \$119,000 allocated. Checking with prequal to verify contract may be amended or to determine if work needs to be rebid. Work would be scheduled in Fall.**
- iv. **Requesting approx. \$120,000 in additional CDBG funds available to use in calendar year 2024. Once approved, work would likely be scheduled for Fall.**
- v. **Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.**
- vi. Coordinating tree pit and planting program w/Conservation Agent.
- vii. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. **Chapter 90 Project Approval Requests to be submitted once final paving list is finalized for 2024.**

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. **Repair work scheduled for May 21st.**

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. **Project temporarily on hold due to need to review change order paperwork with Procurement. Work should be able to restart by end of May. Meeting with Insituform scheduled for this week.**

- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
- i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
 - ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - iii. Architecture EL, Mount Vernon Group Architects designers
 - iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. **All filed subbids accepted except for masonry. Masonry filed subbids are due May 15th, General Contractor bid date extended to May 21st. Construction is expected to be completed by end of August.**
 - v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. **Plans being drafted. Need to get Mayor and Police approval of plans. Bid documents to follow before end of 2024.**
- g. Raised Crosswalks
- i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
 - iv. Project awarded to Detour Construction. Pre-Construction meeting held on Wednesday, April 10th. Construction to start this Spring with completion by August 15, 2024. **Site walk held with Contractor to review work proposed. Three (3) trees are to be removed by DPW to facilitate construction of work shown at various Main Street locations. Work on Westfield Rd revised to include two (2) speed humps instead of raised crosswalk.**
- h. City-Wide Traffic Signal Replacement Project
- i. Cherry St/Homestead - **Work is waiting on finalizing of one (1) easement and can begin once easement is received.**
 - ii. Pleasant St/Hampden - **Work is waiting on finalizing of one (1) easement and can begin once easement is received.**
- i. Dwight Street Sidewalk Vaults
- i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Campora estimate to complete additional work is \$212k, met with Travelers Insurance on 9/18 to discuss. New request from Travelers for additional information which has been forwarded. Travelers in review. Change order/contract

amendment to follow. **Follow up discussions held with Travelers to get a timelier response. We have indicated that project is severely delayed and requested a response ASAP. Site meeting to be held with Travelers by end of May.**

- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. **Mast Arm expected to be installed late May/early June. No cost change order in process of being signed by all parties.**
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. **As-built drawings received and Veolia has copy of plans. City GIS mapping should be updated accordingly.**
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - iii. **Meeting to finalize scope of work between Veolia and Kleinfelder scheduled for May 20th.**
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. **Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.**
 - ii. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. **RW Hall updated plans and tech specs to show where new chases should go in abated areas. Waiting on change order from RW Hall to include redrafting of the plans, bidding assistance, and construction administration. Bid still needs to be readvertised. No concerns with budget as this stage.**
 - iii. The Library Carpet in the Community Room – Work has been completed on time and on budget (\$14,180). Invoice has been processed.
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. **Meeting w/T&B held to discuss final scope of services. Waiting to get revised scope of services from consultant. Project design phase is still earmarked for ARPA funding.**
 - f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson

identified as consultant. Funding source to be identified. **Scoping meeting held with Weston & Sampson. Waiting on draft scope of work to review.**

g. City Hall Parking Deck Rehabilitation Design

- i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. **Additional survey and assessment information forwarded to consultant to review before finalizing scope of services and budget.**

h. CSO River Terrace Sewer Separation Project

- i. Appropriation received from Council
- ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
- iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
- iv. MassDEP is currently reviewing the 90% plans and specs, which were submitted as part of the SRF Application. No ETA on when comments will be received.
- v. Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - 1. Easements
 - a. Draft easements received. City to coordinate with property owners. Letters dropped off to property owners, no responses received to date. **Solicitor's Office working on easement documents and property owners will be forwarded documents for review once received.**
 - 2. WM-16 Permit Required
 - a. Proposal for permit assistance received from Woodard & Curran in the amount of \$15,000. Working with MassDEP to see if City can submit directly. **Online application process started.**
 - 3. MEPA Review
 - a. City may proceed with River Terrace project under Notice of Project Change and Phase 1 Waiver Request although this will be the last waiver granted to City and final Environmental Impact Report will need to be submitted before future projects identified in Long-Term Control Plan may proceed.
 - b. Draft Notice of Project Change and Phase 1 Waiver request started. **Notice of Project Change and Phase 1 waiver request submitted to MEPA on April 27th. Notice to published in May 8th Environmental Monitor, comments due June 7, 2024.**
 - 4. SRF Funding
 - a. Under existing agreement with CWSRF Program, City has until June 30th to award the Contract. Informal request for extension submitted and waiting to hear back regarding next steps and potential extension period. **Will be following up this week regarding status of extension approval.**

- i. Pavement Management System Update
 - i. Chapter 90 project initiation needs to be submitted. List of streets being finalized with DPW.
 - ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
 - iii. Existing database is 4 years old – Contract for next round of pavement evaluations by BETA Group has been finalized. Approximate time frame to complete is June 2025.
- j. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - iii. Concept plans received for review. Meeting held with VHB to discuss. **DPW and Engineering to send comments on draft plan to VHB.**
- k. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the below concepts. Revised memos concerning locations reviewed with DPW have been received although there are additional comments which need to be addressed. **Meeting scheduled with VHB this week to discuss. Waiting on updates to Bray Park Drive, Linden and West Franklin, and Hampden Street assessments.**
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- l. Center City – submitted 75% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans slated for submission to DOT late May
- m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Construction anticipated in 2024 with majority completed before June 30th.
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned

- iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
 - n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. **Project is on hold until additional funding is secured, could qualify for MHC grant in the future.**
 - o. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. **Proposal for Feasibility Study received from Architecture EL received. Need to finalize agreement documents with CPA and enter into agreement with Architecture EL once funding gets all approvals.**
 - p. Municipality – Program is now live and being used for online permits.
 - q. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. **VHB finishing survey work and working on typical cross-sections to share with the City.**
 - r. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. **Checking into next steps of approval process with Solicitor's Office.**
 - s. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was selected by CPA to receive \$254,000, waiting on Council approval. Grant application submitted to MHC for additional \$100,000 to supplement CPA funds. Total project cost for this phase of work is \$364,000. **Additional information requested from MHC sent for review. Waiting to hear back on potential approval.**
5. Procurement
- a. 2024 Traffic Calming & Safety Measures Contract
 - b. Boiler HFD FS#6 has been awarded to Boulangers.
 - c. HFD FS#3 & #6 Mini Splits Bid was retracted and needs to be rebid.
 - d. Springdale – Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.

- e. Parking Deck – Tighe & Bond developing scope of work for project. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects.
 - f. Central Fuel Station – Weston & Sampson identified as consultant. Funding source to be identified.
 - g. 2024 Pavement Evaluations – Contract awarded to BETA Group to complete next round of City-wide pavement evaluations (\$35,800). Approximately 130 centerline miles of roadway to be inspected. Work to be completed by March 2025.
 - h. Sidewalk/Curb Ramp Assessment and Planning Services (ADA Planning Grant) – Contract awarded to BETA Group to complete inspections and planning document by June 30, 2024 (\$89,500)
6. Contracts
7. City Council / Regulatory
- a. Finance Committee
 - b. Ordinance Committee
 - c. Public Safety Committee
8. City Permits
- a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for permit modification is required for proposed changes.
 - b. Application for Large Development Stormwater Permit for Proposed Self Storage Facility at 679/689 Main Street received but incomplete. Comments were sent back to applicant to revise and resubmit.
 - c. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
 - d. **Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. Initial review completed and comments sent back to Applicant. Items of note include proposed increase to stormwater peak flows and need for performance bond.**
9. Veolia
- a. Sunoco –
 - i. **Draft FY24 Quarter 3 billing prepared and in review.**
 - b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
 - c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
 - d. Industrial Users – PFAS sampling program will be created upon final permit designation.
 - e. Resolving of PILOT Payments – **Status unknown**
 - f. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading
10. Outstanding DPW Crew Work
- a. Yield Sign on Bray Park – pending. **Looking at requesting further evaluation by VHB under on call contract work.**
 - b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – **No parking signs on both bridges have been installed. DPW to begin line striping although low on paint so DPW may only be able to partially complete although final completion will be scheduled once we receive more paint.**
 - c. ADA panel replacement on Cabot and Race – **partially complete – tripping hazard repaired and waiting on replacement of ADA panel.**

11. Other Updates

- a. Application received for Permit to Occupy or Obstruct the Public Way – Outdoor Dining at 126 High Street. Board direction on how to proceed with this type of application is on Board agenda for further discussion.
- b. Request to reduce sewer connection fees at 5 Essex Street.



City of Holyoke,
Massachusetts
Birthplace of Volleyball

Victoria Houle <houlev@holyoke.org>

5 Essex St - Appleton Mill Apartments - Sewer

Jayson Haber <Jayson@haberbrothers.com>

Thu, May 2, 2024 at 3:14 PM

To: Victoria Houle <houlev@holyoke.org>, Jon Moquin <moquinj@holyoke.org>

Hello Victoria and Jon,

I am inquiring about the sewer connection permit for the Appleton Mill Apartments with sewer tie in located at 5 Essex St. The Appleton Mill Apartments is an existing mill building being converted into apartments. There will be one sewer tie in for the mill apartments and the community building. The sewer line will be tied into the city sewer located at the end of Essex Street.

Seeing that the mill building is an existing building, we are requesting that the sewer entrance fee be reduced to 50% of the listed fees, per the sanitary sewer entrance fees and sewer and drain connections form. See below

86 total units

1- \$550 = \$550

85 - \$275 = \$23,375

Total = \$23,925

Commercial space

7,599 total square feet

7,599 x .10 = \$759.90

Total fee = \$24,684.90 x .50 = \$12,342.45

Please see attached utility plan as well as the sewer connection permit application.

Thank you,

Jayson Haber

Vice President, Haber Brothers, Inc.

P. 413-250-3314

F. 413-650-0197

Jayson@HaberBrothers.com

47 Lawn Street So. Hadley, Ma 01075



2 attachments

APPLICATION FOR SEWER CONNECTION PERMIT

The undersigned, hereafter referred to as the Petitioner, owner of property located at 5 Essex Street respectfully ask that a Sewer Connection be allowed for:

ENTRANCE FEE

_____ A. Single Family Residence \$ _____

_____ B. Residential – Two or Three Families \$ _____

 X C. Apartments – Minor Commercial or Industrial \$ _____

_____ D. Major Commercial or Industrial \$ _____

Said Petitioner agrees for themselves, their successors and assigns, the Sewer Connection* shall be made in strict compliance in all respects to the Sewer Connection Standards issued by the City Engineer. The Petitioner also agrees for themselves, their successors, and assigns, to save and hold harmless the City of Holyoke and its employees against all loss, cost, damage, expense, claim, or demand and from all liability by reason of the connection, maintenance, or use of said sewer connection. All connections to any Public Sewer or Drain shall be performed by a licensed contractor experienced in utility work. All Sewer Connections within the street limits shall be performed by a licensed contractor with valid City of Holyoke, Road Opening Permit. The cost of all material and labor shall be paid for by the owner.

In witness whereof the said Petitioner has hereto set their hand and seal this 2nd
day of the May month of the year 2024.

James Haber
Signature of Witness

James Haber

Witness Printed Name

Jayson Haber
Signature of Petitioner

Jayson Haber

Petitioner Printed Name

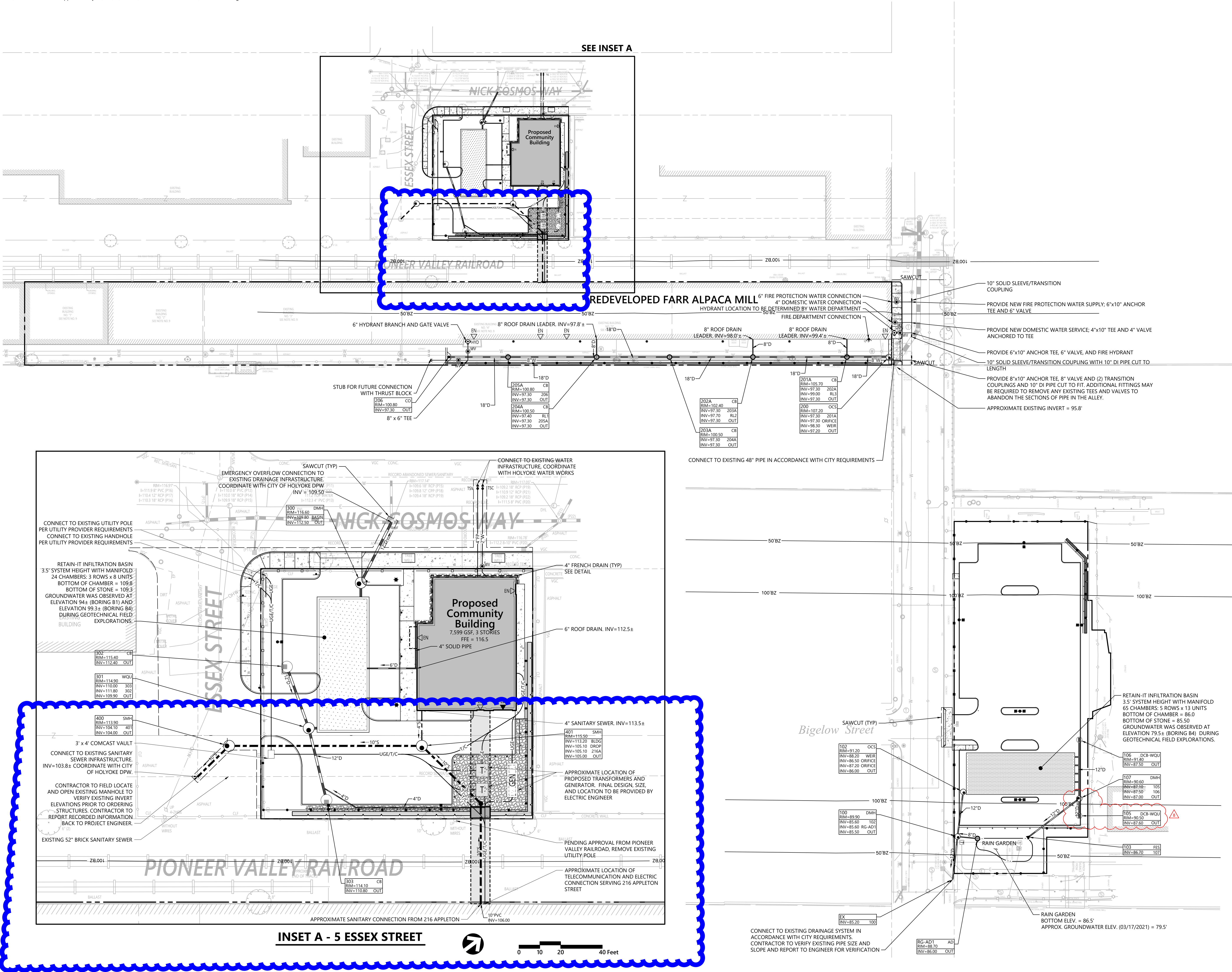
*** Sketch a plan of the sewer connection location on the reverse of this sheet**

_____ **Approved** _____ **Disapproved** _____ **Date**

City Engineer or Designated Representative

Notes

1. DEVELOPER TO LOCATE THE EXISTING SEWER EXIT FROM THE PHASE I BUILDING AND VIDEO THE PIPE TO DETERMINE LOCATION AND CONDITION. DUE TO SEWER OVERFLOW PIPING IN AREA OF APPLETON STREET, THE EXISTING CONNECTION MAY BE HAVE TO BE REUSED AFTER ASSESSMENT AND IMPROVEMENT.
2. THE EXISTING SANITARY SERVICE CONNECTION SERVING 216 APPLETON STREET IS CURRENTLY UNDER INVESTIGATION TO CONFIRM ITS SIZE, CONDITION, AND ROUTING. SCOPE OF WORK RELATIVE TO THE FUTURE SANITARY CONNECTIONS WILL BE DETERMINED BASED ON THE RESULTS OF THE ONGOING INVESTIGATION AND DIRECTION FROM THE PLUMBING ENGINEER AND HOLYOKE DPW.
3. REDEVELOPED 216 APPLETON STREET BUILDING REQUIRES A LIFT STATION TO CONNECT THE FIRST FLOOR SANITARY TO THE GRAVITY SYSTEM.



Farr Alpaca Mill
Adaptive Reuse

191 & 216 Appleton Street, and
5 Essex Street
Holyoke, Massachusetts

No.	Revision	Date	Appr'd.
3	Issued for City Record	08/01/2023	RW
4	Water Line Revision	10/03/2023	RW
5	Essex Street Grading Refinements	11/22/2023	RW
6	Water Line Revision	01/19/2024	RW
7	Bulletin 23	03/14/2024	RW
8	RFI #129	04/30/2024	RW

Designed by CSH
Checked by REW

Issued for Construction
December 16, 2022

Utility Plan

Drawing Number

C5.00

Sheet 5 of 12

Project Number
15211.00



SANITARY SEWER ENTRANCE FEES AND SEWER AND DRAIN CONECTIONS

<u>SANITARY SEWER ENTRANCE TYPE</u>	<u>ENTRANCE FEE</u>
1. Single Family Home	\$550.00
2. Apartment Blocks, Attached Condominiums Townhouses, etc.	\$550.00 For First Unit Plus \$275.00/Unit For Each Additional Unit
3. Motels or Hotels	\$550.00 For First Unit Plus \$50.00/Unit For Each Additional Unit
4. Commercial Buildings	\$0.10 Per Square Foot of Floor Area with a Minimum Charge of \$550. Public Corridors Shall Be Excluded
5. Industrial Buildings	The Greater of \$0.10 Per Square Foot of Floor Area or \$50.00 Per 100 Gallons Per Day Average Flow with a Minimum Charge of \$550.00
6. New Connection Replacing an Existing Connection	50% of the Above Listed Fees

STORM DRAIN AND SEWER CONNECTIONS:

No person will be permitted to discharge sewage or storm drainage from his property into the City's sewer or storm drainage system without approval from the City Engineer and Superintendent of Public Works.

The petitioner shall install, under City supervision, and pay for all labor and material charges that are necessary to install his connection from the main to his property line.

BUILDING PERMIT:

No building permit will be issued unless the petitioner has deposited, by check payable to the City of Holyoke, all necessary Sewer Entrance Fees as determined by the City Engineer and the Board of Public Works.

EFFECTIVE DATE: APRIL 10, 1990

All petitions for sewer service after above date will be subject to above rates where applicable.



CITY OF HOLYOKE
BOARD OF PUBLIC WORKS

63 N. Canal Street
Holyoke, Ma 01040

COMMISSIONERS

Mary L. Monahan
Chairperson
Libby Hernandez
Vice Chair
Joseph Kietner
Member

May 20, 2024

President Tessa Murphy-Romboletti
Holyoke City Council
536 Dwight Street
Holyoke, MA 01040

Dear President Murphy-Romboletti:

The Board of Public Works is responding to City Councilor David Bartley's inaccurate and incendiary comments at the May 7, 2024 City Council meeting. Councilor Bartley was responding to a recommendation from the Finance Committee to approve a \$2.5 million bond for assessments and repairs to the City's public garages, including Suffolk Street, the Proulx Garage on Dwight Street, and the parking deck behind City Hall. Councilor Bartley responded to this recommendation for investment into the City's infrastructure by calling out the DPW Director and the Board of Public Works as being derelict in their duties and stating that DPW is asking for too much and that we were not going to use the funds responsibly.

These are the facts: The Department of Public Works, through the leadership of Director Carl Rossi and support of the Board of Public Works, has been identifying, assessing, and prioritizing the City's infrastructure needs. Director Rossi has been on the job less than 18 months and the senior member of the Board of Public Works a little more than two years.

DPW's FY 24 operating budget includes \$15,000 for limited structural repairs at the Proulx Garage. This was less than the amount requested by the Director and DPW's Property Maintenance Supervisor. In October 2023, the Director and Property Maintenance Supervisor requested \$250,000 for assessments, repairs, and hiring of a parking deck elevator consultant. This request was updated in March and is bundled into the requested \$2.5 million bond that includes additional work at the Suffolk Street parking deck and the deck behind City Hall. Previously an RFQ was issued for a consultant to assist the City in improving the City Hall deck. The City is currently in negotiations with a consultant for this work. This bond will pay for these services.



CITY OF HOLYOKE
BOARD OF PUBLIC WORKS

63 N. Canal Street
Holyoke, Ma 01040

COMMISSIONERS

Mary L. Monahan
Chairperson
Libby Hernandez
Vice Chair
Joseph Kietner
Member

In late March 2024, the Massachusetts Architectural Access Board notified the City that as a result of the inoperable elevator at the Proulx Garage, the City is in violation of the Americans with Disabilities Act (ADA). As noted at the May 7 meeting, there are concerns about leaking hydraulic fluid from the broken elevator.

We appreciate the support from the twelve City Councilors who voted in favor of the bonding. We know that we may respectfully disagree on future issues. Councilors who have questions about DPW funding requests can review Council committee meetings where the details of these requests are publicly discussed, negotiated, and compromised. Councilors are also encouraged to reach out to the Mayor.

The Department of Public Works takes pride in our efforts to advance the immediate and long-term infrastructure needs of our City and appreciates the support of the Mayor's Office, Council, and the public.

Truth, accuracy, and mutual respect matter.

Sincerely,

Mary L. Monahan, Chairperson
Board of Public Works



HOLYOKE PUBLIC SCHOOLS
JUNTOS PODEMOS | TOGETHER WE CAN

William G. Morgan Elementary School
596 S Bridge St, Holyoke, MA 01040
Phone: (413) 534-2083

Sacha Garcia-Mailloux, Principal
Ryan Carrie, Assistant Principal

Carmen Lopez, Dean of Students
Kelly Maxwell, Dean of Management & Operations

Hello Carl and Jonathan,

Thank you so much for meeting with us two weeks ago to walk the Walking School Bus (WSB) route. On the walk, we took photos (attached) and identified areas of improvement for the students and community. Below is a list of points we discussed:

1) Projects for the city:

1. Painting the crosswalks along the route (white).
2. Putting down new sidewalks along the route (currently in process).
3. Making sure all intersections have 4-way, working crosswalk machines.
4. Informing us of any permits needed for this project as soon as possible.
5. Approving the design sketches.
6. Providing a barricade (cones) for the safety of our local artist while she is working.

2) Questions for the city:

1. Have you found out who owns the bridge along the route as well as the underpass?
2. You mentioned that the painting of the crosswalks can get done sooner, however, the other improvements will need to wait until the new fiscal year begins in July. Do you have a specific timeline for these?
3. If you have any light-up stop signs available, are you able to provide them to us?
4. We are planning a community paint event on **Saturday, June 22nd at 9am-12pm to paint the street on Sargeant between High and Commercial (by Head Start). What is the possibility that the road can be closed during this time for safety purposes?**

3) Projects for Morgan:

1. We will send you our sketch plans and painting schedule (attached - this is a working document).
2. Painting the route!
3. We will notify businesses along the route of our painting plans and timeline.
4. We plan the community event on June 22nd.

Please let me know if there is anything I am missing. Thank you very much for making our community safer and more beautiful.

With respect,

MORGAN Walking School Bus Team Members

























Painting Map



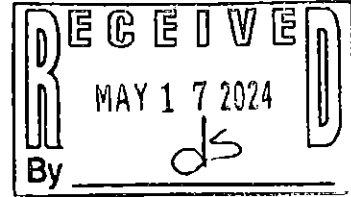
Source: Open Street Map



May 14, 2024

VIA HAND DELIVERY

Department of Public Works
63 Canal Street
Holyoke, MA 01040
Attn: General Superintendent



With a copy to:

Offices of the City Solicitors
20 Korean Veterans Plaza, Room 204
Holyoke, MA 01040-5000
Attn: City Solicitor

RE: Notice of Expiration of the Initial Term of Veolia Wastewater O&M Contract

Dear Mr. Rossi

In accordance with Section 3.2 of the Amended and Restated Contract for Operation, Maintenance, Repair and Improvement Services to the City of Holyoke's Wastewater System ("Agreement") between the City of Holyoke, Massachusetts acting through its Board of Public Works ("City") and Veolia Water Contract Operations USA, Inc., f/k/a SUEZ Water Environmental Services Inc. ("Veolia"), we are providing appropriate notice of the approaching expiration on September 29, 2025 of the Initial Term of the Agreement.

Veolia looks forward to continuing its partnership with the City and discussing with you a mutually agreeable extension of the Agreement. Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael Burke".

Michael Burke
Regional Vice President, MA, VT, NH
Veolia North America

CC: Jay Sparling, Veolia

**City of Holyoke Wastewater System Services Contract
Administration Memorandum No. 6
Dated as of May 6, 2024**

This Contract Administration Memorandum ("CAM") is entered into this 3 day of May 2024 and has been prepared pursuant to Section 21.2 of the Amended and Restated Service Contract for Operation, Maintenance, Repair and Improvement Services to the City of Holyoke's Wastewater System (the "Service Contract"), dated February 28, 2006, between the City of Holyoke, Massachusetts, acting through its Board of Public Works (the "City"), and Veolia Water Contract Operations USA, Inc. formerly known as SUEZ Water Environmental Services Inc. (the "Company"). Capitalized terms used, but not defined herein, shall have the meanings specified in the Service Contract.

**Subject: ONE-TIME REIMBURSEMENT OF FUNDS TO COLLECTION
SYSTEM CAPITAL REPAIR AND REPLACEMENT FUND**

Set forth below are the understandings of the City and the Company with respect to a one-time addition to the capital repair and replacement fund dedicated solely to underground piping components of the City's wastewater system ("Collection System").

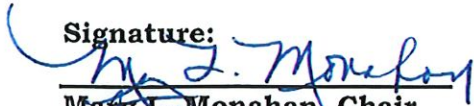
- 1.) Section 10.1(E) – Underground Piping Repair and Replacements- sets forth the Company's obligation to spend \$100,000 per Contract Year (an allowance for which is included in the Service Fee) for capital repair and replacement costs of the Collection System on a "must spend" basis over the term of the Service Contract.
- 2.) **The Company recently agreed to reimburse the City a total of \$283,500.00 as set forth below:**
 - \$168,000.00 for MS4 compliance purposes;
 - \$25,000.00 for assessed penalties set forth in a Consent Decree;
 - \$75,500.00 for a detailed asset assessment review;
 - \$15,000.00 for a five-year financial lookback.
- 3.) In consideration of the reimbursement amounts set forth above, the Company agrees to dedicate the entire \$283,500.00 reimbursement total to the current Contract Year's Collection System capital repair and replacement fund, established by Section 10.1(E) of the Service Contract. The parties agree that this increase shall be a one-time increase only. Additionally, the parties agree that any portion of this one-time increase that are not spent in the current Contract Year shall carry over to the following year. The Company shall only spend the funds in accordance with Section 10.1(E) of the Service Contract.
- 4.) All of the other terms and conditions of the Service Contract and previous CAMs shall continue in full force and effect except as modified by this CAM.

This CAM may be executed in counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall constitute one and the same agreement. A signature transmitted by facsimile or other electronic means shall be sufficient and binding for all purposes.

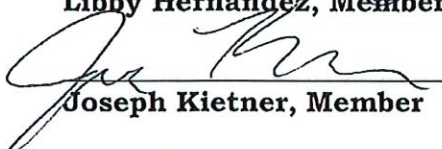
IN WITNESS WHEREOF, the parties have caused this CAM to be executed by their duly authorized representatives as of the day and year first above written.

CITY OF HOLYOKE
BOARD OF PUBLIC
WORKS HOLYOKE,
MASSACHUSETTS

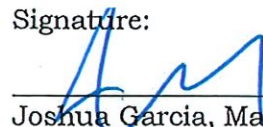
Signature:


Mary L. Monahan, Chair


Libby Hernandez, Member


Joseph Kietner, Member

Signature:


Joshua Garcia, Mayor
City of Holyoke

VEOLIA WATER CONTRACT OPERATIONS
USA, INC.

Signature:


Joseph Tackett, President
Contract Operations



CITY OF HOLYOKE
BOARD OF PUBLIC WORKS

63 N. Canal Street
Holyoke, Ma 01040

COMMISSIONERS

Mary L. Monahan
Chairperson
Libby Hernandez
Vice Chair
Joseph Kietner
Member

May 20, 2024

President Tessa Murphy-Romboletti
Holyoke City Council
536 Dwight Street
Holyoke, MA 01040

Dear President Murphy-Romboletti:

The Board of Public Works is responding to City Councilor David Bartley's inaccurate and incendiary comments at the May 7, 2024 City Council meeting. Councilor Bartley was responding to a recommendation from the Finance Committee to approve a \$2.5 million bond for assessments and repairs to the City's public garages, including Suffolk Street, the Proulx Garage on Dwight Street, and the parking deck behind City Hall. Councilor Bartley responded to this recommendation for investment into the City's infrastructure by calling out the DPW Director and the Board of Public Works as being derelict in their duties and stating that DPW is asking for too much and that we were not going to use the funds responsibly.

These are the facts: The Department of Public Works, through the leadership of Director Carl Rossi and support of the Board of Public Works, has been identifying, assessing, and prioritizing the City's infrastructure needs. Director Rossi has been on the job less than 18 months and the senior member of the Board of Public Works a little more than two years.

DPW's FY 24 operating budget includes \$15,000 for limited structural repairs at the Proulx Garage. This was less than the amount requested by the Director and DPW's Property Maintenance Supervisor. In October 2023, the Director and Property Maintenance Supervisor requested \$250,000 for assessments, repairs, and hiring of a parking deck elevator consultant. This request was updated in March and is bundled into the requested \$2.5 million bond that includes additional work at the Suffolk Street parking deck and the deck behind City Hall. Previously an RFQ was issued for a consultant to assist the City in improving the City Hall deck. The City is currently in negotiations with a consultant for this work. This bond will pay for these services.



CITY OF HOLYOKE
BOARD OF PUBLIC WORKS

63 N. Canal Street
Holyoke, Ma 01040

COMMISSIONERS

Mary L. Monahan
Chairperson
Libby Hernandez
Vice Chair
Joseph Kietner
Member

In late March 2024, the Massachusetts Architectural Access Board notified the City that as a result of the inoperable elevator at the Proulx Garage, the City is in violation of the Americans with Disabilities Act (ADA). As noted at the May 7 meeting, there are concerns about leaking hydraulic fluid from the broken elevator.

We appreciate the support from the twelve City Councilors who voted in favor of the bonding. We know that we may respectfully disagree on future issues. Councilors who have questions about DPW funding requests can review Council committee meetings where the details of these requests are publicly discussed, negotiated, and compromised. Councilors are also encouraged to reach out to the Mayor.

The Department of Public Works takes pride in our efforts to advance the immediate and long-term infrastructure needs of our City and appreciates the support of the Mayor's Office, Council, and the public.

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Sincerely,

Mary L. Monahan, Chairperson
Board of Public Works

Board of Public Works Meeting Minutes

Date and Time: June 03, 2024, 5:30 PM

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

Attendees:

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Call to Order - 5:31pm

1. Public Comment - none
2. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting
No minutes to review at this time.
 - b. DPW Director Report (see attached)
 - Discussed vacancies
 - Discussed grant opportunities
 - Discussed training
 - Discussed co-op program
 - Going to Public Works Summit in Tucson, AZ
 - Budget hearing - no concerns from CC
 - Transfers in progress
 - Sonoco billing
 - List of trees being taken down - diseased and for construction
 - c. City Engineer Report (see attached)
 - d. Commissioner's Liaison Reports (see attached)

Hernandez discussed Public Works week and thanked everyone that participated.

Kietner - no report
 - e. Division Supervisor Update (first meeting of the month)
No supervisor update at this time.

Abatements (second meeting of the month unless otherwise noted)

1. Tyrone V. Buckner (SR008709) - 63 Coit Street
Kietner made a motion to deny the abatement request
Seconded by Hernandez
All in favor
2. Jeffrey Ronley (SR007969) - 13 Upland Road
Kietner made a motion to table the abatement request pending more information
Seconded by Hernandez
All in favor

Hernandez made a motion to accept the consent agenda as reported.
Seconded by Libby
All in favor.

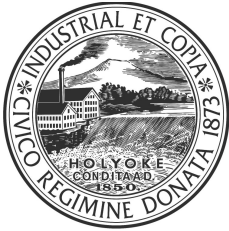
3. MS4 compliance status update and next steps
Transcript: 6:34pm - Miira and Victoria doing a great job
4. City Engineer vacancy – action options
No updates
5. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit
Transcript: 6:38pm - 7:15pm
6. Board of Public Works meeting schedule
Special Meeting June 24, 2024 at Holyoke Media

The Board may consider Executive Session for the following:

EXECUTIVE SESSION:

1. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares

Meeting adjourned at 7:15pm



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
June 3, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. **Maximum grant award is \$250,000 with applications due June 14th. Working on plan to complete site evaluations for City-owned buildings and potentially parks.**
- b. River Terrace CSO – On the SRF IUP, \$10.5M, Appropriation for the \$10.5M was approved by Council on 9/5/2023. CWSRF Application prepared and submitted to MassDEP by Woodard & Curran on October 12, 2023. Informal request for extension submitted to SRF staff. **Waiting on feedback for official extension.**
- c. Small Bridge Grant, MassDOT, only one City-owned BRI on Mountain Park Road. New round of grant funding potentially available in late Spring 2024 for FY2025.
- d. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- e. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- f. Cannabis Impact Fee Applications - On hold
- g. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system. **Waiting on award status.**
- h. CDBG Funding – Application submitted by Community Development office on behalf of Engineering/DPW for sidewalks and traffic calming, \$600,000.
- i. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project. **Applications due April 24, 2024. Application submitted and waiting on award status.**
- j. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th. **Waiting on award status.**
- k. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project. Additional information requested from MHC sent for review. **Waiting on award status.**
- l. **MassDOT Local Bottleneck Reduction Grant Program – Main Street Improvements. Grant funding received and confirming amount of funding and required City match. Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @ Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. F&O has started preliminary field work and field meeting scheduled for Tuesday, June 4th.**

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
- iii. CDBG Completed Spring FY24: Sargeant (Walnut to Pine, Commercial to Race) Hampshire (Chestnut to Pine), Elm Street (Hampshire to Sargeant), Chestnut (Jackson to Franklin), Franklin (Maple to Elm), Cabot (Maple to Chestnut and Walnut to Pine) Walnut – Construction completed, project balance of approximately \$40,000. Additional \$119,000 allocated. Checking with prequal to verify contract may be amended or to determine if work needs to be rebid. Work would be scheduled in Fall.
- iv. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
- v. Coordinating tree pit and planting program w/Conservation Agent.
- vi. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. Chapter 90 Project Approval Requests to be submitted once final paving list is finalized for 2024.

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. **Repair work has been completed.**

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. **Project wrapping up and expected to come in under budget. Need to incorporate lessons learned into Phase 2 Scope of Work to be rebid and awarded prior to December 30, 2024.**

f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)

- i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).

- ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - iii. Architecture EL, Mount Vernon Group Architects designers
 - iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. All filed subbids accepted except for masonry. **Masonry filed subbids received May 15th. Roofing pre-bid meeting scheduled for Monday, June 3rd. Construction is expected to be completed by end of August.**
 - v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. Plans being drafted. Need to get Mayor and Police approval of plans. Bid documents to follow before end of 2024.
- g. Raised Crosswalks
- i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
 - iv. Project awarded to Detour Construction. Pre-Construction meeting held on Wednesday, April 10th. Construction to start this Spring with completion by August 15, 2024. Work on Westfield Rd revised to include two (2) speed humps instead of raised crosswalk. **Detour currently at Sargeant Street near Sycamore. Still waiting on removal of two trees on Main Street.**
- h. City-Wide Traffic Signal Replacement Project
- i. Cherry St/Homestead - Work is waiting on finalizing of one (1) easement and can begin once easement is received.
 - ii. Pleasant St/Hampden - Work is waiting on finalizing of one (1) easement and can begin once easement is received.
- i. Dwight Street Sidewalk Vaults
- i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. **Meeting held with Travelers and their consultant, Vertex, on Wednesday May 29th. Vertex to review scope of work previously provided by Campora and let City know if there is any additional information needed to process claim.**
- j. Apremont Highway / Route 202 Signal
- i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight

- iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. **No cost change order for new mast arm finalized and contract time extended to June 30th. Mast arm to be installed Tuesday, June 4th. Signal will be placed on flash for 7 days prior to full operation. Line striping and repaving of the driveway to HWW to follow.**
 - k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. As-built drawings received and Veolia has copy of plans. City GIS mapping should be updated accordingly.
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - iii. **Information from Veolia received and being reviewed. Also reviewing suggested ordinance updates based on PVPC review.**
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.
 - ii. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. **Revised plans and change order from RW Hall received. Project being rebid with bids due on July 9th.**
 - iii. The Library Carpet in the Community Room – Work has been completed on time and on budget (\$14,180). Invoice has been processed.
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. **Meeting w/T&B held to discuss final scope of services. Waiting to get revised scope of services from consultant. Project design phase is still earmarked for ARPA funding.**
 - f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. **Scoping meeting held with Weston & Sampson. Scope of work received and being reviewed.**
 - g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. **Additional survey**

and assessment information forwarded to consultant to review before finalizing scope of services and budget.

h. CSO River Terrace Sewer Separation Project

- i. Appropriation received from Council
- ii. River Terrace, CSO #23 -- CRCC funds for design - Woodard & Curran, \$210,000
- iii. 90% Plans and Project Manual complete for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace
- iv. MassDEP is currently reviewing the 90% plans and specs, which were submitted as part of the SRF Application. No ETA on when comments will be received.
- v. Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 1. Easements
 - a. Draft easements received. City to coordinate with property owners. Letters dropped off to property owners, no responses received to date. **Property owners requested compensation through form of tax reduction. Solicitor's Office and Assessor working on estimates and coordinating with property owners for signed easements.**
 2. WM-16 Permit Required
 - a. Proposal for permit assistance received from Woodard & Curran in the amount of \$15,000. Working with MassDEP to see if City can submit directly. **Application submitted. Waiting to discuss project with new Acting Section Chief, Kathleen Fournier.**
 3. MEPA Review
 - a. City may proceed with River Terrace project under Notice of Project Change and Phase 1 Waiver Request although this will be the last waiver granted to City and final Environmental Impact Report will need to be submitted before future projects identified in Long-Term Control Plan may proceed.
 - b. Draft Notice of Project Change and Phase 1 Waiver request started. Notice of Project Change and Phase 1 waiver request submitted to MEPA on April 27th. Notice to published in May 8th Environmental Monitor, comments due June 7, 2024. **Meeting held with MEPA staff on May 23rd with positive feedback. Will know more after comments are received by all parties.**
 4. SRF Funding
 - a. Under existing agreement with CWSRF Program, City has until June 30th to award the Contract. Informal request for extension submitted and waiting to hear back regarding next steps and potential extension period. **Waiting on formal extension approval.**

i. Pavement Management System Update

- i. Chapter 90 project initiation needs to be submitted. List of streets being finalized with DPW.
- ii. Collect pavement condition for all roadways in the City, using AI with sign inventory
- iii. Existing database is 4 years old – Contract for next round of pavement evaluations by BETA Group has been finalized. Approximate time frame to complete is June 2025.

j. Race Street Repaving Cabot to Sargeant

- i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans

- ii. Postponed until 2025 due to planned gas main work
- iii. Concept plans received for review. Meeting held with VHB to discuss. **Comments sent to VHB on draft concept plans, awaiting a response from VHB.**
- k. **VHB On-Call** for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton- - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the below concepts. Revised memos concerning locations reviewed with DPW have been received although there are additional comments which need to be addressed. **Waiting on updates to Bray Park Drive, Linden and West Franklin, and Hampden Street assessments.**
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- l. **Center City – submitted 100% design to DOT, FY2025 TIP**
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. **100% Design Plans submitted May 24th.**
- m. **DOT-lead / TIP projects**
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Construction anticipated in 2024 with majority completed before June 30th.
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station

(emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.

- n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Project is on hold until additional funding is secured, could qualify for MHC grant in the future.
 - o. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. **Proposal for Feasibility Study received from Architecture EL received. Need to finalize agreement documents with CPA and enter into agreement with Architecture EL once funding gets all approvals.**
 - p. Municipality – Program is now live and being used for online permits.
 - q. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. **VHB finishing survey work and working on typical cross-sections to share with the City.**
 - r. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. **Waiting on steps of approval process with Solicitor's Office.**
 - s. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was selected by CPA to receive \$254,000, waiting on Council approval. Grant application submitted to MHC for additional \$100,000 to supplement CPA funds. Total project cost for this phase of work is \$364,000. Additional information requested from MHC sent for review. **Waiting to hear back on potential approval.**
5. Procurement
- a. 2024 Traffic Calming & Safety Measures Contract
 - b. Boiler HFD FS#6 has been awarded to Boulangers.
 - c. HFD FS#3 & #6 Mini Splits Bid was retracted and needs to be rebid.
 - d. Springdale – Tighe & Bond selected as most advantageous firm. Working with T&B to develop scope and negotiations to follow.
 - e. Parking Deck – Tighe & Bond developing scope of work for project. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects.
 - f. Central Fuel Station – Weston & Sampson identified as consultant. Funding source to be identified.
 - g. 2024 Pavement Evaluations – Contract awarded to BETA Group to complete next round of City-wide pavement evaluations (\$35,800). Approximately 130 centerline miles of roadway to be inspected. Work to be completed by March 2025.
 - h. Sidewalk/Curb Ramp Assessment and Planning Services (ADA Planning Grant) – Contract awarded to BETA Group to complete inspections and planning document by June 30, 2024 (\$89,500).
6. Contracts
7. City Council / Regulatory
- a. Finance Committee

- b. Ordinance Committee
- c. Public Safety Committee

8. City Permits

- a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for permit modification is required for proposed changes.
- b. Application for Large Development Stormwater Permit for Proposed Self Storage Facility at 679/689 Main Street received but incomplete. Comments were sent back to applicant to revise and resubmit.
- c. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
- d. Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. Initial review completed and comments sent back to Applicant. Items of note include proposed increase to stormwater peak flows and need for performance bond.

9. Veolia

- a. Sunoco –
 - i. **FY24 Quarter 3 issued.**
- b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
- c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
- d. Industrial Users – PFAS sampling program will be created upon final permit designation.
- e. Resolving of PILOT Payments – **Status unknown**
- f. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading

10. Outstanding DPW Crew Work

- a. Yield Sign on Bray Park – pending. **VHB to include evaluation in Bray Park speed hump evaluation memo.**
- b. Dwight Street stalls and other short line work, plan in 10 Roadways\Pavement Marking (Annual)\2023 – **No parking signs on both bridges have been installed. Line striping work has been completed, only work remaining is striping of new parking spaces.**
- c. ADA panel replacement on Cabot and Race – partially complete – tripping hazard repaired and waiting on replacement of ADA panel.

11. Other Updates

- a. **Meeting scheduled with Tighe & Bond for June 17th to discuss next steps to finalizing City's MEPA required Final Environmental Impact Report needed to complete future CSO projects.**

Board of Public works Meeting June 3, 2024

Director's Report

Vacancies

- Loader Operator Highways and Bridges
- Assistant Engineer
- City Engineer
- 1 Laborer Refuse
- Parks Craftsman
- 2 Tree Climbers - vacant
- 1 HMEO Refuse– vacant
- Property Maintenance Supervisor-vacant, advertising
- Parking Enforcement Officer

Grant Opportunities

Mass Dep has awarded \$500,000 to the City of Holyoke for the EV refuse truck. Looking at more grants for charging stations and EV. Checking to see if we can use this to buy a hydrogen fueled refuse truck.

Warning System at CSO outfalls in the amount of \$50,000 received award confirmation.

Safety training grant awarded in the amount of \$11,000.

Working on Flood Control Grant for pump station upgrades.

Training

Co-op Program – Met with Dean Tech.

CPR training held Friday April 19,2024 and forklift training, defensive driving and workplace violence on Friday May 3, 2024, both through safety training grant. Scheduling flagger training for this fiscal year.

Director attended Massbuys conference May 1, 2024 in Foxboro.

Stephanie Rodriguez and Liz Rivera attended APWA Admin training April 30th.

Budget

Presented FY 2025 proposed operating and capital budget. Public Hearing May 29, 2024.

Transfers are being submitted to balance line items for the current fiscal year.

Sonoco Billing

Veolia sent us a letter regarding samples for the fourth Quarter FY23. The email was sent to Attorney Bissonnette. Third quarter billing will be submitted week of May 10th.

Forestry Division

Trees to be taken Down on Main street as part of Main Street project to remove diseased Ash trees:

A contractor will be utilized to remove these trees:

532 Main Street – 6 trees
45 Jackson Street – 549 Main Street – 8 trees
518 Main Street – 2 trees
517 Main Street – 3 trees
451 Main Street
447 Main Street
427 Main Street
401 Main Street
365 Main Street
351 Main Street
330 Main Street
290 Main Street
305 Main Street
230 Main Street – 2 trees
251 Main Street
241 Main Street
231 Main Street
201 Main Street

Trees to be removed due to poor condition/dead:

43 N Canal Street
235 Canal Street
211 Pine Street
168 Linden Street
159 Essex Street
215 Elm Street
305 Main Street 2 Trees (installation of raised crosswalks)
21-23 Hamilton Street
531-533 S. Summer Street
527 S. Summer Street
37 Woodbine Lane
1665 Northhampton Street
102 Beacon Ave
Montgomery Ave/River Terrace
42 Vadnais St.
17 Amherst Street
10 Glen St.

Recycling & Refuse

Trash tonnage has gone consistently down since the implementation of the trash totes from 705 tons in October, 2023 to 537 tons in March, 2024. Recycling costs have gone down from a high of \$17,000 in August of 2023 to \$3,000 in March 2024.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Tyrone V. Buckner
Mailing Address 63 Coit St
Phone 413 478-9027
Email Tyronevbuckner@gmail.com
Service Location 63 Coit St
Account Number SR 008709 Bill Number _____
Sewer Use Charge 391.78

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Signature Tyrone V. Buckner
Date 5-24-24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name JEFFREY ROWLEY
Mailing Address 13 UPLAND RD.
Phone 413 281 6120
Email JHRLAR@AOL.Com
Service Location _____
Account Number SR007949 Bill Number _____
Sewer Use Charge _____

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

FILLING 15' X 3.5' ROUND POOL, APPX 4.5 GAL.
EMPTYING INTO BACK YARD, NO SEWER/DRAIN
LOAD

Signature Jeffrey Rowley
Date MAY 23'24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Special Act

1 message

Mary Monahan <marylmonahan@gmail.com>

Sun, Jun 2, 2024 at 1:45 PM

To: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>

Cc: Stephanie Rodriguez <rodriguezs@holyoke.org>, Victoria Houle <houlev@holyoke.org>, Michael Bissonnette <bissonnettem@holyoke.org>, Carl Rossi <rossic@holyoke.org>

See attached Special Act. This lays out the process for the next competitive procurement of the long term service agreement. This will be discussed on Monday under agenda item 5.

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Tobey, Bruce** <btobey@pldolaw.com>

Date: Sat, Jun 1, 2024 at 12:45 PM

Subject: RE: Special Act

To: Mary Monahan <marylmonahan@gmail.com>, Michael Bissonnette <bissonnettem@holyoke.org>

Cc: Dunn, Katherine B. <kdunn@pldolaw.com>

Hi Mary.

My reading of the 2002 special act always has had two consideration in play: what went on to give rise to the 2005 contract, and what lessons were to be learned from the 2002 special act should the decision be made to seek a new special act. But I never took the added step of considering whether the 2002 special act was a one-off sort of enactment: one procurement under its terms and that was the end of it.

Applying that added perspective, I've re-read the 2002 several times now the special act and stewed on this overnight. I am convinced it was not a one-off measure: with crystal clarity it states in section 1 the act's applicability to the procurement of a broad category of "contract or contracts" regarding the City's sewer system – there was no sunset clause on this allowance either in section 1 or any other provision of the special act.

By copy of this email, I've asked Katie Dunn of my team to review this matter, too, and to share her perspective – I'd ask her to review whether there were any intervening legislative events since the 2002 enactment of the act that might have an impact. I'm anxious to get Mike's read as well! If we all reach a similar conclusion to my preliminary thoughts as voiced in this email, there is much new ground to consider, not the least of which is when and how we engage the IG's team on our interpretation.

Bruce

From: Mary Monahan <marylmonahan@gmail.com>

Sent: Friday, May 31, 2024 7:33 PM

To: Tobey, Bruce <btobey@pldolaw.com>; Michael Bissonnette <bissonnettem@holyokey.org>

Subject: Special Act

Please confirm that the special act which authorized the initial contract for the contract operations of the wastewater treatment plant, etc. is still applicable and that the City needs to comply with the special act terms.

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

This message was sent from outside the company. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

 **Special Act.pdf**
284K

**AN ACT AUTHORIZING THE CITY OF HOLYOKE TO ENTER INTO
CONTRACTS FOR THE LEASE, FINANCING, DESIGN AND
CONSTRUCTION OF MODIFICATIONS FOR THE SEWER WORKS
SYSTEM AND THE OPERATION, MAINTENANCE, REPAIR AND
REPLACEMENT OF THE WASTEWATER TREATMENT PLANT, PUMP
STATIONS AND COMBINED SEWER OVERFLOW CONSOLIDATION
AND TREATMENT FACILITIES**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) The City of Holyoke acting by and through its Board of Public Works may, notwithstanding the provisions of any general or special law or regulation to the contrary, enter into a contract or contracts for the lease, operation and maintenance, repair or replacement, financing, design, construction and installation of new facilities or systems and modifications to the existing sewer works system, necessary to ensure adequate services and ensure the ability of the city's sewer works system, as such terms are defined in section 10, to operate, maintain, repair and replace the sewer works system in full compliance with all applicable requirements of federal, state and local law; provided, however, that such contracts shall not be subject to the competitive bid requirements set forth in sections 38A to 38O, inclusive, of chapter 7, section 39M of chapter 30 or sections 44A to 44M, inclusive, of chapter 149 of the General Laws; provided further, that each such contract shall be awarded pursuant to chapter 30B of the General Laws, except for clause (3) of paragraph (b) of section 6, clause (3) of paragraph (e) and paragraph (g) of said section 6 and sections 13 and 16 of said chapter 30B.

(b) The request for proposals for such contract or contracts shall specify the method for comparing proposals to determine the proposal offering the lowest overall cost to the city, including, but not limited to, all capital equipment and capital improvement costs, operating and maintenance costs and capital financing costs. If a contract is awarded to an offeror who did not submit the proposal offering the lowest overall cost, the city shall explain the reason for the award in writing.

(c) The request for proposals shall set forth the performance guarantees that the selected offeror will be required to meet in operating the sewer works system, as constructed or improved. The contract which is negotiated with the selected offeror based on the request for proposals shall obligate the selected offeror to meet such performance guarantees, and shall set forth the minimum design requirements for such construction or improvements and the acceptance tests to be conducted upon the completion of the construction or improvements in order

to demonstrate that the system is capable of meeting the performance guarantees.

SECTION 2. (a) Notwithstanding the provisions of any general or special law to the contrary, a contract or contracts entered into pursuant to section 1 may provide for a term, not exceeding 20 years, and an option for renewal or extension of operation, maintenance, repair and replacement services for one additional term not exceeding five years. Any renewal or extension shall be at the sole discretion of the City of Holyoke in accordance with the original contract terms and conditions or contract terms and conditions more favorable to and acceptable to the city.

(b) A contract entered into pursuant to this act may provide that the city shall not be exempt from liability for payment of the costs to lease, finance, permit, design, construct and install modifications, new equipment and systems for the sewer works system and to operate, maintain, repair and replace the sewer works system as necessary to ensure the ability of the sewer works system to operate in full compliance with all applicable requirements of federal, state and local law, provided that any costs relating to leasing, financing, permitting, design, construction and installation of modifications, new equipment and systems shall be amortized over a period that is no longer than the useful life of said modifications, equipment and systems.

(c) A contract entered into pursuant to this act may provide for such activities deemed necessary to carry out the purposes authorized herein, including, but not limited to, equipment purchases, facility or land lease, equipment installation, repair and replacement, performance testing and operation, studies, design and engineering work, construction work, ordinary repairs and maintenance, and the furnishing of all related material, supplies and services required for the construction, management, maintenance, operation, and repair and replacement of the city's sewer works system.

SECTION 3. Notwithstanding the provisions of Section 2-352 of the Holyoke Code of Ordinances, for the purposes of this request for proposals, the chief procurement officer shall be the Superintendent of the Department of Public Works. The chief procurement officer shall solicit proposals through a request for proposals which shall include those items in clauses (1) and (2) of paragraph (b) of section 6 of chapter 30B of the General Laws and the proposed key contractual terms and conditions to be incorporated into the contract, some of which may be deemed mandatory or non-negotiable; provided, however, that such request for proposals may request proposals or offer options for fulfillment of other contractual terms, and such other matters as may be determined by the city. The request for proposals shall provide for the separate submission of price and shall indicate when and how the offerors shall submit price.

SECTION 4. The chief procurement officer shall make a preliminary determination of the most advantageous proposal from a responsible and responsive offeror taking into consideration price, estimated life-cycle costs and the other evaluation criteria set forth in the request for proposals. The chief procurement officer may negotiate all terms of the contract not deemed mandatory or non-negotiable with such offeror. If after negotiation with such offeror, the chief procurement officer determines that it is in the city's best interests, said chief procurement officer may initiate negotiations with the next most advantageous proposal from a responsible and responsive offeror taking into consideration price, estimated life-cycle costs and the other evaluation criteria set forth in the request for proposals, and may negotiate all terms of the contract not deemed mandatory or non-negotiable with such offeror. Said chief procurement officer shall award the contract to the most advantageous proposal from a responsible and responsive offeror taking into consideration price, estimated life-cycle costs, the evaluation criteria set forth in the request for proposals, and the terms of the negotiated contract. Subject to the approval of the Board of Public Works, the chief procurement officer shall award the contract by written notice to the selected offeror within the time for acceptance specified in the request for proposals. The city and offeror(s) may extend the time for acceptance by mutual agreement.

SECTION 5. Notwithstanding any other provisions of this act, it shall be a mandatory term of any request for proposals issued by the city regarding the subject matter of this act, in order to maintain stable and productive labor relations and to avoid interruption of the operation of the sewer works system and to preserve the health, safety and environmental conditions of residents of the City of Holyoke and surrounding communities, that any and all employees, as applicable, hereinafter referred to as system employees, working on the operation and maintenance of the sewer works system, be offered employment by any party entering into a contract with the city for the operation and maintenance of the sewer system, and it shall be a mandatory term of any request for proposals, that any party entering into a contract shall employ all system employees employed at the sewer works system as of the date of execution of the contract and continue such employment throughout the term of the contract, unless any such employee voluntarily leaves the employ of the party or is terminated for just cause by the party. Furthermore, it shall be a mandatory term of any such request for proposals that any party entering into such contract with the city shall provide a salary and benefits package to all system employees, which is equivalent to the combined value of the salary and benefits package provided to such employees by the city and that the party shall accept assignment and assume existing collective bargaining agreements and adopt all terms and conditions of employment provided by said collective bargaining agreements. It shall also be a mandatory term of any request for

proposals that during the unexpired term of any existing collective bargaining agreement and upon the termination of such collective bargaining agreements that the party shall meet its legal obligations, including bargaining in good faith, with regard to any labor organization representing system employees engaged in the operation and maintenance of the sewer works system. Notwithstanding any other provisions of this act, any proposal submitted to the city regarding the subject matter of this act not complying with the above terms, shall be disqualified from further consideration by the city.

SECTION 6. Any contract or contracts awarded pursuant to this act shall be subject to such terms and conditions as the Board of Public Works and the Mayor shall determine to be in the best interests of the City of Holyoke and shall be subject to the approval of the Mayor. Any such contract shall provide that prior to the construction, modification or installation of new equipment and systems, the city shall cause a qualified wastewater engineer, as applicable, to independently review and approve plans and specifications for the modifications, new equipment and systems. Such contract shall further provide that prior to acceptance of any modifications, new equipment or systems, including work undertaken pursuant to Section 7 and estimated to cost more than \$100,000, adjusted in accordance with adjustment factors as determined by the city, the city shall cause a qualified wastewater engineer, as applicable, to inspect said modifications, new equipment and systems and certify that the construction or installation has been completed in accordance with the approved plans and specifications.

SECTION 7. The provisions of any general or special law or regulation relating to the advertising, bidding or award of contracts, to the procurement of services or to the design and construction of improvements, except the provisions of sections 26 to 27H, inclusive, of chapter 149 of the General Laws, shall not be applicable to any selected offeror which is awarded a contract as provided in this section. The construction of any new capital improvement or any renovation, modernization, installation, repair or replacement work estimated to cost more than \$100,000, adjusted in accordance with adjustment factors as determined by the city, not specifically included in the initial contract or contracts for the sale or lease, operation or maintenance, financing, design, construction, repair or replacement, and installation of modifications, new equipment and systems necessary for any particular part of the sewer works system, shall be procured on the basis of advertised sealed bids; provided, however, that bids need not be solicited if the contractor causes such construction, renovation, modernization, installation, repair or replacement work to be completed without direct or indirect reimbursement from the city, or other adjustment to the fees paid by the city, including, but not limited to, any adjustment to sewer rates paid by the city users. Bids shall be based on detailed plans and specifications and the contract shall be awarded to the lowest responsible and eligible bidder. The contractor

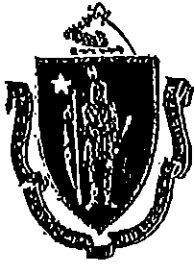
may act as an agent of the city in solicitation of bids for the construction of any new capital improvement or for any renovation, modernization, installation, repair or replacement work pursuant to this section; provided that the city shall cause a qualified wastewater engineer, as applicable, to independently assess the need for such capital improvement, renovation, modernization, installation, repair or replacement work and to review and approve the contractor's proposed plans and specifications prior to advertising for bids. Based on the recommendation of the qualified wastewater engineer, as applicable, the city may approve, modify, or reject the contractor's proposed plans and specification.

SECTION 8. Notwithstanding the provisions of any general or special law or regulation to the contrary, the Department of Environmental Protection may issue project approval certificates with respect to the design/build contract or contracts procured by the city under this act for improvements to the sewer system works, and any such design/build services included in such contract or contracts shall be eligible for assistance under the Massachusetts Water Pollution Abatement Trust established by section 2 of chapter 29C of the General Laws, as amended from time to time, and any future revolving loan fund programs established by the Commonwealth or the Department of Environmental Protection.

SECTION 9. The selected offeror shall furnish to the city performance bonds, payment bonds, or other forms of security for the selected offeror's obligations, and insurance, satisfactory to the city.

SECTION 10. The following words as used in this act shall, unless the context requires otherwise, have the following meanings: "Sewer Works System", the existing sewer works system in the possession of and under the jurisdiction, ownership, control and regulation of the city and its Department of Public Works, including, without limiting the generality of the foregoing, all works, instrumentalities or parts thereof, all main, trunk, intercepting, connecting, lateral, outlet and other sewers, outfalls, storm water sewers including catch basins and surface drains, pumping and ventilating stations, structures, and other adjuncts thereto, wastewater treatment facilities and pump stations and combined sewer overflow consolidation and treatment facilities and any other property or interests in property, real or personal, incidental to and included in such sewer works system, and all facilities, betterments, extensions, improvements and enlargements thereto.

SECTION 11. This act shall take effect upon its passage.



The Commonwealth of Massachusetts
Office of the Inspector General

July 10, 2001

The Honorable Geoffrey Hall, Chairman
Joint Committee on State Administration
State House, Room 34
Boston, MA 02133

JOHN W. MCCORMACK
STATE OFFICE BUILDING
ROOM 1311
TEL: (617) 727-9140
FAX: (617) 723-2334

MAILING ADDRESS:
STATE HOUSE STATION
P.O. BOX 270
BOSTON, MA 02133

House No. 4271
An Act Authorizing the City of Holyoke to Enter into Contracts for a Sewer Works
System and Operation

Dear Chairman Hall and Committee Members:

I am writing to oppose House No. 4271, legislation currently before your Committee. This bill would authorize the City of Holyoke to enter into a 20-year contract for the lease, operation and maintenance, repair or replacement, financing, design, construction and installation of new facilities or systems and modifications to the existing sewer works system. House No. 4271 would put in place a complicated procurement process for an ordinary public works construction project.

Enclosed you will find a report issued by this Office detailing the City of Lynn's award of a sewer separation contract using this risky contracting approach. The Office found that Lynn's procurement approach essentially eliminated any real competition for the sewer construction work and resulted in a proposed price of \$47 million for a project that should have cost closer to \$25 million.

A contract awarded pursuant to this proposed legislation would have a major financial impact on ratepayers for many years to come and should be subject to public scrutiny and discussion. For this reason, House No. 4271 should be amended to require any contract award to be approved by the City Council as well as the Mayor.

If you have any questions please do not hesitate to contact me or Fran Brown of my staff.

Sincerely,

A handwritten signature in cursive script that reads "Gregory W. Sullivan".

Gregory Sullivan
Acting Inspector General

City of Holyoke,
Massachusetts

Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: 5/20/24

1 message

Mary Monahan <marylmonahan@gmail.com>

Sun, Jun 2, 2024 at 8:21 PM

To: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>

Cc: Stephanie Rodriguez <rodriguezs@holyoke.org>, Carl Rossi <rossic@holyoke.org>

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: David Bartley <bartleyforward3@gmail.com>

Date: Sun, Jun 2, 2024 at 8:10 PM

Subject: 5/20/24

To: Carl Rossi <RossiC@holyoke.org>, Mary L Monahan <marylmonahan@gmail.com>, Joshua Garcia <garciaj@holyoke.org>

mary - tried to call you this afternoon to discuss but no answer. Received and read your letter dated 5/20/24. And, due to that, reviewed the 5/20/24 BPW agenda and took note of item #6. Unbelievable. Truly. Suffice for now to say that I'll have a reply on the microphone for you and Carl on Tuesday night. Note I'm making sure to keep the Mayor in the loop so that he does not feel excluded. Josh - I'll continue to loop you in to all emails I send to city employees so you need not worry about missing out. db

*Sincerely,**Dave Bartley, Esq.**Ward 3 Councilor (2012-Present)**Proud member of one city council committee for the 24-25 term!**(413) 531-2213 CELL*

 BPW Agenda 5-20-24.pdf
658K

Board of Public Works Meeting Minutes

Date and Time: June 03, 2024, 5:30 PM

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

Attendees:

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Michael Williams, Sonoco

Jay Sparling, Sonoco

<https://us02web.zoom.us/j/83084295831?pwd=8WB4q7VF3hMtTDDra4OR56wBfqSSr5.1>

Meeting ID: 830 8429 5831

Passcode: 715816

Board of Public Works

Call to Order at 6:03pm

1. Consent Agenda

a. Consideration of Minutes of the Past Meeting 6/3 and 5/20

Motion to accept the minutes

Libby seconded

all in favor

Kietner made Motion to move to item 3d, Libby seconded. All in favor.

2. 6:15 pm - 7:30 pm Presentation from Veolia

3. Consent Agenda continued

a. DPW Director Report (see attached)

7:41-7:51

b. City Engineer Report (see attached)

6:54pm-7:41

c. Commissioner's Liaison Reports (see attached)

7:51pm-7:57pm

- d. Abatelements (second meeting of the month unless otherwise noted)
 - i. Kayla Rodriguez - 14 Laurel Street (SR003181)

Kietner made a motion to deny the abatement request
Seconded by Hernandez
All in favor

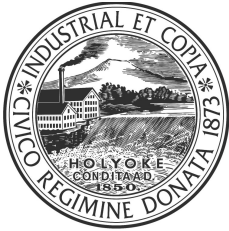
- 4. Review and Affirm Chapter 214 MGL, Acts 2002
7:57

Hernandez made a motion to send a letter to the atty general affirm Chapter 214
MGL, Acts 2002
seconded by Kietner
all in favor

- 5. Board of Public Works Summer Meeting Schedule
Kietner made a motion for Next meeting July 29th
Hernandez seconded
all in favor

Kietner made a motion to accept the consent agenda as reported.
Seconded by Libby Hernandez
All in favor.

Meeting adjourned at 8:03pm



City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
June 24, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. **Grant application submitted for \$204,400 on June 14th.**
- b. Small Bridge Grant, MassDOT, only one City-owned BRI on Mountain Park Road. New round of grant funding potentially available in late Spring 2024 for FY2025.
- c. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- d. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- e. Cannabis Impact Fee Applications - On hold
- f. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system. Waiting on award status.
- g. **CDBG Funding FFY2024 Funding Recently Received for Sidewalks and ADA Ramps - \$254,159.00**
- h. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project. Application submitted and waiting on award status.
- i. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th. Waiting on award status.
- j. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project. Additional information requested from MHC sent for review. **Notification received that MHC funding in the amount of \$75,000 was awarded. Coordinating next steps with Megan Selier.**

3. Status of Construction Projects

- a. Sidewalk Replacement Project
 - i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
 - ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
 - iii. CDBG Completed Spring FY24: Sargeant (Walnut to Pine, Commercial to Race) Hampshire (Chestnut to Pine), Elm Street (Hampshire to Sargeant), Chestnut (Jackson to Franklin), Franklin (Maple to Elm), Cabot (Maple to Chestnut and Walnut to Pine) Walnut – Construction completed, project balance of approximately \$40,000. Additional \$119,000 allocated. Checking with prequal to verify contract

- may be amended or to determine if work needs to be rebid. Work would be scheduled in Fall.
- iv. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
 - v. Coordinating tree pit and planting program w/Conservation Agent.
 - vi. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
- b. Roberts Field Turf and Track Replacement
- i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.
- c. Street Paving-Resurfacing
- i. Total funding available through Chapter 90 is \$2,042,404. Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. **FY25 Paving being advertised on June 27th with bids due on July 23rd.**
- d. Pavement Preservation
- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. Repair work has been completed.
 - iii. **Need to submit for Chapter 90 reimbursement once final payment is processed.**
- e. ARPA Sewer Rehabilitation
- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC, contract for \$895,500
 - iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
 - v. Project wrapping up and expected to come in under budget. Need to incorporate lessons learned into Phase 2 Scope of Work to be rebid and awarded prior to December 30, 2024.
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
- i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
 - ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - iii. Architecture EL, Mount Vernon Group Architects designers
 - iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. **All filed subbids have been received. Addendum issued and bid extended to June 26th. Construction is expected to be completed by end of August.**
 - v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect

for project. Plans being drafted. Need to get Mayor and Police approval of plans. Bid documents to follow before end of 2024.

g. Raised Crosswalks

- i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
- ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
- iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
- iv. Project awarded to Detour Construction. Pre-Construction meeting held on Wednesday, April 10th. Construction to start this Spring with completion by August 15, 2024. Work on Westfield Rd revised to include two (2) speed humps instead of raised crosswalk. **Sycamore at Sargeant is waiting on RRFB. Work at Westfield Street location to start week of June 24th. Next locations will be Kane and Homestead locations.**

h. City-Wide Traffic Signal Replacement Project

- i. Cherry St/Homestead - Work is waiting on finalizing of one (1) easement and can begin once easement is received.
- ii. Pleasant St/Hampden - Work is waiting on finalizing of one (1) easement and can begin once easement is received.

i. Dwight Street Sidewalk Vaults

- i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
- ii. Asbestos & Haz Mat issues inside the vault
- iii. Meeting held with Travelers and their consultant, Vertex, on Wednesday May 29th. Vertex to review scope of work previously provided by Campora and let City know if there is any additional information needed to process claim.
- iv. **Campora sent Vertex additional information. Waiting on Vertex/Travelers to review and approve.**

j. Apremont Highway / Route 202 Signal

- i. Awarded to Pine Ridge Technologies
- ii. McMahon/Bowman providing construction oversight
- iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. No cost change order for new mast arm finalized and contract time extended to June 30th. **Mast arm installed Tuesday, June 4th. Signal currently set on flash. Line striping tentatively scheduled for June 8th and July 1st. Singal to be taken off flash after line striping is completed.**
- iv. **Contractor obtaining cost estimate for driveway work at HWW.**

k. Jackson Street & South Holyoke

- i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. **As-built drawings received and Veolia has copy of plans. City GIS mapping should be updated accordingly.**

4. Status of Planning and Design Projects

- a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
- b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - iii. **SWMP Plan Update and IDDE Plan Update due June 30th. Semi-Annual Report due July 30th. Meeting with Kleinfelder to review draft IDDE Plan update on June 26th.**
- c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
- d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.
 - ii. HFD FS#3 & #6 Mini Splits Bid was retracted. Hazardous materials have been abated. RW Hall rewriting plans to show where new chases should go in abated areas. **Project being rebid with subbids due on June 27th and general contractor bids on July 16th.**
 - iii. The Library Carpet in the Community Room – Work has been completed on time and on budget (\$14,180). Invoice has been processed.
- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. **Draft proposal received and is currently being reviewed by Veolia and City staff. Project design phase is still earmarked for ARPA funding.**
- f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. **Draft scope of services received and comments sent back to Weston & Sampson. Waiting on updated proposal with costs. Funding source still needs to be identified.**
- g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. **Revised proposal received and waiting on funding source to be identified.**
- h. CSO River Terrace Sewer Separation Project
 - i. **See separate project update summary**
- i. CSO Long-Term Control Plan
 - i. **Meeting with MEPA to submit a Notice of Project Change to the City's open MEPA application was a condition of MEPA approval of River Terrace Phase A project.**
 - ii. **Meeting held with Tighe & Bond to discuss next steps with MEPA to approved LTCP and allow future CSO projects. Waiting on follow up meeting w/MEPA staff. No**

funding source has been identified and scope of services will depend on MEPA comments.

- j. Pavement Management System Update
 - i. **BETA Group has started 2024 inspections and work is anticipated to be completed by March 2025.**
- k. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - iii. Concept plans received for review. Meeting held with VHB to discuss. Comments sent to VHB on draft concept plans, awaiting a response from VHB.
- l. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton - evaluate some options for this stretch, including going to one lane
 - iii. VHB working on the below concepts. Revised memos concerning locations reviewed with DPW have been received although there are additional comments which need to be addressed. **Waiting on updates to Bray Park Drive, Linden and West Franklin, and Hampden Street assessments.**
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street
 - 2. Linden Street at West Franklin – All-Way Stop
 - 3. Linden Street traffic calming
 - 4. Intersection of Cherry at Dale Street – traffic calming
 - 5. Assess speed hump along Brey Park Drive
- m. Center City – submitted 100% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRP Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans submitted May 24th.
- n. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. **Construction is anticipated to start after June 30th.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97

- v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
 - vii. MassDOT Local Bottleneck Reduction Grant Program – Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @ Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. **Field meeting held on June 4th and preliminary field work has started.**
 - o. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Project is on hold until additional funding is secured, could qualify for MHC grant in the future.
 - p. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. Proposal for Feasibility Study received from Architecture EL received. Need to finalize agreement documents with CPA and enter into agreement with Architecture EL once funding gets all approvals.
 - q. Municipality – Program is now live and being used for online permits.
 - r. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB finishing survey work and working on typical cross-sections to share with the City.
 - s. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. Waiting on steps of approval process with Solicitor's Office.
 - t. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was awarded \$254,000 from CPA. Project was also recently awarded \$75,000 from MHC, Working on next steps with Megan Selier.
5. Procurement
- a. HFD FS#3 & #6 Mini Splits Bid was retracted and needs to be rebid. **Project being rebid with filed subbids due June 27th and general contractor bids due on July 16th.**
 - b. ARPA Building Roof Renovations - **All filed subbids have been received. Addendum issued and bid extended to June 26th.**
 - c. Springdale – Tighe & Bond selected as most advantageous firm. **Working with T&B to finalize proposal.**

- d. Parking Deck – Tighe & Bond selected as most advantageous firm. **Revised proposal received in the amount of \$66,500 and waiting on funding source to be approved.**
 - e. Central Fuel Station – Weston & Sampson identified as consultant. Waiting on updated proposal. Funding source to be identified.
 - f. **FY25 Hot Mix Asphalt Paving and Related Improvements – New request for bids advertised with bids due July 23, 2024.**
- 6. Contracts
- 7. City Council / Regulatory
 - a. Finance Committee
 - b. Ordinance Committee
 - c. Public Safety Committee
- 8. City Permits
 - a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for permit modification is required for proposed changes.
 - b. Application for Large Development Stormwater Permit for Proposed Self Storage Facility at 679/689 Main Street received but incomplete. Comments were sent back to applicant to revise and resubmit.
 - c. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
 - d. Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. **Response comments to initial review received and reviewed. Waiting on Applicant to address remaining outstanding items.**
- 9. Veolia
 - a. Sunoco –
 - i. FY24 Quarter 3 issued.
 - b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
 - c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
 - d. Industrial Users – PFAS sampling program will be created upon final permit designation.
 - e. Resolving of PILOT Payments – completed
 - f. Collection System Repairs, FY24 proposed
 - i. Temple Street drainage correction – 70% complete, waiting for weather to complete final grading
- 10. Outstanding DPW Crew Work
 - a. Yield Sign on Bray Park – pending. **VHB to include evaluation in Bray Park speed hump evaluation memo.**
 - b. ADA panel replacement on Cabot and Race – partially complete – tripping hazard repaired and waiting on replacement of ADA panel.
- 11. Other Updates
 - a. **Questions on waiving of permit fees for HG&E and HWW has recently come up again and further discussions with Board are requested for clarification.**

Board of Public Works Meeting June 24, 2024

Director's Report

Vacancies

- Loader Operator Highways and Bridges
- Assistant Engineer
- City Engineer
- 1 Laborer
- Parks Laborer
- 2 Tree Climbers
- 2 HMEO Highway
- Property Maintenance Supervisor-vacant, interviewing

Grant Opportunities

Applying for Safety training grants.

Training

Co-op Program – Looking for 2 students for the fall.

Director accepted to Public Works Summit, Tucson, Arizona, Nov 11-Nov 13.

OSHA 10 training for employees through grant was conducted June 24th & 25th.

Budget

New budget year July 1st. No concerns.

Projects

Renovation of City Council Chambers. Draft options of Council seating completed with description submitted By Architecture EL and reviewed by Director. Four different options for layout will be presented to the council for selection.

Ernest Proulx parking garage elevator repair – variance by the Commonwealth approved with an extension to complete the work by October 20th. Contractor for consulting services has been selected, contract signed, and requisition processed.

Sonoco Billing

Status of disputed billing with Solicitor's office.

Sewer Fund

Projected \$833,000 deficit in sewer fund due to BOD and TSS loading which will be part of the annual settlement statement.

Forestry Division

Contractor will continue work after July 4

Recycling & Refuse

Trash tonnage has gone consistently down since the implementation of the trash totes and dual stream recycling.

Highways and Bridges

Continue with line striping, crosswalks and brush cutting.

MLM Liaison Update
June 5, 2023

New/Continued Items for Review

Schedule meeting with Water Commission – Fall 2023

- 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

Draft Permit and Comments

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

DPW Facility Improvements

Note the need to accommodate female staff

Senator Velis facility tour, May 19, 10AM. Senator Velis and aide Mark Messer. Senator Velis noted that Holyoke's DPW was the first in his district to reach out to his office. He noted that the bond bills are opportunities to target funding and added that bond bill projects needed continuous lobbying to the Governor from local officials to actually realize funding. His office will monitor and inform DPW of opportunities for additional funding.

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 May 2024

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 FY23/24 Rate

Board meeting with FinCom and Ordinance Committee June 7, 2023

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

MLM Liaison Update June 24, 2024

New/Continued Items for Review

Enterprise Fund and FY25 Rate

On June 10, 2024, the project team including Hazen staff, Mark and Matt Abrahams, DPW Director, and BPW Chair met and discussed that City financial data for both FY23 and FY24 is delayed. As of this date, financial reporting from the City's financial departments is still lacking. This will delay draft reporting and recommendation for FY 25 sewer rate at least until later this summer.

DPW, Director, BPW Chair, Hazen team consultants, and Veolia met March 20, 2024 to discuss status of document requests.

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting was January 31, 2024. Project completion is May 2024.

City Engineer Transition Plan

On June 18, 2024, City Council approved increasing the salary for the City Engineer by \$12,500 to ~\$112,500. The PSA union approved the new salary scale.

The City Engineer Schedule A request is on April 2, 2024 Council agenda Council agenda – with conditions. Ordinance Committee at their meeting on March 13, 2024 approved recommending to full Council removal of the City Engineer from the PSA union and including this position as Schedule A. Council needs to approve Mayor offering a salary above the mid-point: needs an order to be filed.

The PSA union will not approve removing City Engineer. The Chair was notified on January 5, 2024 that the PSA union has agreed to removing the position of City Engineer. This will give DPW and the Mayor more flexibility in attracting a qualified candidate. After consultation with Attorney Bissonnette, Director Rossi, and Chair Monahan, the Mayor has been requested to file and order to authorize the Mayor to exceed the Schedule A salary for the position of City Engineer/Assistant DPW Director.

Integrated Management Plan and Environmental Justice Community Change Grant

Projects identified by the IMP consulting team and City staff are advancing in consideration of grant funding through the EJ Community Change Grant. The Holyoke project team including DPW Director, DPW Grant Manager, BPW Chair, Econ Dev and

Planning, Parks, Conservation, and American Rivers is meeting Tuesday, June 25 to prioritize projects, advance project descriptions, and identify need for additional info regarding design, construction, and total project costs. DPW's projects include infrastructure improvements identified through the IMP, wastewater master planning, DPW facility planning, and more.

Planning is delayed for public outreach sessions as a result of no engineering staff.

The IMP recording can be viewed here:

<https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Grant and Other Funding Pursuits

Congressionally Directed Spending Requests – DPW Stormwater Coordinator, Interim City Engineer, DPW Director, and BPW Chair consulted and coordinated on these efforts. Requests include funding for wastewater master planning and CSO engineering and design

Led by Miira Gates, DPW Stormwater Coordinator and Grants Assistance

Dam and Seawall Program: design services to upgrade four flood control pump stations. Miira, the Chair, and DPW Director met with HG&E to discuss on March 1, 2024. (~\$250,000)

MVP Action Grant: Adaptation Plan for WWTP and associated operations (see final NPDES permit) (~\$300,000)

Federal Funding targeting affordability needs in EJ communities and more. American Rivers with Andy Fisk to help lead. (\$10 – 20 million). Rolling application, deadline November 4, 2024

Service agreement advisory board

The wastewater ad hoc committee (Andy Fisk, Mimi Panitch, Brian Beauregard, Mike Sullivan), City staff (DPW Director Rossi, Assistant City Solicitor Mike Bissonnette) Procurement Officer Jaime Morrow), members of the Board of Public Works (Mary Monahan, Joe Kietner), Hazen consulting team, and outside legal consultant Attorney Bruce Tobey met June 18, 2024 at Chamber of Commerce at an afternoon four hour workshop to discuss goals and objectives for the operation of our wastewater treatment and collection system. The workshop was led by Mark Halleman, an experienced professional in assisting other communities develop public/private partnership goals. As the 20-year wastewater operations contract comes to an end we're preparing for the next phase. This workshop was the culmination of almost 24 months of group and independent research and site visits by the volunteer members

of Holyoke's wastewater ad hoc committee and City staff. New technologies, sustainability, and affordability are key considerations. The operations at Holyoke's plant can include green energy generation, economic development opportunities, cutting edge technologies, and new revenue sources.

Jacobs Engineering toured the WWTP with members of the ad hoc advisory committee on March 19, 2024 followed by a lunch meeting with ad hoc committee.

Veolia met with members of the ad hoc advisory board on March 4, 2024.

Jacobs Engineering met with the Advisory Board on February 14, 2024.

Jesse Lederman from Senator Markey's office met with Garcia, Rossi, Monahan, and Vega on January 25. DPW's request for \$500,000 to fund a facility plan at the WWTP was enthusiastically received and is being advanced.

Representative Patricia Duffy is coordinating a meeting with MassCEC to discuss funding for energy efficiency apps at the WWTP.

The Advisory Board met with Veolia on December 19 for a presentation on Decarbonization.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi, Yoni Glogower

Open to new candidates for consideration

Draft Permit and Comments

Final Permit Issued January 25, 2024

The City accepted participating in the Environmental Appeals Board's Alternative Dispute Resolution ("ADR") program. Attorney James Steinkrauss from Rath, Young and Pignatelli, PC, Concord, NH will be representing the City – after July 1, 2024. They have experience in successfully representing other communities through the ADR process.

The City filed an appeal to the Environmental Appeals Board. This process was challenging to say the least because of no City Engineer to lead the coordination of these efforts. The Chair, City Solicitor's Office and DPW Director are meeting with outside legal on March 18 to discuss needed outside legal assistance. The City is also appealing to MassDEP the finale permit for Surface Water Discharge based on the same appeal positions;

In summary:

New limits for metals are currently within the existing sampling parameters. Holyoke's plant is operating at 50% capacity. It was noted that Holyoke is using the plant capacity and low user fees as the basis for economic development, and Holyoke plans to expand our plant's use as an economic development tool in the next long term service agreement. Increased flows could trigger these limits and substantial costs for plant modifications. The limits in the final permit place a 90% restriction on the City's opportunity for growth without these modifications. The basis for establishing the metal limits is being called into question. And, the fact that Holyoke is an environmental justice community allows for additional discussion regarding affordability. EJ impacts regarding permit requirements are recent considerations by EPA.

Additional permit requirements isolate the plant and its operation with respect to building climate resilience. The City will appeal by noting various climate resiliency planning and execution efforts including a recent watershed assessment associated with dam failure led by HG&E, the various MVP projects, and other City-wide efforts to address climate change threats. Again, EJ and affordability will be the basis for an appeal.

The National Association of Clean Water Agencies is considering assisting the City in developing an appeal. NACWA's interests lie in the fact that EPA Region 1, and Holyoke's permit in particular, contain stringent permit limits that would likely be applied to other permit holders, including NACWA's members. The idea is to help set limits with EPA now.

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Public Works Outreach

On June 13, 2024, DPW Director and Chair Monahan updated the members of the Holyoke Taxpayers Association on the successes and goals of Holyoke's Department of Public Works. Despite critical shortages in key positions, including Engineering, DPW continues to provide outstanding public service. Director Rossi noted that since the distribution of the new trash totes and the enforcement of dual stream recycling, the City is saving about \$180,000 annually in disposal costs. He also highlighted several grant awards and pursuits underway to secure funding for infrastructure upgrades, safety training, facility improvements, and more. Representing the Board of Public Works, I updated the members on the status of the financial review of the sewer enterprise fund, the wastewater long-term service agreement, and the City's integrated management plan. We both highlighted the opportunity for the Holyoke to promote our infrastructure as an economic development driver. Our audience included small business owners, local officials, large commercial operators, realtors, and volunteer citizens. It's always great to have these comprehensive discussions with an audience that understands the value of investing in our City.

Board of Public Works and Water Commission met January 29, 2024 at DPW.

Discussion items included

Payments made by DPW

Billing data

Abatements

Hydrants

Shut-off program

DPW Facility Improvements

DPW met with Weston and Sampson on February 24 to begin discussion on the development of a facility plan. Weston and Sampson submitted a proposal for FY25 consideration for Facility Planning.

Note the need to accommodate female staff

Public Works Week May 2024

Board of Public Works hosted a pizza lunch for DPW staff at DPW Bay 1 on May 24, 2024. A raffle was held and gift cards were awarded to lucky staff. Donations for the event came from members of the Board of Public Works, staff, and local businesses.

Director announced that DPW will form a Public Works Week employee planning committee to prepare for Public Works Week May 2025.

Mary L. Monahan, Chair
Holyoke Board of Public Works

June 24, 2024

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name Kayla Rodriguez

Mailing Address 14 Laurel Street, Holyoke

Phone 413-342-2061

Email Kaylarodriguez336@gmail.com

Service Location 14 Laurel Street, Holyoke.

Account Number SR 003181 Bill Number ^{Date} 05/15/2024

Sewer Use Charge 85,120 (#638.40)

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

please see attached.

Signature Kayla Rodriguez

Date 6/7/2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

City of Holyoke
Board of Public Works
Sewer Commission

Sewer Abatement/Adjustment Policy

The Board of Public Works, which also serves as the Sewer Commission, may adjust a sewer bill for the following reasons:

Billing error, meter error, or administrative error.

Customer/user can prove that a quantity of water billed to the customer/user did not go into the sewerage system.

Pool abatements: a calculation will be performed (based on the size of the pool) to determine the amount of water used to fill the pool. The sewer charge for that volume of water will be abated. Customers/users requesting a pool abatement must provide details on the capacity and size of the pool and must state the billing period in which the filling of the pool occurred. This adjustment does not apply to season refilling or topping off.

Uncharacteristic elevated water/sewer usage where it has been confirmed that the City of Holyoke was responsible for the resulting elevated usage.

Abatements will be granted for no more than the two previous billing cycles

Abatement applications, with all supporting materials, shall be filed with the Department of Public Works within 60 days of the billing statement that is the subject of the request.

Kayla Rodriguez
14 Laurel Street
Holyoke MA, 01040

June 1, 2024

Holyoke Board of Water Commissioners
Water Department
20 Commercial Street
Holyoke, MA, 01040

Dear Board of Water Commissioners,

I am writing to kindly and humbly request an abatement for my water and sewer bill dated May 15, 2024, for the readings taken from January 3, 2024, to April 2, 2024. The water usage recorded was 85,120 gallons, resulting in a charge of \$485.95, and the sewer usage was also 85,120 gallons, with a charge of \$638.40. Since I moved into my home in 2015, I have never received a bill this high.

After performing due diligence and contacting the Water Department, they conducted an inspection and confirmed that I had a water leak. It was discovered that the water meter continued running even when no water was being used. The kind technicians from the Water Department suggested replacing the toilet equipment on both the first and second floors to resolve the problem. I promptly replaced the necessary equipment at a cost of \$62.96 from Home Depot (receipt attached).

As a single mother of three children, I live on the second floor of 14 Laurel Street, Holyoke, MA, and house my elderly, handicapped parents on the first floor. I am solely responsible for paying the bills for both floors. Due to my responsibilities, including work, practices, and games for my children, I am rarely at home, which further confirms that the high bill was due to the leak and not actual usage.

I kindly ask that you consider reducing my bill to a more reasonable amount, given the circumstances. If you have any further questions, please do not hesitate to contact me at 413-342-2061 or kaylarodriguez336@gmail.com.

Thank you in advance for your understanding and consideration.

Sincerely,



Kayla Rodriguez

Attachments: Home Depot receipt for toilet equipment replacement, Water & Sewer Bill.



How doers
get more done™

WEST SPRINGFIELD MA, PHONE (413) 731-9700
ANTHONY FIALA STORE MANAGER

2662 00054 38916 05/24/24 04:12 PM
SALE SELF CHECKOUT

6325974242284 COMPLETE UNIT <A>	34.98
2IN. DUAL FLUSH CONVERSION KIT	
049057104866 REPAIR KIT <A>	27.98
KORKY COMPLETE KIT	
736111433630 28KEYGM <A>	3.97
23 KEY GENERAL MOTORS	

SUBTOTAL	66.93
SALES TAX	4.18
TOTAL	\$71.11

XXXXXXXXXXXX9150 MASTERCARD

USD\$ 71.11

AUTH CODE 02493T/2543204

TA

Chip Read

AID A0000000041010

Mastercard

2662 05/24/24 04:12 PM



2662 54 38916 05/24/2024 5989

RETURN POLICY DEFINITIONS		
POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/22/2024

DID WE NAIL IT?

Take a short survey for a chance to WIN
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 80783 78175
PASSWORD: 24274 78121

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:
City of Holyoke
Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

KAYLA RODRIGUEZ
14 LAUREL ST
HOLYOKE MA 01040-3512

Property Owner		Service Address		Account Number	Bill Date	
KAYLA RODRIGUEZ		14 LAUREL ST.		SR003181	05/15/24	
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	01/03/24	04/02/24	1,221,710	1,306,830	85,120	\$638.40

**Go Paperless with
UNIPAY!
View and Pay
Your Bill Online.**

www.holyoke.org

Sewer Use Charge	Detail	Summary
Sewer Use Charge \$7.50 per 1,000 Gallons \$7.50 per 1,000 Gallons	Past Due Date: Interest Charge: Past Due: Current Charge: Balance Due:	06/29/24 \$0.00 -\$0.50 \$638.40 \$637.90
	Messages:	

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL.
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.

SEWER BILL

Service Address	
14 LAUREL ST.	
Account #	Bill Date
SR003181	05/15/24
Amount Due	Due Date
\$637.90	06/29/24

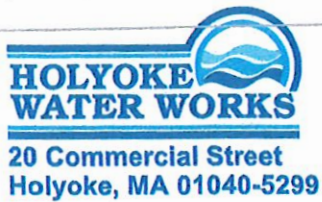


City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

KAYLA RODRIGUEZ
14 LAUREL ST
HOLYOKE MA 01040-3512

Make checks payable to:
City of Holyoke
P.O. Box 4184
Woburn, MA 01888-4184

000000002000637906003181



IMPORTANT UPDATE

The Board of Water Commissioners voted to adopt a new water rate of \$0.6209/100 gallons and a minimum charge of \$62.09/10,000 gallons to fund the Comprehensive Capital Improvement Projects. The increase is effective April 1, 2024 and will be included in the quarterly bills beginning July 2024

KAYLA RODRIGUEZ
14 LAUREL ST
HOLYOKE MA 01040-3512

WATER BILL

IMPORTANT INFORMATION

Make Checks Payable To:
Holyoke Water Works
Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:00 AM - 4:00 PM
Saturdays and Sundays
Closed

Contact Information:

Billing Information: (413) 536-0442
Service Department: (413) 536-0262
24 Hr. Emergency Service: (413) 536-0262

Messages:

Please include both water and sewer checks and stubs in the enclosed self-addressed envelope so your payments can be processed accordingly

Property Owner		Service Address		Account Number	Bill Date	
KAYLA RODRIGUEZ		14 LAUREL ST.		WR003181	05/15/24	
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Water Use Charge	01/03/24	04/02/24	1,221,710	1,306,830	85,120	\$485.95
Maintenance Fee						\$8.00

**Go Paperless with
UNIPAY!
View and Pay
Your Bill Online.**

www.holyokewaterworks.org
or
www.holyoke.org

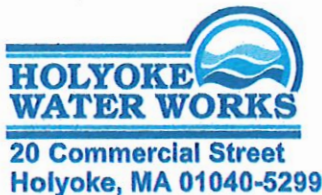
Service Charges	Detail	Summary
Water Use Charge \$ 0.5709 per 100 Gallons Minimum Charge 0-10,000 GLS - \$57.09 Irrigation Charge \$ 0.5709 per 100 Gallons NO MINIMUM CHARGE Maintenance Fee Residential Homeowners: \$8.00/qr. Other Residential, Commercial, Industrial and Public Customers: 5/8 in. - \$8.00 3/4 in. - \$9.00 1 in. - \$10.00 1-1/2 in. - \$18.00 2 in. - \$26.00 3 in. - \$40.00 4 in. - \$54.00 6 in. - \$54.00 8 in. - \$54.00	Past Due Date: 06/29/24 Interest Charge: \$0.00 Past Due: -\$0.50 Current Charge: \$485.95 Balance Due: \$493.45 Messages *ATTENTION* The Maintenance Fee for Residential Customers includes a Water Service Protection Plan that provides coverage for any repairs and/or replacement of the water service. See reverse side for details.	

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR WATER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: HOLYOKE WATER WORKS.

WATER BILL



Service Address	
14 LAUREL ST.	
Account #	Bill Date
WR003181	05/15/24
Amount Due	Due Date
\$493.45	06/29/24

KAYLA RODRIGUEZ
14 LAUREL ST
HOLYOKE MA 01040-3512

Make checks payable to:
Holyoke Water Works
P.O. Box 4184
Woburn, MA 01888-4184

000000001000493455003181

Confirmation Number	275507912
Payment Account	Second Checking Account
Amount	\$318.95
Convenience Fee	\$0.50
Total Amount	\$319.45
Payment Date	06/07/2024
Reason for Paying a Different Amount	The bill is too high due to a leak. I will pay the remainder after receiving a response from the Water & Sewer Departments regarding my letter requesting a reduction in the amount.

⌘ Please Wait...

*was advised to atleast pay
1/2 of the bill.*

*len
6/7*

Confirmation Number	275506000
Payment Account	Second Checking Account
Amount	\$246.73
Convenience Fee	\$0.50
Total Amount	\$247.23
Payment Date	06/07/2024
Reason for Paying a Different Amount	The bill is too high due to a leak. I will pay the remainder after receiving a response from the Water & Sewer Department regarding my letter requesting a reduction in the amount.

⌘ Please Wait...

*was advised to atleast pay
1/2 of the bill.
JCR
6/7*

Acts (2002)

Chapter 214

AN ACT AUTHORIZING THE CITY OF HOLYOKE TO ENTER INTO CONTRACTS FOR A SEWER WORKS SYSTEM AND OPERATION.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) The city of Holyoke, acting by and through its board of public works may, notwithstanding any general or special law or regulation to the contrary, enter into a contract or contracts for the lease, operation and maintenance, repair or replacement, financing, design, construction and installation of new facilities or systems and modifications to the existing sewer works system, necessary to ensure adequate services and ensure the ability of the city's sewer works system, as such terms are defined in section 10, to operate in full compliance with all applicable requirements of federal, state and local law; provided, however, that such contracts shall not be subject to the competitive bid requirements set forth in sections 38A½ to 38O, inclusive, of chapter 7, section 39M of chapter 30 or sections 44A to 44M, inclusive, of chapter 149 of the General Laws; provided, further, that each such contract shall be awarded pursuant to chapter 30B of

the General Laws, except for clause (3) of paragraph (b) of section 6, clause (3) of paragraph (e) and paragraph (g) of said section 6 and sections 13 and 16 of said chapter 30B.

(b) The request for proposals for such contract or contracts shall specify the method for comparing proposals to determine the proposal offering the lowest overall cost to the city, including, but not limited to, all capital equipment and capital improvement costs, operating and maintenance costs and capital financing costs. If a contract is awarded to an offeror who did not submit the proposal offering the lowest overall cost, the city shall explain the reason for the award in writing.

(c) The request for proposals shall set forth mandatory performance guarantees that the selected offeror will be required to meet in operating the sewer works system, as constructed or improved. The contract which is negotiated with the selected offeror based on the request for proposals shall obligate the selected offeror to meet such mandatory performance guarantees, and shall set forth the minimum design requirements for such construction or improvements and the acceptance tests to be conducted upon the completion of the construction or improvements in order to demonstrate that the system is capable of meeting the performance guarantees.

SECTION 2. (a) Notwithstanding any general or special law to the contrary, a contract or contracts entered into pursuant to section 1 may provide for a term, not exceeding 20 years, and an option for renewal or extension of operation, maintenance, repair and replacement services for 1 additional term not exceeding 5 years. Any renewal or

extension shall be at the sole discretion of the city of Holyoke in accordance with the original contract terms and conditions or contract terms and conditions more favorable to and acceptable to the city.

(b) A contract entered into pursuant to this act may provide that the city shall not be exempt from liability for payment of the costs to lease, finance, permit, design, construct and install modifications, new equipment and systems for the sewer works system and to operate, maintain, repair and replace the sewer works system as necessary to ensure the ability of the sewer works system to operate in full compliance with all applicable requirements of federal, state and local law, provided that any costs relating to leasing, financing, permitting, design, construction and installation of modifications, new equipment and systems shall be amortized over a period that is no longer than the useful life of said modifications, equipment and systems.

(c) A contract entered into pursuant to this act may provide for such activities deemed necessary to carry out the purposes authorized herein, including, but not limited to, equipment purchases, facility or land lease, equipment installation, repair and replacement, performance testing and operation, studies, design and engineering work, construction work, ordinary repairs and maintenance, and the furnishing of all related material, supplies and services required for the construction, management, maintenance, operation, and repair and replacement of the city's sewer works system.

SECTION 3. Notwithstanding section 2-352 of the Holyoke code of ordinances, for the purposes of this request for proposals, the chief procurement officer shall be the superintendent of the department of public works. The chief procurement officer shall solicit proposals

through a request for proposals which shall include those items in clauses (1) and (2) of paragraph (b) of section 6 of chapter 30B of the General Laws and the proposed key contractual terms and conditions to be incorporated into the contract, some of which may be deemed mandatory or nonnegotiable; provided, however, that such request for proposals may request proposals or offer options for fulfillment of other contractual terms, and such other matters as may be determined by the city. The request for proposals shall provide for the separate submission of price and shall indicate when and how the offerors shall submit price.

SECTION 4. The chief procurement officer shall make a preliminary determination of the most advantageous proposal from a responsible and responsive offeror taking into consideration price, estimated life-cycle costs and the other evaluation criteria set forth in the request for proposals. The chief procurement officer may negotiate all terms of the contract not deemed mandatory or nonnegotiable with such offeror. If after negotiation with such offeror, the chief procurement officer determines that it is in the city's best interests, said chief procurement officer may initiate negotiations with the next most advantageous proposal from a responsible and responsive offeror taking into consideration price, estimated life-cycle costs and the other evaluation criteria set forth in the request for proposals, and may negotiate all terms of the contract not deemed mandatory or nonnegotiable with such offeror. Said chief procurement officer shall award the contract to the most advantageous proposal from a responsible and responsive offeror taking into consideration price, estimated life-cycle costs, the evaluation criteria set forth in the request for proposals, and the terms of the negotiated contract. Subject to the approval of the board of

public works, the chief procurement officer shall award the contract by written notice to the selected offeror within the time for acceptance specified in the request for proposals. The city and offeror may extend the time for acceptance by mutual agreement.

SECTION 5. Notwithstanding any other provisions of this act, it shall be a mandatory term of any request for proposals issued by the city regarding the subject matter of this act, in order to maintain stable and productive labor relations and to avoid interruption of the operation of the sewer works system and to preserve the health, safety and environmental conditions of residents of the city of Holyoke and surrounding communities, that any and all employees, as applicable, hereinafter referred to as system employees, working on the operation and maintenance of the sewer works system, be offered employment by any party entering into a contract with the city for the operation and maintenance of the sewer system, and it shall be a mandatory term of any request for proposals, that any party entering into a contract shall employ all system employees employed at the sewer works system as of the date of execution of the contract and continue such employment throughout the term of the contract, unless any such employee voluntarily leaves the employ of the party or is terminated for just cause by the party. Furthermore, it shall be a mandatory term of any such request for proposals that any party entering into such contract with the city shall provide a salary and benefits package to all system employees, which is equivalent to the combined value of the salary and benefits package provided to such employees by the city and that the party shall accept assignment and assume existing collective bargaining agreements and adopt all terms and conditions of employment provided by said collective bargaining agreements. It

shall also be a mandatory term of any request for proposals that during the unexpired term of any existing collective bargaining agreement and upon the termination of such collective bargaining agreements that the party shall meet its legal obligations, including bargaining in good faith, with regard to any labor organization representing system employees engaged in the operation and maintenance of the sewer works system. Notwithstanding any other provisions of this act, any proposal submitted to the city regarding the subject matter of this act not complying with the above terms, shall be disqualified from further consideration by the city.

SECTION 6. Any contract or contracts awarded pursuant to this act shall be subject to such terms and conditions as the board of public works shall determine to be in the best interests of the city of Holyoke and shall be subject to the approval of the mayor. Any such contract shall provide that prior to the construction, modification or installation of new equipment and systems, the city shall cause a qualified wastewater engineer, as applicable, to independently review and approve plans and specifications for the modifications, new equipment and systems. Such contract shall further provide that prior to acceptance of any modifications, new equipment or systems, including work undertaken pursuant to section 7 and estimated to cost more than \$100,000, adjusted in accordance with adjustment factors as determined by the city, the city shall cause a qualified wastewater engineer, as applicable, to inspect said modifications, new equipment and systems and certify that the construction or installation has been completed in accordance with the approved plans and specifications.

SECTION 7. The provisions of any general or special law or regulation relating to the advertising, bidding or award of contracts, to the procurement of services or to the design and construction of improvements, except the provisions of sections 26 to 27H, inclusive, of chapter 149 of the General Laws, shall not be applicable to any selected offeror which is awarded a contract as provided in this section. The construction of any new capital improvement or any renovation, modernization, installation, repair or replacement work estimated to cost more than \$100,000, adjusted in accordance with adjustment factors as determined by the city, not specifically included in the initial contract or contracts for the lease, operation or maintenance, financing, design, construction, repair or replacement, and installation of modifications, new equipment and systems necessary for any particular part of the sewer works system, shall be procured on the basis of advertised sealed bids; provided, however, that bids need not be solicited if the contractor causes such construction, renovation, modernization, installation, repair or replacement work to be completed without direct or indirect reimbursement from the city, or other adjustment to the fees paid by the city, including, but not limited to, any adjustment to sewer rates paid by the city users. Bids shall be based on detailed plans and specifications and the contract shall be awarded to the lowest responsible and eligible bidder. The contractor may act as an agent of the city in solicitation of bids for the construction of any new capital improvement or for any renovation, modernization, installation, repair or replacement work pursuant to this section; provided that the city shall cause a qualified wastewater engineer, as applicable, to independently assess the need for such capital improvement,

renovation, modernization, installation, repair or replacement work and to review and approve the contractor's proposed plans and specifications prior to advertising for bids. Based on the recommendation of the qualified wastewater engineer, as applicable, the city may approve, modify, or reject the contractor's proposed plans and specification.

SECTION 8. Notwithstanding any general or special law or regulation to the contrary, the department of environmental protection may issue project approval certificates with respect to the design/build contract or contracts procured by the city under this act for improvements to the sewer system works, and any such design/build services included in such contract or contracts shall be eligible for assistance under the Massachusetts Water Pollution Abatement Trust established by section 2 of chapter 29C of the General Laws, and any future revolving loan fund programs established by the commonwealth or the department of environmental protection.

SECTION 9. The selected offeror shall furnish to the city performance bonds, payment bonds, or other forms of security for the selected offeror's obligations, and insurance, satisfactory to the city.

SECTION 10. The following words as used in this act shall, unless the context requires otherwise, have the following meanings:-

"Sewer works system", the existing sewer works system in the possession of and under the jurisdiction, ownership, control and regulation of the city of Holyoke and its department of public works, including, without limiting the generality of the foregoing, all works, instrumentalities or parts thereof, all main, trunk, intercepting, connecting, lateral, outlet and other sewers, outfalls, storm water

sewers including catch basins and surface drains, pumping and ventilating stations, structures, and other adjuncts thereto, wastewater treatment facilities and pump stations and combined sewer overflow consolidation and treatment facilities and any other property or interests in property, real or personal, incidental to and included in such sewer works system, and all facilities, betterments, extensions, improvements and enlargements thereto.

SECTION 11. This act shall take effect upon its passage.

Approved August 6, 2002.



City of Holyoke,
Massachusetts
Birthplace of Volleyball

Stephanie Rodriguez <rodriguezs@holyoke.org>

Fwd: Invitation to Presentation: Holyoke + Veolia (Monday evening, June 24, 2024)

1 message

Mary Monahan <marylmonahan@gmail.com>

Mon, Jun 17, 2024 at 7:54 AM

To: Carl Rossi <rossic@holyoke.org>, Victoria Houle <houlev@holyoke.org>, Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>, Stephanie Rodriguez <rodriguezs@holyoke.org>, Michael Bissonnette <bissonnettem@holyoke.org>

See invitation from Veolia for June 24 meeting.

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: Sparling, Jay <jay.sparling@veolia.com>

Date: Mon, Jun 10, 2024 at 11:36 AM

Subject: Invitation to Presentation: Holyoke + Veolia (Monday evening, June 24, 2024)

To: <garciaj@holyoke.com>, <tessaforholyoke@gmail.com>, <jennyriveraward1citycouncil@gmail.com>, <cocasio50@yahoo.com>, <bartleyforward3@gmail.com>, <kocayne4holyoke@gmail.com>, <lindavac@aol.com>, <j.andersonburgos@gmail.com>, <megmagrath@gmail.com>, <pdevine523@comcast.net>, <kevin.jourdain@verizon.net>, <israelrivera4holyoke@gmail.com>, mike sullivan <mike.sully53@yahoo.com>

Cc: <Anderson-BurgosJ@holyoke.org>, <fays@holyoke.org>, Mary Monahan <marylmonahan@gmail.com>, Michael Williams <michael.williams4@veolia.com>, Michael Burke <michael.burke@veolia.com>

Mayor Garcia and Councilors,

Please join me for a presentation and discussion on the important relationship between the City of Holyoke and Veolia during a meeting of the Board of Public Works on June 24, 2024 at Holyoke Media.

Date: Monday, June 24, 2024
DPW Board Meeting 6:00 pm - 8:00 pm
Presentation Time: 6:15 pm - 7:30 pm
Location: Holyoke Media, 23 Suffolk Street

We will highlight important operational improvements, capital projects, and innovation planned.

Our commitment remains to support the City of Holyoke's goals: (i) attract new industries, (ii) stay green, (iii) ensure strong stewardship of City assets, and (iv) provide regular community engagement.

Veolia Presentation

6:15 pm - 6:45 pm Veolia Presentation
6:45 pm - 7:25 pm Questions and Answers
7:25 pm - 7:30 pm Thank you and Concluding Remarks

I look forward to seeing you on Monday evening, June 24th.

Thank you,

Jay

--

Jay Sparling
Vice President, Business Development
Municipal Water Contract Operations
VEOLIA NORTH AMERICA, UNITED STATES

cell +1 973 570 1056

jay.sparling@veolia.com
www.veolianorthamerica.com

Resourcing the world VEOLIA



Special Meeting
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION
A G E N D A

July 29, 2024

A special meeting of the Board of Public Works, Sewer Commission and the Stormwater Commission will be held on Monday, July 29, 2024, at 5:30PM at Chamber of Commerce, 177 High Street, Holyoke MA

Join Zoom Meeting

<https://us02web.zoom.us/j/86407789924?pwd=0WYxsEZexdCBI1OEOa9ioav8B3dP30.1>

Meeting ID: 864 0778 9924

Passcode: 414256

Call to Order

Stormwater Commission

5:30PM

Stormwater Public Hearing

Large Development Stormwater Permit Application for the construction of a 86,850 SF self-storage facility at the properties 679 Main Street, 689 Main Street, and Beaulieu Street

Board of Public Works

1. Public Comment
2. Update from Wastewater Ad Hoc Review Committee
3. Vote by Board of Public Works for wastewater long term service agreement next steps: recommend to the Mayor negotiations for current contract extension, or issue RFP, or no action
4. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting
 - b. DPW Director Report
 - c. City Engineer Report
 - d. Commissioner's Liaison Reports

Board of Public Works Meeting Minutes

Date and Time: July 29, 2024, 5:30 PM

Location: Chamber of Commerce, 177 High Street, Holyoke MA

Attendees:

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Call to Order - 5:31pm

Stormwater Commission

5:30PM

Stormwater Public Hearing

Large Development Stormwater Permit Application for the construction of a 86,850 SF self-storage facility at the properties 679 Main Street, 689 Main Street, and Beaulieu Street. City Engineer reviewed project and her recommendation to Commissioners to approve with recommended.

Kietner made a motion to approve the permit with conditions as noted by the city engineer

Seconded by Hernandez

Voice vote: All in favor

Board of Public Works

1. Public Comment - no comments
2. Update from Wastewater Ad Hoc Review Committee presented by Brian Beauregard. Other ad hoc committee members present and supporting were Councilor Hernandez made a motion to accept report from the Ad Hoc Committee
Seconded by Kietner
Voice vote: All in favor

Chair Monahan acknowledged time and work by volunteers of Ad Hoc Committee members

3. Commissioner Kietner motioned that the Board of Public Works votes to recommend to the Mayor that the City of Holyoke issue a request for proposals for the next long term service agreement for sewer works system and operation as provided in the Acts of 2002, Chapter 214.

Commissioner Hernandez seconded.
Voice vote: majority affirmed.
Chair Monahan called for roll call vote.
Kietner: yes;
Monahan: yes;
Hernandez: no.
Motion passes

4. Consent Agenda

- a. Consideration of Minutes of the Past Meeting - No minutes to review at this time.
- b. DPW Director Report (see attached)
- c. City Engineer Report (see attached)
- d. Commissioner's Liaison Reports (see attached and following)
 - Kietner
 - Hernandez
 - Monahan see attached update
- e. Division Supervisor Update (first meeting of the month) - No supervisor update at this time.

Hernandez made a motion to receive and accept Consent Agenda and reports
Seconded by Kietner
Voice vote: All in favor

Abatements

George Oquendo - 1155 Hampden Street (SR003237)
Kietner made a motion to deny the abatement request. Request does not meet requirements of abatement policy
Seconded by Hernandez
Voice vote: All in favor

- James Stapleton - 14 Claren Drive (SR008410)
 - Kietner made a motion to delay decision and request report from HWW regarding if there is a faulty meter transcript. Request does not meet requirements of abatement policy
 - Seconded by Hernandez
 - Voice vote: All in favor

- David Ouellette - 70 West Glen Street (SR007324)
Kietner made a motion to deny the abatement request. Request does not meet requirements of abatement policy
Seconded by Hernandez
Voice vote: All in favor
 - Natalia Munoz - 247 Walnut Street (SR002045)
Hernandez made a motion to deny the abatement request. Request does not meet requirements of abatement policy
Seconded by Kietner
Voice vote: All in favor
5. MS4 compliance status update and next steps
Covered under engineers report
 6. Project Update on River Terrace CSO and SRF Funding
See attached update

Kietner made a motion to accept city engineers update
Seconded by Hernandez
Voice vote: All in favor
 7. City Engineer vacancy – action options
Carl - no updates.
interviewed assistant/senior civil engineer. looked promising. will follow up with him this week
 8. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit
Chair Monahan noted that work on the Integrated Management Plan has mostly been put on hold due to lack of City engineering staff. Most of this work is associated with public outreach. Work on the IMP already completed includes identification of opportunities to install best management practices regarding water quality and flooding. These opportunities are included in the Environmental Justice Community Change Grant application seeking funding for design and construction of these BMPs.
Chair Monahan noted that delays in financial reporting by the City to the Consulting Team performing the Enterprise Fund financial analyses are continuing to delay reporting and recommendation by the Board of Public Works to City Council for an FY25 sewer rate. Same delays as last year. The Board voted tonight to recommend to the Mayor that the City issue a request for proposals for the next long term service agreement for sewer works system and operation as provided in the Acts of 2002, Chapter 214.

DPW Director Rossi, City Attorneys Bissonnette, contracted Attorney James Steinkraus, Jason Swain from Veolia, Saya Hickey from Hazen, and Chair Monahan will be representing the City on August 12 and 13 at the Environmental Appeals Board hearing in Boston regarding the City's appeal of its final NPDES wastewater discharge permit.

9. Board of Public Works meeting schedule
Next meeting: 8/19/24 at 6:00pm

Seeing no additional business, meeting adjourned at 7:11pm

Minutes prepared by Stephanie Garcia

NOTICE OF DECISION

Stormwater Permit

APPROVAL WITH CONDITIONS

DATE OF NOTICE: July 29, 2024

It is hereby certified that the Stormwater Authority of the City of Holyoke, Massachusetts, at a duly called and properly posted meeting, voted on July 29, 2024 to approve the application for a Stormwater Permit based upon the application and plans dated February 21, 2024 and last revised June 20, 2024 for the construction of a self-storage facility at the property known as 679 Main Street.

Petitioner: JLL Real Estate, LLC
c/o Mr. Richard Kowalski
33 Wayside Avenue
West Springfield, Massachusetts 01089

Designer: R. Levesque Associates, Inc.
40 School Street
Westfield, MA 01085

Property Owner: Jahjan, LLC
c/o Abbas A. Younes
263 Westerly Circle
Ludlow, Massachusetts 01056

Date of Application: February 21, 2024

Property Location: 679 Main Street, 689 Main Street, and Beaulieu Street
(Assessor's Map & Parcels: 055-00-009, 055-00-009.1, 055-00-009.2)

Deed Reference: Book 22545; Page 119 (Parcel 055-00-009)
Book 22854; Page 54 (Parcels 055-00-009.1 and 055-00-009.2)

Project Description: Construction of a new three-story self-storage facility approximately 86,850 square feet in size to replace a former gas station and paved areas.

Date of Public Hearing: July 29, 2024

Date of Decision: July 29, 2024

Decision of Authority: Approved with conditions

After the duly called and properly posted public hearing the Stormwater Authority voted:

- 3-0 (Mary Monahan, Libby Fernandez, and Joe Kietner), to accept the application with conditions for a Stormwater Permit for the proposed redevelopment of the project site.

Conditions:

- 1) Prior to issuance of a building permit, parcels will either be combined through ANR process and/or cross-easements for access and drainage utilities shall be established and recorded on land records.
- 2) Prior to the issuance of a building permit, a bond will shall be provided as required by Section 2.04 Performance Bond, of the Holyoke Stormwater Regulations.
- 3) Prior to issuance of a building permit, construction plans that incorporate all permit conditions and commitments made on behalf of the Applicant in writing or at the Public Hearing or as a condition of other City or State approvals shall be submitted to the City Engineer in paper and digital format.
- 4) Prior to issuance of a building permit, the property owner shall execute an operation, maintenance and inspection agreement in accordance with Section 6.03 of the Stormwater Regulations. Inspection reports shall be submitted to the City Engineer for review and approval annually. Said agreement shall be recorded with the Hampden County Registry of Deeds and a true photocopy must be submitted to the Stormwater Authority. This approval shall not take effect until proof of recording is submitted to the Authority and the date of recording shall establish the effective date of this permit. Please note that the draft Stormwater Maintenance Agreement will need to be updated to reflect updated parcel information and must be signed by the current property owner at the time of Agreement execution.
- 5) Prior to issuance of a building permit, a resume of the professional who will be responsible for conducting all EPA and City required erosion and sedimentation control inspections shall be submitted to the City Engineer for review. This professional shall be knowledgeable in the principles and practice of erosion and sediment controls and pollution prevention, possess the skills and training to assess conditions at the construction site and respond quickly with recommendations for remedy as needed.
- 6) Applicant shall note that they are responsible for complying with the EPA Construction General Permit.
- 7) The Applicant shall submit construction inspection reports, a stamped as-built, certification of construction, and obtain a Certificate of Completion in accordance with Section 3.03 of the Stormwater Regulations. The inspections described in Section 6.01 of the Stormwater Regulations are to be done in coordination with the City engineering staff who are to be notified at least 24 hours prior to inspection.
- 8) Any amendments to the approved Permit or plans referenced herein must be submitted to the City Engineer in accordance with Section 3.02(b) of the Stormwater Regulations.

The authority voted 3-0 to approve the plans dated February 21, 2024, last revised July 29, 2024.

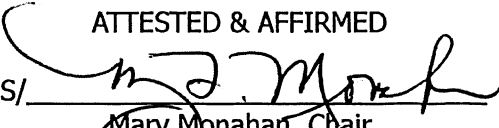
The Stormwater Authority voted:

Mary Monahan	In Favor
Libby Fernandez	In Favor
Joe Kietner	In Favor

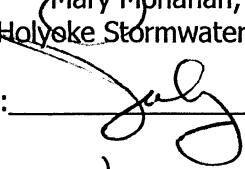
This Notice of Decision is filed with the City Clerk and Building Commissioner.

ATTESTED & AFFIRMED

S/


Mary Monahan, Chair
Holyoke Stormwater Authority

Date:

 July 29, 2024

cc: City Clerk (Date Filed: _____)
Building Commissioner
Planning Department

The Ad Hoc Committee is an informal citizen's advisory group formed to provide independent, unofficial advice to the DPW Board as the current longterm contract for the management of Holyoke's wastewater treatment facility approaches the end of its 20-year term. The DPW Board has important choices to make as it considers paths forward, and the Ad Hoc Committee is grateful to have had the opportunity over the past months to study the issues and opportunities the contract expiration presents.

It is impossible to overestimate the importance of this matter. Sanitation and handling of waste are among the most fundamental of all urban infrastructure. Always critically important, the challenges it presents have only grown as our society's technological sophistication has increased, and our understanding of the health risks of industrial activities in the past has improved. With our new understanding has come emerging demands, such as the new requirement that wastewater systems address so-called "forever" chemicals in our waste streams. Such demands increase the cost of treating waste, for every community, and this and other challenges cannot be managed by ignoring them.

At the same time, however, new technologies present real opportunities: for better outcomes, for potential economic growth, for Holyoke to position itself as a leader in a region-wide green network that supports sustainability and resilience. The Ad Hoc Committee has been able to discuss some of the possibilities with industry representatives including our current partners at Veolia, and to see results at other communities in the Northeast. Possibilities for the future include, for example, technologies that would generate renewable energy from the processing of organic waste. While these are not processes that Holyoke could put into place tomorrow, the possibilities are real and exciting.

To choose the best path forward will require time, expertise, and money. Under the terms of our current contract, and consistent with the Commonwealth Enabling Act that provides Holyoke with the legal framework for the current contract and for our future contracts, we understand that Holyoke could simply extend the existing contract for a five-year term.

We believe, however, that to do so would be a mistake. The current contract has significant weaknesses, which we need not elaborate upon here. While some of those could possibly be addressed within the framework of a five-year contract extension, we believe they would be addressed with greater certainty and urgency if the city chooses instead to go out to RFP for a new management contract, while we do the work to develop the strongest possible understanding of what the city needs and wants in future capital development and technical improvements to the plant and citywide system.

Doing so need not mean replacing our current operator, and this recommendation is not intended to imply any criticism of that operator or the excellent staff the City now works with. But we believe this contract would attract significant interest from most or all of the industry's most important and technologically sophisticated firms, and it would thus allow Holyoke to learn from, and to compare proposals from, a multitude of experts in the field.

Respectfully submitted,

[the ad hoc committee}

Board of Public Works Meeting
July 29, 2024
Statement from Chair Mary L. Monahan

I want to open this discussion by acknowledging the time and work put in by members of the volunteer ad hoc committee. It's been almost 18 months since we first met to discuss the end of the City's 20 year contract for contract operations at our wastewater treatment plant.

The current contract expires September 29, 2025. It was procured adhering to the requirements in Acts (2002), Chapter 214: An Act Authorizing the City of Holyoke to Enter into Contracts for a Sewer Works System and Operations. The Special Act was approved by the Legislature and took effect August 6, 2002. This legislation allows the City to enter into a contract for wastewater services for a term not to exceed 20 years and an option for renewal or extension for one additional term not exceeding 5 years.

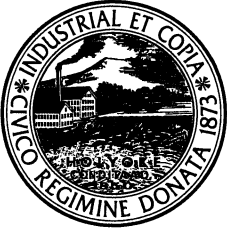
The ad hoc committee has been joined by others in investigating how Holyoke's next long term service agreement reflects Holyoke's regulatory, environmental, financial, and societal needs and expectations. Members of the group have visited MWRA's plant in Deer Island to view a comprehensive wastewater operation that includes green power generation and the production of a retail fertilizer product from its sludge. We had tours of Holyoke's own plant led by the professional plant operations team from Veolia.

Holyoke's group has participated in workshops sponsored by Veolia and other consulting engineers in the wastewater industry. As a group, and individually, we investigated the opportunities that our wastewater treatment plant provides to Holyoke's residents and the environment.

Advancements in technology, climate change threats, and expanded funding options excite me about how our next long term service agreement can incorporate technologies that generate green power, advance the City's economic development initiatives, and generate revenue. DPW and the Board of Public Works are aggressively seeking grant assistance to fund a comprehensive wastewater master plan for the plant and collection system. This plan will identify operations and applications at the facility that are feasible, cost effective, and provide the ratepayers and taxpayers a return on investment,

These efforts to improve operations, contain costs, and provide an overall benefit to the City and region are not fully realized within a five year term. My support of the Board of Public Works recommending to the Mayor that the City issue a new request for proposals for long term contract operations at Holyoke's wastewater treatment plant is based on this being the option that best serves the ratepayers and taxpayers of the City. It is not a reflection on the performance of Veolia, the current contractor. In fact, I look forward to seeing Veolia's submission in response to the RFP.

In conclusion, again thank you to Andy Fiske, Brian Beauregard, Mike Sullivan, Mimi Panitch, and Carl Rossi. Also, thank you to HG&E, Miira Gates, and Yoni Glogower for their input and support.



City of Holyoke

Department of Public Works

Board of Public Works Meeting

Engineer's Report

~~June 29, 2024~~

July

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant application submitted for \$204,400 on June 14th.
- b. Small Bridge Grant, MassDOT, only one City-owned BRI on Mountain Park Road. New round of grant funding potentially available in late Spring 2024 for FY2025.
- c. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- d. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- e. Cannabis Impact Fee Applications - On hold
- f. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system. Waiting on award status.
- g. CDBG Funding FFY2024 Funding Recently Received for Sidewalks and ADA Ramps - \$254,159.00
- h. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project. Application submitted and waiting on award status.
- i. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th. Waiting on award status.
- j. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project. Additional information requested from MHC sent for review. Notification received that MHC funding in the amount of \$75,000 was awarded. Coordinating next steps with Megan Selier.
- k. FY25 Clean Water State Revolving Funds – River Terrace, Phase A submitted for potential funding under FY25 CWSRF Program as a safety measure in the event work cannot be awarded by the current funding deadline of October 11, 2024.
- l. Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program (Planning/Design) – Application submitted to request \$250,000 for the preparation of a Final Environmental Impact Report and finalize the MEPA Permitting Process for the City's CSO Long-Term Control Plan.

3. Status of Construction Projects

- a. Sidewalk Replacement Project
 - i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.

- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
 - iii. CDBG Completed Spring FY24: Sargeant (Walnut to Pine, Commercial to Race) Hampshire (Chestnut to Pine), Elm Street (Hampshire to Sargeant), Chestnut (Jackson to Franklin), Franklin (Maple to Elm), Cabot (Maple to Chestnut and Walnut to Pine) Walnut – Construction completed, project balance of approximately \$40,000. Additional \$119,000 allocated. Checking with prequal to verify contract may be amended or to determine if work needs to be rebid. Work would be scheduled in Fall.
 - iv. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
 - v. Coordinating tree pit and planting program w/Conservation Agent.
 - vi. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas
- b. Roberts Field Turf and Track Replacement
 - i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.
- c. Street Paving-Resurfacing
 - i. Total funding available through Chapter 90 is \$2,042,404. Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. **FY25 Paving Contract was advertised on June 27th. Two addendums have been issued and bid date was extended to July 30th.**
- d. Pavement Preservation
 - i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
 - ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. Repair work has been completed.
 - iii. **Request for Chapter 90 Reimbursement has been submitted and received.**
- e. ARPA Sewer Rehabilitation
 - i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
 - ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
 - iii. Insituform Technologies, LLC, contract for \$895,500
 - iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
 - v. Project wrapping up and expected to come in under budget. Need to incorporate lessons learned into Phase 2 Scope of Work to be rebid and awarded prior to December 30, 2024.
- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
 - i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
 - ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - iii. Architecture EL, Mount Vernon Group Architects designers

- iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. This project has been bid and awarded to the low bidder, City Enterprise, Inc. The value of the bid was \$4,529,211, plus \$58,688 for an alternate to add roof scuppers at the Children's Museum (total of \$4,587,211). The contract for construction is currently being executed. Construction completion is anticipated by the end of this year.
- v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. Draft plans and bid documents received and comments forwarded to architect. The project is to be bid in Fall, with renovations beginning after the first of the year. Temporary relocations are anticipated as part of this work.
- vi. City Hall Building Envelope Repairs and Police Station Duct Cleaning: ARPA funds have been used to 1) survey and develop a complete scope of possible work for maintaining the roofs and walls of the project and 2) to develop a bid package for Police Station Duct Cleaning. ARPA funds available after the bidding for the interior flooring replacement will be utilized to meet these needs.
- g. Raised Crosswalks
 - i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pyncheon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
 - iv. Project awarded to Detour Construction.
 - v. A number of complaints have been received regarding (1) raised crosswalks on Homestead Ave. and (2) lack of signage at all locations.
 - 1. Raised Crosswalks on Homestead Ave – A review of the FHWA Guidance indicates Homestead Ave. is not an ideal candidate street for raised crosswalks or speed humps given its roadway classification, speed, and daily traffic. Installation of raised crosswalks on Homestead Ave appears to now pose potential safety concerns and a decision has been made to replace these raised crosswalks with standard crosswalks. A change order proposal has been requested from the Contractor and work will hopefully take place before start of new school year.
 - 2. Signage concerns - VHB asked to review signage requirements and it was stated that “raised” signage is not required by MUTCD although the City has decided to install “Raised crosswalk” signage at all locations.

Temporary signage has been installed at some locations and permanent signage is being made by DPW for installation.

vi. Status of work:

1. Location 1: Homestead Ave at Pynchon Rd – Waiting on change order to replace with standard crosswalk.
2. Location 2: Homestead Ave at Clayton Road & Kane Road – Waiting on change order to replace with standard crosswalk.
3. Location 3: Sargeant Street at Chapman Ave – Completed
4. Location 4: Sargeant Street at Sycamore Street – Raised crosswalk installed and awaiting RRFB
5. Location 8: Westfield Road Midblock West of Northampton Street – Two (2) speed humps installed in place of raised crosswalk
6. Location 9: Kane Road at Knollwood Circle – Raised crosswalk installed, waiting on RRFB.
7. Location 5: Main Street Midblock North of Cabot Street – Construction to start in late August
8. Location 6: Main Street at Hamilton Street – Construction to start in late August
9. Location 7: Main Street at Spring Street – Construction to start in late August

h. City-Wide Traffic Signal Replacement Project

- i. South Street Signal Replacement – Repairs to traffic signal cabinet are scheduled to begin this week and construction duration is estimated as 1 week.
- ii. Pleasant St/Hampden St – Work is anticipated to begin in mid-August and construction duration is estimated as 3-4 weeks.
- iii. Cherry St/Homestead Ave – Work is scheduled to follow completion of Pleasant St/Hampden St and construction duration is estimated as 1-2 weeks.

i. Dwight Street Sidewalk Vaults

- i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
- ii. Asbestos & Haz Mat issues inside the vault
- iii. Meeting held with Travelers and their consultant, Vertex, on Wednesday May 29th. Vertex to review scope of work previously provided by Campora and let City know if there is any additional information needed to process claim.
- iv. Release and Settlement Agreement to complete change order work received from Travelers and is awaiting the Mayor's signature. Change order and Notice to Proceed to be issued to Campora Construction (\$247,009.86). Campora is coordinating with subcontractors to provide an updated construction schedule.

j. Apremont Highway / Route 202 Signal

- i. Awarded to Pine Ridge Technologies
- ii. McMahon/Bowman providing construction oversight
- iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. No cost change order for new mast arm finalized and contract time extended to June 30th. Line striping has been completed and signal is in full operation.
- iv. Still waiting on cost estimate for driveway work at HWW.

k. Jackson Street & South Holyoke

- i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. As-built drawings received and Veolia has copy of plans. City GIS mapping should be updated accordingly.

4. Status of Planning and Design Projects

- a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
- b. MS4 Stormwater Compliance, Kleinfelder
 - i. Kleinfelder working closely with Veolia GIS team to update the database to conform to requirements of MS4 program, next milestone is the Nitrogen Source ID Report
 - ii. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - iii. **SWMP Plan Update and IDDE Plan Update were submitted on June 28th. Semi-Annual Report submitted on July 26th.**
 - iv. **Meeting with Kleinfelder to discuss scope of work for continued compliance tentatively scheduled for Wednesday, July 31st.**
- c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
- d. ARPA City Building projects, City-managed projects (managed by Sean Sheedy)
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.
 - ii. HFD FS#3 & #6 Mini Splits Bid – **Project has been awarded to the low bidder, Boulanger. Contract is being distributed for execution. The anticipated timeline for completion is 90 days from the notice to proceed.**
 - iii. The Library Carpet in the Community Room – Work has been completed on time and on budget (\$14,180). Invoice has been processed.
- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. **Draft proposal received and comments have been sent back to Tighe & Bond. Awaiting updated proposal.**
- f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. **Proposal received from Weston & Sampson (\$192,500), waiting in funding to award contract.**
- g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. **Revised proposal received and coordinating award with Procurement.**
- h. CSO River Terrace Sewer Separation Project
 - i. **See separate project update summary**

- i. CSO Long-Term Control Plan
 - i. Meeting w/MEPA staff to discuss Notice of Project Change for LTCP held on July 17th. Working to prepare and submit a NPC for MEPA circulation.
 - ii. Scope of services to assist the City with finalizing Final Environmental Impact Report to be sought from Tighe & Bond once NPC comments are received.
 - iii. Application made to CWSRF to fund a portion of FIER work (\$250,000).
- j. Pavement Management System Update
 - i. BETA Group has started 2024 inspections and work is anticipated to be completed by March 2025.
- k. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - iii. Concept plans received for review. Meeting held with VHB to discuss. Revised concept plans received from VHB and next steps to be discussed with Mayor.
- l. VHB On-Call for Council Orders, traffic calming, etc.
 - i. Traffic safety/calming evaluations for unsignalized intersections: a. Intersection of Linden Street and West Franklin Street; b. corridor of Linden Street from Cabot Street to MacKenzie Street; c. Intersection of Cherry Street and Dale Street (and vicinity of Beaudoin Village); d. Whiting Farms Road
 - ii. Pedestrian safety evaluation for Hampden Street from Lincoln Street to Pleasant Street. Dangerous for pedestrians crossing the street to the Stop & Shop at Clinton- - evaluate some options for this stretch, including going to one lane
 - iii. Memorandums regarding the following locations have been received:
 - 1. Hampden Street – Traffic Calming and Ped Crossing – between Lincoln and Pleasant Street – Recommendations include:
 - a. Short-Term: Pavement marking revisions to include a right-turn only lane on Hampden Street between Lincoln and Clinton and to provide four (4) parking spaces on the south side of Hampden Street between Clinton Ave and O'Connor Ave.
 - b. Long-Term No. 1:
 - i. Replace the pavement markings with curbing in and consider curb extensions at current crossings.
 - ii. Place a marked crosswalk with ADA compliant ramps east of the Stop & Shop Driveway, consider including an RRFB potentially tying it into the existing RRFB to the west. Repair/rebuild non-compliant PCR's.
 - c. Long-Term No. 2: Update signal equipment and phasing at Hampden Street and Pleasant Street to include a pedestrian crossing phase with pedestrian actuation buttons and countdown pedestrian signals. Consider updating the signal heads for each approach to provide overall better visibility.
 - 2. Linden Street at West Franklin – All-Way Stop – Recommendations include:
 - a. Short-Term: Provide an all-way stop at the intersection with the appropriate stop ahead warning signs and painted stop bars on the West Franklin Street approaches.
 - b. Long Term: Reconstruct the southbound Linden Street approach to taper down to one lane where vehicles cannot stack side-by-side.

3. Linden Street Traffic Calming – Recommendations include:
 - a. Consider reducing the roadway cross section from two lanes to one lane.
 - b. Consider enhancing the corridor by adding supplemental stop ahead signs and all way stop plaques at all stop signs where all-way stops are present.
 - c. Consider striping parking with a wide shoulder and restrict parking within 25-feet of an intersection or 10-feet within a crosswalk to ensure better sight lines at intersections.
4. Intersection of Cherry at Dale Street Traffic Calming – Recommendations include:
 - a. Short-term:
 - i. Provide an RRFB at the crosswalk.
 - ii. Improve sight lines at the intersection. Existing sight lines are blocked by a private fence at 15 Dale Street and shrubs at 382 Cherry Street. City could either look into obtaining easements from property owners to relocate/replace fence and trees or d fence limited and intersection or look at making geometry improvements to Cherry Street.
 - b. Long-term: (West Cherry Street at Cherry Street) - Reconstruct geometry of West Cherry Street at Cherry Street.
5. Bray Park Drive - Assess potential speed hump on Bray Park and evaluate need for yield or stop sign at intersection of Bray Park and Evergreen – Recommendations include:
 - a. Speed hump is not warranted as 85th percentile speeds are 28 mph and only 3 mph above 25 mph speed limit.
 - b. Neither a stop sign nor yield sign is appropriate at the intersection of Bray Park Drive and Evergreen Drive.
- m. Center City – submitted 100% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans submitted May 24th.
- n. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. **Work started the week of July 22nd, construction time is estimated as 3-4 weeks weather pending.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97. **Meeting held with Fuss & O'Neill to review 25% Design.**

- v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
 - vii. MassDOT Local Bottleneck Reduction Grant Program – Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @ Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. **Field meeting held on June 4th and follow up meeting held with Fuss & O'Neill to discuss recommended improvements.**
 - o. **City Hall Stained Glass Windows** – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Project is on hold until additional funding is secured, could qualify for MHC grant in the future.
 - p. **City Hall Granite Stairs and Annex Stone Pillars** - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. Proposal for Feasibility Study received from Architecture EL received. **Waiting on CPA Agreement documents and will need to enter into agreement with Architecture EL once funding gets all approvals.**
 - q. **Municipality** – Program is now live and being used for online permits.
 - r. **Main Street Concept Design for TIP Project**, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB finishing survey work and working on typical cross-sections to share with the City.
 - s. **Street Acceptances** –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. Waiting on steps of approval process with Solicitor's Office.
 - t. **Wistariahurst Retaining Wall Design** – Pare Designing, \$40,000.
 - i. Project was awarded \$254,000 from CPA. Project was also recently awarded \$75,000 from MHC. **Working with Megan Selier to finalize bid documents for advertisement. Bid documents expected to be completed by September 2024.**
5. **Procurement**
- a. HFD FS#3 & #6 Mini Splits Bid was retracted and needs to be rebid. Project has been awarded to the low bidder, Boulanger. Contract is being distributed for execution.
 - b. ARPA Building Roof Renovations - This project has been bid and awarded to the low bidder, City Enterprise, Inc.

- c. Springdale – Tighe & Bond selected as most advantageous firm. Draft proposal received and comments have been sent back to Tighe & Bond. Awaiting updated proposal.
 - d. Parking Deck – Tighe & Bond selected as most advantageous firm. Revised proposal received and coordinating award with Procurement.
 - e. Central Fuel Station – Proposal received from Weston & Sampson (\$192,500), waiting in funding to award contract.
 - f. FY25 Hot Mix Asphalt Paving and Related Improvements – **New request for bids advertised with bids due July 23, 2024.**
6. Contracts
7. City Council / Regulatory
- a. Finance Committee
 - b. Ordinance Committee
 - c. Public Safety Committee
8. City Permits
- a. **Application for Large Development Stormwater Permit for Proposed Self Storage Facility at 679/689 Main Street – Updated application materials received and Public Hearing Scheduled for July 29th.**
 - b. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for permit modification is required for proposed changes.
 - c. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
 - d. Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. Response comments to initial review received and reviewed. Waiting on Applicant to address remaining outstanding items.
9. Veolia
- a. Sunoco –
 - i. **Waiting on FY24 Quarter 4 sampling data to finalize Q4 bill.**
 - b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
 - c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
 - d. Industrial Users – PFAS sampling program will be created upon final permit designation.
 - e. Resolving of PILOT Payments – completed
 - f. Collection System Repairs
 - i. Temple Street drainage correction – **complete**
10. Outstanding DPW Crew Work
- a. ADA panel replacement on Cabot and Race – **complete**
11. Other Updates
- a. **Meeting scheduled with HG&E to HWW to discuss permit fees and other City-utility company agreements**

River Terrace CSO Area 21A Sewer Separation Project

Project Update – July 29, 2024

- 90% Plans and Project Manual completed and submitted to SRF for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace. Waiting on final design plans and specifications from consultant.
- Restricted Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - Easements
 - Mapping was updated to incorporate additional easement data on record and easement areas on both 21 and 33 Hampton Knolls was significantly decreased in size. Engineering is coordinating with both homeowners on potential granting of the easements.
 - Documentation indicating that work will not be done within easement areas until easements are granted has been submitted to CWSRF staff and we are awaiting a decision as to what may need to be done to advertise the project while we await final easements.
 - WM-16 Permit Required
 - Application submitted and letter of approval received from MassDEP on June 18, 2024.
 - MEPA Review
 - Notice of Project Change and Phase 1 Waiver Request received from MEPA on June 17th.
 - Approval included a condition to schedule a meeting with MEPA to discuss a NPC for the 2019 Long Term Control Plan to use as a starting point to wrap up final MEPA review. In addition to the NPC, the City will be required to submit a Final Environmental Impact Report. City will be submitting NPC and Tighe & Bond will be asked for a proposal to complete the FEIR once comments are received. A grant application was recently made to SRF to request \$250,000 to support this work.
 - SRF Funding
 - Under original agreement with CWSRF Program, City had until June 30th to award the Contract. A request for extension to October 11, 2024 was received. The following schedule was submitted in support of the extension request and it is noted that we are behind schedule on next action items.

Task	Anticipated Completion Date	Comments
Obtain Property Easements	June 30, 2024	*still outstanding
Submit WM-16 Permit Application	May 31, 2024	completed
Obtain WM-16 Permit Approval	June 30, 2024	completed
Submit Notice of Project Change and Phase 1 Waiver Request to MEPA	April 27, 2024	completed
Obtain MEPA Approval	June 30, 2024	completed
Submit Final Design Documents to CWSRF	July 15, 2024	*still outstanding
Obtain Approval to Advertise	August 1, 2024	*waiting on approval to advertise
Advertise for Construction Bids	August 14, 2024	
Open Bids for Construction	September 11, 2024	
Obtain SRF and Council Approval of Additional Funds	September 29, 2024	
Award Contract	October 11, 2024	

- Project to be funded using \$10.5 Million of SRF, appropriation received from Council 9/5/23, current cost estimate based on 90% Design is \$12.6 Million
- EPA Community Grant – The City was recently notified of a \$2 Million grant award through EPA’s Community Grant, funded by Congressionally Directed Spending.
 - A kickoff meeting with EPA was held on June 20th. Follow up project information was provided to EPA to start the review process.
 - EPA must conduct an independent Environmental and Historic Impact review. Meeting with Stockbridge-Munsee Community Tribal Historic Preservation Office held on July 11th. Concerns regarding excavation were expressed and City looking into response to a few items such as limits of work and depth of excavations.
 - SRF funds may be used as 25% City match.
- Proposal for Construction Inspection and Administration Services received from Woodard & Curran and being reviewed.

Board of Public works Meeting July 29, 2024

Director's Report

Vacancies

- Loader Operator Highways and Bridges
- Assistant Engineer
- City Engineer
- 2 Tree Climbers
- 2 HMEO Highway
- Property Maintenance Supervisor started July 29,2024 James Rocks
- Office Manager resigned her position. Last day will be August 9th.

Grant Opportunities

Applying for Safety training grants.

Training

Co-op Program – Looking for 2 students for the fall.

Director accepted to Public Works Summit, Tucson, Arizona, Nov 11-Nov 13.

Budget

New budget year July 1st.

Projects

Renovation of City Council Chambers. Draft options of Council seating completed with description submitted By Architecture EL and reviewed by Director. Four different options for layout will be presented to the council for selection.

Ernest Proulx parking garage elevator repair – variance by the Commonwealth approved with an extension to complete the work by October 20th. Contractor for consulting services has been selected, contract signed, and requisition processed. VDA associates is the consultant for this project. Met with VDA July 25th.

War Memorial Elevator completed and running. Need to waterproof. There will be an extra cost. Approximately \$10,000 to \$13,000.

Sonoco Billing

Status of disputed billing with Solicitor's office. Next billing will be sent this week.

Sewer Operations

There will be an \$806,289 up charge in the sewer fund for FY24 due to BOD and TSS loading which will be part of the annual settlement statement.

On February 28, 2024, the City of Holyoke Public Works Department filed an appeal with the U.S. Environmental Appeals Board ("EAB") appealing the Final NPDES Permit No. MA 0101630 issued by EPA Region 1 on January 25, 2024. The appeal challenges three main provisions including: 1) effluent limits for aluminum, copper, and lead which should be reduced in light of 2020 ambient water quality sampling data; 2) imposition of PFAS analytes sampling and monitoring despite the accepted testing provisions not being formally adopted through the rulemaking process; and 3) imposition of climate adaptation provisions requiring studies and capital improvements to address long-term impacts to the City's Water Pollution Control Facility under the maintenance and operation provisions. Those challenged provisions of the permit are stayed pending the appeal. The City engaged the services of Attorney James Steinkrauss with Rath, Young, and Pignatelli, PC to assist the City Solicitor and City attorneys with the prosecution of the appeal, with a focus on potential resolution through the EAB's ADR process. The City and EPA agreed to enter into the ADR process on April 1, 2024, which stayed the appeal while the parties engage in the ADR process. The appeal is currently stayed through August 28, 2024. The City and EPA Region 1 had initial discussions on May 9, 2024, and a larger meeting on July 17, 2024 between the City, EPA Region 1, and MassDEP to discuss an anti-degradation analysis to potentially allow for relaxed effluent limits for aluminum, copper and lead. The City and EPA Region 1 will participate in the formal ADR sessions in Boston on August 12th and August 13th with Judge Roseman-Orr, an EAB judge appointed for the ADR process. The plan is to try to resolve the appeal via a settlement with Region 1 during ADR.

Forestry Division

Contractor resumed work 7/29/2024.

Recycling & Refuse

Trash tonnage has gone consistently down since the implementation of the trash totes and dual stream recycling.

Highways and Bridges

Continue with line striping, crosswalks and brush cutting.

MLM Liaison Update
July 29, 2024

New/Continued Items for Review

Enterprise Fund and FY25 Rate

On June 10, 2024, the project team including Hazen staff, Mark and Matt Abrahams, DPW Director, and BPW Chair met and discussed that City financial data for both FY23 and FY24 is delayed. As of this date, financial reporting from the City's financial departments is still lacking. This will delay draft reporting and recommendation for FY 25 sewer rate at least until later this summer. A meeting is proposed to include the Mayor then end of this week.

DPW, Director, BPW Chair, Hazen team consultants, and Veolia met March 20, 2024 to discuss status of document requests.

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting was January 31, 2024. Project completion is May 2024.

City Engineer Transition Plan

On June 18, 2024, City Council approved increasing the salary for the City Engineer by \$12,500 to ~\$112,500. The PSA union approved the new salary scale.

The City Engineer Schedule A request is on April 2, 2024 Council agenda Council agenda – with conditions. Ordinance Committee at their meeting on March 13, 2024 approved recommending to full Council removal of the City Engineer from the PSA union and including this position as Schedule A. Council needs to approve Mayor offering a salary above the mid-point: needs an order to be filed.

The PSA union will not approve removing City Engineer. The Chair was notified on January 5, 2024 that the PSA union has agreed to removing the position of City Engineer. This will give DPW and the Mayor more flexibility in attracting a qualified candidate. After consultation with Attorney Bissonnette, Director Rossi, and Chair Monahan, the Mayor has been requested to file an order to authorize the Mayor to exceed the Schedule A salary for the position of City Engineer/Assistant DPW Director.

Integrated Management Plan and Environmental Justice Community Change Grant

Projects identified by the IMP consulting team and City staff are advancing in consideration of grant funding through the EJ Community Change Grant. The Holyoke

project team including DPW Director, DPW Grant Manager, BPW Chair, Econ Dev and Planning, Parks, Conservation, and American Rivers is meeting Tuesday, June 25 to prioritize projects, advance project descriptions, and identify need for additional info regarding design, construction, and total project costs. DPW's projects include infrastructure improvements identified through the IMP, wastewater master planning, DPW facility planning, and more.

Planning is delayed for public outreach sessions as a result of no engineering staff.

The IMP recording can be viewed here:

<https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Grant and Other Funding Pursuits

Environmental Justice Community Change Grant: includes \$1 million for wastewater master planning, funding for DPW facility study, \$2.5 million for centrifuge, and funding for BMPs identified in IMP to date.

Congressionally Directed Spending Requests – DPW Stormwater Coordinator, Interim City Engineer, DPW Director, and BPW Chair consulted and coordinated on these efforts. Requests include funding for wastewater master planning and CSO engineering and design

Led by Miira Gates, DPW Stormwater Coordinator and Grants Assistance

Dam and Seawall Program: design services to upgrade four flood control pump stations. Miira, the Chair, and DPW Director met with HG&E to discuss on March 1, 2024. (~\$250,000)

MVP Action Grant: Adaptation Plan for WWTP and associated operations (see final NPDES permit) (~\$300,000)

Federal Funding targeting affordability needs in EJ communities and more. American Rivers with Andy Fisk to help lead. (\$10 – 20 million). Rolling application, deadline November 4, 2024

Service agreement advisory board

The wastewater ad hoc committee (Andy Fisk, Mimi Panitch, Brian Beauregard, Mike Sullivan), City staff (DPW Director Rossi, Assistant City Solicitor Mike Bissonnette) Procurement Officer Jaime Morrow), members of the Board of Public Works (Mary Monahan, Joe Kietner), Hazen consulting team, and outside legal consultant Attorney Bruce Tobey met June 18, 2024 at Chamber of Commerce at an afternoon four hour workshop to discuss goals and objectives for the operation of our wastewater treatment

and collection system. The workshop was led by Mark Halleman, an experienced professional in assisting other communities develop public/private partnership goals. As the 20-year wastewater operations contract comes to an end we're preparing for the next phase. This workshop was the culmination of almost 24 months of group and independent research and site visits by the volunteer members of Holyoke's wastewater ad hoc committee and City staff. New technologies, sustainability, and affordability are key considerations. The operations at Holyoke's plant can include green energy generation, economic development opportunities, cutting edge technologies, and new revenue sources.

Jacobs Engineering toured the WWTP with members of the ad hoc advisory committee on March 19, 2024 followed by a lunch meeting with ad hoc committee.

Veolia met with members of the ad hoc advisory board on March 4, 2024.

Jacobs Engineering met with the Advisory Board on February 14, 2024.

Jesse Lederman from Senator Markey's office met with Garcia, Rossi, Monahan, and Vega on January 25. DPW's request for \$500,000 to fund a facility plan at the WWTP was enthusiastically received and is being advanced.

Representative Patricia Duffy is coordinating a meeting with MassCEC to discuss funding for energy efficiency apps at the WWTP.

The Advisory Board met with Veolia on December 19 for a presentation on Decarbonization.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi, Yoni Glogower

Open to new candidates for consideration

Draft Permit and Comments

Final Permit Issued January 25, 2024

City team including Director Carl Rossi and BPW Chair Mary Monahan is participating in Alternative Dispute Resolution on August 12 and 13 at EPA in Boston. Other City representation includes contracted Attorney James Steinkrauss, Attorney Bissonnette, Mike Williams from Veolia, and Hazen & Sawyer staff.

The City accepted participating in the Environmental Appeals Board's Alternative Dispute Resolution ("ADR") program. Attorney James Steinkrauss from Rath, Young and Pignatelli, PC, Concord, NH will be representing the City – after July 1, 2024. They have experience in successfully representing other communities through the ADR process.

The City filed an appeal to the Environmental Appeals Board. This process was challenging to say the least because of no City Engineer to lead the coordination of these efforts. The Chair, City Solicitor's Office and DPW Director are meeting with outside legal on March 18 to discuss needed outside legal assistance. The City is also appealing to MassDEP the finale permit for Surface Water Discharge based on the same appeal positions;

In summary:

New limits for metals are currently within the existing sampling parameters. Holyoke's plant is operating at 50% capacity. It was noted that Holyoke is using the plant capacity and low user fees as the basis for economic development, and Holyoke plans to expand our plant's use as an economic development tool in the next long term service agreement. Increased flows could trigger these limits and substantial costs for plant modifications. The limits in the final permit place a 90% restriction on the City's opportunity for growth without these modifications. The basis for establishing the metal limits is being called into question. And, the fact that Holyoke is an environmental justice community allows for additional discussion regarding affordability. EJ impacts regarding permit requirements are recent considerations by EPA.

Additional permit requirements isolate the plant and its operation with respect to building climate resilience. The City will appeal by noting various climate resiliency planning and execution efforts including a recent watershed assessment associated with dam failure led by HG&E, the various MVP projects, and other City-wide efforts to address climate change threats. Again, EJ and affordability will be the basis for an appeal.

The National Association of Clean Water Agencies is considering assisting the City in developing an appeal. NACWA's interests lie in the fact that EPA Region 1, and Holyoke's permit in particular, contain stringent permit limits that would likely be applied to other permit holders, including NACWA's members. The idea is to help set limits with EPA now.

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Public Works Outreach

On June 13, 2024, DPW Director and Chair Monahan updated the members of the Holyoke Taxpayers Association on the successes and goals of Holyoke's Department of Public Works. Despite critical shortages in key positions, including Engineering, DPW continues to provide outstanding public service. Director Rossi noted that since the distribution of the new trash totes and the enforcement of dual stream recycling, the City is saving about \$180,000 annually in disposal costs. He also highlighted several grant awards and pursuits underway to secure funding for infrastructure upgrades, safety training, facility improvements, and more. Representing the Board of Public Works, I updated the members on the status of the financial review of the sewer enterprise fund, the wastewater long-term service agreement, and the City's integrated management plan. We both highlighted the opportunity for the Holyoke to promote our infrastructure as an economic development driver.

Our audience included small business owners, local officials, large commercial operators, realtors, and volunteer citizens. It's always great to have these comprehensive discussions with an audience that understands the value of investing in our City.

Board of Public Works and Water Commission met January 29, 2024 at DPW.

Discussion items included

Payments made by DPW

Billing data

Abatements

Hydrants

Shut-off program

DPW Facility Improvements

DPW met with Weston and Sampson on February 24 to begin discussion on the development of a facility plan. Weston and Sampson submitted a proposal for FY25 consideration for Facility Planning.

Note the need to accommodate female staff

Public Works Week May 2024

Board of Public Works hosted a pizza lunch for DPW staff at DPW Bay 1 on May 24, 2024. A raffle was held and gift cards were awarded to lucky staff. Donations for the event came from members of the Board of Public Works, staff, and local businesses.

Director announced that DPW will form a Public Works Week employee planning committee to prepare for Public Works Week May 2025.

Mary L. Monahan, Chair
Holyoke Board of Public Works
July 29, 2024

Acct# SR003237
Cell# 917-640-4136

City of Holyoke
Board of Public Works
Sewer Commission

Sewer Abatement/Adjustment Policy

The Board of Public Works, which also serves as the Sewer Commission, may adjust a sewer bill for the following reasons:

Billing error, meter error, or administrative error.

Customer/user can prove that a quantity of water billed to the customer/user did not go into the sewerage system.

Pool abatements: a calculation will be performed (based on the size of the pool) to determine the amount of water used to fill the pool. The sewer charge for that volume of water will be abated. Customers/users requesting a pool abatement must provide details on the capacity and size of the pool and must state the billing period in which the filling of the pool occurred. This adjustment does not apply to season refilling or topping off.

Uncharacteristic elevated water/sewer usage where it has been confirmed that the City of Holyoke was responsible for the resulting elevated usage.

Abatements will be granted for no more than the two previous billing cycles

Abatement applications, with all supporting materials, shall be filed with the Department of Public Works within 60 days of the billing statement that is the subject of the request.

Please notify beforehand of Mtg.
of outcome.

130522

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name George Oquendo
Mailing Address 1155 Hampden Street, Holyoke, MA 01040
Phone 917-640-4136 or 718-530-4304
Email Sperdomot@gmail.com
Service Location 1155 Hampden Street Holyoke, MA 01040
Account Number SR003237 Bill Number _____
Sewer Use Charge \$435.33

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Signature _____

Date 7/2/2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

220522

July 2, 2024

Dear Board of Public Works Sewer Consumption,

Subject: Regarding Account SR003237

I hope this message finds you well. I am writing to address the unusually high sewage consumption reflected in our recent bill, account number SR003237, and to discuss potential adjustments in light of recent discoveries.

Following the receipt of our latest bill, I promptly scheduled an appointment to have our water meter read, as the consumption reported was significantly higher than our historical usage. To our surprise, the meter revealed a consumption of 58,000 gallons, a stark contrast to our typical range of 19,000 to 20,000 gallons.

Upon further investigation it was determined that the excessive water consumption was primarily attributed to a constant running issue with one of our toilets. Unfortunately, this issue went unnoticed until now, leading to an unexpectedly high bill.

I want to express my sincere regret for the oversight and assure you that we are taking immediate steps to rectify the situation. The necessary repairs to address the running toilet have already been undertaken to prevent any recurrence of such wastage.

Given the circumstances surrounding this incident, I kindly request your consideration for a possible adjustment to our bill. I understand that we are responsible for the sewage; however, this spike in usage was unintentional and not reflective of our normal consumption patterns.

I would be grateful if you could review our account and assess whether any adjustments or accommodations can be made in light of this discovery. Your understanding and assistance in resolving this matter would be greatly appreciated.

Please let me know if there are any further steps I need to take or if additional information is required from my end to facilitate this request.

Thank you for your attention to this matter, and I look forward to your response.

Warm regards,
Shané Perdomo Oquendo
George Oquendo



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

GEORGE OQUENDO
1155 HAMPDEN ST
HOLYOKE MA 01040-2412

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:
City of Holyoke
Please write your Account Number
on front of check.

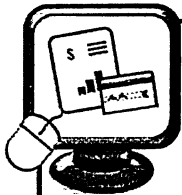
Office Hours:
Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:
Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

Property Owner	Service Address		Account Number		Bill Date	
GEORGE OQUENDO	1155 HAMPDEN ST.		SR003237		07/15/23	
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	03/06/23	06/02/23	1,176,790	1,196,480	19,690	\$147.68



NEW
Go Paperless!
View and Pay
Your Bill Online!

HolyokeMASewer.billtrust.com

Web Enrollment Token
PHP WSH XTD

Sewer Use Charge

Sewer Use Charge
\$7.50 per 1,000 Gallons
\$7.50 per 1,000 Gallons

Detail

Past Due Date: 08/29/23
Interest Charge: \$2.42
Past Due: \$0.00
Current Charge: \$147.68
Balance Due: \$150.10

Summary

Messages:

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.

SEWER BILL

Service Address	
1155 HAMPDEN ST.	
Account #	Bill Date
SR003237	07/15/23
Amount Due	Due Date
\$150.10	08/29/23



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

GEORGE OQUENDO
1155 HAMPDEN ST
HOLYOKE MA 01040-2412

Make checks payable to:
City of Holyoke
P.O. Box 4184
Woburn, MA 01888-4184



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

GEORGE OQUENDO
1155 HAMPDEN ST
HOLYOKE MA 01040-2412

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:

City of Holyoke

Please write your Account Number
on front of check.

Office Hours:

Monday - Friday

8:30 AM - 4:30 PM

Saturdays and Sundays
Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

Property Owner	Service Address		Account Number		Bill Date	
GEORGE OQUENDO	1155 HAMPDEN ST.		SR003237		10/15/23	
Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	06/02/23	09/08/23	1,196,480	1,216,060	19,580	\$146.85

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Sewer Use Charge

Sewer Use Charge
\$7.50 per 1,000 Gallons
\$7.50 per 1,000 Gallons

Detail

Past Due Date:	11/29/23
Interest Charge:	\$5.06
Past Due:	\$150.10
Current Charge:	\$146.85
Balance Due:	\$302.01

Messages:

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL

PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE

SEWER BILL

Service Address

1155 HAMPDEN ST.

Account #

SR003237

Bill Date

10/15/23

Amount Due

\$302.01

Due Date

11/29/23



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

GEORGE OQUENDO
1155 HAMPDEN ST
HOLYOKE MA 01040-2412

Make checks payable to:

City of Holyoke

P.O. Box 4184

Woburn, MA 01888-4184



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

GEORGE OQUENDO
1155 HAMPDEN ST
HOLYOKE MA 01040-2412

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:

City of Holyoke

Please write your Account Number
on front of check.

Office Hours:

Monday - Friday

8:30 AM - 4:30 PM

Saturdays and Sundays

Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer
checks and stubs in the enclosed self-
addressed envelope.

Property Owner	Service Address	Account Number	Bill Date
GEORGE OQUENDO	1155 HAMPDEN ST.	SR003237	01/15/24

Service Description	Read Dates		Meter Readings		Usage	Charge
	Previous	Present	Previous	Present		
Sewer Use Charge	09/08/23	12/01/23	1,216,060	1,240,400	24,340	\$182.55

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Your Bill Online.**

Sewer Use Charge

Sewer Use Charge
\$7.50 per 1,000 Gallons
\$7.50 per 1,000 Gallons

Detail

Past Due Date:	02/29/24
Interest Charge:	\$0.00
Past Due:	\$0.00
Current Charge:	\$182.55
Balance Due:	\$182.55

Summary

Messages:

PAYMENT DUE UPON RECEIPT

SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%

Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE

SEWER BILL

Service Address	
1155 HAMPDEN ST.	
Account #	Bill Date
SR003237	01/15/24
Amount Due	Due Date
\$182.55	02/29/24



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

GEORGE OQUENDO
1155 HAMPDEN ST
HOLYOKE MA 01040-2412

Make checks payable to:

City of Holyoke

P.O. Box 4184

Woburn, MA 01888-4184

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name James Stapleton

Mailing Address 14 Claren Drive

Phone 413-532-1987

Email stapletonlaw@comcast.net

Service Location 14 Claren Drive Holyoke, MA 01040

Account Number SR008410

Bill Number 6/15/24

Sewer Use Charge 1521.69

Water Acct # WR008410

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Owner has had extensive review by a plumber and there were no leaks found. The plumber's opinion was that it was "intense pressure" to the house which is likely causing air moving the meter mechanism to read as water... (my interpretation of what he said) The plumber installed a pressure releasing valve on 6/6/24 which cost 733.95 (see attached). Looking at previous bills which have been erratic, this, regrettably, has been an overlooked issue.

Signature

James J. Stapleton

Date 6/28/24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

Continued: The home has been, for the most part, unoccupied since the summer of 2022..

I request that a significant abatement be made for both the Water and Sewer bills. Also, I request that Holyoke Water further investigate this problem and possibly replace equipment or add other equipment to resolve this ongoing issue. Thank you for your consideration of this request.

INVOICE

Customer #:	212400
Payment Terms:	COD
Invoice #:	1066593
Invoice Date	2024-06-06
Total Due	\$763.42

Make Check Payable to: O'CONNELL OIL ASSOCIATES, INC

JIM STAPLETON
14 CLAREN DRIVE
HOLYOKE, MA 01040

Amount Enclosed: \$ _____

Remit To:
O'CONNELL OIL ASSOCIATES, INC
25 Texas Road
Northampton, MA 01060

00002124000001066593000007634200000763429

Customer Name		Delivery/Service Address		Cust #	Invoice #	Inv Date
JIM STAPLETON		14 CLAREN DRIVE - HOLYOKE, MA 01040		212400	1066593	2024-06-06
Quantity	Item Number	Description	Unit Price	TOTAL		
349.22	Plumbing Stock Part	Plumbing Stock Part	\$1.3500	\$471.45		
1.50	Plumber Labor	Plumber Labor	\$175.0000	\$262.50		
		MA Sales Tax:	\$29.47			

06/03/2024 - Technician: Richard Bey - Work Performed: Plumbing Service - Installed pressure reducing valve, replaced ballcock

Tank/Equipment: PLUMBING

For Fuel or Service At:
14 CLAREN DRIVE - HOLYOKE, MA 01040

Sub Total	\$733.95
Charges	\$0.00
Tax Total	\$29.47
Total Due	\$763.42

ACCOUNT BALANCE	\$0.00	Total Due	\$763.42
-----------------	--------	------------------	-----------------

ABATEMENT FORM - you ALREADY HAVE LITIGATION DOCUMENTS

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Thanks,
Dan

Name DAVID OKELLETT
Mailing Address 255 Middleboro Rd - East Freetown MA
Phone 508-844-9133
Email daveokellett@comcast.net
Service Location 70 West Glen St
Account Number SR 007324 Bill Number 05/15/24 Bill Date
Sewer Use Charge 172.230 - \$1291.73 -

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Letter - ATTACHED TO REQUEST

Signature [Signature]
Date 6-21-24

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

To Holyoke Sewer Department Broad

From Dave Ouellette & Jennella Porter

255 Middleboro Road – East Freetown MA 02717

508 844 9133

Subject Requesting Sewer Bill Abatement

Date June 13, 2024

Jen and I own a single family house on 70 West Glen Street. We have owned the house for about five years and have always paid our water, sewer , electric and taxes in full and on time. We are both retired and attained the house for my son because it was less than his rent and eventually he will own it. I moved from Holyoke 16 years ago when I married Jennella and moved to Freetown MA, when I resided at 111 Hillview my bills were always paid on time.

The problem is the current Water bill is ten times or more than what we normally are charged. I called the water department to inquire how this could be and was told it was probably a leak somewhere maybe the toilet. My son who lives there noticed no water leaking anywhere in the house and the toilet did not seem to be making any running type sound. The toilet was just replaced two years ago with a new Kolher one piece unit. We called a plumber and he determined the toilet internal flush valve was the problem. He said it was barely notable and he has recently seen these newer designed units failing. He fixed the problem , I have attached a copy of the paid invoice.

My wife and I are on limited retirement incomes and this bill will set us back significantly on our budget and our ability to pay other bills. We fixed the problem as soon as we knew. And we are requesting some type of help or abatement for this bill. I hope you will consider this request

Thank You

A handwritten signature in black ink, appearing to read "Dave Ouellette", written in a cursive style.



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

SEWER BILL

IMPORTANT INFORMATION

Make Checks Payable To:
City of Holyoke
Please write your Account Number
on front of check.

Office Hours:

Monday - Friday
8:30 AM - 4:30 PM
Saturdays and Sundays
Closed

Contact Information:

Public Works: 413-322-5645

Messages:

Please include both water and sewer checks and stubs in the enclosed self-addressed envelope.

1280 1 AV 0.507 E0155 I0300 D12830341010 S2 P10290694 0002:0002



OUELLETTE / PORTER
70 W GLEN ST
HOLYOKE MA 01040-2923

Property Owner		Service Address		Account Number		Bill Date
OUELLETTE / PORTER		70 WEST GLEN ST.		SR007324		05/15/24
Service Description	Read Dates		Meter Readings		Usage	Charge
Sewer Use Charge	Previous 01/02/24	Present 04/01/24	Previous 846,390	Present 1,018,620	172,230	\$1,291.73

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www.holyoke.org

Sewer Use Charge
Sewer Use Charge
\$7.50 per 1,000 Gallons
\$7.50 per 1,000 Gallons

Detail	Summary
Past Due Date:	06/29/24
Interest Charge:	\$0.00
Past Due:	\$0.00
Current Charge:	\$1,291.73
Balance Due:	\$1,291.73
Messages:	

PAYMENT DUE UPON RECEIPT
SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SEWER BILL
PAYMENTS RECEIVED AFTER FORTY-FIVE (45) DAYS FROM BILL DATE ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 14%
Please detach and return bottom portion in the self-addressed envelope payable to: CITY OF HOLYOKE.



City of Holyoke
63 Canal Street
Holyoke, MA 01040-5836

SEWER BILL

Service Address	
70 WEST GLEN ST.	
Account #	Bill Date
SR007324	05/15/24
Amount Due	Due Date
\$1,291.73	06/29/24

OUELLETTE / PORTER
70 W GLEN ST
HOLYOKE MA 01040-2923

Make checks payable to:
City of Holyoke
P.O. Box 4184
Woburn, MA 01888-4184

0002:0002

000000002001291731007324

Invoice

34577

SOLD TO <i>Kevin Kennedy</i>		SHIP TO <i>James Riemann & Heaters</i>	
ADDRESS <i>70 West Glen</i>		ADDRESS <i>30 Landed Rd</i>	
CITY, STATE, ZIP <i>Holbrook Ma</i>		CITY, STATE, ZIP <i>Southampton Ma</i>	
CUSTOMER ORDER NO. <i>1</i>	SOLD BY <i>Kevin</i>	TERMS	F.O.B. <i>DATE</i> <i>6/6/24</i>

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		<i>Toilet needs new fill valve.</i>			
		<i>fill valve not shutting off.</i>			
		<i>- Replaced fill valve</i>			
		<i>service fee</i>			<i>200 -</i>
		<i>Paid Cash</i>			

89 adams 5840

09-15

City of Holyoke
Board of Public Works/Sewer Commission
Application for Sewer Abatement

Name NATALIA MUÑOZ

Mailing Address 247 WALNUT ST.

Phone 413-204-0899

Email NATALIA@NATALIAMUNOZ.COM

Service Location 247-249 WALNUT ST.

Account Number 002045 Bill Number See attached please

Sewer Use Charge 1756.87

Reason for Abatement Sought (Please review the Sewer Abatement Policy for guidance)

Please see attached

Signature [Signature]

Date July 25, 2024

Attach all supporting documents

Note: Filing an application for abatement does not stay the collection of your charges.

July 24, 2024

Natalia Muñoz
247-249 Walnut Street
Holyoke MA 01040
413-204-0899
natalia@nataliamunoz.com

Dear members of the Board of Public Works,

I am writing to request an abatement for my Sewer Bill. Attached is a copy of the bill, which is extremely high due to my tenants' running toilet over a period of several months.

Earlier this year in the spring, when the bills were very, very high, I went to the offices of both the DPW and Waterworks. Employees asked me if the issue was running water/toilet or broken pipe. I checked and indeed there was a broken pipe in the basement. At that time I asked my tenants if their toilet was running or if they were doing laundry several times a week. A plumber fixed the broken pipe for 249 Walnut.

But that did not fix the high bills.

Two employees from WaterWorks came to my house on July 19, 2024, at my request because my water and sewer bills are prohibitively high. That very morning, I again asked if there was a problem with their toilet and they said no. They thought it was normal for the toilet to run so they did not inform me at any moment there was an issue.

But it turns out that they were mistaken. We could hear the water flowing from the basement. The employees advised me to buy a piece that would fix the problem. But we turned a screw in the toilet tank that fixed the problem so I did not have to call a plumber again, which is a big expense.

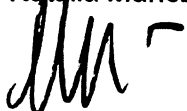
Both the Water and Sewer bills came at \$1600 and \$1700.

I hope that the Board will consider giving me an abatement. Neither I nor my tenants are in a position to pay off such large bills, even as they were caused by an honest mistake.

If you need further information from me, please contact me over the phone/text/email.

Thank you for your consideration.

Natalia Muñoz



Customer Transaction Summary

Customer Information

Account No: 002045

NATALIA MUNOZ

247 WALNUT ST.

HOLYOKE, MA 01040-

Location Information

Location No: 002045

249 WALNUT ST.

HOLYOKE, MA

Date	Type	More Info	Reading	Usage	Prior Balance	Transaction Amount	Balance
01/15/2023	Charge	12/02/2022	227651 1	34770	0.00	260.78	260.78
01/17/2023	Payment				260.78	-260.78	0.00
04/15/2023	Charge	03/03/2023	231366 1	37150	0.00	278.63	278.63
06/09/2023	Interest				278.63	4.76	283.39
07/11/2023	Interest				283.39	4.76	288.15
07/15/2023	Charge	06/01/2023	234900 1	35340	288.15	265.05	553.20
09/08/2023	Interest				553.20	9.30	562.50
10/10/2023	Interest				562.50	9.30	571.80
10/15/2023	Charge	09/06/2023	238607 1	37070	571.80	278.03	849.83
11/02/2023	Payment				849.83	-571.80	278.03
12/11/2023	Interest				278.03	4.75	282.78
01/05/2024	Interest				282.78	4.75	287.53
01/15/2024	Charge	12/01/2023	243541 1	49340	287.53	370.05	657.58
02/27/2024	Payment				657.58	-657.58	0.00
04/15/2024	Charge	03/01/2024	255513 1	119720	0.00	897.90	897.90
06/05/2024	Interest				897.90	15.35	913.25
07/01/2024	Payment				913.25	-300.00	613.25
07/09/2024	Interest				613.25	10.22	623.47
07/15/2024	Charge	06/04/2024	270625 1	151120	623.47	1133.40	1756.87
07/17/2024	Payment				1756.87	-500.00	1256.87

Page 1343 of 1541

DALLAS

Texas Gov. demands answers as customers remain without power

By JAMES BRYLIS
Associated Press

With around 350,000 homes and businesses still without power in the Houston area almost a week after Hurricane Beryl hit Texas, Gov. Greg Abbott on Sunday said he's demanding an investigation into the response of the utility that serves the area as well as answers about its preparations for upcoming storms.

"Power companies along the Gulf Coast must be prepared to deal with hurricanes, to state the obvious," Abbott said at his first news conference about Beryl since returning to the state from an economic development trip to Asia.

While CenterPoint Energy has restored power to about 1.9 million customers since the storm hit on July 8, the slow pace of recovery has put the utility, which provides electricity to the nation's fourth-largest city, under mounting scrutiny

over whether it was sufficiently prepared for the storm that left people without air conditioning in the scorching summer heat.

Abbott said he was sending a letter to the Public Utility Commission of Texas requiring it to investigate why restoration has taken so long and what must be done to fix it. In the Houston area, Beryl toppled transmission lines, uprooted trees and snapped branches that crashed into power lines.

With months of hurricane season on left, Abbott said he's giving CenterPoint until the end of the month to specify what it'll be doing to reduce or eliminate power outages in the event of another storm. He said that will include the company providing detailed plans to remove vegetation that still threatens power lines.

Abbott also said that CenterPoint didn't have "an adequate number of workers pre-staged" before the storm hit.

ETC.

Ocean State Job Lot earns 'Gold' honor

Ocean State Job Lot, a discount closet retailer headquartered in Rhode Island with 153 stores throughout New England, New Jersey, New York and Pennsylvania, has been selected as a 2024 US Best Managed company. Now in its fifth year, the award, sponsored by Deloitte Private and The Wall Street Journal, recognizes the achievements of private companies and the successes of their management teams. This is the fourth consecutive year OSJL has been an honoree, earning the company the "Gold Winner" distinction.

US Best Managed Companies is part of a global Deloitte Private program. Honorees are selected by an external panel of judges who evaluate applicants based on strategy, ability to execute, culture, governance and financial performance.

U.S. designees have revenues of at least \$250 million.

Insurance agency donates to WorkHub

The Chamber of Greater Easthampton announces that Fink & Perras Insurance Agency has contributed \$15,000 towards the chamber's co-workspace project, WorkHub on Union.

In addition to offering a flexible workspace, the WorkHub on Union will provide access to membership programs, network-

ing events, educational programming and other support services designed to accelerate the growth of startups and small business.

Construction is underway at WorkHub on Union located at 33 Union St., Easthampton, and is slated to open this fall.

Junior Achievement holds teen challenge

Junior Achievement of Western Massachusetts held its annual ENTERTECH Challenge, a pitch contest similar in format to one seen on a reality TV show about entrepreneurship at the University of Massachusetts Amherst Center at Springfield in Tower Square. Individual students or teams pitched their products to a judging panel consisting of representatives from sponsoring organizations. Each team had two minutes to convince the panel to fund their company. At the end of the competition, two students from Pathfinder Tech emerged victorious with their team, Dead Hunter Depot.

"During this event, students gain valuable skills, using JA learning experiences, including creating a business plan, developing a product and pitching," said Annie Misarecki, JAWM president.

Second place was awarded to a student from Putnam Vocational, and third place went to another student from Pathfinder Tech. Recognition was also given to students with the Most Innovative Booth and the Best Tradeshow Booth, as well as five Realistic Standout Awards sponsored by StandOutTruck.com and Realistic CEO. The judging panel determines first,

second and third place by numerical scores based on an established rubric. Cash prizes and trophies are awarded:

- First place: \$500 in prize money and a scholarship to Elms College.
- Second place: \$350 in prize money.
- Third place: \$250 in prize money.

The judging panel included: Tracey Alves-Lear of Baystate Financial, Terrell Joyner of Financial Guide, Mychal Connolly of StandOut Truck, Wesley Days of UMass Amherst Center at Springfield and Sarah Sargent of Valley Community Development. Sponsoring organizations were: The UPS Store, Savage Arms, UMass Amherst Center at Springfield, StandOutTruck.com and Realistic CEO.

The winning student teams that have a ready-for-sale product to showcase are eligible to submit their plan to the JAUSA National Student Leadership Summit held annually in Washington, D.C.

Locals encouraged to apply for Big E booth

Feel Good Shop Local, a curated online boutique featuring locally made or sourced product, announces a call for local small artisans and boutiques to join them as a part of its booth at the 2024 Big E. The booth is now in its third year.

Local artisans, boutique owners and local prepackaged food and drink businesses are invited to apply.

For more information, contact Zoe at zoe@feelgoodshoplocal.com or visit feelgoodshoplocal.com/sellers. Applications close July 19.

Bottles

CONTINUES FROM PAGE B2

Hotels and motels with fewer than 50 rooms will need to comply with the law beginning Jan. 1, 2026.

The bill was originally introduced in the state Legislature in 2019 by Todd Kaminsky, a former state senator, and Steven Englebright, a former state assembly member who is now a Suffolk County legislator. Gov. Kathy Hochul signed the measure into law in 2021, but its implementation

was delayed to give hotels a chance to use the small bottles that had already been purchased, Englebright said.

"New York is the last of many countries, so New York's role is watched," Englebright said. "When we do something important, it has the potential to be looked at as a model for our sister states."

The ban reflects a nationwide push to reduce plastic waste in the hotel industry. The InterContinental Hotels Group and Marriott are among the larger chains that have pledged to curb their

reliance on plastic, starting with toiletry bottles.

In a statement Wednesday, a Marriott spokesperson confirmed that the chain had begun to phase out small plastic shampoo and conditioner bottles, opting instead for "larger, pump-topped bottles." By the end of last year, 95% of Marriott's hotels had transitioned to the larger bottles, with more expected to make the move this year, according to the statement.

"Once fully implemented, we have estimated that the switch prevents around 500 million

small bath amenity bottles from going to landfills each year," the spokesperson said.

For smaller high-end hotels, such as the ones that Fitzpatrick owns, the transition will be more complicated. He said he worried about the pumping bottles, which are usually mounted on walls and are difficult to clean. Fitzpatrick's team recently pitched another option: tiny tinfoil packages similar to the ketchup packets that come with French fries.

But Fitzpatrick questioned how anyone could open them in the shower with wet hands.

"You know, I thought companies would be coming in with plenty of new ideas," Fitzpatrick said. "But here we are sitting around the table."

Tourism rates in New York City have largely rebounded from the pandemic. According to New York City Tourism and Conventions, a marketing organization, the city attracted 61.8 million tourists in 2023, 93% of the record number who visited in 2019.

Even so, Fitzpatrick noted that guests were more cautious than ever about hygiene, and he was concerned that they

might think twice before handling a larger bottle that other guests had presumably used.

That is why, he said, his hotels would probably be switching to a new luxury toiletry provider for their larger bottles, in the hopes that guests would be pleased enough with the fancy brand that they would forget their cleanliness quibbles.

Ideally, of course, they won't be so pleased that they steal the towels, as they stole the towels.

"It is a worry for us," Fitzpatrick said. "We're not totally convinced of how it's going to work."

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Real Estate
Buy, Sell, Rent, Find
Homes, Condos, Land

Legal Notices
Divorce, Probate, Wills
Contracts, Agreements

Lost & Found
Keys, Wallets, Phones
Glasses, Tools, More

Services
Cleaning, Moving, Handyman
Tutoring, Coaching, More

Business
For Sale, Wanted, Franchises
Partnerships, More

Classifieds
Jobs, Housing, Vehicles
General, More

Real Estate
Buy, Sell, Rent, Find
Homes, Condos, Land

Legal Notices
Divorce, Probate, Wills
Contracts, Agreements

Lost & Found
Keys, Wallets, Phones
Glasses, Tools, More

Services
Cleaning, Moving, Handyman
Tutoring, Coaching, More

Business
For Sale, Wanted, Franchises
Partnerships, More

Classifieds
Jobs, Housing, Vehicles
General, More

Minutes
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Date: August 19, 2024

Time: 6:00PM

Place: DPW, 63 Canal Street, Holyoke, MA 01040

Join Zoom Meeting

<https://us02web.zoom.us/j/86263840874?pwd=deJRzPjlajJoNS5dFQo72iMHP6FY1a.1> Meeting

ID: 862 6384 0874

Attendees

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Call to Order

1. Public Comment – no public comment
2. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting – no previous meetings to review
 - b. City Engineer Report – see attached
 - c. DPW Director Report – update on vacancies, new hires, funding opportunities
 - d. Commissioner's Liaison Reports

Monahan – see attached

- e. Abatements (second meeting of the month unless otherwise noted)

Board voted unanimously to accept the reports and updates in the consent agenda

3. Procurement Practices – letter from Mayor Garcia - Board voted unanimously to receive and accept
4. Praise for DPW at Fiestas Patronales – letter from Mayor Garcia - Board voted unanimously to receive and accept
5. Status of River Terrace and SRF Assistance – see attached - Board voted unanimously to receive and accept
6. City Engineer vacancy – action options – no change or update

7. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement: no change or update
Final NPDES WWTF permit – see attached City position regarding final permit appeal: Board voted unanimously to receive and accept

8. Board of Public Works meeting schedule –

Motion made by Hernandez: next meeting of the Board of Public Works
September 9 at 5:30PM at Holyoke Chamber of Commerce, High Street

Second by Kietner

Board voted unanimously yes

Meeting adjourned at 7:30PM

i.



Board of Public Works Meeting
Engineer's Report
August 19, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant application submitted for \$204,400 on June 14th.
- b. Small Bridge Grant, MassDOT, only one City-owned BRI on Mountain Park Road. New round of grant funding potentially available in late Spring 2024 for FY2025.
- c. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
- d. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
- e. Cannabis Impact Fee Applications - On hold
- f. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system. Waiting on award status.
- g. CDBG Funding FFY2024 Funding Recently Received for Sidewalks and ADA Ramps - \$254,159.00
- h. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project. **City awarded grant funding for Day Brook Project. Construction documents anticipated end of December with bidding schedule for Spring 2025.**
- i. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th. Waiting on award status.
- j. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project. Additional information requested from MHC sent for review. Notification received that MHC funding in the amount of \$75,000 was awarded. Coordinating next steps with Megan Selier.
- k. FY25 Clean Water State Revolving Funds – River Terrace, Phase A submitted for potential funding under FY25 CWSRF Program as a safety measure in the event work cannot be awarded by the current funding deadline of October 11, 2024.
- l. Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program (Planning/Design) – Application submitted to request \$250,000 for the preparation of a Final Environmental Impact Report and finalize the MEPA Permitting Process for the City's CSO Long-Term Control Plan.
- m. CPA's FY25 Holyoke Community Preservation Act Grant Cycle has opened with applications due September 16th.

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
- iii. CDBG Completed Spring FY24: Sargeant (Walnut to Pine, Commercial to Race) Hampshire (Chestnut to Pine), Elm Street (Hampshire to Sargeant), Chestnut (Jackson to Franklin), Franklin (Maple to Elm), Cabot (Maple to Chestnut and Walnut to Pine) Walnut – Construction completed, project balance of approximately \$40,000. Additional \$119,000 allocated. Checking with prequal to verify contract may be amended or to determine if work needs to be rebid. Work would be scheduled in Fall.
- iv. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
- v. Coordinating tree pit and planting program w/Conservation Agent.
- vi. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Additional \$1,000,000 to be allocated from City funds. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. **FY25 Paving Contract readvertised due to lack of funding and need to reduce scope. Bids due September 4th.**

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. Repair work has been completed.
- iii. Request for Chapter 90 Reimbursement has been submitted and received.

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. **Project wrapping up and expected to come in under budget. Need to incorporate lessons learned into Phase 2 Scope of Work to be rebid and awarded prior to December 30, 2024.**

- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
 - i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
 - ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - iii. Architecture EL, Mount Vernon Group Architects designers
 - iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. This project has been bid and awarded to the low bidder, City Enterprise, Inc. The value of the bid was \$4,529,211, plus \$58,688 for an alternate to add roof scuppers at the Children's Museum (total of \$4,587,211). Construction completion is anticipated by the end of this year.
 - v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. **Draft plans and bid documents received and comments forwarded to architect. The project is to be bid in Fall, with renovations beginning after the first of the year. Temporary relocations are anticipated as part of this work.**
 - vi. City Hall Building Envelope Repairs and Police Station Duct Cleaning: ARPA funds have been used to 1) survey and develop a complete scope of possible work for maintaining the roofs and walls of the project and 2) to develop a bid package for Police Station Duct Cleaning. ARPA funds available after the bidding for the interior flooring replacement will be utilized to meet these needs.
- g. Raised Crosswalks
 - i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
 - iv. Project awarded to Detour Construction.
 - v. **Raised crosswalks on Homestead Ave (Locations 1 and 2) to be replaced with standard crosswalks as part of FY25 Paving Program.**
- h. City-Wide Traffic Signal Replacement Project
 - i. **South Street Signal Replacement – Repairs complete and signal has audible function.**
 - ii. Pleasant St/Hampden St – Work is anticipated to begin in mid-August and construction duration is estimated as 3-4 weeks.
 - iii. Cherry St/Homestead Ave – Work is scheduled to follow completion of Pleasant St/Hampden St and construction duration is estimated as 1-2 weeks.

- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Meeting held with Travelers and their consultant, Vertex, on Wednesday May 29th. Vertex to review scope of work previously provided by Campora and let City know if there is any additional information needed to process claim.
 - iv. **Release and Settlement Agreement to complete change order work received from Travelers. Change Order has been issued to Contractor and City is awaiting construction schedule update in early September.**
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. No cost change order for new mast arm finalized and contract time extended to June 30th. Line striping has been completed and signal is in full operation.
 - iv. **Still waiting on cost estimate for driveway work at HWW and other punchlist items including installation of signage and removal of E&S controls.**
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. As-built drawings received and Veolia has copy of plans. City GIS mapping should be updated accordingly.
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School. **Meeting held with BOE to discuss potential bioretention area at Maurice Donahue School to be installed by DPW staff before the end of December 2024. Waiting on BOE to circulate concept plans and sign off on proposed work.**
 - ii. **Proposal received from Kleinfelder to assist with next year's permitting activities.**
 - iii. **Fiscal Year 2024 (permit year 6) Annual Report due September 28, 2024.**
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.
 - ii. HFD FS#3 & #6 Mini Splits Bid – Project has been awarded to the low bidder, Boulanger. Contract is being distributed for execution. The anticipated timeline for completion is 90 days from the notice to proceed.
 - iii. The Library Carpet in the Community Room – Work has been completed on time and on budget (\$14,180). Invoice has been processed.

- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. **Revised proposal received from Tighe & Bond and waiting on OCD to approve and award contract.**
- f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. **Waiting on funding source to award contract to Weston & Sampson (\$192,500).**
- g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. **Revised proposal received and coordinating award with Procurement.**
- h. CSO River Terrace Sewer Separation Project
 - i. **See separate project update summary**
- i. CSO Long-Term Control Plan
 - ii. **Meeting w/MEPA staff to discuss Notice of Project Change for LTCP held on July 17th. Working to prepare and submit a NPC for MEPA circulation.**
 - iii. **Scope of services to assist the City with finalizing Final Environmental Impact Report to be sought from Tighe & Bond once NPC comments are received.**
 - iii. **Application made to CWSRF to fund a portion of FIER work (\$250,000).**
- j. Pavement Management System Update
 - i. BETA Group has started 2024 inspections and work is anticipated to be completed by March 2025.
- k. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - iii. Concept plans received for review. Meeting held with VHB to discuss. **Revised concept plans received from VHB and next steps to be discussed with Mayor.**
- l. VHB On-Call for Council Orders, traffic calming, etc.
 - i. **Need to determine remaining budget available in existing contract.**
- m. Center City – submitted 100% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans submitted May 24th.
- n. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. Work started the week of July 22nd, construction time is estimated as 3-4 weeks weather pending.
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned

- iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
- iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97. Meeting held with Fuss & O'Neill to review 25% Design. City comments based on 25% Design forwarded to F&O and MassDOT, waiting on updated schedule.
- v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
- vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
- vii. MassDOT Local Bottleneck Reduction Grant Program – Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @ Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. Field meeting held on June 4th and follow up meeting held with Fuss & O'Neill to discuss recommended improvements.
- o. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Project is on hold until additional funding is secured, could qualify for MHC grant in the future.
 - iv. Looking for Board of Public Works thoughts on submitting again for next round of CPA funding.
- p. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. Proposal for Feasibility Study received from Architecture EL received. Waiting on CPA Agreement documents and will need to enter into agreement with Architecture EL once funding gets all approvals.
- q. Municipality – Program is now live and being used for online permits.
- r. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. VHB finishing survey work and working on typical cross-sections to share with the City.
- s. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. Waiting on steps of approval process with Solicitor's Office.

- t. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was awarded \$254,000 from CPA. Project was also recently awarded \$75,000 from MHC. Working with Megan Selier to finalize bid documents for advertisement. Bid documents expected to be completed by September 2024.

5. Procurement

- a. HFD FS#3 & #6 Mini Splits Bid was retracted and needs to be rebid. Project has been awarded to the low bidder, Boulanger. Contract is being distributed for execution.
- b. ARPA Building Roof Renovations - This project has been bid and awarded to the low bidder, City Enterprise, Inc.
- c. Springdale – Tighe & Bond selected as most advantageous firm. Draft proposal received and comments have been sent back to Tighe & Bond. Awaiting updated proposal.
- d. Parking Deck – Tighe & Bond selected as most advantageous firm. Revised proposal received and coordinating award with Procurement.
- e. Central Fuel Station – Proposal received from Weston & Sampson (\$192,500), waiting in funding to award contract.
- f. FY25 Hot Mix Asphalt Paving and Related Improvements – New request for bids advertised with bids due September 4, 2024.

6. Contracts

7. City Council / Regulatory

- a. Finance Committee
- b. Ordinance Committee
- c. Public Safety Committee

8. City Permits

- a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for permit modification is required for proposed changes.
- b. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
- c. Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. Response comments to initial review received and reviewed. Applicant has recently submitted updated materials and review is pending.
- d. Small Development Permit Application – 7 Cray Ave – Application received to pave 4,855 SF in conjunction with site improvements to accommodate new building tenant. Application reviewed and comments sent back to Applicant.
- e. Proposed 40-unit Apartment Building at 662 South East Street (HHA) – Application received for the construction of a new 40-unit apartment building. Comments sent to Applicant and waiting on revised materials.

9. Veolia

- a. Sunoco –
 - i. FY24 Quarter 4 bill sent.
- b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
- c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
- d. Industrial Users – PFAS sampling program will be created upon final permit designation.

10. Outstanding DPW Crew Work

- a. Reviewing list of outstanding Council Orders

11. Other Updates

- a. Meeting held with HG&E to HWW to discuss permit fees and other City-utility company agreements. Looking at updates to City Ordinances to clarify applicability and requirements for all.

MLM Liaison Update
August 19, 2024

New/Continued Items for Review

Enterprise Fund and FY25 Rate

Data received from the City Auditor shows a multi-million dollar discrepancy between what DPW reported and City Hall (City Auditor, Treasurer) recorded as account receivables payments. The Mayor is organizing a meeting to discuss.

On June 10, 2024, the project team including Hazen staff, Mark and Matt Abrahams, DPW Director, and BPW Chair met and discussed that City financial data for both FY23 and FY24 is delayed. As of this date, financial reporting from the City's financial departments is still lacking. This will delay draft reporting and recommendation for FY 25 sewer rate at least until later this summer. A meeting is proposed to include the Mayor then end of this week.

DPW, Director, BPW Chair, Hazen team consultants, and Veolia met March 20, 2024 to discuss status of document requests.

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting was January 31, 2024. Project completion is May 2024.

City Engineer Transition Plan

On June 18, 2024, City Council approved increasing the salary for the City Engineer by \$12,500 to ~\$112,500. The PSA union approved the new salary scale.

The City Engineer Schedule A request is on April 2, 2024 Council agenda Council agenda – with conditions. Ordinance Committee at their meeting on March 13, 2024 approved recommending to full Council removal of the City Engineer from the PSA union and including this position as Schedule A. Council needs to approve Mayor offering a salary above the mid-point: needs an order to be filed.

The PSA union will not approve removing City Engineer. The Chair was notified on January 5, 2024 that the PSA union has agreed to removing the position of City Engineer. This will give DPW and the Mayor more flexibility in attracting a qualified candidate. After consultation with Attorney Bissonnette, Director Rossi, and Chair Monahan, the Mayor has been requested to file an order to authorize the Mayor to exceed the Schedule A salary for the position of City Engineer/Assistant DPW Director.

Integrated Management Plan and **Environmental Justice Community Change Grant**

Projects identified by the IMP consulting team and City staff are advancing in consideration of grant funding through the EJ Community Change Grant. The Holyoke project team including DPW Director, DPW Grant Manager, BPW Chair, Econ Dev and Planning, Parks, Conservation, and American Rivers is meeting Tuesday, June 25 to prioritize projects, advance project descriptions, and identify need for additional info regarding design, construction, and total project costs. DPW's projects include infrastructure improvements identified through the IMP, wastewater master planning, DPW facility planning, and more.

Planning is delayed for public outreach sessions as a result of no engineering staff.

The IMP recording can be viewed here:

<https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Grant and Other Funding Pursuits

Environmental Justice Community Change Grant: includes \$1 million for wastewater master planning, funding for DPW facility study, \$2.5 million for centrifuge, and funding for BMPs identified in IMP to date.

Senator Markey himself notified Mayor Garcia that he and Senator Warren's office have secured \$500,000 for Holyoke's Wastewater Facility Plan. Senator Warren's office notified Director Rossi of the same. The funding is "imminent."

Congressionally Directed Spending Requests – DPW Stormwater Coordinator, Interim City Engineer, DPW Director, and BPW Chair consulted and coordinated on these efforts. Requests include funding for wastewater master planning and CSO engineering and design

Led by Miira Gates, DPW Stormwater Coordinator and Grants Assistance

Dam and Seawall Program: design services to upgrade four flood control pump stations. Miira, the Chair, and DPW Director met with HG&E to discuss on March 1, 2024. (~\$250,000)

MVP Action Grant: Adaptation Plan for WWTP and associated operations (see final NPDES permit) (~\$300,000) **Not awarded in the round. Miira and team are following up with EEA.**

Federal Funding targeting affordability needs in EJ communities and more. American Rivers with Andy Fisk to help lead. (\$10 – 20 million). Rolling application, deadline November 4, 2024

Service agreement advisory board

On July 29, 2024 the Board of Public Works voted 2-1 to recommend to the Mayor that the City issue a new RFP for the selection of a contractor for the next wastewater long term service agreement. On August 6, Councilor Mike Sullivan attempted to secure votes at a Council meeting to fund the RFP technical and consulting team and avoid the delay of a Finance Committee meeting. He received a majority in support, but 2/3 was needed. On August 12, Finance Committee Chair Patricia Devine made this request item 1 on the FinCom agenda. It was passed unanimously 5- 0. Helen Florio representing the Holyoke Taxpayers Association spoke in favor. The full Council will vote on this request on September 4, 2024. See attached summary which was shared with the Council and committee.

The wastewater ad hoc committee (Andy Fisk, Mimi Panitch, Brian Beauregard, Mike Sullivan), City staff (DPW Director Rossi, Assistant City Solicitor Mike Bissonnette) Procurement Officer Jaime Morrow), members of the Board of Public Works (Mary Monahan, Joe Kietner), Hazen consulting team, and outside legal consultant Attorney Bruce Tobey met June 18, 2024 at Chamber of Commerce at an afternoon four hour workshop to discuss goals and objectives for the operation of our wastewater treatment and collection system. The workshop was led by Mark Halleman, an experienced professional in assisting other communities develop public/private partnership goals. As the 20-year wastewater operations contract comes to an end we're preparing for the next phase. This workshop was the culmination of almost 24 months of group and independent research and site visits by the volunteer members of Holyoke's wastewater ad hoc committee and City staff. New technologies, sustainability, and affordability are key considerations. The operations at Holyoke's plant can include green energy generation, economic development opportunities, cutting edge technologies, and new revenue sources.

Jacobs Engineering toured the WWTP with members of the ad hoc advisory committee on March 19, 2024 followed by a lunch meeting with ad hoc committee.

Veolia met with members of the ad hoc advisory board on March 4, 2024.

Jacobs Engineering met with the Advisory Board on February 14, 2024.

Jesse Lederman from Senator Markey's office met with Garcia, Rossi, Monahan, and Vega on January 25. DPW's request for \$500,000 to fund a facility plan at the WWTP was enthusiastically received and is being advanced.

Representative Patricia Duffy is coordinating a meeting with MassCEC to discuss funding for energy efficiency apps at the WWTP.

The Advisory Board met with Veolia on December 19 for a presentation on Decarbonization.

There is a new video on Holyoke Media sharing the ideas and goals of members of the ad hoc advisory board regarding the next long term service agreement. The ad hoc advisory committee continues to seek new members to join the discussion.

The Advisory Board met with Veolia on November 1, 2023 at the plant. Advisory Board participants included Carl Rossi, Mary Monahan, Andy Fiske, Mimi Panitch, and Mike Sullivan. Veolia reps included Mike Burke, Mike Williams, John Marcin, and Jason Swain. Presentation attached. There will be additional meetings.

5 – 7 working members

Members to date: MLM, Mike Sullivan, Brian Beauregard, Andy Fisk, Mimi Panitch, Carl Rossi, Yoni Glogower

Open to new candidates for consideration

Draft Permit and Comments

Final Permit Issued January 25, 2024

On August 12 and 13 Holyoke's team including Director Carl Rossi, BPW Chair Mary Monahan, Jason Swain from Veolia, contracted Attorney James Steinkrauss, and Saya Hickey from Hazen participated in Alternative Dispute Resolution at EPA in Boston. Attorneys Lisa Ball and Mike Bissonnette participated remotely. An agreement was reached.

City team including Director Carl Rossi and BPW Chair Mary Monahan is participating in Alternative Dispute Resolution on August 12 and 13 at EPA in Boston. Other City representation includes contracted Attorney James Steinkrauss, Attorney Bissonnette, Mike Williams from Veolia, and Hazen & Sawyer staff.

The City accepted participating in the Environmental Appeals Board's Alternative Dispute Resolution ("ADR") program. Attorney James Steinkrauss from Rath, Young and Pignatelli, PC, Concord, NH will be representing the City – after July 1, 2024. They have experience in successfully representing other communities through the ADR process.

The City filed an appeal to the Environmental Appeals Board. This process was challenging to say the least because of no City Engineer to lead the coordination of these efforts. The Chair, City Solicitor's Office and DPW Director are meeting with outside legal on March 18 to discuss needed outside legal assistance. The City is also appealing to MassDEP the finale permit for Surface Water Discharge based on the same appeal positions;

In summary:

New limits for metals are currently within the existing sampling parameters. Holyoke's plant is operating at 50% capacity. It was noted that Holyoke is using the plant capacity and low user fees as the basis for economic development, and Holyoke plans to expand our plant's use as an economic development tool in the next long term service agreement. Increased flows could trigger these limits and substantial costs for plant modifications. The limits in the final permit place a 90% restriction on the City's opportunity for growth without these modifications. The basis for establishing the metal limits is being called into question. And, the fact that Holyoke is an environmental justice community allows for additional discussion regarding affordability. EJ impacts regarding permit requirements are recent considerations by EPA.

Additional permit requirements isolate the plant and its operation with respect to building climate resilience. The City will appeal by noting various climate resiliency planning and execution efforts including a recent watershed assessment associated with dam failure led by HG&E, the various MVP projects, and other City-wide efforts to address climate change threats. Again, EJ and affordability will be the basis for an appeal.

The National Association of Clean Water Agencies is considering assisting the City in developing an appeal. NACWA's interests lie in the fact that EPA Region 1, and Holyoke's permit in particular, contain stringent permit limits that would likely be applied to other permit holders, including NACWA's members. The idea is to help set limits with EPA now.

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Public Works Outreach

On June 13, 2024, DPW Director and Chair Monahan updated the members of the Holyoke Taxpayers Association on the successes and goals of Holyoke's Department of Public Works. Despite critical shortages in key positions, including Engineering, DPW continues to provide outstanding public service. Director Rossi noted that since the distribution of the new trash totes and the enforcement of dual stream recycling, the City is saving about \$180,000 annually in disposal costs. He also highlighted several grant awards and pursuits underway to secure funding for infrastructure upgrades, safety training, facility improvements, and more. Representing the Board of Public Works, I updated the members on the status of the financial review of the sewer

enterprise fund, the wastewater long-term service agreement, and the City's integrated management plan. We both highlighted the opportunity for the Holyoke to promote our infrastructure as an economic development driver.

Our audience included small business owners, local officials, large commercial operators, realtors, and volunteer citizens. It's always great to have these comprehensive discussions with an audience that understands the value of investing in our City.

Board of Public Works and Water Commission met January 29, 2024 at DPW.

Discussion items included

Payments made by DPW

Billing data

Abatements

Hydrants

Shut-off program

DPW Facility Improvements

DPW met with Weston and Sampson on February 24 to begin discussion on the development of a facility plan. Weston and Sampson submitted a proposal for FY25 consideration for Facility Planning.

Note the need to accommodate female staff

Public Works Week May 2024

Board of Public Works hosted a pizza lunch for DPW staff at DPW Bay 1 on May 24, 2024. A raffle was held and gift cards were awarded to lucky staff. Donations for the event came from members of the Board of Public Works, staff, and local businesses.

Director announced that DPW will form a Public Works Week employee planning committee to prepare for Public Works Week May 2025.

Mary L. Monahan, Chair
Holyoke Board of Public Works
August 19, 2024



MAYOR JOSHUA A. GARCIA

CITY OF HOLYOKE

August 9, 2024

Honorable City Councilors
City of Holyoke
City Hall

Honorable City Councilors,

I want to offer an update on where we are with our paving schedule for city roads. The news is not encouraging. Due to staffing capacity, utility coordination, bidding process and road construction season coming to an end, it may be unlikely we will see any road paving until the Springtime of 2025, depending on how quickly we can get through rebidding and get on the schedule of contractors to do the work before the season ends. I want to bring to your attention for transparency purposes our challenges with the bidding process including the need to prepare bid documents and the length of the advertisement period that contributed to the issue.

First, the biggest holdup was coordinating with utility companies. Additionally, we learned later that the 3-year contract we had with the city's paving contractor had expired and there was no opportunity for extension. This triggered the need to begin a bidding process which began in July and took a great deal of time during paving season. We had it in our plans to do paving in late summer, contingent on the success of getting through the bidding process and the success of securing alternative funds to pay for additional paving work.

The most recent DPW paving plan which was circulated with utilities and included 2 rounds of paving, was prepared with the assumption that there would be \$1 million in City funds to supplement Chapter 90 funding, although the final plan was based on using a little less than \$500k of that \$1 million. The FY25 Paving Contract was put out to bid based on the proposed plan and on July 30 the bids came in at \$2,400,410. The issue with awarding the FY25 Paving Contract is that we do not have \$2,400,410 available to spend on paving if the City funds I was planning for are no longer available to supplement the overall cost. Per MA procurement laws, we cannot reduce the scope in order to make an award, therefore we have to go back out to bid which will once again extend the length of time into the fall. The earliest date we can reasonably have new offers is September 3 or September 9. The soonest we can have an executed paving contract is mid-September, likely September 16 or September 17. After that, there is a small amount of paving season left, typically it ends around Halloween. If we are lucky, contractors can add us to their schedule for paving work during that time before the season closes. If not, it is likely we won't see any paving happen this calendar year.

Councilors, I am unhappy with this situation. I found it important to send formal communication regarding where we are with paving work so that you are aware and to help communicate to constituents. Thank you.

Joshua A. Garcia, Mayor

cc: Carl Rossi, DPW Director
DPW Commissioners



MAYOR JOSHUA A. GARCIA

CITY OF HOLYOKE

August 5, 2024

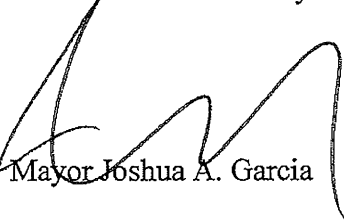
Carl Rossi, Director
Department of Public Works
63 Canal Street
Holyoke, MA 01040

Dear Carl,

I am writing to express my heartfelt gratitude for the exceptional work carried out by the Department of Public Works (DPW) during the Fiestas Patronales in Holyoke.

The dedication and professionalism demonstrated by your staff were evident in every aspect, from the immaculate cleanliness of the festival area to the efficient management of the parking garage. Thanks to the hard work of your team, thousands of attendees from near and far enjoyed a comfortable and safe environment, allowing them to fully immerse themselves in the festivities. Many festival-goers took the time to acknowledge how well-maintained the area was, and they left with nothing but positive remarks about our city's commitment to cleanliness and safety. This reflects not only on DPW but also on all of us who appreciate and value our community's reputation.

Please extend my sincere thanks and recognition to your entire team for their outstanding efforts. It is a remarkable achievement and a vital contribution to the success of the festival, showcasing the best of what our city has to offer.



Cc: Board of DPW Commissioners
Tessa Murphy-Romboletti, City Council President
Kelly Curran, Personnel Director

River Terrace CSO Area 21A Sewer Separation Project

Project Update – August 19, 2024

- 90% Plans and Project Manual completed and submitted to SRF for Construction 2024/5 for 21A – Meadowview, Hillview, Bemis, Woodbine, Hampton Knolls, George, Liberty, Northampton St, Jefferson, River Terrace. Waiting on final design plans and specifications from consultant.
- Restricted Project Approval Certificate from MassDEP received with some restrictions. Follow up items include:
 - Easements
 - Mapping was updated to incorporate additional easement data on record and easement areas on both 21 and 33 Hampton Knolls was significantly decreased in size. Engineering is coordinating with both homeowners on potential granting of the easements.
 - Documentation indicating that work will not be done within easement areas until easements are granted has been submitted to CWSRF staff and we are awaiting a decision as to what may need to be done to advertise the project while we await final easements.
 - **Update - CWSRF has stated that authorization to award may not be received until easements are acquired.**
 - WM-16 Permit Required
 - Application submitted and letter of approval received from MassDEP on June 18, 2024.
 - MEPA Review
 - Notice of Project Change and Phase 1 Waiver Request received from MEPA on June 17th.
 - Approval included a condition to schedule a meeting with MEPA to discuss a NPC for the 2019 Long Term Control Plan to use as a starting point to wrap up final MEPA review. In addition to the NPC, the City will be required to submit a Final Environmental Impact Report. City will be submitting NPC and Tighe & Bond will be asked for a proposal to complete the FEIR once comments are received. A grant application was recently made to SRF to request \$250,000 to support this work.
 - SRF Funding
 - Under original agreement with CWSRF Program, City had until June 30th to award the Contract. A request for extension to October 11, 2024 was received. The following schedule was submitted in support of the extension request and it is noted that we are behind schedule on next action items.

Task	Anticipated Completion Date	Comments
Obtain Property Easements	June 30, 2024	*still outstanding
Submit WM-16 Permit Application	May 31, 2024	completed
Obtain WM-16 Permit Approval	June 30, 2024	completed
Submit Notice of Project Change and Phase 1 Waiver Request to MEPA	April 27, 2024	completed
Obtain MEPA Approval	June 30, 2024	completed
Submit Final Design Documents to CWSRF	July 15, 2024	*still outstanding
Obtain Approval to Advertise	August 1, 2024	*waiting on approval to advertise
Advertise for Construction Bids	August 14, 2024	
Open Bids for Construction	September 11, 2024	
Obtain SRF and Council Approval of Additional Funds	September 29, 2024	
Award Contract	October 11, 2024	

- Project to be funded using \$10.5 Million of SRF, appropriation received from Council 9/5/23, current cost estimate based on 90% Design is \$12.6 Million
- EPA Community Grant – The City was recently notified of a \$2 Million grant award through EPA's Community Grant, funded by Congressionally Directed Spending.
 - A kickoff meeting with EPA was held on June 20th. Follow up project information was provided to EPA to start the review process.
 - EPA must conduct an independent Environmental and Historic Impact review. Meeting with Stockbridge-Munsee Community Tribal Historic Preservation Office held on July 11th. Concerns regarding excavation were expressed and City looking into response to a few items such as limits of work and depth of excavations.
 - SRF funds may be used as 25% City match.
- Proposal for Construction Inspection and Administration Services received from Woodard & Curran and being reviewed.

Holyoke's Wastewater Master Plan

Holyoke's Wastewater Master Plan /Feasibility Study will identify and evaluate options necessary to sustainably optimize efficiency and reliability of operations at the WWTP. This is a comprehensive and long-term planning project to meet the facility's current infrastructure needs and future transformation into a climate-friendly net or negative-zero resource and energy recovery and water reuse facility.

- Comply with present, near-term and potential future long-term regulatory requirements.
- Prioritize state of good repair needs to enhance facility reliability.
- Optimize process treatment, maintenance, and energy consumption to minimize lifecycle costs.
- Enhance flood resiliency in the face of climate change.
- Continue to improve water quality and CSO separation work.
- Reduce carbon footprint and electricity demand, while exploring and investing in cost-effective, clean-energy projects. These include gasification from methane generation, green power from anerobic digestors, and more. These projects tie into the City's reputation for green inexpensive power and enhance our attraction to industries for location.
- Identify plant features that would attract industries and generate revenue. Holyoke's excess capacity is more than 7mgd. Holyoke's wastewater treatment plant is a critical asset in appealing to industries that need the plant's available capacity along with Holyoke Gas & Electric's inexpensive green power and the City's affordable real estate prices.

Background

Holyoke's wastewater infrastructure is similar to many others in the industrial Northeast. It is a combined system with an aging collection network with a range of industrial dischargers managed by a pre-treatment program. The treatment train is a typical aerated activated sludge system that uses pure O₂ and discharges treated effluent to the Connecticut River. It is the second largest discharger to the Connecticut River, which drains to Long Island Sound, subject to a TMDL clean-up plan. The City is in the process of implementing its CSO long-term control plan and is in compliance with an associated consent decree. The facility has been operated under a service agreement with Veolia (formerly GDF Suez) since 2005. The city is presently preparing an RFP for a new service agreement and is seeking firms able to support the facility's current operations as well as a 20-year period of transformation to a climate-friendly net or

negative-zero resource and energy recovery and water reuse facility envisioned by the City.

Characteristics of the City's future wastewater infrastructure

- High effluent quality to support local and regional water quality goals
- Low energy demand
- Potential recovered resources - biogas, green hydrogen, mineral nutrients, biominerals including carbonate, cellulose, heavy metals and reusable water
- Lower capital and operational costs
- Serve as an economic development driver for the City: new jobs, expanded tax base, expanded ratepayer pool.

The City will be seeking firms with a strong grasp of the present and future directions in resource recovery nationally and internationally and connections to respected research institutions with experience in bringing new technologies in the field to ground. Plan would identify technology, strategies, partners, and funding opportunities to test, evaluate and pilot emerging or tested resource recovery strategies that best meet the performance criteria of the future facility.

It is expected that by the end of 2025 the City will have a new operating agreement in place that will include implementing more of the in-process Integrated Management Plan's identified infrastructure improvements necessary to maintain the existing wastewater infrastructure and improve performance while the longer term planning and feasibility analysis for the transition to the resource and energy recovery facility continues over the coming decade.

Partners

Department of Public Works

Ad hoc Committee for Long Term Wastewater Service Agreement

American Rivers

Holyoke Gas & Electric

Holyoke Economic Development & Planning

Prepared by:

Mary L. Monahan, Chair Board of Public Works

Andrew Fisk, Ph.D., Northeast Regional Director, American Rivers

August 7, 2024

Holyoke, like many older industrial cities in the northeast, has experienced decades of fiscal deterioration: lost industries, declining population, demand and need for increased education services, new and enhanced federal and state regulations, increased public safety needs, and more. Infrastructure suffered. It got attention when it broke or government mandated action. Think Holyoke's CSOs. While Holyoke's needs increased, the residents' ability to pay through taxes and user fees did not.

But now, we're looking at our infrastructure as that asset, we already have, that can be leveraged to expand our tax base, generate jobs, protect residents and the environment, and improve and protect the quality of life on Holyoke and the region.

Holyoke's Wastewater Treatment Plant is key to the City's economic growth. The City is just reaching consensus and appreciation of the value of our infrastructure and how our grey and green infrastructure assets: sewer collection system, roadways, stormwater management system, and our wastewater treatment plant, are integral to our quality of life.

This is the result of new leadership in the Mayor's Office and public works and municipal experience of the City's public works team. We know our infrastructure represents our community's wealth. Holyoke's history, as a global leader in the manufacturing of paper and cloth, was built on its infrastructure. Our three level canals provided the mechanical power that operated equipment in our mills. Hydro power, generated from our dam provided, and still provides, affordable green electricity.

Our wastewater treatment plant was originally sized to accommodate the wastewater flows from those mills still operating in the 1960s and 70s. We are permitted, and the plant is designed, to receive 17.5 mgd. We now receive less than 7mgd and our ongoing CSO separation work will further reduce our daily flow averages. Holyoke receives about \$9 million in annual sewer fee revenue. The unused capacity represents more than \$9 million in unrealized revenue

We want to use that capacity to attract new industry to Holyoke. Imagine the game changer that would be for our City. A large industry, attracted to our City because of our wastewater capacity, inexpensive green power, affordable real estate in our industrial core, and an available work force. Many other communities are at capacity, thus unable to host a large industrial discharger or forcing the industry to invest millions in capital upgrades before setting up shop and connecting local infrastructure. I know it's simplifying the issue, but Holyoke's infrastructure offers a "plug 'n play" model.

Infrastructure tends to be unseen. It's either buried or hidden – like pipes beneath the streets and treatment plants located behind built or natural barriers down by the river.

Over these past two years the City has invested in learning more about our opportunity to leverage our wealth in infrastructure to attract investment. City Council approved

more than \$400,000 from Holyoke's cannabis host funds to develop an Integrated Management Plan. We are assessing the capacity and condition of our wastewater and stormwater infrastructure – something that has not been done in years – or ever. We don't want any more surprises, such as FY23's \$700,000 in emergency repairs for sewer breaks. In addition to the IMP, we are using ARPA funding to TV and inspect our wastewater collection system. This project is identifying areas in immediate need of repair, which we are doing. Industry and residents don't want to be in communities where infrastructure is a risk of failure. The IMP and CCTVing of our system are providing us real data and allowing the City the ability to prioritize work and promote the integrity of our systems.

City Council has funded a \$100,000 financial and operational review of our Sewer Enterprise Fund. This is ongoing. The City's current sewer rate is \$7.50 per thousand gallons. This rate does not fully support the Enterprise Fund which includes most wastewater and stormwater costs. In FY 24 taxpayer support of the Enterprise Fund was \$1.6 million. This study is anticipated to validate costs, recommend segregating stormwater costs to be paid for through a stormwater fee, and developing a 5 year capital improvement plan.

For Holyoke's wastewater treatment plant – we have a new imminent opportunity to rebrand our facility as a City owned asset that protects the environment, advances economic development, generates green power, generates revenue, and becomes a model in other fiscally challenged communities. The City's 20 year long term service agreement for the operations and maintenance of our treatment facility concludes on September 29, 2025. A few weeks ago, the Board of Public Works voted to recommend that the City issue a new RFP for the next long term service agreement. For more than 18 months an ad hoc committee, along with the Board of Public Works and DPW, have investigated the opportunities to look at our plant as a community asset that provides environmental, cultural, economic, and social benefits.

Senators Markey and Warren just notified the Mayor's Office and DPW that they have secured \$500,000 for the City to develop Holyoke's Wastewater Master Plan. This Plan will identify and evaluate options necessary to sustainably optimize efficiency and reliability of operations at the WWTP. This is a comprehensive and long-term planning project to meet the facility's current infrastructure needs and future transformation into a climate-friendly net or negative-zero resource and energy recovery and water reuse facility.

Master Plan objectives include:

- Comply with present, near-term and potential future long-term regulatory requirements.
- Prioritize state of good repair needs to enhance facility reliability.

- Optimize process treatment, maintenance, and energy consumption to minimize lifecycle costs.
- Enhance flood resiliency in the face of climate change.
- Continue to improve water quality and CSO separation work.
- Reduce carbon footprint and electricity demand, while exploring and investing in cost-effective, clean-energy projects. These include gasification from methane generation, green power from anaerobic digestors, and more. These projects tie into the City's reputation for green inexpensive power and enhance our attraction to industries for location.
- Identify plant features that would attract industries and generate revenue. Holyoke's excess capacity is more than 7mgd. Holyoke's wastewater treatment plant is a critical asset in appealing to industries that need the plant's available capacity along with Holyoke Gas & Electric's inexpensive green power and the City's affordable real estate prices.

This permit doesn't recognize the balance between protecting and improving water quality and the environment and utilizing our wastewater treatment plant as a key tool in Holyoke's economic development initiative. I'm not a scientist or an engineer. I depend on and trust the knowledge and expertise of our consultants, including Veolia our current O/M contractor, and Hazen, our wastewater consultant. We are concerned that these new limits will likely impact and complicate our ability to promote our plant in our economic development plan. We need to make it easy and affordable for large industries to consider Holyoke. That can be done without compromising water quality and the environment.

Holyoke can't achieve the growth and associated revenues it needs to provide public services, including education, public safety, and yes, public works, without securing a few big industries. We ask that EPA consider and recognize that Holyoke is and wants to remain a steward of our natural environment and that our desire to build back our industry through our infrastructure does not undermine that. Please consider regulations that do both.

Mary L. Monahan
Chair, Board of Public Works
August 9, 2024

AGENDA
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

September 9, 2024

A special meeting of the Board of Public Works, Sewer Commission and the Stormwater Commission will be held on Monday, September 9, 2024, at 5:30PM at the Holyoke Chamber of Commerce Conference Room, 177 High St, Holyoke, MA 01040

Join Zoom Meeting

<https://us02web.zoom.us/j/84249034901?pwd=kZVTZ11f8qIkLvuTAdSz7SMmwXGA5J.1>

Meeting ID: 842 4903 4901

Passcode: 753883

Board of Public Works

1. Public Comment
2. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting
 - b. City Engineer Report
 - c. DPW Director Report
 - d. Commissioner's Liaison Reports
 - e. Abatement (second meeting of the month unless otherwise noted)
3. Review and vote on scopes and recommendation regarding award of contracts for legal and engineering consultants to assist the City in preparing and awarding next wastewater long term service agreements
4. Status of River Terrace and SRF Assistance
5. Review and determine next steps regarding City's authority and eminent domain for sewer projects
6. City Engineer vacancy – action options
7. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit

8. Board of Public Works meeting schedule

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

If you need assistance in participating in this meeting or event due to a disability as defined under the Americans with Disabilities Act, please call the DPW Director's Office at **413) 322-5645** or email **Rivalal@holyoke.org** at least three (3) business days prior to the scheduled meeting or event to request accommodation.

Minutes
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Date: September 9, 2024

Time: 5:30PM

Place: Holyoke Chamber of Commerce Conference Room, 177 High St, Holyoke, MA 01040

Zoom Meeting

<https://us02web.zoom.us/j/84249034901?pwd=kZVTZ11f8qIkLvuTAdSz7SMmwXGA5J.1>

Meeting ID: 842 4903 4901 Passcode: 753883

Attendees

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Michael Bissonnette, Assistant City Solicitor

Edward Sweeney, Chief Procurement Officer

Benjamin Levin PE, Hazen

Bruce Tobey, Attorney at Pannone, Lopes, Devereaux, and O’Gara, LLC

Call to Order

1. Public Comment – no public comment
2. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting – no previous meetings to review
 - b. City Engineer Report – see attached
 - c. DPW Director Report – see attached
 - d. Commissioner’s Liaison Reports
 - a. Monahan: updated the Board regarding Chapter 214 of the Acts of 2002 which lays out the descriptive process for the development of the long term service agreement RFP and the recommendation of a selected consultant to the Mayor.
 - e. Abatements (second meeting of the month unless otherwise noted)

Board voted unanimously to accept the reports and updates in the consent agenda

3. Review and vote on scopes and recommendation regarding award of contracts for legal and engineering consultants to assist the City in preparing and awarding next wastewater long term service agreement

Motion made by Hernandez: approve and recommend to the Mayor the scope of work and fee from Pannone, Lopes, Devereaux, and O’Gara, LLC for legal services

Second by Kietner

Kietner – yes

Hernandez – yes

Monahan – yes

Motion made by Hernandez: approve and recommend to the Mayor the scope of work and fee from Hazen for engineering consulting services

Second by Kietner

Kietner – yes

Hernandez – yes

Monahan – yes

4. Status of River Terrace and SRF Assistance – see attached

Board voted unanimously to accept the reports and updates

5. Review and determine next steps regarding City’s authority and eminent domain for sewer projects – discussion not needed as issue had been resolved

6. City Engineer vacancy – action options – no change

7. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit – nothing new to report

8. Board of Public Works meeting schedule –

Motion made by Hernandez: next meeting of the Board of Public Works

September 23 at 5:30PM at DPW

Second by Kietner

Board voted unanimously yes

Meeting adjourned at 6:45PM

i.



Mayor Joshua A. Garcia

Victoria Houle, Interim City Engineer

City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
September 9, 2024

1. Staffing
 - a. Senior Civil Engineer posted
 - b. City Engineer posted
2. Grant Opportunities
 - a. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant application submitted for \$204,400 on June 14th.
 - b. Small Bridge Grant, MassDOT, only one City-owned BRI on Mountain Park Road. New round of grant funding potentially available in late Spring 2024 for FY2025.
 - c. Complete Streets MassDOT Program – Tighe & Bond assisting in continuing with the City's project list and applying for construction up to \$500,000.
 - d. Downtown Traffic Calming Project, no funding source identified. Flood Control – Grants for closing penetrations/gates – EOEEA Dam and Seawall Repair and Removal Fund Program. Dam and Seawall Repair program no longer accepting applications, wait for next round of RFP. We need to first fund an assessment of the flood control system before action is taken.
 - e. Cannabis Impact Fee Applications - On hold
 - f. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system. Waiting on award status.
 - g. CDBG Funding FFY2024 Funding Recently Received for Sidewalks and ADA Ramps - \$254,159.00
 - h. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project. City awarded grant funding for Day Brook Project. Construction documents anticipated end of December with bidding schedule for Spring 2025.
 - i. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th. Waiting on award status.
 - j. Massachusetts Historic Commission – Grant application submitted to MHC for \$100,000 to supplement CPA funds towards Wistariahurst Retaining Wall Project. Additional information requested from MHC sent for review. Notification received that MHC funding in the amount of \$75,000 was awarded. Coordinating next steps with Megan Selier.
 - k. FY25 Clean Water State Revolving Funds – River Terrace, Phase A submitted for potential funding under FY25 CWSRF Program as a safety measure in the event work cannot be awarded by the current funding deadline of October 11, 2024.
 - l. Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program (Planning/Design) – Application submitted to request \$250,000 for the preparation of a Final Environmental Impact Report and finalize the MEPA Permitting Process for the City's CSO Long-Term Control Plan.
 - m. CPA's FY25 Holyoke Community Preservation Act Grant Cycle has opened with applications due September 16th. Coordinating w/Megan Selier to submit for additional work needed on Wistariahurst Retaining Wall.
 - n. FY25 Round 2 Complete Streets - The Tier 3 Project Funding application deadline for FY 2025 Round 2 is October 1st. Coordinating w/OPED to discuss candidate project.

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. CDBG Completed FY23: Grover Street, Lyman Street, Spring Street and Worcester Place, High Street, Chestnut Street, South Elm Street, Beech Street and James/Temple Street.
- ii. CDBG Completed Fall FY24: Walnut St (Appleton to Hampden), Elm St (Appleton to Hampden), Chestnut (Appleton to Suffolk), Appleton (Chestnut to Elm), Suffolk (Chestnut to Maple), West Franklin (Linden to Locust).
- iii. CDBG Completed Spring FY24: Sargeant (Walnut to Pine, Commercial to Race) Hampshire (Chestnut to Pine), Elm Street (Hampshire to Sargeant), Chestnut (Jackson to Franklin), Franklin (Maple to Elm), Cabot (Maple to Chestnut and Walnut to Pine) Walnut – Construction completed, project balance of approximately \$40,000. Additional \$119,000 allocated. Checking with prequal to verify contract may be amended or to determine if work needs to be rebid. Work would be scheduled in Fall.
- iv. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
- v. Coordinating tree pit and planting program w/Conservation Agent.
- vi. Sidewalks, Non-CDBG: Requests outside of CDBG eligible areas

b. Roberts Field Turf and Track Replacement

- i. Turf Field and Track complete. Closeout paperwork received. Structural Spray Coat will be needed in approximately 7 years, and then again 7 years thereafter to ensure the surfacing lasts at least 21 years before a full replacement is needed.

c. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. **Rebid for FY25 Paving is complete and apparent low bidder is Warner Bros. Ch 90 Project Request has been submitted and Procurement is evaluating bids.**

d. Pavement Preservation

- i. Bid Crack sealing and Cape Seal contract – Indus (aka Sealcoating) awarded (\$609,000)
- ii. Corrective actions on Sequoia cul-de-sac and Hemlock spot repair to be completed in Spring. Partial payment being withheld until repairs are completed. Repair work has been completed.
- iii. Request for Chapter 90 Reimbursement has been submitted and received.

e. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. **Meeting held to discuss scope of work for Phase 2 project. Desired work includes repair of sewer pipes in the Essex St area. Tighe & Bond drafting updated SOW. Target date for project advertisement is October 1st.**

- f. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding (managed by Sean Sheedy)
- i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
 - ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
 - iii. Architecture EL, Mount Vernon Group Architects designers
 - iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. This project has been bid and awarded to the low bidder, City Enterprise, Inc. The value of the bid was \$4,529,211, plus \$58,688 for an alternate to add roof scuppers at the Children's Museum (total of \$4,587,211). Construction completion is anticipated by the end of this year.
 - v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. Draft plans and bid documents received and comments forwarded to architect. The project is to be bid in Fall, with renovations beginning after the first of the year. Temporary relocations are anticipated as part of this work.
 - vi. City Hall Building Envelope Repairs and Police Station Duct Cleaning: ARPA funds have been used to 1) survey and develop a complete scope of possible work for maintaining the roofs and walls of the project and 2) to develop a bid package for Police Station Duct Cleaning. ARPA funds available after the bidding for the interior flooring replacement will be utilized to meet these needs.
 - vii. Meeting with Answer and Mayor to be held September 9th to prioritize and finalize scope of work to address building envelope repairs and interior improvements.
- g. Raised Crosswalks
- i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
 - iv. Project awarded to Detour Construction.
 - v. Raised crosswalks have been installed at Main Street locations and waiting on delivery and install of RRFB's.
 - vi. DPW to replace raised crosswalks on Homestead Ave.
- h. City-Wide Traffic Signal Replacement Project
- i. South Street Signal Replacement – Repairs complete and signal has audible function.

- ii. Pleasant St/Hampden St – Work was delayed due to emergency repair required at Whitney Ave and Mall Ring Rd. Work is now anticipated to begin end of September and construction duration is estimated as 3-4 weeks.
 - iii. Cherry St/Homestead Ave – Work is scheduled to follow completion of Pleasant St/Hampden St and construction duration is estimated as 1-2 weeks.
 - iv. Work is being coordinated within next two weeks to remove graffiti from traffic cabinets and signal poles throughout the City.
- i. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Meeting held with Travelers and their consultant, Vertex, on Wednesday May 29th. Vertex to review scope of work previously provided by Campora and let City know if there is any additional information needed to process claim.
 - iv. Release and Settlement Agreement to complete change order work received from Travelers. Change Order has been issued to Contractor.
 - v. City is awaiting construction schedule update.
- j. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Drawings, specifications, and 3rd party review of new mast arm received. Approval of new mast arm design provided to Contractor. No cost change order and estimated timeline for installation to follow. No cost change order for new mast arm finalized and contract time extended to June 30th. Line striping has been completed and signal is in full operation.
 - iv. Still waiting on cost estimate for driveway work at HWW and other punchlist items including installation of signage.
- k. Jackson Street & South Holyoke
 - i. Projects coming to a close, South Holyoke project closed out with MassWorks, Final reimbursement to MassDEP has been submitted. As-built drawings received and Veolia has copy of plans. City GIS mapping should be updated accordingly.
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - ii. BOE approval for demonstration project at Maurice Donahue School has been received. Coordinating with DPW and Veolia to obtain materials and schedule work.
 - iii. Meeting to discuss IDDE Program Status scheduled for this week.
 - iv. Fiscal Year 2024 (permit year 6) Annual Report due September 28, 2024.
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.

- ii. HFD FS#3 & #6 Mini Splits Bid – Project has been awarded to the low bidder, Boulanger. Contract is being distributed for execution. The anticipated timeline for completion is 90 days from the notice to proceed.
 - iii. The Library Carpet in the Community Room – Work has been completed on time and on budget (\$14,180). Invoice has been processed.
- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. **Revised proposal received from Tighe & Bond and coordinating award with OCD.**
- f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. **Still waiting on funding source to award contract to Weston & Sampson (\$192,500).**
- g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. **Revised proposal received and coordinating award with Procurement.**
- h. CSO River Terrace Sewer Separation Project
 - i. **See separate project update summary**
- i. CSO Long-Term Control Plan
 - i. Meeting w/MEPA staff to discuss Notice of Project Change for LTCP held on July 17th. Working to prepare and submit a NPC for MEPA circulation.
 - ii. **Notice of Project Change was submitted September 9th. Draft NPC has been circulated for review. Target date for submission is September 16th. Notice should be published in the Environmental Monitor on September 25th with comments due by October 25th.**
 - iii. **Scope of services to assist the City with finalizing Final Environmental Impact Report to be sought from Tighe & Bond once NPC comments are received.**
 - iv. Application made to CWSRF to fund a portion of FIER work (\$250,000).
- j. Pavement Management System Update
 - i. BETA Group has started 2024 inspections and work is anticipated to be completed by March 2025.
 - ii. **Roadway data is in QC stage with BETA Group and updated data is expected to be provided in the next month.**
- k. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work
 - iii. Concept plans received for review. Meeting held with VHB to discuss. **Revised concept plans reviewed with Mayor and coordinating next steps with VHB.**
- l. VHB On-Call for Council Orders, traffic calming, etc.
- m. Center City – submitted 100% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRP Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans submitted May 24th.

n. DOT-lead / TIP projects

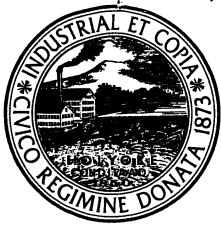
- i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. **Milling operations to begin end of September with paving anticipated for late October.**
- ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
- iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
- iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97. Meeting held with Fuss & O'Neill to review 25% Design. City comments based on 25% Design forwarded to F&O and MassDOT. Waiting on updated schedule.
- v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
- vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
- vii. MassDOT Local Bottleneck Reduction Grant Program – Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @ Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. Field meeting held on June 4th and follow up meeting held with Fuss & O'Neill to discuss recommended improvements.

1. Draft memo received and comments forwarded to Fuss & O'Neill for review.

- o. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Project is on hold until additional funding is secured, could qualify for MHC grant in the future.
- p. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. Proposal for Feasibility Study received from Architecture EL received. **Draft CPA Agreement has been received. Reviewing proposal from Architecture EL to comply with applicable standards. Project is anticipated to kickoff in the next few months.**
- q. Municipality – Program is now live and being used for online permits.

- r. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. Meeting held with VHB to review potential typical cross-sections for Main St Corridor. Updates to plans are being prepared by VHB.
 - s. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. Waiting on steps of approval process with Solicitor's Office.
 - t. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was awarded \$254,000 from CPA. Project was also recently awarded \$75,000 from MHC. Working with Megan Seller to finalize bid documents for advertisement. Bid documents expected to be completed by September 2024.
- 5. Contracts
- 6. City Council / Regulatory
 - a. Finance Committee
 - b. Ordinance Committee
 - i. Engineering recently provided the Committee with an assessment of all outstanding Orders.
 - c. Public Safety Committee
 - i. Engineering to review outstanding Orders within the next few months.
- 7. City Permits
 - a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for permit modification is required for proposed changes.
 - b. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
 - c. Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. Response comments to initial review received and reviewed. **Applicant has submitted response to comments and Board of Public Works feedback on the following items is requested.**
 - i. Application shows a 0.1 cfs increase in post-development flows at one of the three discharge points (DP#2) for both the 10-year and 25-year storms with a 0.2 cfs increase in the 50-year and 100-year storms. Discharge point is within easement area on Gary Rome property. Board of Public Works is asked to concur they find this increase de minimus and find approval of the Application acceptable.
 - ii. Previous discussion was held with the Board about requesting a bond for the work given there is no requirement for a long-term Inspection and Maintenance Agreement. HG&E has asked if the Board would accept a letter showing HG&E has retained and allocated the funds required to construct the project in place of a bond.
 - d. Small Development Permit Application – 7 Cray Ave – Application received to pave 4,855 SF in conjunction with site improvements to accommodate new building tenant. Application reviewed and comments sent back to Applicant.
 - e. Proposed 40-unit Apartment Building at 662 South East Street (HHA) – Application received for the construction of a new 40-unit apartment building. Comments sent to Applicant and waiting on revised materials.

8. Veolia
 - a. Sunoco –
 - i. FY24 Quarter 4 bill sent.
 - b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
 - c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
 - d. Industrial Users – PFAS sampling program will be created upon final permit designation.
9. Outstanding DPW Crew Work
10. Other Updates
 - a. MassDOT has agreed to evaluate a total of ten (10) bus stop locations for potential safety improvements under the Vulnerable Road User Program. Seven (7) of the locations were identified by the City and three (3) were identified by MassDOT assessment. Project is being coordinated by Fuss & O'Neill and there is no direct cost to the City. Evaluations have not yet started although it is possible that implementation of some improvements may be in place within the next year.
 - b. Review of all Board of Public Works permits and approvals noted by Ordinance currently underway.



Mayor Joshua Garcia

Carl Rossi, Director

City of Holyoke

Department of Public Works

Board of Public works Meeting Sept. 9, 2024

Director's Report

Vacancies

- Loader Operator Highways and Bridges
- Assistant Engineer
- City Engineer
- 2 Tree Climbers
- 2 HMEO Highway
- Property Maintenance hired, start date September 3, 2024.

Grant Opportunities

Applying for Safety training grants. Grant status will be provided at next BPW meeting.

Training

Co-op Program – student will start work Oct. 7th, 2024

Director to attend Public Works Summit, Tucson, Arizona, Nov 11-Nov 15

Budget

Projects

Renovation of City Council Chambers. Draft options of Council seating completed with description submitted By Architecture EL and reviewed by Director. Four different options for layout will be presented to the council for selection. Will be presented at one of the committee meetings.

Ernest Proulx parking garage elevator repair – variance by the Commonwealth approved with an extension to complete the work by October 20th. Contractor for consulting services has been selected, contract signed, and requisition processed. VDA associates is the consultant for this project. Met with VDA July 25th. Original PO was in the amount of \$16,470 added service will increase the PO \$7,710 for a total of \$24,180. Additional cost to provide more extensive modernization specification documents based on findings from site survey.

War Memorial Elevator completed and running. Need to waterproof. There will be an extra cost. Approximately \$10,000 to \$13,000.

Sonoco Billing

Status of disputed billing with Solicitor's office.

Sewer Operations

There will be an \$828,760.36 up charge in the sewer fund for FY24 due to BOD and TSS loading which will be part of the annual settlement statement. Will be meeting with Veolia to select reset and finalize true up this week.

Forestry Division

Contractor resumed work 7/29/2024.

Recycling & Refuse

Trash tonnage is down approximately 500 tons from last fiscal year which is a cost savings of \$45k+.

Highways and Bridges

Continue with line striping, crosswalks and brush cutting.

Auto Equipment Maintenance

Preparing vehicle for snow season.



Hazen and Sawyer
100 Great Meadow Road, Suite 702
Wethersfield, CT 06109 • 860.257.1067

September 5, 2024

Ms. Mary Monahan
Board of Public Works - Chair
City of Holyoke
63 Canal Street
Holyoke, MA 01040

Re: Contract O&M RFP Development and Procurement Support Proposal

Dear Ms. Monahan:

Hazen and Sawyer (Hazen) is pleased to submit this letter proposal to the City of Holyoke (City) with the objective of providing engineering services to assist with developing a Request for Proposal (RFP) and reviewing proposals for the operation and maintenance of the Enterprise Fund infrastructure through a long term service agreement.

The City has requested assistance from Hazen to provide input on technical/engineering topics related to RFP development and proposal evaluation. The scope contained herein provides examples of the types of technical topics Hazen will provide input on during RFP development.

Hazen will provide engineering support with the following Tasks:

- Task 1 – Discovery
- Task 2 – Establish the scope of the RFP / agreement and procurement
- Task 3 – Develop the Procurement Document (RFP)
- Task 4 – Selection
- Task 5 – Negotiations

As the various tasks are completed, we will discuss the different approaches that can be considered and will provide the impact of various decisions.

The proposed scope of services, schedule, and compensation for consulting services are summarized below. We thank you for your time and consideration of our proposal. Feel free to contact me directly if you have any questions; I can be reached at 860-936-3902 or blevin@hazenandsawyer.com.

Sincerely,

Benjamin Levin, PE, PMP, Assoc. DBIA
Associate Vice President/Connecticut Operations Manager

Proposed Scope of Services

Task 1 – Discovery

- **Review of the facility documentation** – Hazen will review pertinent documentation including the following:
 - Current long term service agreement with Veolia (Hazen has already completed a review of the existing long term service agreement under a prior project – elements of the review, and additional analyses, will be excerpted/completed as needed to support RFP development).
 - Broad evaluation of current and future WWTF and collection system needs.
 - Review of any Asset Management or Capital Improvement Plans impacting the WWTF, collection system, or flood control system.
 - As part of this task, Hazen will provide assistance with the determination of asset ownership (e.g., rolling stock, if property of the City or Veolia) to inform RFP requirements.
- **Review of regulations** – Hazen will review permits held by the facility and record the facility's compliance with local, state, and federal regulations. Hazen will also note any regulations which may require the facility to submit regular updates to regulating agencies. Hazen has already completed a review of Holyoke's draft NPDES permit; information from this evaluation will be used where possible.
- **Review of financial impacts** – Where relevant, Hazen will excerpt portions of the ongoing FY25 rate study for use in RFP development.

Task 2 – Establish the scope of the RFP / agreement and procurement

- **Develop goals and objectives** – Hazen will provide engineering assistance with development of technical goals and objectives related to the WWTF, collection system, and flood control system operation and maintenance needs. These will be developed based on the analyses performed as part of Task 1, and further developed collaboratively with the City.
- **Develop scope of services** – Hazen will work with the City to develop a defined scope of services for the RFP. This includes the assets to be managed, the scope of responsibility and ownership (labor, power, chemicals, vehicles, maintenance, etc.), assets included (e.g., WWTF, collection system, and flood control system) reporting requirements, specific contract deliverables, transition requirements, agreement term, etc.
- **Identify procurement requirements** – Discuss with City staff, including the City's chief procurement officer, proposal evaluation committees and possibly legal team, any specific requirements to be included in the RFP. Hazen will provide input on technical topics that should be included in the RFP.
- **Determine key performance indicators (KPIs) and contract-required deliverables** – Hazen will work with the City to identify KPIs and associated deliverables which align with the City's goals and support successful operation of the facility. Deliverables may include:
 - Transition plans
 - Standard Operating Procedures (SOPs)

- Process control plans
- Asset management plans
- Emergency response plans
- Annual CIP
- Monthly and Annual reports

Additional deliverables may include reports, records, designs, plans, drawings, specifications, proposals, and other documentary submittals in connection with duties taken by selected contract operator. These physical deliverables will be supplemented with ongoing operations and maintenance activities.

Task 3 – Develop the Procurement Document (RFP)

- **Development of an RFP** – Hazen will provide engineering technical support during development of the RFP, including the following:
 - Description of assets/facilities and current operating standards
 - Proposed Scope of Services including (but not limited to), O&M activities, permit/regulatory compliance activities including reports to regulatory agencies, asset management, biosolids, QA/QC program, management of facility equipment and data, and master planning for the plant
 - Description of long-term planning “goals” and “challenges” (for respondents to propose solutions to)
 - Requirements and schedule for transition process for continuity of operations
 - Submittal requirements and RFP response instructions including minimum qualifications for both contractor and proposed staff
 - Maintenance, repair and replacement criteria
 - Question and clarification request requirements
 - Performance expectations and contract deliverables

Task 4 – Selection

- **Selection process** – Hazen will review received proposals and provide commentary to the City on the respondents’ technical proposals/qualifications.

Task 5 – Negotiations

- **Contract Negotiations** – As needed, Hazen can provide technical support to the City during contract negotiation.

Fee

The not-to-exceed fee to complete the above scope of services is \$100,000. The fee is based on time and expenses and will be invoiced based on actual hours.

Schedule

A defined schedule will be mutually developed once Hazen is notified to proceed.



Liz Rivera <rival@holyoke.org>

Fwd: Holyoke Long Term Service Agreement RFP Assistance - Hazen Scope

2 messages

Mary Monahan <marylmonahan@gmail.com>
To: Liz Rivera <rival@holyoke.org>

Thu, Sep 5, 2024 at 2:00 PM

Please print for agenda packet.
Sent from my iPhone

Begin forwarded message:

From: "Levin, Benjamin" <BLevin@hazenandsawyer.com>
Date: September 5, 2024 at 1:20:49 PM EDT
To: Mary Monahan <marylmonahan@gmail.com>
Cc: "Brower, Aaron" <ABrower@hazenandsawyer.com>, "Agrawal, Benjamin" <bagrawal@hazenandsawyer.com>
Subject: Holyoke Long Term Service Agreement RFP Assistance - Hazen Scope

Mary,

As requested, please find attached a scope letter for RFP assistance associated with the Long Term Service Agreement. Please reach out with any questions or concerns. Thank you for the opportunity to assist the City with this important project.

Thanks,

Benjamin I. Levin, PE, PMP, Assoc. DBIA

Associate Vice President and Connecticut Operations Manager

Hazen and Sawyer

100 Great Meadow Road, Suite 702, Wethersfield, CT 06109

860 936-3902 | blevin@hazenandsawyer.com | hazenandsawyer.com

 Holyoke Long Term Service Agreement RFP Assistance_Hazen Scope.pdf
266K

Mary Monahan <marylmonahan@gmail.com> Mon, Sep 9, 2024 at 12:09 PM
To: Joe Kietner <Jkietner@gmail.com>, Libby Hernandez <libbyward4@gmail.com>, Carl Rossi <rossic@holyoke.org>, Victoria Houle <houlev@holyoke.org>, Liz Rivera <rival@holyoke.org>

Please print for tonight's meeting.

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: Levin, Benjamin <BLevin@hazenandsawyer.com>
Date: Mon, Sep 9, 2024 at 11:57 AM
Subject: RE: Holyoke Long Term Service Agreement RFP Assistance - Hazen Scope
To: Mary Monahan <marylmonahan@gmail.com>
Cc: Brower, Aaron <ABrower@hazenandsawyer.com>, Agrawal, Benjamin <bagrawal@hazenandsawyer.com>

Mary,

As discussed, see below for an estimated budget to perform Task 1 of the Long Term Service Agreement Assistance project. Goal of the table is to show potential staff, rates and distribution of hours for this task. Actual hours may vary depending on the execution of the task.

	Project Manager	Project Engineer	Technical Advisor	Senior Engineer	Engineer	Hazen Labor Hours	Hazen Labor Cost	Expenses	Subconsultants	Total Cost
Blended Rate	\$ 296.00	\$ 182.00	\$ 330.00	\$ 171.00	\$ 140.00					
1.0 Discovery										
1.1 Review of the Facility Documentation	2	12	2	8	12	36	\$ 6,484	\$ -	\$ -	\$ 6,484
1.2 Review of Regulations	2	8	2	4	6	22	\$ 4,232	\$ -	\$ -	\$ 4,232
1.3 Review of Financial Impacts	2	8	2	4	6	22	\$ 4,232	\$ -	\$ -	\$ 4,232
Subtotal, Task 1.0	6	28	6	16	24	80	\$ 14,948	\$ -	\$ -	\$ 14,948

Thanks,

Ben

[Quoted text hidden]

Bruce H. Tobey
401.824.5230
btobey@pldolaw.com

September __, 2024

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

The Honorable Joshua Garcia
Mayor, The City of Holyoke
City Hall, Room 1
36 Dwight Street
Holyoke, MA 01040

Mary Louise Monahan, Chair
City of Holyoke Board of Public Works
63 N. Canal Street
Holyoke, MA 01040

Re: Contract for the Operation, Maintenance, Repair and Improvement Services to the City
of Holyoke Wastewater System

Dear Mayor Garcia and Ms. Monahan:

Thank you for providing PANNONE LOPES DEVEREAUX & O’GARA LLC (“PLDO”) with the opportunity to represent the City of Holyoke Board of Public Works (“City”) with respect to the above-captioned matter. By the City’s endorsement of this letter, it agrees that it shall constitute Addendum #1 to the Engagement Letter dated November 22, 2023 between the City and PLDO.

Scope of Services

The PLDO Team shall perform the following Tasks in collaboration with the Board of Public Works, as directed by the Board of Public Works through its chair, so it is a part of a coordinated team effort with the Board, City staff, and the City’s consultant team to conduct the following tasks:

Task 1 – Discovery

The PLDO Team will review the current O&M agreement, technical data, and other pertinent documentation. This will require an on-site visit to the facilities and gathering documents.

Some of this work has already been accomplished.

Task 2 – Establish the scope of the RFP/agreement and procurement

The PLDO Team will work with the City to:

- a. **Develop Goals and Objectives.** This work will fully develop clearly stated goals and objectives for use in the Request For Proposals [“RFP”].
- b. **Develop the scope of services.** This work will develop a defined scope of services for the RFP. This includes, but not be limited to, the assets to be managed, the scope of responsibility (for example, labor, power, chemicals, vehicles, maintenance), reporting requirements, specific contract deliverables, transition requirements, and agreement term).
- c. **Identify procurement requirements.** This work will explore potential procurement issues to be addressed by the RFP, such as MWBE preferences, local contracting requirements, state certifications, and insurance requirements.
- d. **Create a matrix of responsibility.** This work will clearly define responsibilities between the owner and contractor.
- e. **Discuss and determine the specific procurement process.** This work will involve exploring options for procuring O&M services through, for example, one-step or multiple-step procurement, and lead to the selection of the appropriate option.
- f. **Determine Key Performance Indicators [“KPIs”] and contract-required deliverables.** This is an opportunity to identify the City’s goals with KPIs and specific required deliverables and to explore best practices for KPIs and deliverables that will help achieving all your objectives. Deliverables include transition plans, standard operating procedures (SOPs), process control plans, asset management plans, annual CIP, and monthly and annual reports.
- g. **Develop rules of engagement.** This work will define what contractors can and cannot do once the procurement begins; typical concerns include restrictions regarding speaking with City staff and elected officials, access to sites, communication with current O&M staff, and treatment of existing staff- should a different contractor be selected.
- h. **Timeline and steps of procurement.** The work will identify the RFP timeline and whether there will be oral interviews.

Task 3- Develop the procurement RFP

The PLDO Team will work with the City, building upon the work performed and materials as

part of Task 2 to develop the RFP, which shall comply with the provisions of the special legislation known as Chapter 214 of the Acts of 2002 of the Commonwealth of Massachusetts. It shall also develop a draft contract between the City and a potential selected contractor which shall be included as a part of the RFP package. The City's Procurement Officer will release this RFP package to solicit proposals from the vendor community.

Task 4 - Selection

With support and guidance from the PLDO Team, the City and its staff will lead this activity. PLDO Team support and guidance can include, but is not limited to, legal or other advice upon evaluation templates, proposed interview questions, and interpretation of a competitor's written proposals and oral interviews. The PLDO Team will not be a voting member on the selection but will be used as a sounding board by the selection committee members.

Task 5- Negotiations

The PLDO Team, along with the City's legal counsel, will assist the City in negotiating any agreement which may result from the selection process.

Schedule

A defined Schedule for the performance of the above-recited tasks will be mutually developed within two weeks from the launch of further work on Task 1. In any event, the PLDO Team will work expeditiously with the City to achieve the goal of having a successor contract in place upon the expiration on September 30, 2025 of the current "Service Contract for Operation, Maintenance, Repair and Improvement Services to the of Holyoke Wastewater System".

Fee Schedule

The billing rates for all attorneys working on this project will be billed at a blended rate of \$325 per hour. The billing rate for the Confidential Expert working as part of the PLDO Team will be billed at \$275 per hour.

Project Cost

PLDO projects that the total cost to be incurred going forward with this project shall not exceed \$150,000 in billable hours.

Once again, thank you for the opportunity to assist you in this matter.

Sincerely,

PANNONE LOPES DEVEREAUX & O'GARA LLC

Bruce H. Tobey

CITY SIGNATURE PAGE FOLLOWS

ACKNOWLEDGED AND AGREED TO

this _____ day of _____, 2024

City of Holyoke, MA

By: _____

Joshua Garcia, Mayor

APPROVED AS TO FORM

this _____ day of _____, 2024

City of Holyoke, MA

By: _____

Michael Bissonnette, City Solicitor

Bruce H. Tobey
401.824.5230
btobey@pldolaw.com

November 22, 2023

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

The Honorable Joshua Garcia
Mayor, The City of Holyoke
City Hall, Room 1
36 Dwight Street
Holyoke, MA 01040

Mary Louise Monahan, Chair
City of Holyoke Board of Public Works
63 N. Canal Street
Holyoke, MA 01040

Re: Contract for the Operation, Maintenance, Repair and Improvement Services to the City of Holyoke Wastewater System

Dear Mayor Garcia and Ms. Monahan:

Thank you for providing PANNONE LOPES DEVEREAUX & O’GARA LLC (“PLDO”) with the opportunity to represent the City of Holyoke Board of Public Works (“City”) with respect to the above-captioned matter.

The anticipated scope of services (“Services”) with respect to this engagement will be to assist the City and its Board of Public Works with the administration of the final years of its twenty-year contract for private operations of its wastewater treatment plant and associated capital assets and the procurement of a successor agreement.

PLDO shall work in collaboration with the Board of Public Works, as directed by the Board chair, so it is a part of a coordinated team effort with the Board and its consultant team to:

- Analyze the terms and requirements of the above-captioned matter;
- Proceed to resolve issues that arising from the Contract [the “Contract”], including but not limited to addressing and resolving any current items of concern regarding billings and contract compliance, and other day-to-day business required by the Contract; and
- identify development for successor contract options so there is never a lapse in operation, maintenance and other services Contractor is currently required to provide to the Board.

Attached please find the Terms of Engagement for your consideration which outline the billing policies and the obligation of PLDO with respect to our attorney-client relationship. Please contact me to discuss further if you should have any questions concerning the firm policies or scope of this engagement.

I will serve as the supervising attorney with respect to this engagement; however, the Services to be provided may involve partners, associates, and paralegals. The billing rates to be charged for this engagement will be billed at a blended rate of \$325 per hour which represents a substantial discount from our standard hourly rates.

The engagement will commence upon receipt of a fully executed engagement letter. If you understand and agree to the terms described above and the attached Terms of Engagement, please execute and return a copy of this letter. Please be assured that although the Terms of Engagement appear formal, they are intended to make certain that we have fully disclosed the terms of our engagement prior to commencing legal work on your behalf.

Once again, thank you for the opportunity to assist you in this matter.

Sincerely,

PANNONE LOPES DEVEREAUX & O’GARA LLC

Bruce H. Tobey

Enclosure

ACKNOWLEDGED AND AGREED TO
this _____ day of _____, 2023

City of Holyoke, MA

By: _____
Joshua Garcia, Mayor

APPROVED AS TO FORM
this _____ day of _____, 2023

City of Holyoke, MA

By: _____
Michael Bissonnette, City Solicitor

TERMS OF ENGAGEMENT

This document confirms our respective obligations to each other and how our charges will be determined and billed. Experience has shown that an understanding of these matters will contribute to a better relationship between us, and that in turn makes our efforts more productive.

Our engagement and the services that we will provide to you are limited to the matters identified in the accompanying letter. Please note that the Terms of Engagement and cover letter constitute our entire agreement, and that there are no other oral or written arrangements relating to the engagement.

Any changes in the scope of our representation as described in the letter must be approved in writing by the firm. The scope of this engagement is limited to legal services and you agree to provide us with the factual information and materials we require to perform such services, and it is our understanding that you will make such business or technical decisions and determinations as are appropriate. PANNONE LOPES DEVEREAUX & O'GARA LLC does not provide tax, business, investment, or accounting advice.

Confidentiality and Related Matters

As a matter of professional responsibility, we are required to preserve the confidences and secrets of our clients. The legal privilege for attorney-client communications exists to encourage candid and complete communication between a client and its lawyer and it is possible to perform beneficial services only if we are aware of all information that might be relevant to our representation. The attorney-client relationship with you will be based on mutual confidence and unrestrained communication that will facilitate our proper representation of you with respect to this matter. Please note that it is your responsibility to provide a complete and timely outline of the information and documents that are requested or in which you believe are essential to this engagement. In those instances which we represent a corporation or other entity, our client relationship is with the entity and not with its individual executives, shareholders, directors, partners, or persons in similar positions, or with its parent, subsidiaries, or other affiliates, unless otherwise agreed in writing.

To facilitate and expedite our communications with you, we will often communicate with you by email. You acknowledge that we may communicate with you via email at email addresses you advise us to use or at email addresses you use to communicate with us. Unless you expressly request, and unless we expressly agree, we will generally not communicate with you via encrypted email or send you password-protected documents. It is your responsibility to advise us of any special considerations or concerns you have with communicating by email. We also strongly encourage you to ensure that you communicate with us by using computers, handheld devices, and email accounts over which others (such as your spouse, secretary, or employer) have no access, control, or authority. Otherwise, you run the substantial risk that your communications with us might lose their privileged and protected status. Unless you tell us otherwise, we will assume that our email communications to you will only be read by you. Please contact us if you have any specific concerns or questions about how to communicate securely with us.

Fees and Billing

The fees charged for services rendered are guided primarily by the time and labor required; however, we also consider other appropriate factors, such as the novelty and difficulty of the legal issues involved; the legal skill required to perform the particular assignment; time-saving use of resources (including research, analysis, data and documentation) that we have previously developed and stored electronically or otherwise in quickly retrievable form; the fee customarily charged by comparable firms for similar legal services; the amount of money involved or at risk and the results obtained; and the time constraints imposed by either the client or the circumstances. The firm generally requires a retainer in an amount that is appropriate with respect to the proposed representation. Unless otherwise agreed, the retainer will be applied to the last statement rendered in connection with the representation, with any unused portion being returned to the client.

In determining a reasonable fee for the time and labor required for a particular matter, we consider the ability, experience, and reputation of the lawyer or lawyers in our firm who perform the services. To facilitate this determination, we internally assign to each lawyer an hourly rate based on these factors. Time is recorded and billed in one-tenth hour (six minute) increments.

We will seek to assign lawyers to various tasks at the lowest hourly rates possible and consistent with the skills, time demands, and other factors influencing the professional responsibility involved in each matter. As circumstances require, the services of lawyers in the firm with special skills or experience may be sought when that will either (a) reduce the legal expense to you; (b) provide a specialized legal skill needed; or (c) help move the matter forward more efficiently. In addition, we regularly review our rates and increase them as we deem appropriate. If you have any concerns about any of our increased rates, please contact us.

Out-of-Pocket Expenses. In addition to legal fees, you are responsible for the reimbursement of out-of-pocket expenses that we have advanced on your behalf which will be itemized on each statement. Advanced expenses generally will include such items as travel, postage, filing fees, recording, certification, and registration fees charged by governmental bodies. Our internal charges typically include such items as toll calls, facsimile transmissions, overnight courier services, mileage, certain charges for terminal time for computer research and complex document production, and charges for printing or photocopying materials sent to the client or third parties or required for our use. We may request an advance cost deposit (in addition to the advance fee deposit) when we expect that we will be required to incur substantial costs on behalf of the client.

During the course of our representation, it may be appropriate to engage third parties to provide services on your behalf which would include consulting or expert testimony, investigators, providers of computerized litigation support, and court reporters. In order to preserve the “work product” protection afforded to such services, our firm may assume responsibility for retaining the appropriate service providers. You are agreeing to be responsible for the payment of all fees and expenses directly to the service providers or reimbursement to PANNONE LOPES DEVEREAUX & O’GARA LLC for payments made on your behalf.

Billing. If you require, statements will be forwarded to you on a monthly basis and each statement is due when rendered. The statement will include a summary of each matter for which legal services are rendered and a fee is charged.

In the event that invoices are not paid in a timely manner, we reserve the right to discontinue services (including, without limitation, withdrawing as counsel in any litigation matter) and if a statement has not been paid within thirty (30) days from the date of the statement, we may impose an interest charge of 1.25 percent per month (a 15 percent annual percentage rate) from the 30th day after the date of the statement until it is paid in full. Interest charges apply to specific monthly statements on an individual statement basis. Any payments made on past due statements are applied first to the oldest outstanding statement, including accrued interest. In the event that collection proceedings are required, the firm is entitled to recover its attorneys' fees and expenses.

Questions About Our Bills. If you should have any questions concerning an invoice, please direct your inquiry to the Billing Department at 401-824-5100. Our goal with respect to this engagement is for you to be satisfied with the representation which will make every effort to be efficient and reasonable in terms of legal fees for the services rendered. We will attempt to provide as much billing information as you require and in such customary form that you desire, and are willing to discuss with you any of the various billing formats we have available that best suits your needs.

Arbitration of Fee Dispute

We have the sole and exclusive right to withdraw from representing you in any matter (including a litigation matter) if any of our fees or costs are not paid when due. Any disputes regarding non-payment of fees or costs or the reasonableness of any fees or costs billed by us shall solely and exclusively be submitted for resolution to the fee arbitration procedure established by the Rhode Island Bar Association; provided, however, consent of PANNONE LOPES DEVEREAUX & O'GARA LLC shall be required where the client fails to raise a good faith dispute to payment prior to initiation of collection proceedings against the client. Any such arbitration shall take place in Providence, Rhode Island. The result of any such arbitration shall be binding on both the client and PANNONE LOPES DEVEREAUX & O'GARA LLC to the fullest extent permitted by law.

Relationships with Other Clients

From time to time, PANNONE LOPES DEVEREAUX & O'GARA LLC represents borrowers and lenders regarding financial, real estate, investment or municipal bond transactions. You agree and acknowledge that this course of representation in and of itself shall not constitute any conflict of interest unless such representation would not comply with the relevant rules of professional conduct.

During the term of this engagement, we agree that we will not accept representation of another client to pursue interests that are directly adverse to your interests unless (a) PANNONE LOPES DEVEREAUX & O'GARA LLC reasonably believes that we will be able to provide competent and diligent representation to you and the other client(s); (b) the representation is not

prohibited by law; (c) the representation does not involve the assertion of a claim by you or the other client against the other in the same litigation or other proceeding before a tribunal; and (d) you and the other client give us your respective informed consent, confirmed in writing.

Termination

Upon completion of the matter to which this representation applies, or upon earlier termination of our relationship, the attorney-client relationship will end unless you and we have expressly agreed to a continuation with respect to other matters. The representation is terminable at will by either of us; however, the termination of the representation does not terminate your obligation to pay all fees and expenses incurred prior to the termination.

Your agreement to this engagement constitutes your acceptance of the foregoing terms and conditions. If any of the terms and conditions are unacceptable to you, please advise in order that we may resolve any differences and proceed with a clear, complete, and consistent understanding of our relationship.

Notification to Clients of Their Rights and Responsibilities

Client's Statement of Rights and Responsibilities

In an attorney/client relationship, each party has certain rights. A right that both parties have is to be treated at all times with courtesy and respect. This statement first explains your rights as a client when you hire an attorney, and immediately afterwards what your attorney has the right to expect of you. This statement is intended to promote better communication and prevent misunderstandings between you and your attorney.

As the client in a legal matter, you have the right to expect that:

1. Your attorney will handle your legal matter competently. When hiring an attorney, you have the right to ask questions about the attorney's education, training, and experience and expect that your attorney will remain current with recent developments in the law that relate to your matter.

2. Your attorney will charge you a reasonable fee and explain how it will be computed and when payments are expected from you. If you are not a regular client, your attorney will give you a written statement before, or as soon as the work begins indicating the basis or rate of the fee you will be charged. If you are asked to pay a retainer, your attorney will explain how it will be spent and, if you ask, will provide you with a periodic written statement detailing how it has been spent. If your attorney is working on a contingent-fee basis, your attorney will put in writing, in advance, what the attorney's percentage will be, whether you will be billed for costs and expenses, and whether deductions will be taken from your settlement prior to calculating the fee.

3. Your attorney will work diligently for you and pursue the lawful means necessary to present or defend your case.

4. Your attorney will strive to resolve your legal matter promptly and will inform you if for any reason it cannot be resolved in a timely fashion.

5. Your attorney will respond to reasonable questions about the progress of your legal matter and will explain office policies to you to ensure satisfactory communication with you, including:

How to reach your attorney.

When and how your telephone calls will be returned.

How to obtain copies of paper/documents from your legal file.

6. Your attorney will exercise independent, professional judgment on your behalf free from any conflict of interest.

7. Most of your communications with your attorney are confidential. Your attorney will explain to you when the statements you make or secrets you reveal about your case cannot be kept confidential.

8. You have the right to make final decisions regarding your legal matter. Your attorney will discuss the negotiation process with you and will agree to a settlement offer only if you have approved it.

9. Your attorney will explain to you, in advance, any major expenses anticipated in your legal matter.

10. Your attorney will tell you if other lawyers will be involved in your representation and how the cost to you for their involvement will be calculated.

11. When your fee is not a single, set amount, your attorney will give you periodic billings detailing your fees, costs, and expenses.

12. If legal fees will be applied against a settlement, your attorney will provide you with a final statement after the matter is concluded detailing what costs and expenses are being applied against your settlement and the amount you will receive.

As your legal advisor, your attorney has the right to expect that:

1. You will make a full and honest disclosure of all of the facts - good and bad - that relate to your legal matter and you will inform your attorney about any new facts or circumstances that may affect your case as they arise.

2. You will adhere to your fee agreement with your attorney, pay your bills for all work that has been performed, and pay for all costs advanced for you. If you have any questions about your bill, you will discuss them with your attorney.

3. You will seek your attorney's advice before discussing any information relating to your legal matter with others.

4. You will tell your attorney if you have any concerns or reservations about the advice you are being given.

5. You will be on time for all court hearings and appointments with your attorney or let your attorney know in advance if you cannot be on time.

6. If you cannot reach your attorney when you telephone the office, you will leave your name and telephone number and a brief message.

7. You will complete the tasks requested by your attorney in a timely fashion or let your attorney know when you cannot.

8. You will discuss your expectations about what you want to accomplish in your legal matter with your attorney. When your expectations are not being met, you will talk to your attorney about it. You have the right to change attorneys if you are dissatisfied with the representation you are receiving. However, in certain circumstances, you will need the court's permission. It is also important for you to know that your attorney may decide to stop representing you. This may be due to your not meeting your obligations to your attorney or for some other reason. This too may require court permission.

This Client's Statement of Rights and Responsibilities is based on the Rhode Island Rules of Professional Conduct for attorneys. If you have any questions about this statement of your rights and obligations, you should contact the Rhode Island Bar Association at 41 Sharpe Drive, Cranston, Rhode Island 02920, telephone: (401) 421-5740.

PANNONE LOPES DEVEREAUX & O’GARA LLC

PRIVACY STATEMENT

PANNONE LOPES DEVEREAUX & O’GARA LLC is committed to safeguarding the confidential information of its clients. As required by our profession’s ethical and legal obligations, maintaining the confidentiality of your personal information is one of our primary responsibilities. Consistent with these obligations we are sending you this privacy notice to help you understand how we handle and protect the personal information we collect.

The nonpublic personal information we collect from a client depends upon the scope of the client engagement. It may include:

Information we receive from you, including name, address, telephone number, Social Security number and information about your financial status, such as employment, income, monthly expenses, and assets; and

Information about your transactions with third parties, including information regarding your financial status and financial history.

Consistent with the ethical obligations of our profession, we hold all nonpublic personal information provided to our firm by its clients in the strictest confidence. We also limit access to your information to those attorneys and staff members who have a professional reason for knowing the information and to other persons who are assisting us in the representation and to whom you have permitted us to disclose the information. We do not provide non-affiliated persons, firms or companies with your personal information unless you have authorized such disclosure or such disclosure is permitted or required by law.

As technology continues to advance, you can be sure that we will maintain the physical, electronic, and procedural safeguards necessary to keep your personal financial information confidential and secure. PANNONE LOPES DEVEREAUX & O’GARA LLC will notify you of any changes in its ethical obligations applicable to your confidential information or in the firm practice with respect to discharging such obligations.

We value your trust and are firmly committed to protecting the security and privacy of information that you share with us.

River Terrace CSO Area 21A Sewer Separation Project

Project Update – September 9, 2024

- Site meeting with both Hampton Knolls Property owners was held on August 27th.
- Meeting held on August 28th with CWSRF to discuss easement issues and options to keep project on schedule.
 - CWSRF indicated that further extension may be possible although Draft Intended Use Plan for FY25 Projects is scheduled to be issued in December 2024 therefore extension beyond the end of November would not be possible.
- Solicitor's Office indicated that both property owners intended to grant easements by September 6th.
 - Easement for work at 21 Hampton Knolls has been received.
 - Solicitor's Office still waiting on signed easement from 33 Hampton Knolls.
 - Upon receipt of both easements, easements will need to be recorded and Solicitor's Office must sign updated Certificate of Title to be provided to CWSRF for authorization to advertise. Draft Certificate has been provided to Solicitor's Office.
- Formal Request for Extension submitted to CWSRF on September 5th. No response received yet.
- Revised Project Schedule submitted with extension request is as follows:

Task	Anticipated Completion Date
Obtain Property Easements	September 6, 2024
Submit Certificate of Title to CWSRF	September 11, 2024
Obtain Approval to Advertise	September 25, 2024
Advertise for Construction Bids	October 2, 2024
Open Bids for Construction	October 30, 2024
Obtain SRF and Council Approval of Additional Funds	November 20, 2024
Award Contract	November 27, 2024

- Advertisement period of 28-days is anticipated and Procurement is verifying minimum period to comply with various funding sources.
- Need to obtain SRF and Council Approval of additional funds is expected given that 90% cost estimate was \$12.57 million and original funding authorization received was for \$10.5 million.
- Bid Documents
 - Draft documents reviewed by Procurement and comments sent back to Woodard & Curran.
 - EPA also reviewed draft documents and indicated no changes were required.
 - Woodard & Curran updating documents and revised Contract Documents are expected by September 13th.
- Construction Administration and Inspection Services
 - Waiting on updated proposal for Construction Inspection and Administration Services from Woodard & Curran.
 - Proposal also requested from BETA Group.

August 8, 2024

To: Board of Public Works

From: Linda Pratt, Chair, Recycling Advisory Committee

RE: Summary of work to date on recycling for Multi-Family Housing

The Recycling Advisory Committee was revived by the Mayor and City Council at the end of 2023 and began meeting in November of that year. As an advisory group, we considered recommendations in the Waste Management Study Report created by the Pioneer Valley Planning Commission as well as the City of Holyoke ordinances, Chapter 74, Article II.

The City of Holyoke currently collects trash and recycling from homes with one to four families. With a few exceptions, residents who live in larger buildings or condominiums do not currently have access to recycling. The Waste Management Study Report identified this as a concern, and suggested a pilot project.

Several members of the committee met to discuss the issues involved with making recycling more available to these residents. In May, we met with Jessica Camarena, the Recycling Coordinator from New Bedford MA, after learning that they were working with multi-family buildings in that city. Below is a summary of that meeting:

- New Bedford (population 100,695) has a dedicated Recycling Coordinator (paid for by the Recycling Dividend Project) and 4 enforcement officers.
- The city contracts with a private hauler for their recycling, which is all single stream
- The city Contractor collects recycling from buildings of 1-6 households.
- Building with 1- 3 households receive free bins from the city
- Buildings with 4-6 households pay a fee for bins
- Larger buildings are provided with free educational material, personal outreach, and tote bags to store recyclables inside apartments.
- If I understood correctly, larger buildings are eligible for city pickup of recyclables if they purchase approved bins and agree to abide by city guidelines
- All properties in the city except manufacturing are assessed for recycling
- The city provides cardboard pickup to small and medium businesses
- Contamination rates have decreased over time, but outreach and consistent messaging are essential
- Material is provided in 3 languages (English, Spanish, Portuguese)
- Graphics for recyclables are generic to avoid confusion
- The drop off recycling center is open M,W and F 12-5PM and Saturdays 7:30AM-3PM

Our committee discussed a Pilot Project at the Churchill Homes where 60 homes are owned privately (and receive city services) and 100 are rental units under the Holyoke Housing

Authority (that do not receive city services). The Housing Authority was willing to purchase the small blue totes that are currently available at the DPW but was asking the City to assist with collection. These talks are currently ongoing.

<https://holyokehousing.org/developments/churchill-homes>

As much as the Committee would like to see recycling expanded to Multi-family buildings, a number of issues make this difficult at present:

- All commercial haulers offer single stream recycling while the City collection is dual stream. This would make for confusing messaging.
- Space for additional dumpsters is limited. In theory, if people recycled properly, fewer trash dumpsters would be needed. However, there are still places where additional dumpsters would not fit.
- Many people in apartment buildings have limited to no experience with recycling, according to reports we have received.
- Education would need to be a well-designed and wide-reaching campaign, and the DPW does not have the capacity to offer this. We currently have one person who coordinates both trash and recycling and addresses compliance issues.
- The city is currently not able to support multi-family recycling efforts due to limited staffing, costs, and resources.
- Contamination in recycling bins creates increased costs for building owners, which would likely be passed on to tenants. Given current housing costs, and rising costs in general, this would place a burden on many citizens and building owners.

The Committee is hopeful that at a future time discussion can resume about this important issue. Perhaps a first step would be to require new housing projects to build recycling into their planning stage. That way tenants would have the resources, facilities, education and expectation from the time they moved in.

Minutes
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Date: September 23, 2024

Time: 5:30PM

Place: Holyoke DPW, 63 North Canal Street, Holyoke, MA 01040

Zoom Meeting

<https://us02web.zoom.us/j/81236718632?pwd=piy2YF8d0NhARkggJHQg2OFclCieBQ.1> Meeting

ID: 812 3671 8632

Attendees

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Call to Order

1. Public Comment – no comments
2. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting – no previous minutes
 - b. City Engineer Report – see attached
 - c. DPW Director Report – Director updated Board on vacancies, new hires, funding opportunities. Director presented Board with WPCF Contract Year 19 Annual Settlement Statement from Veolia
 - d. Commissioner's Liaison Reports – no updates
 - e. Abatements (second meeting of the month unless otherwise noted) Board voted unanimously to accept the reports and updates
3. Office for Community Development consultation with DPW Board on community needs for 2025-2029 Five Year Consolidated Plan for HUD grants

Alicia Zoeller updated the Board on the Office for Community Development Consolidated Plan 2025-2029.

The Board appreciated the discussion and emphasized the critical role infrastructure plays in Holyoke's economic development and the quality of life for residents.

Board voted unanimously to accept the reports and updates
4. Review status regarding award of contracts for legal and engineering consultants to assist the City in preparing and awarding next wastewater long term service agreement

The Board acknowledged the recent delay by City Council in approving the transfer of \$250,000 for professional consulting services in the development of the wastewater long term service agreement RFP and subsequent project award. There already was a tight schedule and this delay could impact a timely project award.

Board voted unanimously to accept the reports and updates

5. Status of River Terrace and SRF Assistance – see attached

Board voted unanimously to accept the reports and updates

6. City Engineer vacancy – action options – no actions

7. Review request to remove and replace tree at 800-808 Dwight Street – the Board reviewed a request from Attorney Moriarty regarding CDC's placement of two tiny homes on a site at 800 - 808 Dwight Street. The foundation hole is dug - just waiting to pour concrete. The tree on the tree belt needs to be removed to do so or CDC will have significant additional costs to work around. It's a relatively young tree. CDC will pay for the removal and replacement.

The Board voted unanimously to approve this request.

8. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit – no updates

9. Board of Public Works meeting schedule

Board voted unanimously to schedule the next meeting for October 21, 2024 at 5:30PM at DPW

Meeting adjourned at 7:35PM



Mayor Joshua A. Garcia

Victoria Houle, Interim City Engineer

City of Holyoke

Department of Public Works

Board of Public Works Meeting
Engineer's Report
September 23, 2024

1. Staffing

- a. Senior Civil Engineer posted
- b. City Engineer posted

2. Grant Opportunities

- a. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant application submitted for \$204,400 on June 14th, waiting on status of award.
- b. Cannabis Impact Fee Applications - On hold
- c. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system. Waiting on award status.
- d. CDBG Funding FFY2024 Funding Recently Received for Sidewalks and ADA Ramps - \$254,159.00
- e. MVP Action Grant – Kleinfelder proposal for City-wide Green Infrastructure Plan was deemed no-go based on MVP Staff feedback. Conservation Agent pursuing funding for Daybrook Project. City awarded grant funding for Day Brook Project. Construction documents anticipated end of December with bidding schedule for Spring 2025.
- f. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th. Waiting on award status.
- g. FY25 Clean Water State Revolving Funds – River Terrace, Phase A submitted for potential funding under FY25 CWSRF Program as a safety measure in the event work cannot be awarded by the current funding deadline of October 11, 2024.
- h. Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program (Planning/Design) – Application submitted to request \$250,000 for the preparation of a Final Environmental Impact Report and finalize the MEPA Permitting Process for the City's CSO Long-Term Control Plan.
- i. CPA's FY25 Holyoke Community Preservation Act Grant Cycle – Letters of interest were due on September 16th. Two projects were submitted by Engineering/DPW: Phase 2 of Wistariahurst Retaining Wall Repairs and Phase 5 of the City Hall Stained Glass Windows project.
- j. FY25 Round 2 Complete Streets - The Tier 3 Project Funding application deadline for FY 2025 Round 2 is October 1st. Previous Prioritization Plan with eligible projects was approved in 2018 and needs to be updated. Meeting held to discuss Plan and Grant Application and it is recommended to update the Prioritization Plan before submitting for Tier 3 construction implementation funding. Updated Prioritization Plan would need to be submitted by April 1st in order to be eligible for funding on FY 26. Funding available to City is \$500,000 per 5-year period.
- k. MassDOT Materials Distribution Project - Rectangular Rapid Flashing Beacons (RRFBs) for Pedestrian Safety in Massachusetts – MassDOT has just announced a new opportunity which would provide RRFB equipment to municipalities. MassDOT would provide the equipment free of charge and the municipality would be responsible for installation. Staff is currently compiling list of potential candidate locations. Submissions for consideration are due October 10th.

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
- ii. Staff developing list of locations for upcoming round of CDBG sidewalk work. Current funding available is \$398,094.50.

b. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. Notice of Intent to Award sent to Warner Bros. and Contract Documents being finalized. Scheduling a meeting with Warner Bros. to confirm Fall paving work.

c. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. Task Amendment with Tighe & Bond for Phase 2 assistance being processed.
- vi. Phase 2 scope of work to include Essex St sewer repair. Approx. budget for Phase 2 work is \$1 million.

d. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding

- i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
- ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
- iii. Architecture EL, Mount Vernon Group Architects designers
- iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. This project has been bid and awarded to the low bidder, City Enterprise, Inc. The value of the bid was \$4,529,211, plus \$58,688 for an alternate to add roof scuppers at the Children's Museum (total of \$4,587,211). Construction has started and is anticipated by the end of this year.
- v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. Draft plans and bid documents received and comments forwarded to architect. The project is to be bid in Fall, with renovations beginning after the first of the year. Temporary relocations are anticipated as part of this work.
- vi. City Hall Building Envelope Repairs and Police Station Duct Cleaning: ARPA funds have been used to 1) survey and develop a complete scope of possible work for maintaining the roofs and walls of the project and 2) to develop a bid package for Police Station Duct Cleaning. ARPA funds available after the bidding for the interior flooring replacement will be utilized to meet these needs. Scope of work still being finalized for bidding.

- e. Raised Crosswalks
 - i. Projects to be Funded by Shared Streets Grant
 - 1. Location 1: Homestead Ave at Pynchon Rd
 - 2. Location 2: Homestead Ave at Clayton Road & Kane Road
 - 3. Location 3: Sargeant Street at Chapman Ave
 - 4. Location 4: Sargeant Street at Sycamore Street
 - 5. Location 8: Westfield Road Midblock West of Northampton Street
 - 6. Location 9: Kane Road at Knollwood Circle
 - ii. Projects to be Funded by Community Impact Grant
 - 1. Location 5: Main Steet Midblock North of Cabot Street
 - 2. Location 6: Main Street at Hamilton Street
 - 3. Location 7: Main Street at Spring Street
 - iii. Total project budget, \$591,000. Funding to come from Shared Streets (~\$180k), Cannabis Impact Fund (~\$187k), and Chapter 90 (\$224k).
 - iv. Project awarded to Detour Construction.
 - v. All raised crosswalks and RRFB's have been installed.
 - vi. DPW to replace raised crosswalks on Homestead Ave.
 - f. City-Wide Traffic Signal Replacement Project
 - i. South Street Signal Replacement – Repairs complete and signal has audible function.
 - ii. Pleasant St/Hampden St – Work was delayed due to emergency repair required at Whitney Ave and Mall Ring Rd. Work is now anticipated to begin end of September and construction duration is estimated as 3-4 weeks.
 - iii. Cherry St/Homestead Ave – Work is scheduled to follow completion of Pleasant St/Hampden St and construction duration is estimated as 1-2 weeks.
 - iv. Work is being coordinated within next two weeks to remove graffiti from traffic cabinets and signal poles throughout the City.
 - g. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Meeting held with Travelers and their consultant, Vertex, on Wednesday May 29th. Vertex to review scope of work previously provided by Campora and let City know if there is any additional information needed to process claim.
 - iv. Release and Settlement Agreement to complete change order work received from Travelers. Change Order has been issued to Contractor.
 - v. City is awaiting construction schedule update.
 - h. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. Work substantially complete and most punch list item is completed.
4. Status of Planning and Design Projects
- a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - ii. BOE approval for demonstration project at Maurice Donahue School has been received. Coordinating with DPW and Veolia to obtain materials and schedule work.

- iii. Meeting held to discuss IDDE Program with Veolia was held. Waiting on Veolia schedule of work.
 - iv. Fiscal Year 2024 (permit year 6) Annual Report due September 28, 2024.
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.
 - ii. HFD FS#3 & #6 Mini Splits Bid – Project has been awarded to the low bidder, Boulanger.
 - iii. Contract is being distributed for execution. The anticipated timeline for completion is 90 days from the notice to proceed.
 - iv. The Library Carpet in the Community Room – Work has been completed.
 - e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. Contract being finalized, kick-off meeting to follow.
 - f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. Still waiting on funding source to award contract to Weston & Sampson (\$192,500).
 - g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. Contract sent to Tighe & Bond for signature, waiting on schedule for kick-off meeting.
 - h. CSO River Terrace Sewer Separation Project
 - i. See separate project update summary
 - i. CSO Long-Term Control Plan
 - i. Meeting w/MEPA staff to discuss Notice of Project Change for LTCP held on July 17th. Working to prepare and submit a NPC for MEPA circulation.
 - ii. Notice of Project Change was submitted September 9th. Draft NPC has been circulated for review. Target date for submission is September 16th. Notice should be published in the Environmental Monitor on September 25th with comments due by October 25th.
 - iii. Scope of services to assist the City with finalizing Final Environmental Impact Report to be sought from Tighe & Bond once NPC comments are received.
 - iv. Application made to CWSRF to fund a portion of FIER work (\$250,000).
 - j. Pavement Management System Update
 - i. BETA Group has started 2024 inspections and work is anticipated to be completed by March 2025.
 - ii. Roadway data is in QC stage with BETA Group and updated data is expected to be provided in the next month.
 - k. Race Street Repaving Cabot to Sargeant
 - i. With sidewalks (Approved without decorative fence), VHB to provide survey with rail ownership and easements, plus concept plans
 - ii. Postponed until 2025 due to planned gas main work

- iii. Concept plans received for review. Meeting held with VHB to discuss. Revised concept plans reviewed with Mayor and coordinating next steps with VHB.
- l. VHB On-Call for Council Orders, traffic calming, etc.
- m. Center City – submitted 100% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. 100% Design Plans submitted May 24th.
- n. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Projects through this program are advanced through MassDOT, no funds are provided directly to the municipality. Agreement received and signed by City, waiting on final executed Agreement from MassDOT. **Milling operations to begin end of September with paving anticipated for late October.**
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project, on TIP for 2024 however construction likely 2025 or later. Concerns about Canal Walk, Winn Development conflicts, pedestrian access. The project may be phased.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97. Meeting held with Fuss & O'Neill to review 25% Design. City comments based on 25% Design forwarded to F&O and MassDOT. **Public meeting tentatively scheduled for mid-November. Notice to be sent out once meeting date and location is confirmed.**
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
 - vii. MassDOT Local Bottleneck Reduction Grant Program – Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @ Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. Field meeting held on June 4th and follow up meeting held with Fuss & O'Neill to discuss recommended improvements. **Final recommendation memo received.**
- o. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.

- ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Project submitted for consideration under FY25 CPA Program.
 - p. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. Proposal for Feasibility Study received from Architecture EL received. CPA Agreement has been signed. Meeting scheduled with Architecture EL to finalize scope of services.
 - q. Municipality – Program is now live and being used for online permits.
 - r. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. Meeting held with VHB to review potential typical cross-sections for Main St Corridor. Updates to plans are being prepared by VHB.
 - s. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. Waiting on steps of approval process with Solicitor's Office.
 - t. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was awarded \$254,000 from CPA. Project was also recently awarded \$75,000 from MHC. Working with Megan Selier to finalize bid documents for advertisement. Draft bid documents received; meeting scheduled to review City comments. Documents to be finalized and submitted to MHC by end of September for October bidding.
5. Contracts
6. City Council / Regulatory
- a. Finance Committee
 - b. Ordinance Committee
 - i. Engineering to meet with Committee on October 23rd to review outstanding Orders.
 - c. Public Safety Committee
 - i. Engineering to review outstanding Orders within the next few months.
7. City Permits
- a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Revised SW Permit Application was received although design has gone back to version much more similar to the previously approved design. Changes appear to be similar enough to handle administratively. Waiting on confirmation of Planning Board approval of Site Plan.
 - b. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
 - c. Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. Response comments to initial review received and reviewed. Revised materials received. Approval letter has been drafted and waiting on electronic files of original submission to send out.
 - d. Small Development Permit Application – 7 Cray Ave – Application received to pave 4,855 SF in conjunction with site improvements to accommodate new building tenant. Response to comments received from Applicant and review is pending.
 - e. Proposed 40-unit Apartment Building at 662 South East Street (HHA) – Application received for the construction of a new 40-unit apartment building. Comments sent to Applicant and waiting on revised materials. Response to comments received from Applicant and review is pending.

8. Veolia
 - a. Sunoco –
 - i. FY24 Quarter 4 bill sent.
 - b. NPDES Permit Renewal. Final permit received; Appeal submitted to EPA.
 - c. Final 2024 Massachusetts Permit to Discharge Pollutants to Surface Waters for the Holyoke Water Pollution Control Facility – Appeal submitted March 29th.
 - d. Industrial Users – PFAS sampling program will be created upon final permit designation.
9. Outstanding DPW Crew Work
10. Other Updates
 - a. MassDOT has agreed to evaluate a total of ten (10) bus stop locations for potential safety improvements under the Vulnerable Road User Program. Seven (7) of the locations were identified by the City and three (3) were identified by MassDOT assessment. Project is being coordinated by Fuss & O'Neill and there is no direct cost to the City. Evaluations have not yet started although it is possible that implementation of some improvements may be in place within the next year.
 - b. Review of all Board of Public Works permits and approvals noted by Ordinance currently underway.

River Terrace CSO Area 21A Sewer Separation Project

Project Update – September 23, 2024

- Formal extension letter received from CWSRF revising deadline for Contract Award to November 30, 2024.
- Signed easements received although **we have not received confirmation that these have been recorded**
 - 21 Hampton Knolls – received September 6th
 - 33 Hampton Knolls – received September 12th
- Updated Certificate of Title received from Solicitor's Office on Sept. 12th and immediately forwarded to CWSRF with request to Advertise. No response received yet. CWSRF has indicated this is the last piece to review although it is possible they will want to see proof of easement recording.
- Bid documents have been reviewed by Solicitor's Office. Consultant is addressing comments made by Procurement.
- Revised proposal received from Woodard & Curran for Construction Administration and Inspection. Minor revisions requested and waiting on updated proposal.
- Revised Project Schedule submitted with extension request is as follows:

Task	Anticipated Completion Date Proposed to CWSRF	Actual Date Completed
Obtain Property Easements	September 6, 2024	September 12, 2024
Submit Certificate of Title to CWSRF	September 11, 2024	September 19, 2024
Obtain Approval to Advertise	September 25, 2024	October 3, 2024
Advertise for Construction Bids	October 2, 2024	October 9, 2024
Open Bids for Construction*	November 4, 2024	November 8, 2024
Obtain SRF and Council Approval of Additional Funds		
Present funding authorization to Council	November 6, 2024	November 19, 2024
Finance Committee	November 12, 2024	November 25, 2024
Final Council Action	November 19, 2024	December 3, 2024
Award Contract	November 27, 2024	???

Late

Late

*updated estimate based on previous task

*updated estimate based on previous task

*mandatory 30-day advertisement period

*Council meeting dates updated based on new bid opening date

- Need to obtain SRF and Council Approval of additional funds is expected given that 90% cost estimate was \$12.57 million and original funding authorization received was for \$10.5 million.
- **Current projected schedule does not allow for Contract Award by extended grant deadline of November 30, 2024**



Fwd: Clark Wall Follow-up

1 message

Mary Monahan <marylmonahan@gmail.com>

Mon, Sep 23, 2024 at 8:43 AM

To: Liz Rivera <rival@holyoke.org>

Cc: Libby Hernandez <libbyward4@gmail.com>, Joe Kietner <Jkietner@gmail.com>

Liz:

Please print for tonight's meeting and include this email in tonight's meeting minutes.

Thanks.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>

Date: Mon, Sep 23, 2024 at 8:41 AM

Subject: Fwd: Clark Wall Follow-up

To: PATRICIA DEVINE <pdevine523@comcast.net>

Hi Patti:

See update from Miira.

We'll keep you informed.

Thanks.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Miira Gates** <gatesm@holyoke.org>

Date: Fri, Sep 20, 2024 at 12:49 PM

Subject: Re: Clark Wall Follow-up

To: Mary Monahan <marylmonahan@gmail.com>

Cc: Carl Rossi <rossic@holyoke.org>, Victoria Houle <houlev@holyoke.org>

Hi Mary,

I met with Clark at his home on Claren Dr and took pictures of the water on the street from his neighbor's property. I left him with a handbook on how to manage stormwater runoff on residential properties that I got at a recent MVP event. I let him know that we would look into options for assisting him with his problem. He seemed happy to hear that.

I followed up with Victoria on the neighbor's pipe that flows onto the street. She let me know that we should follow up with a letter to his neighbor about the street runoff issue. Victoria has now met with his neighbor onsite, I think there is a known groundwater issue in the area. She can probably add more on what she found there.

Thank you,

Miira

On Fri, Sep 20, 2024 at 11:30 AM Mary Monahan <marylmonahan@gmail.com> wrote:

Hi Miira:

Please provide a brief update on your meeting with Clark Wall on Claren Drive regarding stormwater flows. This request originated with Councilor Devine and I would like to share DPW's follow-up and your lead with her and the Board of Public Works.

Thanks.

Mary

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

--
Miira Gates (she/her)
Stormwater Coordinator
City of Holyoke
63 N Canal St
Holyoke, MA 01040
C: (413) 588-6897



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Carl Rossi <rossic@holyoke.org>

Fwd: Agenda Update

1 message

Mary Monahan <marylmonahan@gmail.com>

Tue, Jan 7, 2025 at 12:42 PM

To: Carl Rossi <rossic@holyoke.org>

please print for Set 23 meeting

Mary L. Monahan

413 313 6901

marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>

Date: Mon, Sep 23, 2024 at 7:53 AM

Subject: Agenda Update

To: Liz Rivera <riveral@holyoke.org>

Cc: Carl Rossi <rossic@holyoke.org>, Joe Kietner <Jkietner@gmail.com>, Libby Hernandez <libbyward4@gmail.com>, Michael Bissonnette <bissonnettem@holyoke.org>

Liz:

Please update tonight's agenda and add the following agenda item: **Review request to remove and replace tree at 800-808 Dwight Street.**

Update the agenda posted on the City's website as well as the printed copies for tonight's meeting.

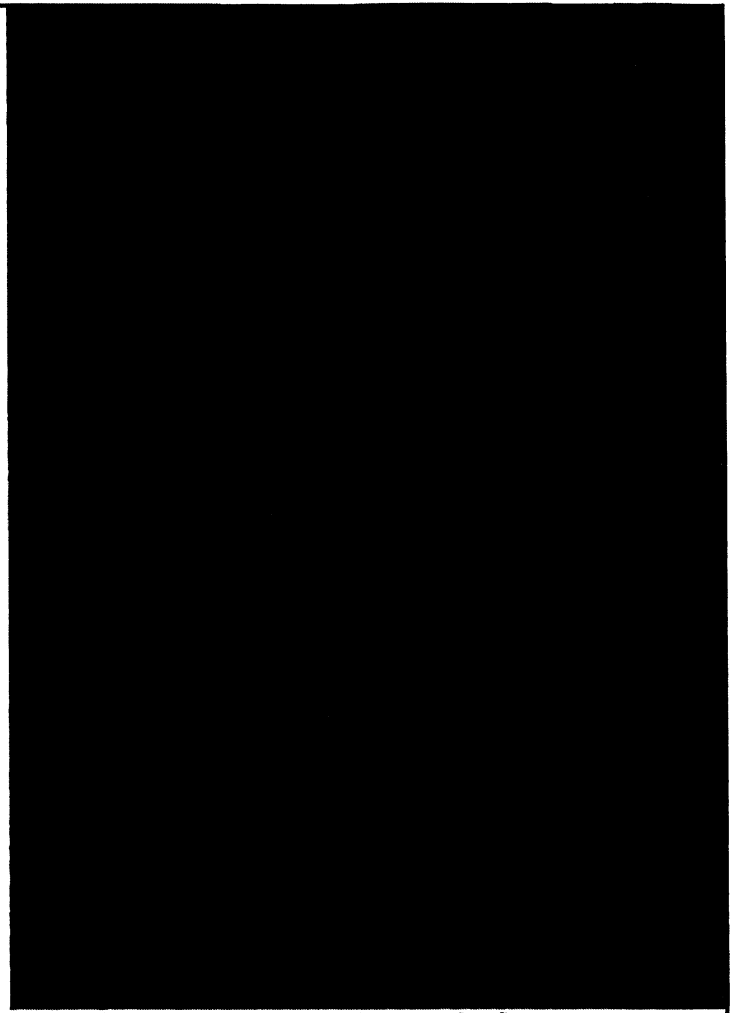
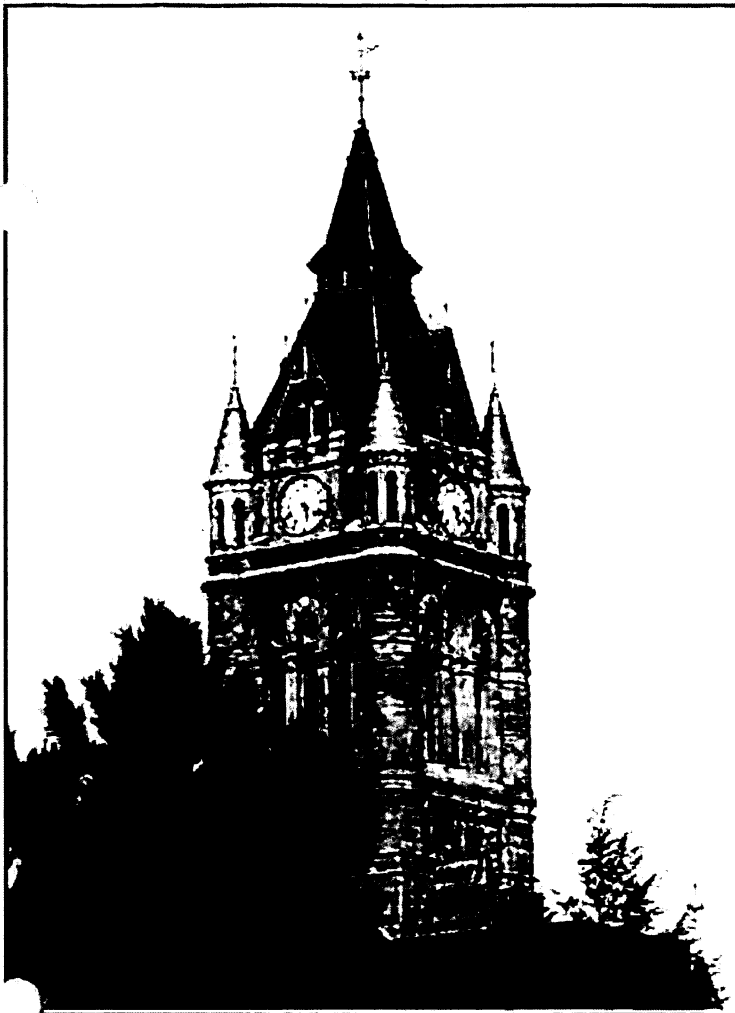
Thanks.

Mary

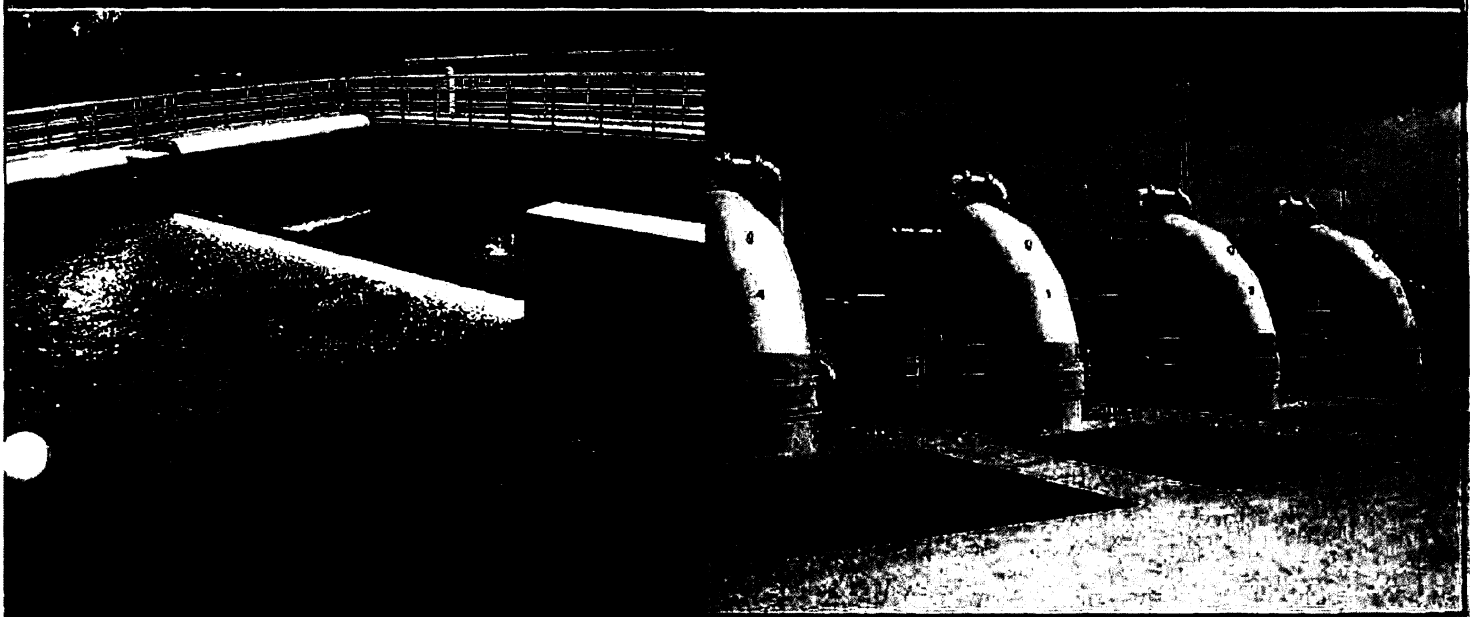
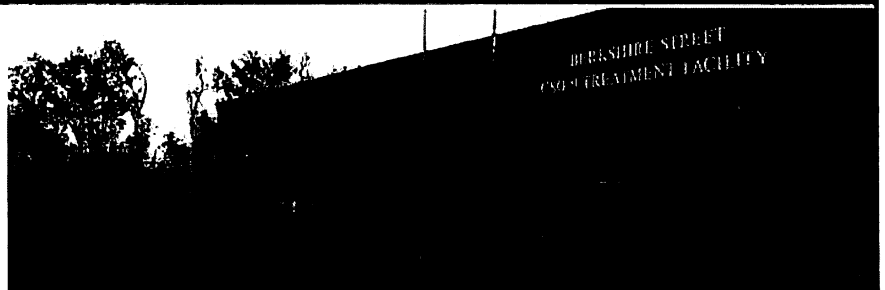
Mary L. Monahan

413 313 6901

marylmonahan@gmail.com



 **VEOLIA**



Letter of Transmittal



Date: September 6, 2024

To: Carl Rossi

From: Michael Williams

Veolia North America Inc.

CY19 - July 1, 2023 through June 30, 2024

Annual Settlement Statement,

- **Electronically**
- **&**
- **Hard Copy**

Received by: _____

Date: _____



Veolia North America, Inc
Holyoke Water Pollution Control Facility
1 Berkshire Street, Holyoke MA 01040
Tel: 413-534-2222 Fax: 413-536-5213
www.veolianorthamerica.com

September 5, 2024

Mr. Carl Rossi
Department of Public Works
City Of Holyoke Massachusetts
63 Canal Street
Holyoke, MA 01040

RE: Annual Settlement Statement Calculations
Contract Year (19), Ending June 30, 2024

Dear Mr. Rossi:

As required by Section 17.10 of our Service Agreement, and based on our discussions on this matter, attached is the Annual Settlement Statement and associated costs for the CY-19 commencing on July 1, 2023 and ending on June 30, 2024.

The Annual Settlement Statement sets forth the aggregate Service Fee for the subject Contract Year and provides reconciliation of both the amounts actually paid by the City and of the Variable Component of the Service Fee all in accordance with Section 17.5 and subject to the limitations of Section 17.12 of the Service Agreement. In addition please find included are the associated costs for emergency expenses incurred this CY-19.

Reset, (1-6), information is provided for your perusal and use for determining the CY-20 Annual Service Fee. Once your choice of Resets is determined it will be used for the CY-20 invoicing.

Attached you will find supporting documentation for the Annual Settlement Statement for CY-19 and the Service Fee calculations for CY-20. Please note that the Annual Settlement Statement for CY-19 includes the shared savings that began July 1, 2011. I trust you'll find the attachments satisfactory.

Thank you for the opportunity to continue to serve the City of Holyoke. Please call if you have questions or require any additional information.

Sincerely,
Veolia North America

Michael Williams
Project Manager
Holyoke Ma

1

Service Fee Flows & Loads 1-6
Contract Year 19
July 1, 2024 – June 30, 2025

2

Collection System Fund:
Contract Year 18 2023-2024

3

Annual Settlement Statement
Contract Year 18 July 1, 2023 - June 30, 2024

4

CPI-DPI-EPI
Contract Year 19 2024-2025

5

Trucked in Materials
Contract Year 18 2023-2024

Schedule
Reset (July 1, 2024 through June 30, 2025)
Contract Year 20

Reset Number	Element	Adjustment (CP,EP,DP)	July 1, 2019 thru June 30, 2020	Adjustment (CP,EP,DP)	July 1, 2020 thru June 30, 2021	Adjustment (CP,EP,DP)	July 1, 2021 thru June 30, 2022	Adjustment (CP,EP,DP)	July 1, 2022 thru June 30, 2023	Adjustment (CP,EP,DP)	July 1, 2023 thru June 30, 2024	Adjustment (CP,EP,DP)	July 1, 2024 thru June 30, 2025	Estimated F&L Adjustment 24-25	Estimated SAV Leave Adjustment 24-25	FY24-25 Estimated Service Fee Including (F&L) & SAV Leave Adj	FY25 Monthly Service Fee	FY25 Monthly Service Fee w/Estimated Flow & Load Adjustment Added
1	System	2.17300%	\$ 4,978,897.82	1.80406%	\$ 5,058,762.54	1.30516%	\$ 5,124,787.55	3.90205%	\$ 5,324,759.20	6.9687%	\$ 5,695,877.59	3.45046%	\$ 5,892,412.78			\$ 5,892,412.78		
	ICI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A		
	Electricity	5.70300%	\$ 571,151.42	-1.58273%	\$ 562,111.62	1.76251%	\$ 572,016.88	3.71139%	\$ 593,248.73	11.76697%	\$ 663,056.12	0.00000%	\$ 663,056.12			\$ 663,056.12		
	Residuals	1.99600%	\$ 1,281,292.18	10.32810%	\$ 1,285,508.87	1.30516%	\$ 1,338,982.12	8.25863%	\$ 1,449,563.69	11.76697%	\$ 1,521,031.82	3.35736%	\$ 1,572,098.39			\$ 1,572,098.39		
	Deferred Fee CAM 4 O&M	2.17300%	\$ 123,150.82	1.80406%	\$ 123,150.82	1.30516%	\$ 123,150.82	3.90205%	\$ 123,150.82	6.9687%	\$ 123,150.82	3.45046%	\$ 123,150.82			\$ 123,150.82		
2	System	2.17300%	\$ 5,121,773.49	1.80406%	\$ 5,187,247.50	1.30516%	\$ 5,253,343.57	3.90205%	\$ 5,446,535.55	6.9687%	\$ 5,735,304.34	3.45046%	\$ 5,892,412.78			\$ 5,892,412.78		
	ICI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A		
	Electricity	5.70300%	\$ 571,151.42	-1.58273%	\$ 562,111.62	1.76251%	\$ 572,016.88	3.71139%	\$ 593,248.73	11.76697%	\$ 663,056.12	0.00000%	\$ 663,056.12			\$ 663,056.12		
	Residuals	1.99600%	\$ 1,281,292.18	10.32810%	\$ 1,285,508.87	1.30516%	\$ 1,338,982.12	8.25863%	\$ 1,449,563.69	11.76697%	\$ 1,521,031.82	3.35736%	\$ 1,572,098.39			\$ 1,572,098.39		
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3	System	2.17300%	\$ 5,121,773.49	1.80406%	\$ 5,187,247.50	1.30516%	\$ 5,253,343.57	3.90205%	\$ 5,446,535.55	6.9687%	\$ 5,735,304.34	3.45046%	\$ 5,892,412.78			\$ 5,892,412.78		
	ICI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A		
	Electricity	5.70300%	\$ 571,151.42	-1.58273%	\$ 562,111.62	1.76251%	\$ 572,016.88	3.71139%	\$ 593,248.73	11.76697%	\$ 663,056.12	0.00000%	\$ 663,056.12			\$ 663,056.12		
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4	System	2.17300%	\$ 5,121,773.49	1.80406%	\$ 5,187,247.50	1.30516%	\$ 5,253,343.57	3.90205%	\$ 5,446,535.55	6.9687%	\$ 5,735,304.34	3.45046%	\$ 5,892,412.78			\$ 5,892,412.78		
	ICI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A		
	Electricity	5.70300%	\$ 571,151.42	-1.58273%	\$ 562,111.62	1.76251%	\$ 572,016.88	3.71139%	\$ 593,248.73	11.76697%	\$ 663,056.12	0.00000%	\$ 663,056.12			\$ 663,056.12		
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5	System	2.17300%	\$ 5,121,773.49	1.80406%	\$ 5,187,247.50	1.30516%	\$ 5,253,343.57	3.90205%	\$ 5,446,535.55	6.9687%	\$ 5,735,304.34	3.45046%	\$ 5,892,412.78			\$ 5,892,412.78		
	ICI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A		
	Electricity	5.70300%	\$ 571,151.42	-1.58273%	\$ 562,111.62	1.76251%	\$ 572,016.88	3.71139%	\$ 593,248.73	11.76697%	\$ 663,056.12	0.00000%	\$ 663,056.12			\$ 663,056.12		
	Residuals	1.99600%	\$ 1,281,292.18	10.32810%	\$ 1,285,508.87	1.30516%	\$ 1,338,982.12	8.25863%	\$ 1,449,563.69	11.76697%	\$ 1,521,031.82	3.35736%	\$ 1,572,098.39			\$ 1,572,098.39		
	Deferred Fee CAM 4 O&M	2.17300%	\$ 123,150.82	1.80406%	\$ 123,150.82	1.30516%	\$ 123,150.82	3.90205%	\$ 123,150.82	6.9687%	\$ 123,150.82	3.45046%	\$ 123,150.82			\$ 123,150.82		
6	System	2.17300%	\$ 5,121,773.49	1.80406%	\$ 5,187,247.50	1.30516%	\$ 5,253,343.57	3.90205%	\$ 5,446,535.55	6.9687%	\$ 5,735,304.34	3.45046%	\$ 5,892,412.78			\$ 5,892,412.78		
	ICI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A		
	Electricity	5.70300%	\$ 571,151.42	-1.58273%	\$ 562,111.62	1.76251%	\$ 572,016.88	3.71139%	\$ 593,248.73	11.76697%	\$ 663,056.12	0.00000%	\$ 663,056.12			\$ 663,056.12		
	Residuals	1.99600%	\$ 1,281,292.18	10.32810%	\$ 1,285,508.87	1.30516%	\$ 1,338,982.12	8.25863%	\$ 1,449,563.69	11.76697%	\$ 1,521,031.82	3.35736%	\$ 1,572,098.39			\$ 1,572,098.39		
	Deferred Fee CAM 4 O&M	2.17300%	\$ 123,150.82	1.80406%	\$ 123,150.82	1.30516%	\$ 123,150.82	3.90205%	\$ 123,150.82	6.9687%	\$ 123,150.82	3.45046%	\$ 123,150.82			\$ 123,150.82		

Variable st Estimate
 Reset (1-6) Schedule
 July 1, 2024 through June 30, 2025
 Contract Year 20

Reset 1													
TSS													
ACTUAL MONTHLY AVERAGE LBS/DAY	THRESHOLD LBS/DAY	ANNUAL AVERAGE DAILY EXCESS LBS/DAY	MULTIPLIED BY NUMBER OF DAYS	WEIGHTED AVERAGE LBS/DAY	TOTAL TSS FLOW AND SETTLEMENT AMOUNT	BOD ₅							
July	12,786.5	1,702.5	31	52,778.8	\$ 185,890.96	July	12,845.3	10,897.0	2,148.3	65,598.6	\$ 228,991.78		
August	12,786.5	1,702.5	31	52,778.8		August	12,845.3	10,897.0	2,148.3	68,998.8			
September	12,786.5	1,702.5	30	51,076.3		September	12,845.3	10,897.0	2,148.3	64,450.3			
October	12,786.5	1,702.5	31	52,778.8		October	12,845.3	10,897.0	2,148.3	66,598.6			
November	12,786.5	1,702.5	30	51,076.3		November	12,845.3	10,897.0	2,148.3	64,450.3			
December	12,786.5	1,702.5	31	52,778.8		December	12,845.3	10,897.0	2,148.3	66,598.6			
January	12,786.5	1,702.5	31	52,778.8		January	12,845.3	10,897.0	2,148.3	66,598.6			
February	12,786.5	1,702.5	28	47,671.2		February	12,845.3	10,897.0	2,148.3	60,153.6			
March	12,786.5	1,702.5	31	52,778.8		March	12,845.3	10,897.0	2,148.3	66,598.6			
April	12,786.5	1,702.5	30	51,076.3		April	12,845.3	10,897.0	2,148.3	64,450.3			
May	12,786.5	1,702.5	31	52,778.8		May	12,845.3	10,897.0	2,148.3	66,598.6			
June	12,786.5	1,702.5	30	51,076.3		June	12,845.3	10,897.0	2,148.3	64,450.3			
14,489.0			365	621,427.7		12,845.3			385	784,144.7			
Basis of Calculations:													
Prior Year (Loading Adjustment Element)-(July 1, 2023 through June 30, 2024):													
Non Electrical		TSS		BOD ₅									
Non Electrical	\$ 0.24409	Electrical	\$ 0.04662	Non Electrical		Non Electrical		\$ 0.21930		\$ 0.06261			
Current Year (Loading Adjustment Element)-(July 1, 2024 through June 30, 2025):													
Non Electrical		TSS		BOD ₅									
Non Electrical	\$ 0.24409	Electrical	\$ 0.04662	Non Electrical		Non Electrical		\$ 0.21930		\$ 0.06261			
		Total								\$ 0.28948			
Calculations:													
TSS Calc.		365	DAYS	(Multiplied By)	621,427.7	WEIGHTED AVERAGE LBS/DAY	385	(Multiplied By)	784,144.7	WEIGHTED AVERAGE LBS/DAY	385	Factor of	0.28948

Variable Cost Estimate

Reset (1-6) Schedule

July 1, 2024 through June 30, 2025

Contract Year 20

Reset 2

ST

BOD₅

[illegible]

Basis of Calculations:

Prior Year (Loading Adjustment Element)-(July 1, 2023 through June 30, 2024):

[illegible]

Calculations:

[illegible]

Totals for TSS and BOD₅:

TSS	\$	753,103.82
BOO ₁	\$	598,383.42

Reset 2

Variable at Estimate
Reset (1-6) Schedule
July 1, 2024 through June 30, 2025
Contract Year 20

Reset 3											
TSS											
ACTUAL MONTHLY AVERAGE LBS/DAY	THRESHOLD LBS/DAY	ANNUAL AVERAGE DAILY EXCESS LBS/DAY	MULTIPLIED BY NUMBER OF DAYS	WEIGHTED AVERAGE LBS/DAY	TOTAL TSS FLOW AND LOAD SETTLEMENT AMOUNT	BOD ₅					
July	14,489.0	21,143.0	-6,654.0	31	(206,272.7)	July	12,845.3	31,719.0	-18,873.7	31	(686,083.4)
August	14,489.0	21,143.0	-6,654.0	31	(206,272.7)	August	12,845.3	31,719.0	-18,873.7	31	(686,083.4)
September	14,489.0	21,143.0	-6,654.0	30	(199,618.8)	September	12,845.3	31,719.0	-18,873.7	30	(686,209.8)
October	14,489.0	21,143.0	-6,654.0	31	(206,272.7)	October	12,845.3	31,719.0	-18,873.7	31	(686,083.4)
November	14,489.0	21,143.0	-6,654.0	30	(199,618.8)	November	12,845.3	31,719.0	-18,873.7	30	(686,209.8)
December	14,489.0	21,143.0	-6,654.0	31	(206,272.7)	December	12,845.3	31,719.0	-18,873.7	31	(686,083.4)
January	14,489.0	21,143.0	-6,654.0	31	(206,272.7)	January	12,845.3	31,719.0	-18,873.7	31	(686,083.4)
February	14,489.0	21,143.0	-6,654.0	28	(186,310.8)	February	12,845.3	31,719.0	-18,873.7	28	(686,482.4)
March	14,489.0	21,143.0	-6,654.0	31	(206,272.7)	March	12,845.3	31,719.0	-18,873.7	31	(686,083.4)
April	14,489.0	21,143.0	-6,654.0	30	(199,618.8)	April	12,845.3	31,719.0	-18,873.7	30	(686,209.8)
May	14,489.0	21,143.0	-6,654.0	31	(206,272.7)	May	12,845.3	31,719.0	-18,873.7	31	(686,083.4)
June	14,489.0	21,143.0	-6,654.0	30	(199,618.8)	June	12,845.3	31,719.0	-18,873.7	30	(686,209.8)
				365	(2,428,694.8)		12,845.3			365	(6,880,885.3)
					\$ (726,508.33)						\$ (1,994,173.20)
Basis of Calculations:											
Prior Year (Loading Adjustment Element) (July 1, 2023 through June 30, 2024):											
Non Electrical	TSS		Non Electrical		Non Electrical		BOD ₅				
Electrical			Electrical		Electrical		Electrical				
Current Year (Loading Adjustment Element) (July 1, 2024 through June 30, 2025):											
VEOLIA											
Non Electrical	TSS		Non Electrical		Non Electrical		BOD ₅				
Electrical			Electrical		Electrical		Electrical				
Calculations:											
TSS Calc.	365	DAYS	(Multiplied By)	-2,428,694.8	WEIGHTED AVERAGE	(Multiplied By)	\$	0.29914	FACTOR OF		
				365	LBS/DAY						
TSS				TSS Total		\$		(726,508.33)			
BOD ₅				BOD ₅ Calc.		365		WEIGHTED AVERAGE			
								LBS/DAY			
								(Multiplied By)			
								\$			
								TSS Total			
								\$			
								(Multiplied By)			
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								(Multiplied By)			

Reset 4

Variable st Estimate
Reset (1-6) Schedule
July 1, 2024 through June 30, 2025
Contract Year 20

Reset 5

TSS

ACTUAL MONTHLY AVERAGE LBS/DAY	THRESHOLD LBS/DAY	ANNUAL AVERAGE DAILY EXCESS LBS/DAY	MULTIPLIED BY NUMBER OF DAYS	WEIGHTED AVERAGE LBS/DAY	TOTAL TSS FLOW AND SETTLEMENT AMOUNT	BOD ₅	ACTUAL MONTHLY AVERAGE DAILY LBS/DAY	THRESHOLD LBS/DAY	ANNUAL AVERAGE DAILY EXCESS LBS/DAY	MULTIPLIED BY NUMBER OF DAYS	WEIGHTED AVERAGE LBS/DAY	TOTAL BOD FLOW AND SETTLEMENT AMOUNT
July	14,489.0	16,990.0	-2,501.0	31	(77,528.7)	July	12,845.3	22,650.0	-9,804.7	31	(303,944.4)	
August	14,489.0	16,990.0	-2,501.0	31	(77,528.7)	August	12,845.3	22,650.0	-9,804.7	31	(303,944.4)	
September	14,489.0	16,990.0	-2,501.0	30	(75,028.6)	September	12,845.3	22,650.0	-9,804.7	30	(294,139.8)	
October	14,489.0	16,990.0	-2,501.0	31	(77,528.7)	October	12,845.3	22,650.0	-9,804.7	31	(303,944.4)	
November	14,489.0	16,990.0	-2,501.0	30	(75,028.6)	November	12,845.3	22,650.0	-9,804.7	30	(294,139.8)	
December	14,489.0	16,990.0	-2,501.0	31	(77,528.7)	December	12,845.3	22,650.0	-9,804.7	31	(303,944.4)	
January	14,489.0	16,990.0	-2,501.0	31	(77,528.7)	January	12,845.3	22,650.0	-9,804.7	31	(303,944.4)	
February	14,489.0	16,990.0	-2,501.0	28	(70,026.6)	February	12,845.3	22,650.0	-9,804.7	28	(274,530.4)	
March	14,489.0	16,990.0	-2,501.0	31	(77,528.7)	March	12,845.3	22,650.0	-9,804.7	31	(303,944.4)	
April	14,489.0	16,990.0	-2,501.0	30	(75,028.6)	April	12,845.3	22,650.0	-9,804.7	30	(294,139.8)	
May	14,489.0	16,990.0	-2,501.0	31	(77,528.7)	May	12,845.3	22,650.0	-9,804.7	31	(303,944.4)	
June	14,489.0	16,990.0	-2,501.0	30	(75,028.6)	June	12,845.3	22,650.0	-9,804.7	30	(294,139.8)	
				365	(972,849.6)					365	(3,578,700.3)	\$ (1,035,951.09)

Basis of Calculations:

Prior Year (Loading Adjustment Element)-(July 1, 2023 through June 30, 2024):											
TSS						BOD ₅					
Non Electrical	\$					Non Electrical	\$				
Electrical	\$					Electrical	\$				
	0.24409						0.21930				
	0.04662						0.06261				
Current Year (Loading Adjustment Element)-(July 1, 2024 through June 30, 2025):											
TSS						BOD ₅					
Adjustment Factor						Adjustment Factor					
New Adjustment Factor						New Adjustment Factor					
Non Electrical	\$					Non Electrical	\$				
Electrical	\$					Electrical	\$				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
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	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
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	0.25252						0.22687				
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	\$						\$				
	0.29914						0.28948				
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	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
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	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
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	\$						\$				
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	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
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	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
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	\$						\$				
	0.29914						0.28948				
	Factor						Factor				
	New Adjustment						New Adjustment				
	Factor						Factor				
	TSS						TSS				
	Non Electrical						Non Electrical				
	Electrical						Electrical				
	0.24409						0.21930				
	0.04662						0.06261				
	1.03450						1.03450				
	1.00000						1.00000				
	0.25252						0.22687				
	0.04662						0.06261				
	0.29914						0.28948				
	Total						Total				
</											

Variable Cost Estimate

Reset (1-6) Schedule

July 1, 2024 through June 30, 2025

Contract Year 20

Reset 6

ST

BOD₅



Reset 6

Variable Unit Estimate
Reset (1-6) Schedule
July 1, 2024 through June 30, 2025
Contract Year 20

Flow and Load Adjustment Factor Calculations

TSS					BOD				
NON Electrical	Adjustment	New Adjustment Factor	Electrical	Adjustment	New Adjustment Factor	Electrical	Adjustment	New Adjustment Factor	
2004-2005	0.15400	0.15400	0.03500	0.03500	0.03500	0.04500	0.96600	0.04500	2004-2005
2005-2006	0.15933	0.15933	0.03381	0.03381	0.03381	0.04347	1.00000	0.04347	2005-2006
2006-2007	0.16514	0.16514	0.03381	0.03381	0.03381	0.04347	1.00000	0.04347	2006-2007
2007-2008	0.17111	0.17111	0.03563	0.03563	0.03563	0.04580	1.05370	0.04580	2007-2008
2008-2009	0.17549	0.17549	0.03612	0.03612	0.03612	0.04644	1.01385	0.04644	2008-2009
2009-2010	0.18249	0.18249	0.03814	0.03814	0.03814	0.04904	1.05599	0.04904	2009-2010
2010-2011	0.18252	0.18252	0.03845	0.03845	0.03845	0.04804	1.00802	0.04804	2010-2011
2011-2012	0.18612	0.18612	0.03845	0.03845	0.03845	0.04943	1.00000	0.04943	2011-2012
2012-2013	0.19179	0.19179	0.03845	0.03845	0.03845	0.04943	1.00000	0.04943	2012-2013
2013-2014	0.19553	0.19553	0.03845	0.03845	0.03845	0.04943	1.00000	0.04943	2013-2014
2014-2015	0.19819	0.19819	0.03845	0.03845	0.03845	0.04943	1.00000	0.04943	2014-2015
2015-2016	0.20095	0.20095	0.03845	0.03845	0.03845	0.04943	1.00000	0.04943	2015-2016
2016-2017	0.20295	0.20295	0.03845	0.03845	0.03845	0.04943	1.00000	0.04943	2016-2017
2017-2018	0.20512	0.20512	0.03845	0.03845	0.03845	0.04943	1.00000	0.04943	2017-2018
2018-2019	0.20883	0.20883	0.03940	0.03940	0.03940	0.05003	1.01223	0.05003	2018-2019
2019-2020	0.21337	0.21337	0.04165	0.04165	0.04165	0.05703	1.05703	0.05703	2019-2020
2020-2021	0.21679	0.21679	0.04099	0.04099	0.04099	0.06028	0.98417	0.06028	2020-2021
2021-2022	0.21962	0.21962	0.04171	0.04171	0.04171	0.05933	1.01763	0.05933	2021-2022
2022-2023	0.22819	0.22819	0.04171	0.04171	0.04171	0.06037	1.03711	0.06037	2022-2023
2023-2024	0.24409	0.24409	0.04662	0.04662	0.04662	0.06261	1.11767	0.06261	2023-2024
2023-2025		0.50520				0.06898	1.00000		2023-2025
2023-2026									2023-2026

Collection System Fund

Detail Report

July 1, 2023 - June 30, 2024

Activity	Account	Start Date	End Date	Description	Amount	Balance
Fletcher Sewer & Drain	235140	08/03/23		CCTV Full Day		
JSC Construction	4465	08/31/23	07/07/23	Replaced manhole frame & cover		
JSC Construction	4468	08/31/23	07/18/23	Sinkhole repair		
JSC Construction	4470	08/31/23	07/20/23	Exploratory dig of sinkhole		
JSC Construction	4472	09/01/23	08/23/23	Basin repair		
JSC Construction	4473	09/01/23	08/23/23	3 basins repairs		
JSC Construction	4474	09/01/23	07/31/23	Basin repair		
JSC Construction	4475	09/01/23	07/24/23	Basin repair		
JSC Construction	4476	09/01/23	08/03/23	Basin repair		
JSC Construction	4477	09/01/23	08/17/23	Basin repair		
JSC Construction	4477	09/01/23	07/18/23	Basin repair		
JSC Construction	110230074077	10/05/23		Catch basins frames and covers		
JSC Construction	238257	10/27/23		Camera inspection		
Fletcher Sewer & Drain	4512	11/08/23	11/02/23	Catch basin repair		
JSC Construction	4513	11/08/23	09/12/23	Raise Manhole		
JSC Construction	4514	11/08/23	10/31/23	Readjusted catch basin		
JSC Construction	4515	11/08/23	10/13/23	Replaced manhole frame and cover		
JSC Construction	4516	11/08/23	08/26/23	Sinkhole repair		
JSC Construction	4518	11/08/23	10/18/23	Catch basin Repairs		
JSC Construction	4520	11/08/23	10/16/23	Catch basin repair		
JSC Construction	4521	11/08/23	06/30/23	Sinkhole/sewer repair		
JSC Construction	4522	11/08/23	10/05/23	Catch basin repair		
JSC Construction	4523	11/08/23	09/26/23	Top for sewer repair		
Fletcher Sewer & Drain	238745	11/08/23		CCTV Full Day		
Flow Assessment	7389	01/15/24	12/01/23	CSO Public Notification Operation & Maintenance		
Flow Assessment	94647647	01/19/24		GIS Annual Subscription		
JSC Construction	4542	01/04/24	12/20/23	Repair low spot in road		
JSC Construction	4543	01/04/24	12/22/23	Reset manhole for DPW project		
JSC Construction	4544	01/04/24	11/30/23	Tow basin repairs		
JSC Construction	4545	01/04/24	11/17/23	Repair failing manhole		
JSC Construction	4546	01/04/24	11/13/23	Manhole Repair		
JSC Construction	4547	01/04/24	12/07/23	Repair catch basin		
JSC Construction	4548	01/04/24	11/30/23	Repair sinkhole		
JSC Construction	4549	01/04/24	11/04/24	Raise manhole prior to paving		
JSC Construction	4550	01/04/24	11/21/23	Basin repair		
JSC Construction	4551	01/04/24	11/30/23	Catch basin repair		
JSC Construction	4552	01/04/24	11/30/23	Basin repair		
JSC Construction	4553	01/04/24	11/06/23	Basin repair		
JSC Construction	4554	01/04/24	11/30/23	Basin repair		
JSC Construction	4555	01/04/24	07/20/23	Open manhole in sidewalk near new play escape at Kennedy Park		
JSC Construction	4556	01/04/24	11/16/23	Restoration of sidewalk		
JSC Construction	4557	01/04/24	09/06/23	Basin repair		
JSC Construction	4558	01/04/24	11/22/23	Replace manhole damaged by plow		
JSC Construction	4559	01/04/24	11/28/23	Replace and reset three manholes		
Flow Assessment	7449	01/01/24	01/01/24	CSO Public Notification Operation & Maintenance		
Flow Assessment	7487	02/01/24	02/01/24	CSO Public Notification Operation & Maintenance		
Flow Assessment	7487	02/01/24	02/01/24	CSO Public Notification Operation & Maintenance		
Flow Assessment	7538	03/01/24	03/01/24	CSO Public Notification Operation & Maintenance		
Fletcher Sewer & Drain	245464	04/05/24		CCTV Survey		
Fletcher Sewer & Drain	245887			CCTV Survey		
Flow Assessment	7602	04/01/24	04/01/24	CSO Public Notification Operation & Maintenance		
Western Mass Environmental	13418	04/24/24		Catch basin clean up at Jones Ferry RD		
Inland Waters	2068	01/23/24		CCTV troubled lines		
Inland Waters	2160	03/31/24		CCTV troubled lines		
Fletcher Sewer & Drain	48492	07/11/24		CCTV Survey		
Flow Assessment	7665	10/23/20		CSO Public Notification Operation & Maintenance		
Flow Assessment	7709	02/07/21		CSO Public Notification Operation & Maintenance		
					\$157,551.03	\$157,551.03
					\$6,321,804.61	\$6,412,601.95
					\$400.05	\$157,954.08
					\$1,400.00	\$159,354.08
					\$1,400.00	\$160,754.08
					\$1,130.00	\$161,884.08
					\$1,125.00	\$163,009.08
					\$1,400.00	\$164,409.08
					\$2,157.50	\$166,566.58
					\$2,244.00	\$168,810.58
					\$2,244.00	\$171,054.58
					\$1,130.00	\$172,184.58
					\$1,400.00	\$173,584.58
					\$1,400.00	\$174,984.58
					\$17,430.55	\$192,415.13

Collection System Repair Cost

		(Contract Obligation) Paid by Veolia	(Additional & Emergency Work) Paid by City of Holyoke	Annual Totals
Contract Year 1	7/1/2005 thru 6/30/2006	\$ 75,000.00	\$ -	\$ 75,000.00
Contract Year 2	7/1/2006 thru 6/30/2007	\$ 109,831.29	\$ 99,486.39	\$ 209,317.68
Contract Year 3	7/1/2007 thru 6/30/2008	\$ 110,560.61	\$ 70,226.02	\$ 180,786.63
Contract Year 4	7/1/2008 thru 6/30/2009	\$ 114,503.23	\$ 282,599.40	\$ 397,102.63
Contract Year 5	7/1/2009 thru 6/30/2010	\$ 119,069.60	\$ 320,852.64	\$ 439,922.24
Contract Year 6	7/1/2010 thru 6/30/2011	\$ 119,088.65	\$ 167,346.67	\$ 286,435.32
Contract Year 7	7/1/2011 thru 6/30/2012	\$ 121,438.27	\$ 276,474.53	\$ 397,912.80
Contract Year 8	7/1/2012 thru 6/30/2013	\$ 125,139.71	\$ 285,992.92	\$ 411,132.63
Contract Year 9	7/1/2013 thru 6/30/2014	\$ 127,581.19	\$ 58,683.51	\$ 186,264.70
Contract Year 10	7/1/2014 thru 6/30/2015	\$ 129,314.99	\$ 432,879.16	\$ 562,194.15
Contract Year 11	7/1/2015 thru 6/30/2016	\$ 131,093.27	\$ 185,796.52	\$ 316,889.79
Contract Year 12	7/1/2016 thru 6/30/2017	\$ 132,402.65	\$ 187,560.75	\$ 319,963.40
Contract Year 13	7/1/2017 thru 6/30/2018	\$ 133,793.87	\$ 74,774.92	\$ 208,568.79
Contract Year 14	7/1/2018 thru 6/30/2019	\$ 134,792.51	\$ 252,921.88	\$ 387,714.39
Contract Year 15	7/1/2019 thru 6/30/2020	\$ 137,721.54	\$ 262,981.79	\$ 400,703.33
Contract Year 16	7/1/2020 thru 6/30/2021	\$ 139,930.59	\$ 268,207.57	\$ 408,138.16
Contract Year 17	7/1/2021 thru 6/30/2022	\$ 141,756.69	\$ 66,026.99	\$ 207,783.68
Contract Year 18	7/1/2022 thru 6/30/2023	\$ 147,288.05	\$ 693,653.81	\$ 840,941.86
Contract Year 19	7/1/2022 thru 6/30/2024	\$ 157,554.03	\$ 17,430.55	\$ 174,984.58
Contract Year 20	7/1/2024 thru 6/30/2025	\$ 162,990.40		\$ 446,490.40
	Additional \$ CAM #6	\$ 283,500.00		
Total To Date		\$ 2,407,860.74	\$ 4,003,896.02	\$ 6,411,756.76

Annual Settlement Statement Summary
Contract Year 19
July 1, 2023 through June 30, 2024

Annual Settlement Statement Contract Year 19 July 1, 2023 thru June 30, 2024		CY 2023-2024 Actual \$ Billed By Veolia	CY 2023-2024 Actual \$ Paid By City of Holyke	CY 2023-2024 Actual Settlement Due Veolia or (City)
Service Fee Calculations				
Service Fee		\$ 7,318,169.52	\$ 7,318,169.52	\$ -
		\$ -	\$ -	\$ -
Net Service Fee		\$ 7,318,169.52	\$ 7,318,169.52	\$ -
Sick Leave and Vacation Adjustment		\$ -	\$ -	\$ -
Sub Total - Service Fee Billed to City		\$ 7,318,169.52	\$ 7,318,169.52	\$ -
Flow and Load Adjustment		\$ 806,289.63	\$ -	\$ 806,289.63
Repair Cost (> \$157,554.03 for Collection System Fund)		\$ 17,430.55	\$ -	\$ 17,430.55
		\$ -	\$ -	\$ -
Total - Service Fee Billed to City		\$ 8,141,889.70	\$ -	\$ 823,720.18
Shared Savings				
Dewatering		\$ -	\$ 1,509.21	\$ (1,509.21)
Totals				
Total - Shared Savings		\$ -	\$ 1,509.21	\$ (1,509.21)
Total Owed To Veolia or (City)				
		\$ 8,141,889.70	\$ 7,319,678.73	\$ 822,210.97

Holyoke Flow and Load Projections for July 23/June 24

TSS

BOD₅

	ACTUAL AVERAGE LBS/DAY	THRESHOLD LBS/DAY	ANNUAL AVERAGE DAILY EXCESS LBS/DAY	MULTIPLIED BY NUMBER OF DAYS	WEIGHTED AVERAGE LBS/MONTH	TOTAL PROJECTED TSS FLOW AND LOAD SETTLEMENT AMOUNT	ACTUAL AVERAGE LBS/DAY	THRESHOLD LBS/DAY	ANNUAL AVERAGE DAILY EXCESS LBS/DAY	MULTIPLIED BY NUMBER OF DAYS	WEIGHTED AVERAGE LBS/MONTH	TOTAL PROJECTED BOD FLOW AND LOAD SETTLEMENT AMOUNT
Jul-23	15,562.6	8,530.0	7,032.6	31	218,010.6		11,445.5	11,159.4	286.1	31	8,869.1	
Aug-23	14,797.1	8,530.0	6,267.1	31	194,280.1		10,784.8	11,159.4	-374.6	31	(11,812.6)	
Sep-23	14,542.6	8,530.0	6,012.6	30	180,378.0		10,135.8	11,159.4	-1,023.6	30	(30,708.0)	
Oct-23	19,292.9	8,530.0	10,762.9	31	333,649.9		16,733.1	11,159.4	5,573.7	31	172,784.7	
Nov-23	16,436.1	8,530.0	7,906.1	30	237,183.0		14,407.0	11,159.4	3,247.6	30	97,428.0	
Dec-23	14,366.7	8,530.0	5,836.7	31	180,937.7		16,934.1	11,159.4	5,774.7	31	179,015.7	
Jan-24	14,183.9	8,530.0	5,653.9	31	175,270.9		13,387.1	11,159.4	2,227.7	31	69,058.7	
Feb-24	16,382.7	8,530.0	7,852.7	29	227,728.3		13,860.1	11,159.4	2,700.7	29	78,320.3	
Mar-24	11,244.9	8,530.0	2,714.9	31	84,161.9		11,474.1	11,159.4	314.7	31	9,755.7	
Apr-24	12,038.8	8,530.0	3,508.8	30	105,264.0		12,158.5	11,159.4	999.1	30	29,973.0	
May-24	12,215.7	8,530.0	3,685.7	31	114,256.7		11,098.2	11,159.4	-61.2	31	(1,897.2)	
Jun-24	12,804.5	8,530.0	4,274.5	30	128,235.0		11,725.8	11,159.4	566.4	30	16,992.0	
Avg	14,489.0			366	2,179,356.1	\$ 622,701.01	12,845.3			366	617,979.4	\$ 183,588.61

Basis of Calculations:

Base Year Factors (July 1, 2022 through June 30, 2023):

		Non Electrical	\$ 0.21962	TSS		Non Electrical	\$ 0.21106	BOD ₅	
		Electrical	\$ 0.04171			Electrical	\$ 0.00257		

Current Year Factors (July 1, 2023 through June 30, 2024):

		Non Electrical	\$ 0.22819	TSS		Non Electrical	\$ 0.21930	BOD ₅		Estimated Adjustment %	New Adjustment Factor
		Electrical	\$ 0.04171			Electrical	\$ 0.00257			1.06970	\$ 0.23458
										0.99815	\$ 0.08249
										Total	\$ 0.28573

Calculations:

TSS Calc.	366	DAYS	(Multiplied By)	2,179,356.1	WEIGHTED AVERAGE LBS/DAY	366	(Multiplied By)	617,979.4	WEIGHTED AVERAGE LBS/DAY	366	(Multiplied By)	183,588.61	FACTOR OF

Totals for TSS and BOD ₅ :		TSS	\$ 622,701.01
		BOD ₅	\$ 183,588.61
			\$ 806,289.63

Service Fee Reduction Instructions and Shared Savings Calculator 2023 - 2024

Sharing of Operations and Maintenance Cost Savings:

- A.** After the installation and the commencement of operation of the 2009 Capital Modifications, the Service Fee shall be reduced by \$3,000 per month (adjusted annually by the O&M Adjustment Factor beginning with the Contract Year that starts on July 1, 2010, to reflect the City's share of the savings resulting from the Company's reduced operation and maintenance costs because of the 2009 Capital Modifications. *Note: The 2009 Capital Improvements were not installed until last quarter of CY 2009-2010 therefore fee adjustment starts on July 1, 2011.*

Sharing of the System Residuals Disposal Cost Savings:

- B.** The parties will share any savings to the Company's System Residuals disposal cost resulting from the installation and operation of the 2009 Capital Modifications in accordance with this subsection

Calculating City's Annual Credit:

- 1** In accordance with subsection 16.1(D) of the Service Contract, after the end of each Contract Year in which the Company commences operations of the 2009 Capital Modification, the Company shall calculate the following and, subject to the review and approval of the City, shall apply any resulting positive credit to such Contract Year's Annual Settlement Statement:

$$\text{City's annual credit} = [(WT) \times (UC) \times ((TSS2 / TSS1) - 1)] \times 0.25$$

Where:

TSS2 Annual average sludge cake dryness after 2009 Capital Modifications are completed

TSS1 Annual average sludge cake dryness prior to 2009 Capital Modifications =22%

WT Annual total wet tons of sludge removed from the Plant

Unit Cost Actual unit cost per wet ton for sludge transportation and disposal charged by the disposal subcontractor

0.25 City's share of the savings

Note: In no event shall the City's annual credit be equal to an amount that is less than \$0

Enter annual totals in the yellow cells in the formula below.									
Calculator:	Wet Tons	Unit Cost	TSS2	Divided By	TSS1	Minus	1	Times	0.25
Example:	10,300	\$141.74	22.1	Divided By	22.0	Minus	1	Times	0.25
Enter Actuals in Yellow Cells	9,370	\$141.74	22.1	Divided By	22.0	Minus	1	Times	0.25

**Service Fee
Index Tables
Applied To Reset (1-6)
July 1, 2024 through June 30, 2025
Contract Year 20**

CPI (CUUR0100SA0) Not Seasonally Adjusted, Northeast Urban, All Items, 1982-84=100
DPI (CUUR0000SA0) Not Seasonally Adjusted, U.S. City Average, All Items, 1982-84=100
EPI Calculated by the client.

YEAR	Annual CPI	% Increase	OMAF	Annual EPI	% Increase	EAF
2003	183.8			0.10644		
2004	188.0	3.463%		0.10282	-3.401%	
2005	194.6	3.646%	1.03483	0.10282	0.000%	0.96599
2006	201.5	3.614%	1.03544	0.10834	5.369%	1.00000
2007	206.7	2.564%	1.03814	0.10983	1.375%	1.05369
2008	214.8	3.988%	1.02584	0.11692	6.455%	1.01375
2009	213.2	0.016%	1.03988	0.11692	0.000%	1.06455
2010	218.0	1.973%	1.04016	0.11692	0.000%	1.00000
2011	224.9	3.048%	1.01973	0.11692	0.000%	1.00000
2012	230.1	1.951%	1.03049	0.11692	0.000%	1.00000
2013	232.5	1.359%	1.01981	0.11692	0.000%	1.00000
2014	237.1	1.390%	1.01359	0.11692	0.000%	1.00000
2015	236.6	-0.119%	1.01390	0.11692	0.000%	1.00000
2016	239.3	1.071%	0.99881	0.11692	0.000%	1.00000
2017	244.5	1.806%	1.01671	0.11835	1.223%	1.00000
2018	250.5	2.173%	1.01805	0.12510	5.703%	1.01223
2019	255.5	1.604%	1.02173	0.12312	-1.583%	1.05703
2020	256.4	1.305%	1.01609	0.12529	1.763%	0.98417
2021	267.1	3.902%	1.01308	0.12994	3.711%	1.01763
2022	289.1	6.970%	1.03382	0.14523	11.767%	1.03711
2023	303.4	3.450%	1.04870	0.14523	0.000%	1.11767
2024	313.5		1.03460			1.0000

Enter CPI value for "MONTH" of April of each year.	APRIL DPI	DEAF	% Increase	YEAR
1	183.8			2003
2	188.0		2.285%	2004
3	194.6	1.03511	3.451%	2005
4	201.5	1.03546	3.448%	2006
5	206.7	1.02574	2.574%	2007
6	214.8	1.03937	3.839%	2008
7	213.2	0.99263	-4.748%	2009
8	218.0	1.02236	2.283%	2010
9	224.9	1.03161	3.118%	2011
10	230.1	1.02305	2.305%	2012
11	232.5	1.01063	1.053%	2013
12	237.1	1.01953	3.553%	2014
13	236.6	0.99801	-1.898%	2015
14	239.3	1.01125	1.125%	2016
15	244.5	1.02200	2.200%	2017
16	250.5	1.02463	2.463%	2018
17	255.5	1.01996	1.996%	2019
18	256.4	1.00329	0.329%	2020
19	267.1	1.0416	4.160%	2021
20	289.1	1.0826	8.260%	2022
21	303.4	1.0493	4.930%	2023
22	313.5	1.0336	3.360%	2024

Electricity Cost Index^a
Holyoke Gas and Electric

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2003	0.10902	0.10902	0.10902	0.10902	0.10902	0.10902	0.10902	0.10282	0.10282	0.10282	0.10282	0.10282	0.10644
2004	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282
2005	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282	0.10282
2006	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834
2007	0.10834	0.10834	0.10834	0.10834	0.10834	0.10834	0.11132	0.11132	0.11132	0.11132	0.11132	0.11132	0.10983
2008	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2009	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2010	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2011	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2012	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2013	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2014	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2015	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2016	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2017	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692	0.11692
2018	0.12475	0.12450	0.12127	0.12815	0.12542	0.12628	0.12521	0.12691	0.12883	0.12397	0.12464	0.12332	0.11835
2019	0.12767	0.12472	0.12251	0.12338	0.12235	0.12276	0.12245	0.12279	0.12528	0.12276	0.12022	0.12052	0.12510
2020	0.12052	0.13145	0.12568	0.12801	0.12918	0.12304	0.12254	0.12662	0.1244	0.12287	0.12578	0.12336	0.12529
2021	0.12861	0.12783	0.13110	0.13101	0.13109	0.13480	0.13380	0.13117	0.12795	0.12948	0.12418	0.12824	0.12994
2022	0.14157	0.14141	0.14000	0.14702	0.14617	0.14701	0.14822	0.14450	0.14730	0.14626	0.14196	0.15132	0.14523
2023	0.14157	0.14141	0.14000	0.14702	0.14617	0.14701	0.14822	0.14450	0.14730	0.14626	0.14196	0.15132	0.14523
2024	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

a. Based on HGE's General Service Electric Rate Schedule.

CPI for All Urban Consumers (CPI-U) Original Data Value

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Series Title: All items in U.S. city average, all urban consumers, not

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Years: 2010 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	223.598	226.280
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	228.850	230.338
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.28	260.388	260.229	260.474	257.557	260.065
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802	266.236	275.703
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	296.797	288.347	296.963
2023	299.170	300.840	301.836	303.363	304.127	305.109	305.691	307.026	307.789	307.671	307.051	306.746	302.408	306.996
2024	308.417	310.326	312.332	313.548	314.069	314.175							312.145	

CPI 4.930%

CPI for All Urban Consumers (CPI-U) Original Data Value

Series Id: CUUR0100SA0
 Not Seasonally Adjusted
 Series Title: All items in Northeast urban, all urban consumers, not
 Area: Northeast
 Item: All items
 Base Period: 1982-84=100
 Years: 2010 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2010	232.294	232.382	233.188	233.615	234.130	233.834	233.885	234.150	234.027	234.671	235.094	235.141	233.868	233.241	234.495
2011	235.969	237.110	239.074	240.267	241.566	241.690	242.282	243.033	243.323	243.014	242.652	241.987	240.997	239.279	242.715
2012	242.879	243.850	245.125	245.850	245.709	245.201	244.984	246.252	247.409	247.564	247.097	246.456	245.698	244.769	246.627
2013	247.277	248.665	248.719	248.484	248.584	248.851	249.411	249.858	250.231	249.320	249.503	249.567	249.038	248.427	249.648
2014	251.045	251.233	252.413	252.506	253.598	253.555	253.833	253.185	253.154	252.730	251.781	250.519	252.463	252.392	252.534
2015	250.016	250.619	251.451	251.760	252.770	253.626	253.405	252.903	252.922	252.504	252.573	251.670	252.185	251.707	252.663
2016	251.739	252.250	252.854	254.270	255.023	255.471	255.386	255.545	256.085	256.605	256.541	256.427	254.850	253.601	256.098
2017	258.073	258.768	258.510	259.165	259.386	259.335	258.833	259.508	260.875	260.580	260.630	260.791	259.538	258.873	260.203
2018	262.188	263.260	263.556	264.669	265.840	265.950	265.830	266.425	266.709	266.464	265.487	265.286	265.139	264.244	266.034
2019	266.109	266.706	268.025	269.070	269.744	270.133	270.381	270.548	270.563	270.348	270.643	270.429	269.392	268.298	270.485
2020	272.316	273.08	272.531	271.325	271.345	272.283	273.347	273.597	273.925	273.374	273.543	274.225	272.908	272.147	273.669
2021	275.427	276.473	278.197	280.234	281.858	284.741	285.220	285.630	286.423	288.236	289.835	290.405	283.557	279.488	287.625
2022	292.644	294.605	298.403	300.325	302.939	306.453	305.916	306.855	307.152	308.001	308.394	308.150	303.320	299.228	307.411
2023	310.323	311.986	311.243	311.848	312.241	313.329	313.952	315.441	316.373	316.300	316.252	316.143	313.786	311.828	315.744
2024	318.133	319.577	321.741	323.035	324.439	325.271								322.033	
2025															

Annual CPI 3.450481%

Wastewater Pollution Control Facility Monthly Invoices

Date 2023	Usage kWh (a)	Demand kW (b)	Reactive KVARh (c)	Discount \$ (d)	Gross Invoice \$ (e)	MC PUR. POW. ADJ. (f)
January	253820.00	476.00	2800.00	4306.21	39,274.24	0.028910
February	223636.00	448.00	2800.00	3828.70	34,918.19	0.041010
March	229124.00	420.00	4200.00	3875.90	35,350.03	0.041010
April	225008.00	462.00	0.00	4012.42	36,589.01	0.034840
May	229124.00	448.00	1400.00	4058.88	37,013.48	0.034840
June	211288.00	434.00	2800.00	3768.13	34,361.39	0.034840
July	222264.00	490.00	8400.00	4003.79	36,509.19	0.034840
August	230496.00	406.00	8400.00	4029.67	36,748.65	0.034840
September	208544.00	434.00	4200.00	3725.98	33,976.82	0.034840
October	214032.00	420.00	1400.00	3793.52	34,593.59	0.034840
November	231868.00	434.00	2800.00	4084.27	37,245.68	0.034840
December	231868.00	462.00	8400.00	4275.17	38,981.07	0.041010

Typical Pumping Station Monthly Invoices - Jackson Street PS

Date 2023	Usage kWh	Demand kW	Reactive KVARh	Discount \$	Gross Invoice \$	MC PUR. POW. ADJ.
January	4880.00	25.60	2560.00	\$84.59	\$848.29	0.02891
February	4160.00	24.00	2320.00	\$72.39	\$725.99	0.02891
March	4000.00	32.80	2240.00	\$69.68	\$698.80	0.014101
April	5040.00	57.60	2400.00	\$90.28	\$905.36	0.014101
May	5280.00	62.40	2720.00	\$94.49	\$947.56	0.014101
June	5280.00	132.80	2720.00	\$94.49	\$947.56	0.014101
July	5920.00	105.60	3040.00	\$105.71	\$1,060.07	0.014101
August	5840.00	82.40	3440.00	\$104.31	\$1,046.01	0.014101
September	4560.00	81.60	2880.00	\$81.87	\$820.97	0.014101
October	5040.00	28.80	2560.00	\$90.28	\$905.36	0.014101
November	4800.00	29.60	2720.00	\$172.15	\$863.17	0.014101
December	4560.00	60.80	2480.00	\$81.87	\$820.97	0.014101

Annual Trucked-In Materials Data Summary (No Action Necessary) thru Contract Year 19

Contract Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	2024-25
July	16,100	24,050	17,000	25,050	27,000	25,000	27,000	31,000	31,000	33,000	43,480	40,000	42,000	48,000	48,000	49,000	47,318	60,000	18,000	27,700	
August	8,100	16,100	22,000	26,050	23,000	27,000	27,000	22,000	32,000	29,000	35,000	46,000	48,000	38,000	48,000	47,000	34,000	48,000	13,000	36,700	
September	13,100	14,100	17,000	30,000	44,000	40,000	40,000	35,000	25,000	40,000	41,000	37,000	48,000	44,000	53,000	53,000	34,000	65,000	22,000	33,300	
October	28,100	42,050	33,000	34,000	58,000	33,000	33,000	35,000	41,000	49,000	59,000	55,000	66,000	71,000	50,000	50,000	68,836	62,000	28,060	39,000	
November	18,250	24,050	23,000	20,050	44,000	24,000	24,000	36,000	41,000	31,000	54,000	11,000	45,000	53,000	31,000	31,000	44,000	54,150	23,000	40,100	
December	5,100	20,050	15,050	15,000	28,000	24,000	24,000	20,000	16,000	16,000	25,000	22,000	17,000	19,000	17,000	18,894	34,774	30,000	19,100	22,100	
January	3,000	11,150	5,000	9,000	7,000	14,000	14,000	9,000	10,000	14,000	16,000	11,000	16,000	15,504	18,000	18,000	4,000	11,000	6,000	13,000	
February	6,000	3,050	7,000	5,000	5,000	11,000	11,000	4,000	6,000	9,000	22,000	22,000	20,000	24,000	28,471	41,100	39,100	25,378	22,500	18,500	
March	9,050	6,050	13,000	15,000	24,000	17,000	14,000	14,000	10,000	14,000	35,000	39,000	20,000	34,000	28,471	41,100	39,100	25,378	22,500	18,500	
April	19,050	10,000	21,000	21,000	32,000	22,000	22,000	30,000	38,000	38,000	39,000	43,000	34,000	54,000	54,000	54,000	56,000	24,430	26,000	28,000	
May	23,050	21,000	30,000	14,000	35,000	25,000	25,000	41,000	28,000	35,000	21,000	44,000	68,000	46,000	46,000	69,378	64,000	18,110	40,165	35,300	
June	17,100	21,000	31,000	32,000	50,000	26,000	26,000	18,000	37,000	42,000	32,000	46,000	44,000	44,946	50,000	55,000	17,000	21,000	21,000	19,000	
Yearly Total	13,178	16,242	21,413	19,917	20,513	31,417	24,000	24,583	26,250	29,167	35,207	32,750	39,250	41,660	42,898	43,027	35,747	20,927	27,493	#DIV/0!	

Contract Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	2024-25
July	16,100	24,050	17,000	25,050	27,000	25,000	27,000	31,000	31,000	33,000	43,480	40,000	42,000	48,000	48,000	49,000	47,318	60,000	18,000	27,700	
August	8,100	16,100	22,000	26,050	23,000	27,000	27,000	22,000	32,000	29,000	35,000	46,000	48,000	38,000	48,000	47,000	34,000	48,000	13,000	36,700	
September	13,100	14,100	17,000	30,000	44,000	40,000	40,000	35,000	25,000	40,000	41,000	37,000	48,000	44,000	53,000	53,000	34,000	65,000	22,000	33,300	
October	28,100	42,050	33,000	34,000	58,000	33,000	33,000	35,000	41,000	49,000	59,000	55,000	66,000	71,000	50,000	50,000	68,836	62,000	28,060	39,000	
November	18,250	24,050	23,000	20,050	44,000	24,000	24,000	36,000	41,000	31,000	54,000	11,000	45,000	53,000	31,000	31,000	44,000	54,150	23,000	40,100	
December	5,100	20,050	15,050	15,000	28,000	24,000	24,000	20,000	16,000	16,000	25,000	22,000	17,000	19,000	17,000	18,894	34,774	30,000	19,100	22,100	
January	3,000	11,150	5,000	9,000	7,000	14,000	14,000	9,000	10,000	14,000	16,000	11,000	16,000	15,504	18,000	18,000	4,000	11,000	6,000	13,000	
February	6,000	3,050	7,000	5,000	5,000	11,000	11,000	4,000	6,000	9,000	22,000	22,000	20,000	24,000	28,471	41,100	39,100	25,378	22,500	18,500	
March	9,050	6,050	13,000	15,000	24,000	17,000	14,000	14,000	10,000	14,000	35,000	39,000	20,000	34,000	28,471	41,100	39,100	25,378	22,500	18,500	
April	19,050	10,000	21,000	21,000	32,000	22,000	22,000	30,000	38,000	38,000	39,000	43,000	34,000	54,000	54,000	54,000	56,000	24,430	26,000	28,000	
May	23,050	21,000	30,000	14,000	35,000	25,000	25,000	41,000	28,000	35,000	21,000	44,000	68,000	46,000	46,000	69,378	64,000	18,110	40,165	35,300	
June	17,100	21,000	31,000	32,000	50,000	26,000	26,000	18,000	37,000	42,000	32,000	46,000	44,000	44,946	50,000	55,000	17,000	21,000	21,000	19,000	
Yearly Total	13,178	16,242	21,413	19,917	20,513	31,417	24,000	24,583	26,250	29,167	35,207	32,750	39,250	41,660	42,898	43,027	35,747	20,927	27,493	#DIV/0!	

- Notes:**
- Section 8.4-A....Until maximum number of gallons determined, plant will be eligible to receive 40,000 gallons per month.
 - Section 8.4-A....Compensation for the 40,000 gallons per month of trucked-in-materials is included in the Base Operating Charge element of the Service Fee.
 - Section 8.4-C....Once the maximum gallons of trucked-in-materials capacity is determined, a share of revenue will be split between the City and the Company at a rate of 80% and 20% respectively.
 - Section 8.4-C....Once the septage study is completed, the City and the Company will negotiate in good faith the following: 1- maximum septage to be received, 2- delivery protocols, and 3- financial arrangements.

Contract Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	2024-25
July	16,100	24,050	17,000	25,050	27,000	25,000	27,000	31,000	31,000	33,000	43,480	40,000	42,000	48,000	48,000	49,000	47,318	60,000	18,000	27,700	
August	8,100	16,100	22,000	26,050	23,000	27,000	27,000	22,000	32,000	29,000	35,000	46,000	48,000	38,000	48,000	47,000	34,000	48,000	13,000	36,700	
September	13,100	14,100	17,000	30,000	44,000	40,000	40,000	35,000	25,000	40,000	41,000	37,000	48,000	44,000	53,000	53,000	34,000	65,000	22,000	33,300	
October	28,100	42,050	33,000	34,000	58,000	33,000	33,000	35,000	41,000	49,000	59,000	55,000	66,000	71,000	50,000	50,000	68,836	62,000	28,060	39,000	
November	18,250	24,050	23,000	20,050	44,000	24,000	24,000	36,000	41,000	31,000	54,000	11,000	45,000	53,000	31,000	31,000	44,000	54,150	23,000	40,100	
December	5,100	20,050	15,050	15,000	28,000	24,000	24,000	20,000	16,000	16,000	25,000	22,000	17,000	19,000	17,000	18,894	34,774	30,000	19,100	22,100	
January	3,000	11,150	5,000	9,000	7,000	14,000	14,000	9,000	10,000	14,000	16,000	11,000	16,000	15,504	18,000	18,000	4,000	11,000	6,000	13,000	
February	6,000	3,050	7,000	5,000	5,000	11,000	11,000	4,000	6,000	9,000	22,000	22,000	20,000	24,000	28,471	41,100	39,100	25,378	22,500	18,500	
March	9,050	6,050	13,000	15,000	24,000	17,000	14,000	14,000	10,000	14,000	35,000	39,000	20,000	34,000	28,471	41,100	39,100	25,378	22,500	18,500	
April	19,050	10,000	21,000	21,000	32,000	22,000	22,000	30,000	38,000	38,000	39,000	43,000	34,000	54,000	54,000	54,000	56,000	24,430	26,000	28,000	
May	23,050	21,000	30,000	14,000	35,000	25,000	25,000	41,000	28,000	35,000	21,000	44,000	68,000	46,000	46,000	69,378	64,000	18,110	40,165	35,300	
June	17,100	21,000	31,000	32,000	50,000	26,000	26,000	18,000	37,000	42,000	32,000	46,000	44,000	44,946	50,000	55,000	17,000	21,000	21,000	19,000	
Yearly Total	13,178	16,242	21,413	19,917	20,513	31,417	24,000	24,583	26,250	29,167	35,207	32,750	39,250	41,660	42,898	43,027	35,747	20,927	27,493	#DIV/0!	



CONSOLIDATED PLAN 2025-2029

CONSOLIDATED PLAN 2025-2029

City of Holyoke
Mayor Joshua Garcia

Office for Community Development
City Hall Annex, Room 400, Holyoke, MA 01040
Tel 413.322.5610
Fax 413.322.5611
www.holyoke.org

Alicia M. Zoeller, Administrator



CONSOLIDATED PLAN 2025-2029

Overview

- **Overview: The Consolidated Planning Process**
- **Responsible Entity**
- **Consolidated Plan Purpose and Focus**
- **Federal Requirements**
- **Planning Process**
- **Investment Opportunities**
 - Community Development Block Grant (CDBG)
 - HOME Investment Partnership Program (HOME) (With Chicopee and Westfield)
 - Other HUD funding (i.e.- CDBG-COVID, Disaster Recovery)
- **Your Input**
- **Next Steps**





CONSOLIDATED PLAN 2025-2029

The Consolidated Plan

- The Consolidated Plan is designed to help the City of Holyoke to assess its affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.
- The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs (Community Development Block Grant and HOME Investment Partnership Program).
- The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal funds that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.



CONSOLIDATED PLAN 2025-2029

ConPlan Process

- Every five year data-driven planning document required by HUD
 - Entered into online Integrated Disbursement and Information System (IDIS)
- Assesses affordable housing and community needs
- Identifies investment strategies and opportunities for funding
- Establishes priorities and goals for the next five years

In 2024-2025, the ConPlan will be developed in conjunction with the City's twenty-year Comprehensive Plan under development by the Office of Planning and Economic Development (OPED). Some consultation and public input strategies will overlap in the drafting of both plans.



CONSOLIDATED PLAN 2025-2029

Responsible Entity (RE)

OFFICE FOR COMMUNITY DEVELOPMENT

City department supported entirely by HUD funds in partnership with other municipal departments- Mayor, Procurement, BOH, DPW, Auditor, Treasurer. Lead entity for the Holyoke-Chicopee-Westfield HOME Consortium.

➤ Mission:

1. To engage residents, non-profit organizations, developers and the general public to articulate the City's needs and priorities for safe, decent, affordable housing, economic development, community services, and neighborhood revitalization;
2. To administer federal funding effectively and within the regulatory framework to benefit low and moderate income residents and areas.



ConPlan Purposes & Focus

HUD Established Objectives, Criteria, Eligibility

Objectives

- Create Suitable Living Environments
- Provide Decent Housing
- Create Economic Opportunities

Activity Criteria

- L/M Income Clientele
- L/M Income Area
- L/M Income Housing
- L/M Income Jobs
- Slums/blight



CONSOLIDATED PLAN 2025-2029

Consolidated Plan Content Requirements

- HUD-generated Data and Mapping in IDIS
- Community Input through citizen participation and consultations
- Priority Needs & Objectives established through the community input process
- HUD-compliant activities and projects are identified to address these needs
- City establishes numeric goals for the five-year period
- Public Document reviewed by the public and submitted to HUD for approval.



CONSOLIDATED PLAN 2025-2029

Community Input

➤ Community Dialogue

- Listening Sessions
 - September 25, 2024
 - October 26, 2024
 - November 21, 2024

➤ Consultations with Stakeholders

➤ Community Surveys

➤ Public Hearings

➤ Open Public Comment Period

➤ Draft Five Year Consolidated Plan

➤ Public Comment Period

- March 11, 2025 through April 21, 2025



CONSOLIDATED PLAN 2025-2029

A COMMUNITY'S PERSPECTIVE

What three things would improve your quality of life, your ability to be financially secure, or improve your neighborhood?

What is most important to you, your constituents, or your neighborhood?

Should the City improve its public facilities like parks? Support water and sewer infrastructure and neighborhood improvements like lighting and sidewalks?

Create more affordable housing for low income residents?

Create more homeownership opportunities for low and moderate income households?

Create more jobs available to low income residents?

Support rehab of existing buildings? Demolish blighted properties?

Fund public services to support basic needs?

Address climate change, resiliency or green energy?



CONSOLIDATED PLAN 2025-2029

AREAS OF INVESTMENT OPPORTUNITIES

- **Public Facilities & Improvements**
- **Special Economic Development Activities**
- **Microenterprise Assistance**
- **Housing**
- **Clearance & Demolition**
- **Public Services**
- **Planning & Capacity Building**



CONSOLIDATED PLAN 2025-2029

Public Facilities & Infrastructure



- Sewer and water Improvements
- Handicap accessibility
- Street/Sidewalk Improvements
- Alternative Energy
- Bike/walking paths
- Community Centers



- Parks and Recreation
- Community/Senior Centers
- Community gardens/green space
- Public Building renovations (library)



Special Economic Development Activities

- **Business Incubator**
- **Business loans or grants**
- **Technical assistance to business**

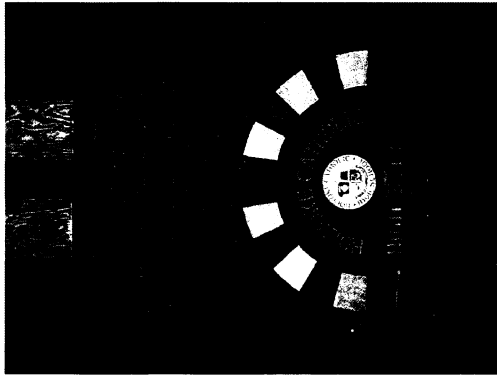
Microenterprise Assistance

- **Support to a business with five or fewer employees**



Housing

- Rental
- Homeownership opportunities/assistance
- New Construction
- Rehabilitation of existing housing stock
- Rehabilitation of vacant buildings to create new housing
- Specialized housing- older adult, Veterans





CONSOLIDATED PLAN 2025-2029

Public Services

- Child care
- Health care
- Job training
- Recreational program
- Educational program
- Public safety
- Fair housing
- Services for older adults
- Services for homeless
- Legal assistance
- Recreation
- Services for the disabled
- Drug abuse/counseling
- Youth programs/services
- Energy conservation counseling/testing
- Homebuyer assistance
- Services for domestic violence

PS allocation capped at 15% of yearly CDBG allocation



CONSOLIDATED PLAN 2025-2029

Planning and Capacity Building

- Comprehensive plans
- Capital improvement program plan
- Analysis of impediments to fair housing plan
- Historic preservation plan
- Neighborhood plan
- Administration of Federal grants

Planning allocation capped at 20% of yearly CDBG allocation



CONSOLIDATED PLAN 2025-2029

It's *Your* Turn! Speak Up for Holyoke

➤ Listening Sessions

- Please provide your name & address & organization affiliation (if applicable) for the record.
- Testimony based upon community needs, neighborhood needs, broad objectives or priorities is welcomed!
- Determinations of compliance with HUD Rules and Regulations will not be made during the public hearing.

➤ Opportunity to Submit in Writing

➤ Data and Reports Welcome



CONSOLIDATED PLAN 2025-2029

City of Holyoke Office for Community Development

City Hall Annex Room 400

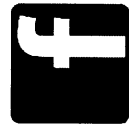
Holyoke MA 010440

Phone 413-322-5610

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@HolyokeOCD

Thank you for your participation!



Minutes
BOARD OF PUBLIC WORKS
SEWER COMMISSION
STORMWATER COMMISSION

Date: November 4, 2024

Time: 5:30PM

Place: Holyoke DPW, 63 North Canal Street, Holyoke, MA 01040

Zoom Meeting

<https://us02web.zoom.us/j/85796551226?pwd=mcBroen5LxeitPIEvJnCGabt0uaTDI.1> Meeting ID:
857 9655 1226 Passcode: 759033

Attendees

Mary Monahan, Chair

Libby Hernandez, Vice Chair

Joseph Kietner, Commissioner

Carl Rossi, Director of Public Works

Victoria Houle, Interim City Engineer

Call to Order

1. Public Comment – no comments
2. Consent Agenda
 - a. Consideration of Minutes of the Past Meeting – no previous minutes
 - b. City Engineer Report – see attached
 - c. DPW Director Report – Director updated Board on vacancies, new hires, funding opportunities. Director presented Board YTD budget update
 - d. Commissioner's Liaison Reports – see attached
 - e. Abatements (second meeting of the month unless otherwise noted)
Board voted unanimously to accept the reports and updates
3. Status Updates on Integrated Management Plan, Comprehensive Analysis of Sewer Enterprise Fund, Long Term Service Agreement, Final NPDES WWTF permit -no updates outside the above reporting
4. Board of Public Works meeting schedule
Board voted unanimously to return to first and third Monday meeting schedule.
Board recognized that additional meetings may be necessary upon the receipt of financial data from the Treasurer and the City Auditor and the need for the Board to recommend a sewer rate to Council.

Meeting adjourned 6:45PM



Board of Public Works Meeting
Engineer's Report
November 4, 2024

1. Staffing
 - a. Senior Civil Engineer posted
 - b. City Engineer posted
2. Grant Opportunities
 - a. FY25 Municipal ADA Transition Plan and Sidewalk conditions assessment, targeting Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. Grant application submitted for \$204,400 on June 14th, waiting on status of award.
 - b. Cannabis Impact Fee Applications - On hold
 - c. Sewage Notification Assistance Grant – Submitted for request for \$50,000 in November 2023 for automation of email notification system. Grant received and project is complete.
 - d. Dam and Seawall Program Grant – Application for electrical upgrades to levee system submitted on April 5th. Grant was awarded in the amount in the amount of \$187,500. City match of 25% to be met with in-kind services. Contract w/Tighe & Bond being drafted.
 - e. Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program (Planning/Design) – Application submitted to request \$250,000 for the preparation of a Final Environmental Impact Report and finalize the MEPA Permitting Process for the City's CSO Long-Term Control Plan. Waiting on status of award.
 - f. CPA's FY25 Holyoke Community Preservation Act Grant Cycle – Letters of interest were due on September 16th. Two projects were submitted by Engineering/DPW: Phase 2 of Wistariahurst Retaining Wall Repairs and Phase 5 of the City Hall Stained Glass Windows project.
 - i. Notified that both the Stained Glass Windows and Wistariahurst Retaining Wall Projects were eligible projects and invited to submit formal applications by December 20, 2024
 - g. MassDOT Materials Distribution Project - Rectangular Rapid Flashing Beacons (RRFBs) for Pedestrian Safety in Massachusetts – MassDOT would provide the equipment free of charge and the municipality would be responsible for installation. Locations submitted for consideration include:
 - i. Whiting Farms Rd at Farnum Dr
 - ii. Whiting Farms Rd @ Tokeneke Rd
 - iii. Homestead Ave @ Sterling Rd
 - iv. Homestead Ave @ Upland Rd
 - v. Northampton St @ Myrtle Ave
 - vi. Northampton St @ Washington Ave
 - h. New Grant Opportunity through PVPC "2024-2026 Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program" – Applications due February 24, 2025 - The purpose of the PROTECT Program is to provide grants on a competitive basis for projects that seek to strengthen surface transportation to be more resilient to natural hazards, including climate change, sea level rise, heat waves, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure.

3. Status of Construction Projects

a. Sidewalk Replacement Project

- i. Hampden Street sidewalk work - Separate \$100,000 appropriation – Work substantially completed, approximately \$37,000 remaining.
- ii. Staff developing list of locations for upcoming round of CDBG sidewalk work. Current funding available is \$398,094.50.

b. Street Paving-Resurfacing

- i. Total funding available through Chapter 90 is \$2,042,404. Portion of funding to be used for recently bid Traffic Calming Project, BETA City-wide Pavement Evaluations, line striping. Fall work nearing completion with the paving of South Street, Beech Street, and Linden paved and Homestead Avenue to be paved Monday, November 4th.
- ii. Spring paving proposed:
 1. Jackson Street (from High Street to South Race Street)
 2. Meadow Street (from Main Street to end)
 3. Old Jarvis Avenue (from Jarvis Avenue to Easthampton Road)
 4. Bassett Road (from Old Jarvis Avenue to Alma Street)
 5. Dupuis Road (from Apremont Highway to the Southampton town line)

c. ARPA Sewer Rehabilitation

- i. \$2M total project, engineering for priority on CCTV and lining, spot repairs contract, bidding, oversight; Veolia agreed to also assist in oversight and information about existing conditions
- ii. The priority sections of sewer pipe will be videoed and lined with a cured in place liner. The project will continue throughout the remainder of 2023 and into 2024.
- iii. Insituform Technologies, LLC, contract for \$895,500
- iv. Change Order #3 to remove a portion of lining work approved. Total revised project cost \$1,000,629.45.
- v. Phase 2 scope of work and bid documents being prepared by Engineering. Approximate budget for phase 2 work is \$1 million.

d. ARPA Building Upgrades, Tranche 1 & Tranche 2, \$8.0M total funding

- i. Roofing and skylights at DPW, Annex and Exhibit Hall (Children's Museum).
- ii. ANSER is the OPM. Meetings are held weekly w/Sean Sheedy, Community Development, and Purchasing.
- iii. Architecture EL, Mount Vernon Group Architects designers
- iv. Roof renovations - Work remaining includes out to bid roof and skylights at Annex, roofs at Children's Museum, roof and bay 7 skylight at DPW above offices. This project has been bid and awarded to the low bidder, City Enterprise, Inc. The value of the bid was \$4,529,211, plus \$58,688 for an alternate to add roof scuppers at the Children's Museum (total of \$4,587,211). Construction has started and is anticipated by the end of this year.
- v. Interior improvements - Flooring and finishes at Annex, City Hall, DPW, and Police Department; duct cleaning at Police Department, some remodel work in City Hall including expansion of Purchasing Dept., relocating of and new counters for City Clerk, and relocating and new counters for Tax Collector; and portion of work identified by envelope study including some slate roof and window sill repairs. Hazardous materials testing and hydrant test completed. Mount Vernon is architect for project. Draft plans and bid documents received and comments forwarded to architect. The project is to be bid in Fall, with renovations beginning after the first of the year. Temporary relocations are anticipated as part of this work.

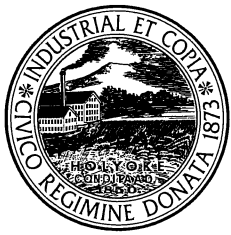
- vi. City Hall Building Envelope Repairs and Police Station Duct Cleaning: ARPA funds have been used to 1) survey and develop a complete scope of possible work for maintaining the roofs and walls of the project and 2) to develop a bid package for Police Station Duct Cleaning. ARPA funds available after the bidding for the interior flooring replacement will be utilized to meet these needs. **Bidding documents being finalized for advertisement on or around November 13th.**
- e. City-Wide Traffic Signal Replacement Project
 - i. Pleasant St/Hampden St – **Construction work has started.**
 - ii. Cherry St/Homestead Ave – Work is scheduled to follow completion of Pleasant St/Hampden St and construction duration is estimated as 1-2 weeks.
 - iii. Work is being coordinated within next two weeks to remove graffiti from traffic cabinets and signal poles throughout the City.
- f. Dwight Street Sidewalk Vaults
 - i. Campora awarded, contract signed, \$432,000 received from Travelers Insurance
 - ii. Asbestos & Haz Mat issues inside the vault
 - iii. Meeting held with Travelers and their consultant, Vertex, on Wednesday May 29th. Vertex to review scope of work previously provided by Campora and let City know if there is any additional information needed to process claim.
 - iv. Release and Settlement Agreement to complete change order work received from Travelers. Change Order has been issued to Contractor.
 - v. **Construction has started.**
- g. Apremont Highway / Route 202 Signal
 - i. Awarded to Pine Ridge Technologies
 - ii. McMahon/Bowman providing construction oversight
 - iii. **Waiting on completion of final punch list items including installation of signage.**
- 4. Status of Planning and Design Projects
 - a. Integrated Plan, Hazen
 - i. Draft program of projects reviewed with team. Hazen further developing program and project categories. Future training to be provided to City staff.
 - b. MS4 Stormwater Compliance, Kleinfelder
 - i. Looking ahead to a BMP installation in an MS4 area by end of 2024. Overlapping with the MVP project scope in Day Brook does not look possible; investigating Sullivan School.
 - ii. **FY24 (Permit Year 6) Annual Report has been submitted.**
 - iii. **Construction of bioretention area at Maurice Donahue School has started.**
 - iv. **Veolia to begin dry weather screen as part of IDDE Program.**
 - c. Contract Operations
 - i. Hazen – Final Contract Operations Evaluation Report provided to Veolia
 - ii. Abrahams – Working on additional scope for sewer rate study
 - d. ARPA City Building projects, City-managed projects
 - i. Boiler HFD FS#6 has been awarded to Boulangers. Preconstruction meeting held on February 14th. Walkthrough w/Contractor and subconsultants scheduled for week of May 6th. Some equipment and parts have been delivered. Work is slated to begin in May.
 - ii. HFD FS#3 & #6 Mini Splits Bid – Project has been awarded to the low bidder, Boulanger.
 - iii. Contract is being distributed for execution. The anticipated timeline for completion is 90 days from the notice to proceed.
 - iv. The Library Carpet in the Community Room – Work has been completed.

- e. Springdale Sewer Pumping Station Assessment and Preliminary Design (ARPA \$117,803)
 - i. RFQ for design services advertised; 2 responses received. Tighe & Bond selected as most advantageous firm. **Contract finalized and project kick-off meeting to take place in new couple of weeks.**
- f. City of Holyoke Central Fueling Station Replacement
 - i. RFQ for design services advertised on October 9, 2023 with letters of interest due November 7, 2023 – only one letter of interest received. Weston and Sampson identified as consultant. Funding source to be identified. **Contract with Weston & Sampson (\$192,500) being finalized.**
- g. City Hall Parking Deck Rehabilitation Design
 - i. RFQ for design services advertised; 4 responses received. Draft proposal for services received. Comments to be forwarded to Tighe & Bond. New funding being requested by Mayor in conjunction with other parking projects. **Contract finalized and project kick-off meeting held on October 30th.**
- h. CSO River Terrace Sewer Separation Project
 - i. **Easements obtained.**
 - ii. **Approval to advertise received from CWSRF.**
 - iii. **Project advertised for bid with bids due on November 21st. Two addenda have been issued.**
 - iv. **Need to send extension request letter to CWSRF upon opening of bids.**
- i. CSO Long-Term Control Plan
 - i. Meeting w/MEPA staff to discuss Notice of Project Change for LTCP held on July 17th. Working to prepare and submit a NPC for MEPA circulation.
 - ii. Notice of Project Change was submitted September 9th. Draft NPC has been circulated for review. Target date for submission is September 16th. Notice should be published in the Environmental Monitor on September 25th with comments due by October 15th.
 - iii. **Request to extend comment period received from Connecticut River Conservancy and two-week extension granted with comment period ending on October 29th.**
 - iv. **City was notified of preliminary approval for requested FY25 Congressionally Directed Spending funding which included \$200,000 towards completion of Final EIR.**
 - v. **Application in the amount of \$250,000 was also made to CWSRF and waiting on status of award. There may be a 20% City match required on FY25 CDS monies and CWSRF funds may be allowed for match although we need to confirm.**
- j. Pavement Management System Update
 - i. BETA Group has started 2024 inspections and work is anticipated to be completed by March 2025.
 - ii. **Draft roadway data and report has been received.**
- k. Race Street Repaving Cabot to Sargeant
 - i. **Concept plans prepared by VHB and reviewed internally. No funding source identified at this time and estimated project cost is \$500k.**
- l. Center City – submitted 100% design to DOT, FY2025 TIP
 - i. Inquiry to DOT Traffic Section re PVRR Preemption
 - ii. Submitted Chapter 90 project initiation form for 100% design for VHB
 - iii. MassDOT approval received for Canal and Race Street
 - 1. Race Street – Survey is complete, VHB working on concepts. Construction is slated for 2025 and will likely extend over two construction seasons.
 - iv. **100% Design Plans have been submitted.**

- v. Meeting held with MassDOT to review steps needed to complete right-of-way acquisition phase. City is responsible for title examinations, appraisals, and compensation – approximately 33 affected properties with 7 permanent easements and 43 temporary easements. Waiting on official authorization to proceed from MassDOT. Cost unknown and funding source not yet identified.
- vi. Change Order received from VHB for Special Foundation Design for design of traffic signal foundations associated with five (5) traffic signals within project limits. Cost proposal is \$15,500 and funding source to be determined.
- m. DOT-lead / TIP projects
 - i. MassDOT to pave Easthampton Road from Lindor Heights to the town line. Work will be done through MassDOT's Municipal Pavement Program. Paving is completed and minor restoration work including repairs to driveway aprons is ongoing.
 - ii. Corridor Improvements on High and Maple Streets – DOT to design and construct, received PRC approval 8/4/2023, no TIP year assigned
 - iii. Appleton St - 1st and 2nd Level Canal Bridge Replacement – DOT project with construction slated for 2026. 25% Design plans received from MassDOT.
 - iv. Beech & Resnic Intersection – Pursuing roundabout concept, involved takings incl. Article 97. Meeting held with Fuss & O'Neill to review 25% Design. City comments based on 25% Design forwarded to F&O and MassDOT. Public meeting tentatively scheduled for mid-November has been postponed until possibly mid-December due to delay in updating of 25% Design Plans. Preliminary public outreach efforts and notice to be sent out once meeting date is confirmed.
 - v. MassDOT Safe Routes to School Infrastructure Project – Lawrence School, 10% design
 - vi. MassDOT Rail Corridor Project - MassDOT is currently in design on the installation of buried Fiber Optic Cable through the rail corridor as part of safety & security upgrades. The FOC design will include fiber connections in Springfield Union Station and also at Holyoke, Northampton, and Greenfield stations. Potential work at Holyoke Train Station will include installation of a fiber optic cable (FOC) cabinet used later for CCTV cameras on the station platform and a Blue Light Station (emergency telephone) connected to Amtrak Police. Project information forwarded to HG&E.
 - vii. MassDOT Local Bottleneck Reduction Grant Program – Project being coordinated by Rob Weller. Design consultant is Fuss & O'Neill. Scope of work includes evaluation of bottleneck conditions at four (4) intersections: Main Street @ Interstate 391 South On-Ramp, Main Street @ Water Street/South Street, Main Street @ Interstate 391 North Off-Ramp, and Main Street @ Jackson Street. Field meeting held on June 4th and follow up meeting held with Fuss & O'Neill to discuss recommended improvements. Final recommendation memo received and waiting on next steps. High priority recommendations include signal timing improvements and other signal upgrades.
 - viii. MassDOT Vulnerable Road User Program - MassDOT has agreed to evaluate a total of ten (10) bus stop locations for potential safety improvements under the Vulnerable Road User Program. Seven (7) of the locations were identified by the City and three (3) were identified by MassDOT assessment. Project is being coordinated by Fuss & O'Neill and there is no direct cost to the City. Evaluations have not yet started although it is possible that implementation of some improvements may be in place within the next year.

- n. City Hall Stained Glass Windows – Phase IV completed, 2 large windows and 3 smaller windows remaining crated in ballroom for future project, submitted for CPA grant funding
 - i. Phase V work presented at the CPA meeting on 1/17/24, including public comment and final presentation to the CPA board. CPA denied application. Will need to look at other funding sources and/or apply next year. Cost estimate for window installation is \$200,000 including design fee.
 - ii. Friends of City Hall Grant received, \$10,000 (to be used for future construction)
 - iii. Project submitted for consideration under FY25 CPA Program and invited to submit formal application for grant round.
 - o. City Hall Granite Stairs and Annex Stone Pillars - Grant funding application for feasibility study with Architecture EL has been approved by CPA for \$30,000. CPA presented project to the Finance Committee. Waiting on City Council approval of funding. Proposal for Feasibility Study received from Architecture EL received. CPA Agreement has been signed. Meeting held with Architecture EL to finalize scope of services. Waiting on updated proposal from Architecture EL.
 - p. Municipity – Program is now live and being used for online permits.
 - q. Main Street Concept Design for TIP Project, Transportation Planning Grant application for Community Mitigation Funds (MGM Casino) for design phase startup, awarded \$82,300.
 - i. Meeting held with VHB to review potential typical cross-sections for Main St Corridor. Conceptual plans prepared by VHB and waiting on next steps to requesting project be considered to TIP.
 - r. Street Acceptances –Lynn Ann Drive and Richard Eger Drive, transfer for \$19,450 – Final plans received from Heritage Survey. Process to accept streets as City owned started with City Council. Waiting on steps of approval process with Solicitor's Office.
 - s. Wistariahurst Retaining Wall Design – Pare Designing, \$40,000.
 - i. Project was awarded \$254,000 from CPA. Project was also recently awarded \$75,000 from MHC. Working with Megan Selier to finalize bid documents for advertisement. Draft bid documents submitted to MHC for final review. Waiting on authorization to advertise.
 - ii. Next phase of work submitted for consideration under FY25 CPA Program and invited to submit formal application for grant round.
5. Contracts
6. City Council / Regulatory
- a. Finance Committee
 - b. Ordinance Committee
 - i. Engineering met with Ordinance Committee on October 23rd to review outstanding orders dating back to 2020.
 - c. Public Safety Committee
7. City Permits
- a. Proposed Coffee Shop at 209 South Street – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Revised SW Permit Application was received although design has gone back to version much more similar to the previously approved design. Changes appear to be similar enough to handle administratively. Waiting on confirmation of Planning Board approval of Site Plan.
 - b. Proposed Dunkin Donuts and Delaney's Market at 500 Easthampton Rd – Revised plans submitted to Planning Department for Site Plan and Special Permit Approval. Applicant notified that request for Stormwater Permit Modification is required for proposed changes.
 - c. Small Development Permit Application at 150 Whiting Farms Rd, HG&E Tokeneke ROW – Application received to install gravel driveway to upgrade and maintain overhead utilities. Response comments to initial review received and reviewed. **Approval has been issued.**

- d. Small Development Permit Application – 7 Cray Ave – Application received to pave 4,855 SF in conjunction with site improvements to accommodate new building tenant. Response to comments received from Applicant and review is pending.
 - e. Small Development Stormwater Permit Application received for proposed Large-Scale Battery Energy Storage System at 0 Bobala Road/Kelly Way (Parcel ID 176-00-004A). Initial review completed and Applicant requested to revise and resubmit as Large Development Application due to area of disturbance and proposed impervious surface. Revised Application received and review is pending.
8. Veolia
- a. Sunoco –
 - i. FY25 Quarter 1 bill sent.
 - b. Industrial Users – PFAS sampling program will be created upon final permit designation.
9. Outstanding DPW Crew Work
10. Other Updates
- a. Review of all Board of Public Works permits and approvals noted by Ordinance currently underway.



Board of Public works Meeting November 4, 2024

Director's Report

Vacancies

- Loader Operator Highways and Bridges
- Senior Civil Engineer
- City Engineer
- 2 Tree Climbers
- 2 HMEO Highway, 1 Parks, 1 Refuse

Grant Opportunities

Applying for Safety training grants.

Sewage Notification Assistance Grant

\$50,000 awarded by MassDEP on 4/30/24 to pay for the City of Holyoke to automate the public notification system during CSOs. Previously when a CSO occurred a Veolia staff member would need to manually approve the public notification. Veolia automated the notification system with Everbridge. We requested reimbursement for \$14,953 in June 2024. When we requested \$50,000 initially it was a rough estimate, we had not yet received a quote from Everbridge for setting up the automation. Invoices for the automation service did not require that we submit for the full \$50,000.

SWIFR

The funding range is from \$500,000 to \$5M and we should probably try to fund as much as we possibly can. This opportunity may not be available again next year.

Massachusetts Preservation Projects Fund

\$75,000 was awarded by the Mass Historic Commission (MHC) on 6/19/24 towards the Wistariahurst Retaining Wall Repair project. This is a reimbursement grant. We are currently working on completing the construction bidding documents for review by MHC. By June 30, 2025 we will need to complete our reimbursement process.

Dam and Seawall Repair or Removal Program Grants and Funds

\$187,500 was awarded by Executive Office of Energy and Environmental Affairs, which we discovered in a MassLive news article on 9/26/24. This will fund the design and permitting phase of repairing and upgrading the electrical switch gear at 4 pump stations. **Mayor signed grant contract, finance to accept, contract to be signed by grantors.**

Interior, Environment and Related Agencies Appropriation Act of 2025

Through the Office of Congressman Richard Neal we were informed that the River Terrace Sewer Separation Design and Permitting is expected to receive \$800,000 in FY25, and funding for this project is allocated within the Interior, Environment and Related Agencies Appropriations Act of 2025. This legislation successfully passed the House floor on 7/24/2024.

Senate Appropriations Committee - Office of U.S. Senator Edward J. Markey

The Office of Senator Edward J Markey let us know that we have secured \$500,000 towards master planning at our wastewater treatment plan. Funding will be available in the Spring or Summer of 2025, however if the budget is delayed it could be as late as Fall of 2025.

Training

Director to attend Public Works Summit, Tucson, Arizona, Nov 11-Nov 15.

Budget

On target with our budget number through 1st Quarter of fiscal year. See attached.

Projects

Renovation of City Council Chambers. Draft options of Council seating completed with description submitted By Architecture EL and reviewed by Director. Four different options for layout presented to the council for selection.

Ernest Proulx parking garage elevator repair – variance by the Commonwealth approved with an extension to complete the work by October 20th. A contractor for consulting services has been selected, contract signed, and requisition processed. VDA associates is the consultant for this project. Met with VDA July 25th. Original PO was in the amount of \$16,470 added service will increase the PO \$7,710 for a total of \$24,180. Additional cost to provide more extensive modernization specification documents based on findings from site survey. **Requested the Commonwealth for a 1 year extension, complete modernization is estimated to be between \$390,00 - \$475,000.**

War Memorial Elevator completed and running. Need to waterproof. There will be an extra cost. Approximately \$10,000 to \$13,000. (In progress of getting funding).

Sonoco Billing

Status of disputed billing with Solicitor's office.

First Quarter Bill sent 11/1/2024.

Sewer Operations

There will be an \$828,760.36 up charge in the sewer fund for FY24 due to BOD and TSS loading which will be part of the annual settlement statement. Will be meeting with Veolia to select reset and finalize true up this week.

Collection System Fund:

\$162,990.40 has been spent on various repairs. Fund Depleted.

\$130,806.53 has been spent from CAM #6 (\$283,500.00), remaining balance of \$152,693.47.

\$97,000 remaining from budget for a total available \$252,693.47

Flood Wall Damage due to fire from homeless people at Hallmark floodwall structure 7. USACE did an inspection, and the report was submitted to the insurance company.

Forestry Division

Transfer request from tree climber salary line to forestry contractual services in the amount of \$50,000 approved by council. Contractor to commence work October 28th.

There are no applicants for the tree climber and DPW needs to get work completed. Reaching out to Forestry Organizations and looking to train people in-house.

Recycling & Refuse

Highways and Bridges

Snow removal contracts are in progress.

Auto Equipment Maintenance

Preparing equipment for snow season.

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
2940	FORESTRY	APPROP	ADJUSTMENTS	BUDGET	EXPENDED		BUDGET	USED
12941 FORESTRY-PERSONAL SERV.								
12941 51101	PAY-FORESTER	70,163	0	70,163	22,849.70	.00	47,313.30	32.6%
12941 51104	PAY-TREE CLIMBER	106,447	-5,000	101,447	2,854.88	.00	98,592.12	2.8%
12941 51300	PAY-OVERTIME	8,000	0	8,000	8,161.22	.00	-161.22	102.0%
12941 51400	PAY-LONGEVITY	1,250	0	1,250	.00	.00	1,250.00	.0%
12941 51830	PAY-CLOTHING ALLOWA	725	0	725	325.00	.00	400.00	44.8%
TOTAL FORESTRY-PERSONAL SERV.		186,585	-5,000	181,585	34,190.80	.00	147,394.20	18.8%
TOTAL FORESTRY		186,585	-5,000	181,585	34,190.80	.00	147,394.20	18.8%
TOTAL EXPENSES		186,585	-5,000	181,585	34,190.80	.00	147,394.20	

CITY OF HOLYOKE



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR: 2940 FORESTRY	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12942 FORESTRY-EXPENSES							
12942 52410 R & M - VEHICLES	4,000	0	4,000	87.68	.00	3,912.32	2.2%
12942 53010 CONTRACT FORESTRY S	0	0	0	26,088.18	-26,088.18	.00	.0%
12942 53190 EDUCATION & TRAININ	1,000	0	1,000	.00	.00	1,000.00	.0%
12942 54900 SUPPLIES-SMALL TOOL	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL FORESTRY-EXPENSES	6,500	0	6,500	26,175.86	-26,088.18	6,412.32	1.3%
TOTAL FORESTRY	6,500	0	6,500	26,175.86	-26,088.18	6,412.32	1.3%
TOTAL EXPENSES	6,500	0	6,500	26,175.86	-26,088.18	6,412.32	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4100	CITY ENGINEER							
I4101 ENGINEER-PERSONAL SERV.								
14101 51101	PAY-ENGINEER/ASST. S	102,875	-6,875	96,000	-00	.00	96,000.00	.0%
14101 51103	PAY-GEN.CONSTRUCTION	64,311	0	64,311	20,578.77	.00	43,732.23	32.0%
14101 51105	PAY-SR.CIVIL ENGINE	85,784	-14,000	71,784	.00	.00	71,784.00	.0%
14101 51107	PAY-GRANT WRITER/MA	64,260	0	64,260	20,927.59	.00	43,332.41	32.6%
14101 51830	PAY-CLOTHING ALLOWA	0	0	0	325.00	.00	-325.00	100.0%
TOTAL ENGINEER-PERSONAL SERV.		317,230	-20,875	296,355	41,831.36	.00	254,523.64	14.1%
TOTAL CITY ENGINEER		317,230	-20,875	296,355	41,831.36	.00	254,523.64	14.1%
TOTAL EXPENSES		317,230	-20,875	296,355	41,831.36	.00	254,523.64	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4100 CITY ENGINEER							
14102 ENGINEER-EXPENSES							
14102 53010 PROFESSIONAL ENGINE	50,000	25,875	75,875	63,202.70	5,797.30	6,875.00	90.9%
14102 53190 EDUCATION & TRAININ	1,000	0	1,000	.00	.00	1,000.00	.0%
14102 54200 OFFICE & PROF. SUPP	250	0	250	.00	.00	250.00	.0%
14102 57300 DUES & SUBSCRIPTION	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL ENGINEER-EXPENSES	52,250	25,875	78,125	63,202.70	5,797.30	9,125.00	88.3%
TOTAL CITY ENGINEER	52,250	25,875	78,125	63,202.70	5,797.30	9,125.00	88.3%
TOTAL EXPENSES	52,250	25,875	78,125	63,202.70	5,797.30	9,125.00	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
4210	DPW-ADMIN.	APPROP	ADJUSTMENTS	BUDGET	EXPENDED		BUDGET	USED
14211 DPW ADMIN.-PERSONAL SERV.								
14211 51101	PAY-GEN. SUPERIN'DEN	118,862	0	118,862	38,858.77	.00	80,003.23	32.7%
14211 51103	PAY-OFFICE MANAGER	63,780	0	63,780	19,205.37	.00	44,574.63	30.1%
14211 51104	PAY-PRINC.ACCT. CLER	54,295	0	54,295	12,876.17	.00	41,418.83	23.7%
14211 51106	PAY-SUPT. OUTDOOR W	69,775	0	69,775	22,723.56	.00	47,051.44	32.6%
14211 51108	PAY-SAFETY INSPECTO	50,000	0	50,000	16,346.19	.00	33,653.81	32.7%
14211 51201	PAY-COMMISSIONERS	8,625	0	8,625	2,985.66	.00	5,639.34	34.6%
14211 51300	PAY-OVERTIME	3,600	0	3,600	5,440.50	.00	-1,840.50	151.1%
14211 51306	OVERTIME-SUPERVISOR	30,000	0	30,000	8,461.91	.00	21,538.09	28.2%
14211 51400	PAY-LONGEVITY	1,250	0	1,250	139.24	.00	1,250.00	100.0%
14211 51510	PAY-SICK LEAVE BUYB	0	0	0	975.00	.00	-139.24	100.0%
14211 51830	PAY-CLOTHING ALLOWA	975	0	975		.00	.00	100.0%
TOTAL DPW ADMIN.-PERSONAL SERV.		401,162	0	401,162	128,012.37	.00	273,149.63	31.9%
TOTAL DPW-ADMIN.		401,162	0	401,162	128,012.37	.00	273,149.63	31.9%
TOTAL EXPENSES		401,162	0	401,162	128,012.37	.00	273,149.63	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/ ADJUSTMENTS	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
4210 DPW-ADMIN.		APPROP		BUDGET	EXPENDED		BUDGET	USED
14212 DPW ADMIN.-EXPENSES								
14212 53190	EDUCATION & TRAININ	5,000	-1,000	4,000	.00	.00	4,000.00	.0%
14212 53210	MEDICAL COSTS	5,000	0	5,000	1,242.00	-818.00	4,576.00	8.5%
14212 53410	TELEPHONE USAGE CHA	7,600	0	7,600	2,734.81	4,865.19	.00	100.0%
14212 54200	OFFICE & PROF. SUPP	250	0	250	.00	.00	250.00	.0%
14212 55830	UNIFORMS RENTAL SER	11,000	0	11,000	1,908.76	9,091.24	.00	100.0%
14212 57100	IN-STATE TRAVEL	300	1,000	1,300	823.19	.00	476.81	63.3%
14212 57300	DUES & SUBSCRIPTION	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL DPW ADMIN.-EXPENSES		30,150	0	30,150	6,708.76	13,138.43	10,302.81	65.8%
TOTAL DPW-ADMIN.		30,150	0	30,150	6,708.76	13,138.43	10,302.81	65.8%
TOTAL EXPENSES		30,150	0	30,150	6,708.76	13,138.43	10,302.81	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4220	DPW-CITY PROPERTY							
14222 DPW PROPERTY-EXPENSES								
14222 52100	ENERGY-STREET LIGHT	266,661	0	266,661	54,002.20	4,144.48	208,514.32	21.8%
14222 52102	ENERGY-CITY HALL	67,546	0	67,546	5,134.86	-1,600.75	64,011.89	5.2%
14222 52103	ENERGY-CITY HALL AN	43,159	0	43,159	10,585.77	-3,297.97	35,871.20	16.9%
14222 52104	ENERGY-PELLISSIER B	40,000	0	40,000	4,336.83	-1,142.24	36,805.41	8.0%
14222 52112	ENERGY-TRAIN STATIO	2,517	0	2,517	474.97	32.14	2,009.89	20.1%
14222 52300	HYDRANTS WATER USE	45,000	0	45,000	.00	.00	45,000.00	.0%
14222 52302	WATER/SEWER-CITY HA	7,500	0	7,500	.00	.00	7,500.00	.0%
14222 52303	WATER/SEWER-CITY HA	20,000	0	20,000	.00	.00	20,000.00	.0%
14222 52304	WATER/SEWER-PELLISS	2,200	0	2,200	.00	.00	2,200.00	.0%
14222 52502	R & M-CITY HALL	26,000	0	26,000	325.00	13,055.00	12,620.00	51.5%
14222 52503	R & M-CITY HALL ANN	20,000	0	20,000	1,676.39	11,840.00	6,483.61	67.6%
14222 52504	R & M-PELLISSIER BL	20,000	0	20,000	270.00	5,710.00	14,020.00	29.9%
14222 52505	R & M-SENIOR CENTER	30,000	0	30,000	10,747.77	10,495.80	8,756.43	70.8%
14222 52509	R & M-POLICE STATIO	35,000	0	35,000	3,070.60	12,919.50	19,009.90	45.7%
14222 52510	R & M-CENTRAL FIRE	25,000	0	25,000	2,997.14	10,900.00	11,102.86	55.6%
14222 52511	R & M-ELMWOOD FIRE	12,000	0	12,000	822.50	2,680.00	8,497.50	29.2%
14222 52512	R & M-HIGHLAND FIRE	7,000	0	7,000	1,570.00	1,741.02	3,688.98	47.3%
14222 52514	R & M-W.HOLYOKE FIR	4,000	0	4,000	326.78	1,700.00	1,973.22	50.7%
14222 52517	R&M-TRAIN STATION	5,000	0	5,000	.00	2,000.00	3,000.00	40.0%
14222 53010	PROFESSIONAL SERVIC	11,000	0	11,000	.00	.00	11,000.00	.0%
14222 54220	SUPPLIES - OTHER	7,000	0	7,000	1,950.13	2,140.03	2,909.84	58.4%
14222 54900	SUPPLIES-SMALL TOOL	1,200	0	1,200	.00	.00	1,200.00	.0%
TOTAL DPW PROPERTY-EXPENSES		697,783	0	697,783	98,290.94	73,317.01	526,175.05	24.6%
TOTAL DPW-CITY PROPERTY		697,783	0	697,783	98,290.94	73,317.01	526,175.05	24.6%
TOTAL EXPENSES		697,783	0	697,783	98,290.94	73,317.01	526,175.05	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR: 4220	DPW-CITY PROPERTY	ORIGINAL APPROP	TRANSFRS/ ADJUSTNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14221 DPW PROPERTY-PERSONAL SER								
14221 51101	PAY-BLDG.MAINT.SUPE	65,433	0	65,433	8,506.63	.00	56,926.37	13.0%
14221 51103	PAY-BLDG. MAINT. MA	48,254	0	48,254	15,714.80	.00	32,539.20	32.6%
14221 51104	PAY-LABORER	92,070	0	92,070	28,763.60	.00	63,306.40	31.2%
14221 51105	PAY-BLDG. CUSTODIAN	88,657	0	88,657	28,023.60	.00	60,633.40	31.6%
14221 51300	PAY-OVERTIME	22,000	0	22,000	3,783.83	.00	18,216.17	17.2%
14221 51400	PAY-LONGEVITY	5,575	0	5,575	850.00	.00	4,725.00	15.2%
14221 51830	PAY-CLOTHING/TOOL A	1,500	0	1,500	950.00	.00	550.00	63.3%
TOTAL DPW PROPERTY-PERSONAL SER		323,489	0	323,489	86,592.46	.00	236,896.54	26.8%
TOTAL DPW-CITY PROPERTY		323,489	0	323,489	86,592.46	.00	236,896.54	26.8%
TOTAL EXPENSES		323,489	0	323,489	86,592.46	.00	236,896.54	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
4250	DPW-HIGHWAYS & BRIDGES	APPROP	ADJSTNTS	BUDGET	EXPENDED		BUDGET	USED
14251 DPW HIGHWAY-PERSONAL SERV								
14251 51101	PAY-P.W. FOREMAN/H	57,618	0	57,618	18,406.49	.00	39,211.51	31.9%
14251 51102	PAY-HOISTING EQUIPM	206,726	0	206,726	47,674.50	.00	159,051.50	23.1%
14251 51104	PAY-HEAVY M.E.O.	408,426	0	408,426	78,120.00	.00	330,306.00	19.1%
14251 51106	PAY-PROP MAINT & DE	57,738	0	57,738	18,638.80	.00	39,099.20	32.3%
14251 51107	PAY-LABORER	43,940	0	43,940	14,504.40	.00	29,435.60	33.0%
14251 51300	PAY-OVERTIME	25,000	0	25,000	9,809.25	.00	15,190.75	39.2%
14251 51301	PAY-SNOW REMOVAL OV	120,000	0	120,000	.00	.00	120,000.00	.0%
14251 51400	PAY-LONGEVITY	6,925	0	6,925	1,700.00	.00	5,225.00	24.5%
14251 51480	PAY-CDL CLASS A DIF	6,600	0	6,600	36.00	.00	564.00	6.0%
14251 51830	PAY-CLOTHING ALLOWA	4,825	0	4,825	1,725.00	.00	3,100.00	35.8%
14251 51999	NON-CONTRIBUTORY AN	11,310	0	11,310	3,919.50	.00	7,390.50	34.7%
TOTAL DPW HIGHWAY-PERSONAL SERV		943,108	0	943,108	194,533.94	.00	748,574.06	20.6%
TOTAL DPW-HIGHWAYS & BRIDGES		943,108	0	943,108	194,533.94	.00	748,574.06	20.6%
TOTAL EXPENSES		943,108	0	943,108	194,533.94	.00	748,574.06	

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Program ID: gtydbud

CITY OF HOLYOKE



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4250 DPW-HIGHWAYS & BRIDGES								
14252 DPW HIGHWAY-EXPENSES								
14252 52600	R & M - STREETS & F	55,000	0	55,000	6,229.02	27,699.54	21,071.44	61.7%
14252 52700	EQUIPMENT/BLDG. REN	1,000	0	1,000	1,663.96	313,190.84	1,000.00	125.9%
14252 53100	SNOW REMOVAL SERVICE	250,000	0	250,000	65,000.00	65,000.00	-64,834.80	100.0%
14252 53140	ROCA SERVICES	65,000	0	65,000	1,176.75	1,190.00	18,633.25	11.3%
14252 54220	SUPPLIES-TRAFFIC LI	21,000	0	21,000	13,395.00	1,998.00	34,607.00	30.8%
14252 54221	SUPPLIES-TRAFFIC LI	50,000	0	50,000	1,101.76	747.00	2,151.24	46.2%
14252 54900	SUPPLIES-SMALL TOOL	4,000	0	4,000				
TOTAL DPW HIGHWAY-EXPENSES		446,000	0	446,000	23,566.49	409,825.38	12,608.13	97.2%
TOTAL DPW-HIGHWAYS & BRIDGES		446,000	0	446,000	23,566.49	409,825.38	12,608.13	97.2%
TOTAL EXPENSES		446,000	0	446,000	23,566.49	409,825.38	12,608.13	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4260	DPW-AUTO EQUIP. MAINT.							
14261	DPW AUTO-PERSONAL SERV.							
14261 51101	PAY-FOREMAN/AUTOMOT	65,433	0	65,433	20,056.08	.00	45,376.92	30.7%
14261 51102	PAY-MOTOR EQUIP.REP	173,779	0	173,779	56,433.20	.00	117,345.80	32.5%
14261 51103	PAY-MOTOR EQUIP.MAI	50,885	0	50,885	16,571.60	.00	34,313.40	32.6%
14261 51105	PAY-EVT MECHANIC	71,890	0	71,890	23,348.40	.00	48,541.60	32.5%
14261 51106	PAY-POLICE FLEET ME	54,894	0	54,894	17,877.20	.00	37,016.80	32.6%
14261 51300	PAY-OVERTIME	35,000	0	35,000	8,456.24	.00	26,543.76	24.2%
14261 51400	PAY-LONGEVITY	3,400	0	3,400	1,250.00	.00	2,150.00	36.8%
14261 51830	PAY-CLOTHING/TOOL A	3,775	0	3,775	1,525.00	.00	2,250.00	40.4%
14261 51902	TEMP CO-OP	16,000	0	16,000	990.00	.00	15,010.00	6.2%
	TOTAL DPW AUTO-PERSONAL SERV.	475,056	0	475,056	146,507.72	.00	328,548.28	30.8%
	TOTAL DPW-AUTO EQUIP. MAINT.	475,056	0	475,056	146,507.72	.00	328,548.28	30.8%
	TOTAL EXPENSES	475,056	0	475,056	146,507.72	.00	328,548.28	

CITY OF HOLYOKE



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4260	DPW-AUTO EQUIP. MAINT.							
14262 DPW AUTO EXPENSES								
14262 52410	R & M - VEHICLES	70,000	0	70,000	17,713.22	19,388.76	32,898.02	53.0%
14262 52420	R & M - OTHER	5,000	0	5,000	2,052.08	.00	2,947.92	41.0%
14262 53100	TOWING SERVICES	2,000	0	2,000	311.46	.00	1,688.54	15.6%
14262 54800	MOTOR VEHICLE FUEL	30,000	0	30,000	.00	.00	30,000.00	.0%
14262 54830	SUPPLIES - MOTOR VE	26,000	-1,000	25,000	7,748.05	4,496.73	12,755.22	49.0%
14262 55835	TOOL REIMBURSEMENT	2,000	1,000	3,000	3,000.00	.00	.00	100.0%
TOTAL DPW AUTO-EXPENSES		135,000	0	135,000	30,824.81	23,885.49	80,289.70	40.5%
TOTAL DPW-AUTO EQUIP. MAINT.		135,000	0	135,000	30,824.81	23,885.49	80,289.70	40.5%
TOTAL EXPENSES		135,000	0	135,000	30,824.81	23,885.49	80,289.70	

CITY OF HOLYOKE



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4300 DPW-TRASH COLLECTION							
14301 DPW TRASH-PERSONAL SERV.							
14301 51101 PAY-P.W. FOREMAN	60,975	0	60,975	19,857.64	.00	41,117.36	32.6%
14301 51102 PAY-HEAVY MOTOR EQU	442,652	0	442,652	118,025.86	.00	324,626.14	26.7%
14301 51103 PAY-LABORER	270,133	0	270,133	83,859.92	.00	186,273.08	31.0%
14301 51106 PAY-WASTE/RECYCLE C	64,300	0	64,300	20,578.77	.00	43,721.23	32.0%
14301 51300 PAY-OVERTIME	40,000	0	40,000	26,971.94	.00	13,028.06	67.4%
14301 51321 SPECIAL EVENTS OVER	30,000	0	30,000	1,775.00	.00	30,000.00	.0%
14301 51400 PAY-LONGEVITY	2,425	0	2,425	3,850.00	.00	650.00	73.2%
14301 51830 PAY-CLOTHING ALLOWA	5,150	0	5,150		.00	1,300.00	74.8%
TOTAL DPW TRASH-PERSONAL SERV.	915,635	0	915,635	274,919.13	.00	640,715.87	30.0%
TOTAL DPW-TRASH COLLECTION	915,635	0	915,635	274,919.13	.00	640,715.87	30.0%
TOTAL EXPENSES	915,635	0	915,635	274,919.13	.00	640,715.87	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4300	DPW-TRASH COLLECTION							
14302 DPW TRASH-EXPENSES								
14302 52410	R & M - VEHICLES	68,000	0	68,000	18,118.16	15,231.02	34,650.82	49.0%
14302 52700	EQUIPMENT/BLDG. REN	2,925	0	2,925	.00	2,214.00	711.00	75.7%
14302 52900	LANDFILL DISPOSAL C	857,000	0	857,000	131,013.00	725,987.00	.00	100.0%
14302 52901	HAZARDOUS WASTE COL	14,500	0	14,500	.00	.00	14,500.00	.0%
14302 52902	RECYCLING CONTRACT	90,000	0	90,000	9,854.03	80,145.97	.00	100.0%
14302 53100	OTHER SERVICES	336,000	0	336,000	17,623.12	60,006.91	258,369.97	23.1%
14302 54800	MOTOR VEHICLE FUEL	65,000	0	65,000	.00	.00	65,000.00	.0%
14302 54900	SUPPLIES-SMALL TOOL	6,500	0	6,500	1,115.00	83.99	5,301.01	18.4%
14302 55830	CLOTHING REIMBURSEM	500	0	500	.00	.00	500.00	.0%
TOTAL DPW TRASH-EXPENSES		1,440,425	0	1,440,425	177,723.31	883,668.89	379,032.80	73.7%
TOTAL DPW-TRASH COLLECTION		1,440,425	0	1,440,425	177,723.31	883,668.89	379,032.80	73.7%
TOTAL EXPENSES		1,440,425	0	1,440,425	177,723.31	883,668.89	379,032.80	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4800 MUNIC. PARKING FACILITIES							
14801 PARKING FAC.-PERSONAL SER							
14801 51101 PAY-PARKING CONTROL	95,088	0	95,088	31,783.20	.00	63,304.80	33.4%
14801 51400 PAY-LONGEVITY	0	0	0	650.00	.00	-650.00	100.0%
14801 51830 PAY-CLOTHING ALLOWA	500	0	500	400.00	.00	100.00	80.0%
TOTAL PARKING FAC.-PERSONAL SER	95,588	0	95,588	32,833.20	.00	62,754.80	34.3%
TOTAL MUNIC. PARKING FACILITIES	95,588	0	95,588	32,833.20	.00	62,754.80	34.3%
TOTAL EXPENSES	95,588	0	95,588	32,833.20	.00	62,754.80	

CITY OF HOLYOKE



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:	MUNIC. PARKING FACILITIES	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4800								
14802	PARKING FAC. - EXPENSES							
14802 52100	ENERGY-DWIGHT	25,812	0	25,812	6,734.10	-1,826.06	20,903.96	19.0%
14802 52101	ENERGY-SUFFOLK	17,823	0	17,823	5,236.19	-1,387.65	13,974.46	21.6%
14802 52300	WATER/SEWER-DWIGHT	350	0	350	270.00	.00	350.00	.0%
14802 52500	R & M - DWIGHT	15,000	0	15,000	.00	2,310.00	12,420.00	17.2%
14802 52501	R & M - SUFFOLK	5,000	0	5,000	.00	.00	5,000.00	.0%
14802 52506	R & M - STREET	8,000	0	8,000	10.74	679.92	7,309.34	8.6%
14802 54220	SUPPLIES-DWIGHT	1,500	0	1,500	140.00	213.30	1,146.70	23.6%
14802 55830	UNIFORMS	0	0	0	919.56	-919.56	.00	.0%
	TOTAL PARKING FAC. -EXPENSES	73,485	0	73,485	13,310.59	-930.05	61,104.46	16.8%
	TOTAL MUNIC. PARKING FACILITIES	73,485	0	73,485	13,310.59	-930.05	61,104.46	16.8%
	TOTAL EXPENSES	73,485	0	73,485	13,310.59	-930.05	61,104.46	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6500 PARKS							
16501 PARKS PERSONAL SERV.							
16501 51106 PAY-HEAVY MOTOR EQU	98,426	0	98,426	19,317.20	.00	79,108.80	19.6%
16501 51109 PAY-PARKS MAINTENAN	374,741	0	374,741	97,550.47	.00	277,190.53	26.0%
16501 51110 PAY-PARKS MAINT. CRA	46,254	0	46,254	18,340.80	.00	27,913.20	39.7%
16501 51300 PAY-OVERTIME	20,000	0	20,000	3,258.95	.00	16,741.05	16.3%
16501 51400 PAY-LONGEVITY	4,325	0	4,325	2,425.00	.00	1,900.00	56.1%
16501 51530 PAY-FAMILY & MEDICA	0	0	0	4,676.36	.00	-4,676.36	100.0%
16501 51830 PAY-CLOTHING ALLOWA	2,750	0	2,750	2,200.00	.00	550.00	80.0%
TOTAL PARKS-PERSONAL SERV.	546,496	0	546,496	147,768.78	.00	398,727.22	27.0%
TOTAL PARKS	546,496	0	546,496	147,768.78	.00	398,727.22	27.0%
TOTAL EXPENSES	546,496	0	546,496	147,768.78	.00	398,727.22	

CITY OF HOLYOKE



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6500 PARKS							
16502 PARKS-EXPENSES							
16502 52100 ENERGY-GAS/OIL/ELEC	27,407	0	27,407	11,616.97	-2,079.71	17,869.74	34.8%
16502 52300 WATER & SEWER	29,000	0	29,000	2,159.61	6,639.53	29,000.00	0%
16502 52410 R & M - VEHICLES	18,000	0	18,000	4,004.85	500.00	9,200.86	48.9%
16502 52420 R & M - OTHER	15,000	0	15,000	3,809.11	7,051.25	10,495.15	30.0%
16502 52500 R & M - FIELDS	62,500	-5,065	57,435	8,216.01	22,970.00	46,574.64	18.9%
16502 52518 R&M POOLS	10,000	5,065	15,065	30.00	380.53	6,848.99	54.5%
16502 53010 CONTRACT SERVICES	23,000	0	23,000	1,014.47	1,859.60	2,605.00	100.0%
16502 54220 SUPPLIES - OTHER	4,000	0	4,000	390.40		.00	34.9%
16502 55830 CLOTHING CONTRACT	2,250	0	2,250				100.0%
TOTAL PARKS-EXPENSES	191,157	0	191,157	31,241.42	37,321.20	122,594.38	35.9%
TOTAL PARKS	191,157	0	191,157	31,241.42	37,321.20	122,594.38	35.9%
TOTAL EXPENSES	191,157	0	191,157	31,241.42	37,321.20	122,594.38	

CITY OF HOLYOKE



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4400	SEWER ADMINISTRATION							
60401	SEWER ADMIN.-PERS.SERVICE							
60401 51105	PAY-PRICIPAL CLERK/	110,640	0	110,640	36,032.04	.00	74,607.96	32.6%
60401 51300	PAY-OVERTIME	5,000	0	5,000	1,067.34	.00	3,932.66	21.3%
60401 51400	PAY-LONGEVITY	2,100	0	2,100	1,250.00	.00	850.00	59.5%
60401 51830	PAY-CLOTHING ALLOWA	650	0	650	650.00	.00	.00	100.0%
60401 51999	RETIREMENT & BENEFI	50,000	0	50,000	1,444.90	.00	48,555.10	2.9%
	TOTAL SEWER ADMIN.-PERS.SERVICE	168,390	0	168,390	40,444.28	.00	127,945.72	24.0%
	TOTAL SEWER ADMINISTRATION	168,390	0	168,390	40,444.28	.00	127,945.72	24.0%
	TOTAL EXPENSES	168,390	0	168,390	40,444.28	.00	127,945.72	

CITY OF HOLYOKE



YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
6000	SEWER ENTERPRISE	APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED
60402 SEWER ADMIN. -EXPENSES								
60402 52420	R & M - SEWERS	100,000	0	100,000	19,944.00	-14,492.75	94,548.75	5.5%
60402 53005	LEGAL SERVICES	0	150,000	150,000	11,409.93	138,590.07	15,000.00	100.0%
60402 53010	PROF. SERVICES - AU	15,000	0	15,000	12,921.99	87,078.01	15,000.00	100.0%
60402 53011	PROF. SERVICES-OTHER	0	100,000	100,000	0.00	7,600,000.00	30,000.00	100.0%
60402 53012	MANAGEMENT SERVICE	7,600,000	0	7,600,000	19,308.53	-19,308.53	126,000.00	0.0%
60402 53100	SEWER CHG.-WHITNEY	30,000	0	30,000	0.00	0.00	21,000.00	0.0%
60402 53101	SEWER CHARGE ADMIN.	126,000	0	126,000	0.00	0.00	21,000.00	0.0%
60402 53106	SHUT OFF PROGRAM	21,000	0	21,000	0.00	0.00	21,000.00	0.0%
TOTAL SEWER ADMIN.-EXPENSES		7,892,000	250,000	8,142,000	63,584.45	7,791,866.80	286,548.75	96.5%
TOTAL SEWER ENTERPRISE		7,892,000	250,000	8,142,000	63,584.45	7,791,866.80	286,548.75	96.5%
TOTAL EXPENSES		7,892,000	250,000	8,142,000	63,584.45	7,791,866.80	286,548.75	

CITY OF HOLYOKE

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	7,892,000	250,000	8,142,000	63,584.45	7,791,866.80	286,548.75	96.5%

** END OF REPORT - Generated by Marilyn Turgeon **

**MLM Liaison Update
November 4, 2024**

New/Continued Items for Review

Enterprise Fund and FY25 Rate

It seems that changes in the City's billing vendor, incorrect or incomplete training and sharing of info from previous DPW admin staff, and minimal, if any, routine auditing have contributed to the financial discrepancies between DPW and the Treasurer. It also seems that some bill payers are still using the former billing system and their payments have ended up in a "black box" and not recognized as receivables by the City on a timely basis. The Director, DPW staff, and Treasurer's Office believe they have created a process to correct these issues. This has included training by the billing vendor to DPW staff on the changes associated with the new billing contract. This is months after the new contract was put in place. I suggest that the Board of Public Works consider inviting the Treasurer and City Auditor to a future meeting to discuss these new protocols.

Data received from the City Auditor shows a multi-million dollar discrepancy between what DPW reported and City Hall (City Auditor, Treasurer) recorded as account receivables payments. The Mayor is organizing a meeting to discuss.

On June 10, 2024, the project team including Hazen staff, Mark and Matt Abrahams, DPW Director, and BPW Chair met and discussed that City financial data for both FY23 and FY24 is delayed. As of this date, financial reporting from the City's financial departments is still lacking. This will delay draft reporting and recommendation for FY 25 sewer rate at least until later this summer. A meeting is proposed to include the Mayor then end of this week.

DPW, Director, BPW Chair, Hazen team consultants, and Veolia met March 20, 2024 to discuss status of document requests.

The contract for Hazen and Abrahams team to perform a comprehensive financial analysis of the enterprise fund and propose an FY25 sewer rate has been processed. Kick-off meeting was January 31, 2024. Project completion is May 2024.

City Engineer Transition Plan

See attached email from Chairperson Monahan to Council Finance Committee Chair Devine.

On June 18, 2024, City Council approved increasing the salary for the City Engineer by \$12,500 to ~\$112,500. The PSA union approved the new salary scale.

Integrated Management Plan and Environmental Justice Community Change Grant

Projects identified by the IMP consulting team and City staff are advancing in consideration of grant funding through the EJ Community Change Grant. The Holyoke project team including DPW Director, DPW Grant Manager, BPW Chair, Econ Dev and Planning, Parks, Conservation, and American Rivers is meeting Tuesday, June 25 to prioritize projects, advance project descriptions, and identify need for additional info regarding design, construction, and total project costs. DPW's projects include infrastructure improvements identified through the IMP, wastewater master planning, DPW facility planning, and more.

Planning is delayed for public outreach sessions as a result of no engineering staff.

The IMP recording can be viewed here:

<https://www.youtube.com/watch?v=pXqqTKzr2Mk&t=343s>

Grant and Other Funding Pursuits

Still waiting on response: Environmental Justice Community Change Grant: includes \$1 million for wastewater master planning, funding for DPW facility study, \$2.5 million for centrifuge, and funding for BMPs identified in IMP to date.

Senator Markey himself notified Mayor Garcia that he and Senator Warren's office have secured \$500,000 for Holyoke's Wastewater Facility Plan. Senator Warren's office notified Director Rossi of the same. The funding is "imminent." Latest update from Jesse Ledermann indicates that funding will come next calendar year.

Congressionally Directed Spending Requests – DPW Stormwater Coordinator, Interim City Engineer, DPW Director, and BPW Chair consulted and coordinated on these efforts. Requests include funding for wastewater master planning and CSO engineering and design

Led by Miira Gates, DPW Stormwater Coordinator and Grants Assistance

Dam and Seawall Program: design services to upgrade four flood control pump stations. Miira, the Chair, and DPW Director met with HG&E to discuss on March 1, 2024. (~\$250,000) Awarded: \$187,000

MVP Action Grant: Adaptation Plan for WWTP and associated operations (see final NPDES permit) (~\$300,000) Not awarded in the round. Miira and team are following up with EEA.

Federal Funding targeting affordability needs in EJ communities and more. American Rivers with Andy Fisk to help lead. (\$10 – 20 million). Rolling application, deadline November 4, 2024

Service agreement advisory board

On October 4, 2024, as a result of Council funding (initially delayed) and signed contracts in place, the RFP development team met for its kickoff initial meeting. The anticipated RFP issuance date is now January 2025. This team is now meeting weekly to review new data, missing info, requested contractor quals, draft contract, and more. All of the work and recommendations developed by the ad hoc committee are being incorporated into this procurement. We anticipate a draft RFP within a few weeks. The Board of Public Works will review, comment, and ultimately approve the RFP before it is issued. The work team includes myself, Director Rossi, CPO Ted Sweeney, interim Engineer Houle, Commissioner Kietner, Attorney Bruce Tobey and staff, Mark Halleman, Ben Levin and Hazen staff. The Mayor welcomed the team on the initial call and is invited to participate as time permits. The City Solicitor's Office is invited to participate (their input is critical). They have participated in only the initial call.

On September 23, 2024, representatives from Inframark and AECOM met with Director Rossi and me to show their interest in our upcoming RFP for the long term service agreement. They noted AECOM's role (Metcalf & Eddy) in the initial contract capital improvements in 2005.

On July 29, 2024 the Board of Public Works voted 2-1 to recommend to the Mayor that the City issue a new RFP for the selection of a contractor for the next wastewater long term service agreement. On August 6, Councilor Mike Sullivan attempted to secure votes at a Council meeting to fund the RFP technical and consulting team and avoid the delay of a Finance Committee meeting. He received a majority in support, but 2/3 was needed. On August 12, Finance Committee Chair Patricia Devine made this request item 1 on the FinCom agenda. It was passed unanimously 5- 0. Helen Florio representing the Holyoke Taxpayers Association spoke in favor. The full Council will vote on this request on September 4, 2024. See attached summary which was shared with the Council and committee.

The wastewater ad hoc committee (Andy Fisk, Mimi Panitch, Brian Beauregard, Mike Sullivan), City staff (DPW Director Rossi, Assistant City Solicitor Mike Bissonnette) Procurement Officer Jaime Morrow), members of the Board of Public Works (Mary Monahan, Joe Kietner), Hazen consulting team, and outside legal consultant Attorney Bruce Tobey met June 18, 2024 at Chamber of Commerce at an afternoon four hour workshop to discuss goals and objectives for the operation of our wastewater treatment and collection system. The workshop was led by Mark Halleman, an experienced

professional in assisting other communities develop public/private partnership goals. As the 20-year wastewater operations contract comes to an end we're preparing for the next phase. This workshop was the culmination of almost 24 months of group and independent research and site visits by the volunteer members of Holyoke's wastewater ad hoc committee and City staff. New technologies, sustainability, and affordability are key considerations. The operations at Holyoke's plant can include green energy generation, economic development opportunities, cutting edge technologies, and new revenue sources.

Jacobs Engineering toured the WWTP with members of the ad hoc advisory committee on March 19, 2024 followed by a lunch meeting with ad hoc committee.

Veolia met with members of the ad hoc advisory board on March 4, 2024.

Jacobs Engineering met with the Advisory Board on February 14, 2024.

Draft Permit and Comments

Final Permit Issued January 25, 2024

On August 12 and 13 Holyoke's team including Director Carl Rossi, BPW Chair Mary Monahan, Jason Swain from Veolia, contracted Attorney James Steinkrauss, and Saya Hickey from Hazen participated in Alternative Dispute Resolution at EPA in Boston. Attorneys Lisa Ball and Mike Bissonnette participated remotely. An agreement was reached.

City team including Director Carl Rossi and BPW Chair Mary Monahan is participating in Alternative Dispute Resolution on August 12 and 13 at EPA in Boston. Other City representation includes contracted Attorney James Steinkrauss, Attorney Bissonnette, Mike Williams from Veolia, and Hazen & Sawyer staff.

The City accepted participating in the Environmental Appeals Board's Alternative Dispute Resolution ("ADR") program. Attorney James Steinkrauss from Rath, Young and Pignatelli, PC, Concord, NH will be representing the City – after July 1, 2024. They have experience in successfully representing other communities through the ADR process.

The City filed an appeal to the Environmental Appeals Board. This process was challenging to say the least because of no City Engineer to lead the coordination of these efforts. The Chair, City Solicitor's Office and DPW Director are meeting with outside legal on March 18 to discuss needed outside legal assistance. The City is also appealing to MassDEP the finale permit for Surface Water Discharge based on the same appeal positions;

In summary:

New limits for metals are currently within the existing sampling parameters. Holyoke's plant is operating at 50% capacity. It was noted that Holyoke is using the plant capacity and low user fees as the basis for economic development, and Holyoke plans to expand our plant's use as an economic development tool in the next long term service agreement. Increased flows could trigger these limits and substantial costs for plant modifications. The limits in the final permit place a 90% restriction on the City's opportunity for growth without these modifications. The basis for establishing the metal limits is being called into question. And, the fact that Holyoke is an environmental justice community allows for additional discussion regarding affordability. EJ impacts regarding permit requirements are recent considerations by EPA.

Additional permit requirements isolate the plant and its operation with respect to building climate resilience. The City will appeal by noting various climate resiliency planning and execution efforts including a recent watershed assessment associated with dam failure led by HG&E, the various MVP projects, and other City-wide efforts to address climate change threats. Again, EJ and affordability will be the basis for an appeal.

The National Association of Clean Water Agencies is considering assisting the City in developing an appeal. NACWA's interests lie in the fact that EPA Region 1, and Holyoke's permit in particular, contain stringent permit limits that would likely be applied to other permit holders, including NACWA's members. The idea is to help set limits with EPA now.

Hazen BioWin model does not indicate that removal of Sonoco flows will trigger violation of nitrogen limits in new permit. But new growth and increase in total flows would. This could be the result of economic development or changes in existing dischargers. It's understood that next permit would likely include nitrogen limits that would require major capital improvements. This next permit would likely be issued during the next long term service agreement term. Tighe & Bond estimated \$135M for plant upgrades. Also for consideration: re-assessment of local limits for nitrogen

Public Works Outreach

On June 13, 2024, DPW Director and Chair Monahan updated the members of the Holyoke Taxpayers Association on the successes and goals of Holyoke's Department of Public Works. Despite critical shortages in key positions, including Engineering, DPW continues to provide outstanding public service. Director Rossi noted that since the distribution of the new trash totes and the enforcement of dual stream recycling, the City is saving about \$180,000 annually in disposal costs. He also highlighted several grant awards and pursuits underway to secure funding for infrastructure upgrades, safety training, facility improvements, and more. Representing the Board of Public Works, I updated the members on the status of the financial review of the sewer

enterprise fund, the wastewater long-term service agreement, and the City's integrated management plan. We both highlighted the opportunity for the Holyoke to promote our infrastructure as an economic development driver.

Our audience included small business owners, local officials, large commercial operators, realtors, and volunteer citizens. It's always great to have these comprehensive discussions with an audience that understands the value of investing in our City.

Board of Public Works and Water Commission met January 29, 2024 at DPW.

Discussion items included

Payments made by DPW

Billing data

Abatements

Hydrants

Shut-off program

DPW Facility Improvements

DPW met with Weston and Sampson on February 24 to begin discussion on the development of a facility plan. Weston and Sampson submitted a proposal for FY25 consideration for Facility Planning.

Note the need to accommodate female staff

Public Works Week May 2025

Director announced that DPW will form a Public Works Week employee planning committee to prepare for Public Works Week May 2025.

Mary L. Monahan, Chair
Holyoke Board of Public Works
November 4, 2024



Fwd: Interim Engineer Funding

1 message

Mary Monahan <marylmonahan@gmail.com>

Sun, Nov 3, 2024 at 6:12 PM

To: Carl Rossi <rossic@holyoke.org>, Libby Hernandez <libbyward4@gmail.com>, Liz Rivera <rivaler@holyoke.org>, Joe Kietner <Jkietner@gmail.com>, vhoule@gmail.com

Liz:
Please include in Nov 4 minutes.
Mary

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

----- Forwarded message -----

From: **Mary Monahan** <marylmonahan@gmail.com>

Date: Sun, Oct 20, 2024 at 3:49 AM

Subject: Interim Engineer Funding

To: Carl Rossi <rossic@holyoke.org>, PATRICIA DEVINE <pdevine523@comcast.net>

Hi Patti and Carl:

I won't be returning in time for the FinCom meeting. I just read the agenda. I assume that there will be some discussion regarding continuing funding for the interim engineer. I agree that a plan to address this issue should be addressed, but in the meantime we need to continue funding the current position.

I have attached the Interim Engineer's latest Board of Public Works update that should be shared with the FinCom. It's clear from some councilors' statements that they lack insight as to what this position does. Also note that this position has become key in our development of the new RFP for the long term wastewater contract. Because of Victoria's knowledge and experience in engineering and public works she is able to identify maps, reports, data, and more that are relevant to this process and create a central depository that the development team can access. I note this to underscore the value of having this experience in future staff.

Reference to the fact that the Director has a degree in engineering also underscores the fact that Council does not fully understand the responsibilities and liabilities associated with the official designation of professional engineer. Director Rossi can best clarify this.

The public works community of professional directors and engineers is close knit. Our ability to attract experienced professionals is compromised by the long term failure to provide them the tools they need to succeed on behalf of the City. I'm proud to work with Director Rossi who is motivated by his desire to serve City residents and move DPW forward. He likes wins and has provided the City with several including operational savings, successful grant pursuits, increased public accountability, and improved staffing. He's doing a great job despite staff openings and turnover. It hasn't been easy.

The Board of Public Works would like to participate in any plan to address funding and resources to support the leadership of DPW. This includes competitive salaries for the Director, City Engineer, and support staff. It also includes funding up to date tools and technology. Currently, the office operates on technology that may have been new at the end of the last century. GIS mapping tools and software, asset management tools, real time reporting regarding infrastructure conditions, and up to date technology including monitors, tablets for field work, plotters and printers, communications software (note that we zoom our board meetings using my Zoom account because DPW doesn't have one), and more all affect our ability to attract professional staff. No one wants to work with previous century limits!

I hope the City can find a way forward in developing and funding the execution of a plan that ensures the long term integrity of DPW and Engineering.

Mary

Mary L. Monahan
413 313 6901
marylmonahan@gmail.com

2 attachments

 **092324River Terr.pdf**
640K

 **2024-09-23 BPW Engineer's Report.pdf**
784K

River Terrace CSO Area 21A Sewer Separation Project

Project Update – September 23, 2024

- Formal extension letter received from CWSRF revising deadline for Contract Award to November 30, 2024.
- Signed easements received although **we have not received confirmation that these have been recorded**
 - 21 Hampton Knolls – received September 6th
 - 33 Hampton Knolls – received September 12th
- Updated Certificate of Title received from Solicitor's Office on Sept. 12th and immediately forwarded to CWSRF with request to Advetise. No response received yet. CWSRF has indicated this is the last piece to review although it is possible they will want to see proof of easement recording.
- Bid documents have been reviewed by Solicitor's Office. Consultant is addressing comments made by Procurement.
- Revised proposal received from Woodard & Curran for Construction Administration and Inspection. Minor revisions requested and waiting on updated proposal.
- Revised Project Schedule submitted with extension request is as follows:

Task	Anticipated Completion Date Proposed to CWSRF	Actual Date Completed
Obtain Property Easements	September 6, 2024	September 12, 2024
Submit Certificate of Title to CWSRF	September 11, 2024	September 19, 2024
Obtain Approval to Advetise	September 25, 2024	October 3, 2024
Advertise for Construction Bids	October 2, 2024	October 9, 2024
Open Bids for Construction*	November 4, 2024	November 8, 2024
Obtain SRF and Council Approval of Additional Funds		
Present funding authorization to Council	November 6, 2024	November 19, 2024
Finance Committee	November 12, 2024	November 25, 2024
Final Council Action	November 19, 2024	December 3, 2024
Award Contract	November 27, 2024	???

Late

Late

*updated estimate based on previous task

*updated estimate based on previous task

*mandatory 30-day advertisement period

*Council meeting dates updated based on new bid opening date

- Need to obtain SRF and Council Approval of additional funds is expected given that 90% cost estimate was \$12.57 million and original funding authorization received was for \$10.5 million.
- **Current projected schedule does not allow for Contract Award by extended grant deadline of November 30, 2024**



November 1, 2024

Mr. Carl Rossi
City of Holyoke
63 Canal Street
Holyoke, MA 01040

Re: Change in President of Veolia Water Contract Operations USA, Inc.

Dear Mr. Rossi,

It is with great pride and excitement that I announce we are accelerating our transformation journey to include a transition in the leadership of Veolia Water Contract Operations USA, Inc. Effective November 1, 2024, David Connors will serve as the new President of the region, who will be succeeding Kendra Morris. Kendra Morris has accepted the position of Chief Executive Officer of Veolia North America's Utility division.

Under Ms. Morris' leadership, the Northeast region has grown and thrived through her dedication and strategic insight. We expect that such progress will continue behind Mr. Connors' leadership, who epitomizes Veolia's values with outstanding leadership credentials and strong dedication to customers and community impact.

Our commitment to our focus and priority of our customers remains unwavering. We will ensure that we continue to exceed your expectations. Dave Connors can be reached at (203) 312-4530 or david.connors@veolia.com. Thank you for your ongoing support and partnership.

Please feel free to reach out to me with any questions.

Sincerely,

A handwritten signature in black ink, reading "Joseph A. Tackett". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Joseph A Tackett
CEO - Municipal Water Contract Operations

Veolia North America
53 State Street, 14 th Floor
Boston, MA 02109
tel. +1 630 812 9441

www.veolianorthamerica.com

Application for a Special Permit for Home Occupation (Appendix A Zoning 4.8.2):

I hereby apply for a special permit for:

Street & Number 25 Breton Ln Holyoke MA 01040

Property Owner Amanda + Marcos Garcia Telephone 413-297-4902
(**if you are not the property owner, you must obtain a letter from the property owner allowing you to conduct a business at their property)

Present Zone R-1A Map and Parcel 000164000004

Book and Page 24910-134

Type of Business (purpose of which premises is to be used) Accounting remote work

Expected customer traffic flow light

Hours of operation 9:00am - 4:00pm

Number of deliveries none

Signage none

Name of business Amanda Garcia LLC

RECEIVED

Instructions:

1. Obtain letter from tax collector (stating no outstanding taxes are owed to the City)
2. Return application with the tax letter to the Office of the City Clerk
3. An application fee of \$100.00 - check payable to the City Clerk (fee is non-refundable)

JAN 13 2025

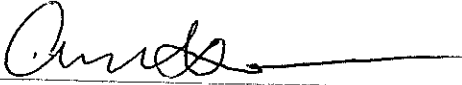
Holyoke City Clerk's
Holyoke, MA

Please note:

Once the application is received, the petition will be added to the agenda for the next City Council meeting. Public hearings will be held in order to notify abutters in your area. You will receive notification regarding the public hearing notice and details explaining when and where to place the notice. The fee for publication is at your own expense. If the notice is not published, the hearing cannot be held. You must be present at this meeting.

The fee for said permit, once it is granted is \$100.00 yearly.
For any additional information please review the City of Holyoke Zoning Ordinance.

Signed under the penalties of perjury:



Signature of petitioner (the permit will be granted
to this person)

Amanda Garcia

Printed Name

Address and telephone number of petitioner

I also state that I have received a copy of Chapter 4.8/2 of Appendix A

Office use only ~ \$100.00 Application fee paid ☒

Letter from Collector of Taxes ☒

Letter from Treasurers ☒

rev. 05/20/2013



Laura E. Wilson
Tax Collector

Rory Casey
Treasurer

City of Holyoke

Form A – Tax Compliance Form

DATE: 1/13/25

In accordance with Section 82-3 of the City Ordinance, specifically:

(c) In addition to the requirements of [M.G.L.] c. 40 § 57, every city board, department, authority, or commission issuing licenses or permits in the city shall certify with the Tax Collector and the Treasurer that all taxes, fees, and assessments are current, prior to issuing any license or permit, and that all tax agreements are being complied with.

Please bring this form to City Hall and obtain each signature as required below or mail the form to the Tax Collector's Office with a stamped, self-addressed envelope. Please do not submit a Business Certificate application to the City Clerk's Office prior to completing Form A.

I state that I have reviewed the following and as of the date of this letter, the following is true and accurate.

Current	Type
<u>✓</u>	Real Estate
<u>N/A</u>	Personal Property
<u>✓</u>	Excise
<u>N/A</u>	Payment Plan

Comments:

Applicant: AMANDA GARCIA / Amanda Garcia LLC

Address: 25 BRETON LANE

Property Owner: AMANDA + MARCOS GARCIA

Respectfully,

Laura E. Wilson
Tax Collector
413.322.5530

Rory Casey
City Treasurer
413.322.5560



Date: _____

CITY OF HOLYOKE CITY COUNCIL
SPECIAL PERMIT APPLICATION FOR

RECEIVED

JAN 09 2025

Name of Owner: Alan W. Fini

Holyoke City Clerk's

Address: 2019 East Mountain Rd Westfield Mass

Holyoke, MA

Contact Name Alan

Address (if other) _____

Contact Phone 413 478-0556Fax # 413 532-8286

phone . . .

Name of Applicant: Same as above

(if different from owner)

Address: 2019 East Mountain Rd Westfield MassPhone: 413 478-0556Fax # 413 532 8286

01085

Name of Engineer/Surveyor/Sign Company: _____

(if applicable)

Address: Making a family cemeteryName of Project: FINI Family only

Deed of Property Recorded in Hampden County Registry of Deeds:

Holyoke Assessor Map Reference:

Book: 1Page: 504Map 179Block 00Parcel 003Property Address: 2 Fini Rd Holyoke Mass

01040

Pursuant to Chapter 40A of the General Laws of the Commonwealth of Massachusetts and the Holyoke Zoning Ordinance, application is hereby made to the Holyoke City Council to do the following: _____

Will any other permits or variances be required? If so, please list and indicate if they have been applied for or obtained. _____

Alan W. Fini

APPLICANT (please print)

Alan W. Fini

SIGNATURE OF APPLICANT

Alan W. Fini

OWNER (or LEGAL COUNSEL)

Alan W. Fini

SIGNATURE OF OWNER (or LEGAL COUNSEL)

536 DWIGHT STREET, ROOM 2 □ HOLYOKE, MASSACHUSETTS 01040-5086

PHONE: (413) 322-5520 □ FAX: (413) 322-5521 □ E-MAIL: CLERKS@HOLYOKE.ORG

Birthplace of Volleyball



Laura E. Wilson
Tax Collector

Rory Casey
Treasurer

City of Holyoke

Form A – Tax Compliance Form

DATE: 1/8/2025

In accordance with Section 82-3 of the City Ordinance, specifically:

(c) In addition to the requirements of [M.G.L.] c. 40 § 57, every city board, department, authority, or commission issuing licenses or permits in the city shall certify with the Tax Collector and the Treasurer that all taxes, fees, and assessments are current, prior to issuing any license or permit, and that all tax agreements are being complied with.

Please bring this form to City Hall and obtain each signature as required below or mail the form to the Tax Collector's Office with a stamped, self-addressed envelope. Please do not submit a Business Certificate application to the City Clerk's Office prior to completing Form A.

I state that I have reviewed the following and as of the date of this letter, the following is true and accurate.

Current	Type
✓	Real Estate
N/A	Personal Property
N/A	Excise
N/A	Payment Plan

Comments:

Applicant:

Alan W. Fini Westfield 01085

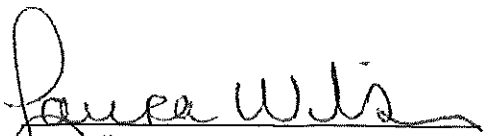
Address:

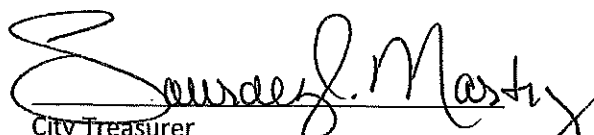
2019 East Mountain Rd

Property Owner:

Alan W. Fini + Henry J. Fini Jr.

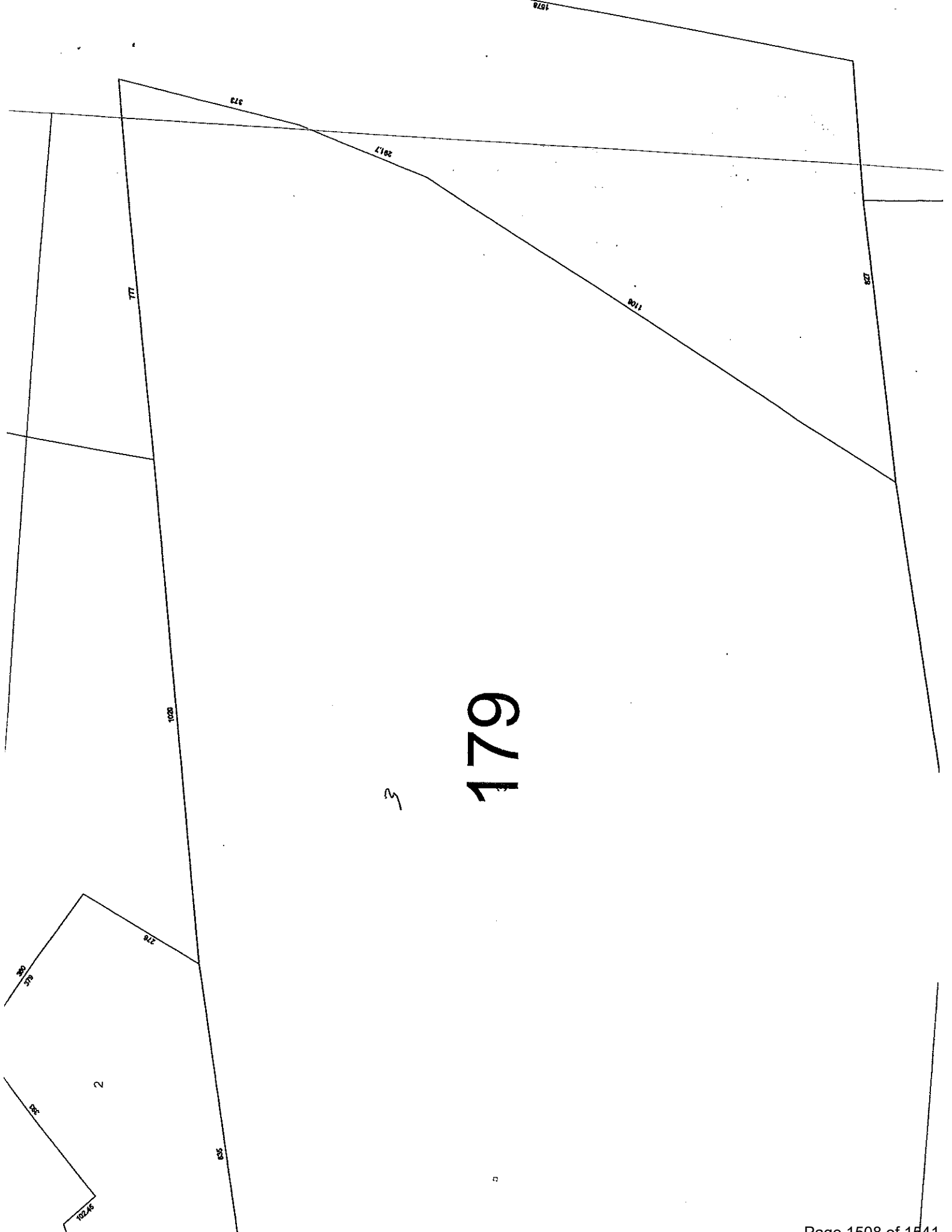
Respectfully,


Tax Collector
413.322.5530


City Treasurer
413.322.5560

536 Dwight St Rm. 13. • HOLYOKE, MASSACHUSETTS 01040
PHONE: (413) 322-5530 • FAX: (413) 322-5531

Birthplace of Volleyball



179

3

2



17

3

City of Holyoke

Request for Appropriation Transfer Within a Classification

1-7-25

Dept. Name:

Police

Date

I hereby respectfully request that the following amounts be transferred *within one* of the following indicated (X) appropriation classifications within my department and as further detailed below:

Personal Services

X

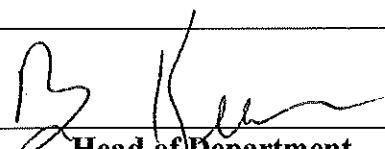
Expenditures

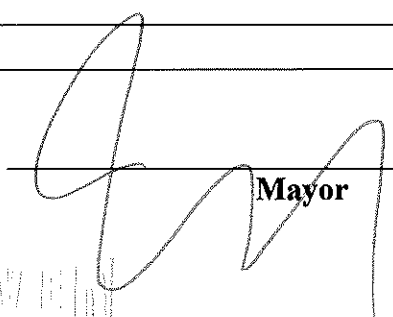
Account No.

\$ Amount

Organization	Object	Account Name	From	To
12101	51104	LIEUTENANTS	4120.92	
12101	51105	SERGEANTS	3567.68	
12101	51107	PATROLMEN	21,930.84	
12101	51180	INJ. ON DUTY		29,619.44

**IOD: V. HEREDIA, MONAGHAN, SMITH, MARTINEZ, SANTANA, WHALEN,
TOURVILLE, GLASHEEN, CHATEL, MURPHY, HERNANDEZ, ROSADO, OCONNOR**


Head of Department
Brian Keenan, Chief of Police


Mayor

JAN 10 2025

an
auditor
dept.

City of Holyoke

Request for Appropriation Transfer Within a Classification

1-7-25

Dept. Name:

Police

Date

I hereby respectfully request that the following amounts be transferred *within one* of the following indicated (X) appropriation classifications within my department and as further detailed below:

Personal Services

X

Expenditures

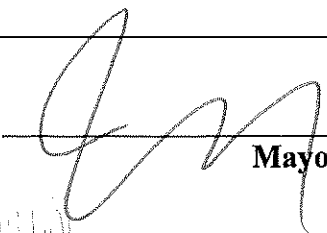
Account No.

\$ Amount

Organization	Object	Account Name	From	To
12101	51104	LIEUTENANTS	4120.92	
12101	51105	SERGEANTS	3567.68	
12101	51107	PATROLMEN	24,382.98	
12101	51180	INJ. ON DUTY		32,071.58

**IOD: V. HEREDIA, MONAGHAN, SMITH, MARTINEZ, SANTANA, WHALEN,
TOURVILLE, GLASHEEN, CHATEL, MURPHY, HERNANDEZ, ROSADO, OCONNOR**


Head of Department
Brian Keenan, Chief of Police


Mayor

JAN 10 2025
an auditor
dpt.

City of Holyoke

Request for Appropriation Transfer Within a Classification

1-13-25

Dept. Name:

Police

Date

I hereby respectfully request that the following amounts be transferred *within one* of the following indicated (X) appropriation classifications within my department and as further detailed below:

Personal Services

X

Expenditures

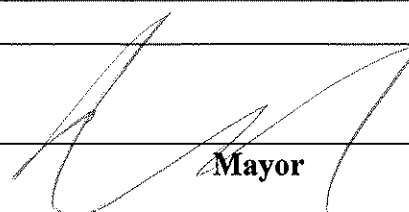
Account No.

\$ Amount

Organization	Object	Account Name	From	To
12101	51107	PATROLMEN	250,000.00	
12101	51105	SERGEANTS	50,000.00	
12101	51117	DISPATCH	50,000.00	
12101	51300	OVERTIME		350,000.00

To balance line items


Head of Department
Brian Keenan, Chief of Police


Mayor



Mayor Joshua A. Garcia

CITY OF HOLYOKE
FIRE DEPARTMENT HEADQUARTERS

JEFFREY TRASK
EMERGENCY MANAGEMENT DIRECTOR

50% in kind match
per P. Glenn
1/15/2025

December 31, 2024

The Honorable Mayor Joshua Garcia
Room One
Holyoke City Hall
Holyoke, Ma. 01040

Dear Mayor Garcia;

The City of Holyoke Emergency Management Department has been awarded by the Massachusetts Emergency Management Agency MEMA an EMPG Grant in the amount of \$9,500.00 for community response training and video conference equipment to update the Emergency Operations Center located within the Holyoke Fire Department.

I am respectfully requesting acceptance of these funds and an appropriate account be established for utilization.

For your review all the documentation has been provided along with this letter. Signed contract, fiscal responsibilities, timeline, budget, any municipal match required, and reimbursement information.

Respectfully submitted,

Jeffrey Trask
Emergency Management Director

Approved

Not Approved

Enclosure

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.mass.gov/lists/osd-forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME:(and d/b/a): HOLYOKE, City of		COMMONWEALTH DEPARTMENT NAME: Massachusetts Emergency Management Agency (MEMA)	
Legal Address: (W-9, W-4): 536 Dwight Street, Holyoke, MA 01040		Business Mailing Address: 400 Worcester Rd, Framingham, MA 01702	
Contract Manager: Jeffrey Trask/Dale Glen	Phone:	Billing Address (if different): same	
E-Mail: jefftrask@aol.com ; traskj@holyoke.org		Contract Manager: EM Grants Unit	Phone #: 508.630.5727
Contractor Vendor Code: VC6000192102		E-Mail: EM.Grants@mass.gov	Phone #: 508.561.0449
Vendor Code Address ID (e.g. "AD001"): (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): FY25EMPG2400000HOLYO	
		RFR/Procurement or Other ID Number: FFY2024EMPG	
X_ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) Statewide Contract (OSD or an OSD-designated Department) Collective Purchase (Attach OSD approval, scope, budget) ☒ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) Emergency Contract (Attach justification for emergency, scope, budget) Contract Employee (Attach Employment Status Form, scope, budget) Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		CONTRACT AMENDMENT Enter Current Contract End Date Prior to Amendment: _____. Enter Amendment Amount: _____. AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) Amendment to Date, Scope or Budget (Attach updated scope and budget) Interim Contract (Attach justification for Interim Contract and updated scope/budget) Contract Employee (Attach any updates to scope or budget) Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): ☒ Commonwealth Terms and Conditions ☐ Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$9,500.00			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days % PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days % PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); ☒ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: Funding for this grant is provided via a Federal Fiscal Year 2024 Emergency Management Performance Grant (EMPG), Assisting Listing #97.042 and has a required dollar-for-dollar match. Funds may only be used for activities outlined in the subrecipient's approved FFY2024 EMPG Subgrant Application and in accordance with attached Federal Standard Terms and Conditions, Commonwealth Terms and Conditions, and MEMA Special Conditions and Reporting Requirements.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. ☐ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. ☐ 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR:  X: _____ Date: <u>12/16/24</u> Print Name / Title: <u>Mayor</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:  X: _____ Date: <u>12-16-24</u> Print Name / Title: <u>Randall Lui, Chief Financial Officer</u>	



Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor/Subrecipient Legal Name	Vendor Code / FFY Grant Program
HOLYOKE, City of	VC6000192102/FFY2024EMPG

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes DO NOT ATTACH any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

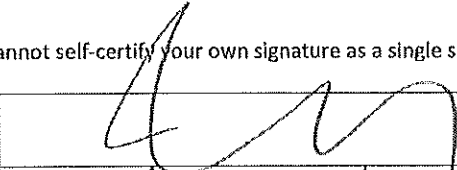
There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Title	Phone Number	Email Address
Joshua P. Garcia	Mayor	(401) 561-1600	garciaj@holiok.org

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature				Date	12/11/2024
Title	Mayor	Phone Number	(401) 561-1600	Email	garciaj@holiok.org

A copy of this listing must be attached to the "record copy" of a contract filed with the department.



City of Holyoke,
Massachusetts
Birthplace of Volleyball

Dale Glenn <glennd@holyoke.org>

Fwd: Holyoke 24 EMPG Signed Contract and CASL - Notice to Proceed

3 messages

Jeffrey Trask <jefftrask@aol.com>

Mon, Dec 23, 2024 at 7:39 PM

To: Dale Glenn <glennd@holyoke.org>, David Rex <rexd@holyoke.org>, Joshua Garcia <garciaj@holyoke.org>, Priscilla Rivera <Priscillaenid21@yahoo.com>, Scott Meyer <djshamrock413@gmail.com>, Nilka Ortiz <ortizn@holyoke.org>, traskj@holyoke.org

All set for City Council and Processing!

Jeffrey A. Trask
28 Central Park Drive
Holyoke, MA 01040

413-348-4450 (Cell)

Sent from my iPhone

Begin forwarded message:

From: "Suarez, Kenyi (CDA)" <kenyi.suarez@mass.gov>
Date: December 23, 2024 at 2:29:55 PM EST
To: Jeffrey Trask <jefftrask@aol.com>, traskj@holyoke.org
Cc: "Flebotte, Scott L (CDA)" <Scott.L.Flebotte@mass.gov>
Subject: Holyoke 24 EMPG Signed Contract and CASL - Notice to Proceed

Hello,

Attached is your finalized/signed 24EMPG contract & CASL. Your contract performance period is **12/16/2024** with an end date of **6/30/2025**.

- **Project Revisions:** *should you encounter issues with your approved project and need to revise your scope please send your request to my attention. Project revisions need to be preapproved to ensure your revisions are allowable under the EMPG program.*
- **Contract Extensions:** *If during your performance period you find things running behind schedule, we ask that you send us a request to extend your end date no later than April 30, 2025, as this will give us the time needed to create and finalize a contract amendment.*
- **Reimbursement Requests:** *as a reminder, this is a reimbursement grant so you will need to submit a reimbursement request when you have completed your approved project. Back-up documentation must be submitted which includes invoices and proof of payment for items you purchased (in accordance with your approved application) and for match. Your final*

reimbursement request will be due, 45 days after your contract end date. Only approved activities within your contract performance period will be allowable.

MEMA is not obligated to reimburse for activities that take place outside your contract period of performance or for activities that were not pre-approved by the EM Grants Unit.

Please contact EM Grants Unit, EM.Grants@mass.gov if you have any questions or need further assistance with your project.

Thank you,

Kenyi Suarez

Grants Management Specialist

Massachusetts Emergency Management Agency

400 Worcester Road

Framingham, MA 01702

Mobile: 508-630-5727

Desk: 508-820-1407

kenyi.suarez@mass.gov

*****If you have difficulty understanding English, you may, free of charge, request language assistance services by sending an email to Sara Parmenter, ADA Coordinator at Sara.L.Parmenter@mass.gov or call 508-820-2060.

Reasonable accommodations for people with disabilities are also available upon request, including accommodations for special dietary needs when food is provided. To request accommodation, please include a description of the accommodation you will need, including as much detail as you can provide. Please also include a way to contact you if we need more information. Please provide at least two weeks (14 days) of advanced notice for language assistance and/or reasonable accommodation. Last-minute requests will be accepted but may be impossible to fill. Send an e-mail to Sara Parmenter, ADA Coordinator at Sara.L.Parmenter@mass.gov, or call 508-820-2060.

Microsoft Word 2010 document: Holyoke 24 EMPG Signed Contract and CASL.pdf (3599K)



Holyoke 24 EMPG Signed Contract and CASL.pdf
3599K

Request for Appropriation Transfer Between Classifications

Date 1/15/2025

Personal Services _____ Expenses _____ Capital Outlay X

[illegible]

Reason for request: purchase & replace 3 plow trucks

Mayor

CAPITAL STABILIZATION FUND BALANCE

	EFF DATE	AMOUNT	COMMENTS	BALANCE
			FY2025	
	9/18/2024	-200,000.00	HOLYOKE WASTEWATER TREATMENT OPERATIONS	780,866.98
		437.13	2025 INTEREST JULY-SEPT 2024	781,304.11
	10/15/2024	-192,500.00	CENTRAL FUELING STATION DESIGN WORK	588,804.11
	10/15/2024	-150,000.00	HPS MCMAHON BOILER	438,804.11
	12/3/2024	-49,915.00	HVAC R&M PUBLIC LIBRARY	388,889.11
	12/17/2024	927,778.00	TR FROM GENERAL STABILIZATION - INTEREST	1,316,667.11
	12/17/2024	-927,778.00	SEWER SUBSIDY	388,889.11
AGENDA	12/17/2024	-30,000.00	WAR MEMORIAL BLDG R&M	358,889.11
AGENDA	1/21/2025	-106,881.76	DPW HIGHWAY - 3 PLOW TRUCKS	252,007.35



City of Holyoke,
Massachusetts
Birthplace of Volleyball

Tanya Wdowiak <wdowiakt@holyoke.org>

plow trucks - replacement

Carl Rossi <rossic@holyoke.org>

Thu, Jan 9, 2025 at 2:27 PM

To: Joshua Garcia <garciaj@holyoke.org>

Cc: Tanya Wdowiak <wdowiakt@holyoke.org>

Mayor and Tanya,

See attached price quote it is \$98,813.21 per truck for a total of \$293,439.63. The reason it is cheaper than the original quote is that we went for a gasoline fueled truck instead of diesel. The gasoline is a more reliable vehicle (less issues than the diesel counterpart).

These three vehicle will Replace:

Truck #43 - 2004 F550 that was decommissioned prior to my arrival and never replaced.

Truck #42 - 2007 F550 with 85,000 miles, photos attached of the vehicle condition. Not on the road. Estimated cost to repair \$13,853.73 (estimate attached).

Truck #36 - 1994 International with 172,000 miles, photos attached of the vehicle condition. Not on the road.

Thank you.

Carl

[Quoted text hidden]

[Quoted text hidden]

Department of Public Works

63 Canal Street

Holyoke, MA 01040

413-322-5645

4 attachments



Vendor Quote.pdf

212K



Quote to Repair #42.pdf

25K



Photos Truck #36.pdf

1805K



Photos Truck #42.pdf

1309K

\$97,813.21



VEH110 Quote Form: Vendor Response

Cells which require input are shaded blue and will turn white when filled. Additional cells are optional.

FOR BIDDING VENDORS: This (Vendor Response) tab must be completed by the bidding vendor and submitted to the purchasing entity. If the bidding vendor would like to submit a separate specification sheet, it must be submitted to the purchasing entity along with this form.

Use one quote form per vehicle specification. Only multiples of the exact same spec'd vehicle can be included on each individual form.
For options/upfits/transferred equipment, each line item must be fully populated.

VENDOR INFORMATION

Legal Name:	Marcotte Ford Sales, Inc.
Company Address:	1025 Main Street, Holyoke MA 01040
Name of Company Contact:	Colly Henderson
Contact Phone:	419-420-2608
Contact Email:	chenderson@marcotteford.com

Date of Quote:	12/17/2024	Quote Number:	HDPWF550H446	Order By Date:	TBD
Quote Expires:					

VEHICLE SPECIFICATIONS / INFORMATION

VEH110 Vehicle #, If Applicable:		Vehicle Being Sourced From:		Factory Order	
Vehicle Offered		Vehicle Offered		If Sourced from Stock, Stock #:	H446-H448
Model Year:	2025	Seating Capacity:	3		
Make & Model:	Ford F-550 DRW Chassis Cab	Exterior Color:	Oxford White		
Trim Level:	XL	Interior Color and Material:	Med Dark Slate Vinyl		
Drive Train:	4WD				
Body Code & Pkg.:	F5H 660A	Base Vehicle Contract Price:	\$59,460.00	Quantity of Vehicle Offered:	3
Engine Details:	7.3L V8 Gas				
Engine Designation:	Internal Combustion Engine				
For Trucks and Vans:	Wheelbase:	145"	60" C/A	Roof Height or Bed Length:	

ADDED DISCOUNTS / INCENTIVES / CREDITS (PER VEHICLE)

Grants		Total Additional Incentives:	
Tax Credits/Rebates			
Promo. Discounts			
Volume Discounts			

Notes: Quote for a '25 Factory Order F-550 Chassis

ORDER & DELIVERY TIME LINE / DELIVERY LOCATION / TRADE-IN INFORMATION

MY Order Bank Status/Open Date:	9/23/2024	MY Production Status/Dates:	OPEN
Lead Time should be referenced in weeks (only use days if less than one week applies):			
Vehicle Lead Time from OEM to Dealer:	3-6 Months	Uplift/Transfer Lead Time at Dealer:	N/A
Vehicle Lead Time at Sub-Contractor:	N/A	TOTAL Order to Delivery Lead Time:	3-6 Months
Delivery Location (from Dealer to Purchaser): Holyoke, MA			
Delivery Fee (may ONLY be applied when delivery location is outside mainland MA): \$0.00			
Trade-Ins May Be Allowed to Reduce Acquisition Cost, Based on Applicable Procurement Regulations (not allowed for Executive Branch purchasers):			
Trade-In Details (Year, Make, Model):		Trade-In Value:	

PRICE SUMMARY

Per Vehicle, Contract Base Price:	\$59,460.00	Per Vehicle, as noted in the applicable sections:	
Total Additional Incentives:	\$0.00	Total Factory Options:	\$3,540.00
Trade In Value, if applicable:	\$0.00	Total Uplift/Transfer/Delivery:	\$0.00
TOTAL COST PER VEHICLE: (including all add-ons and incentives)	\$63,000.00	QUANTITY:	3

TOTAL PURCHASE PRICE (If move forward with PO): \$189,000.00

ADDED FACTORY (OEM) OPTIONS AND PACKAGES (PER VEHICLE)

Quantity per Vehicle	Factory Code	Option / Accessory Description	Price Per Unit (Cost Plus)	Total Per Vehicle
1	TGK	BSW Trac Tires		\$0.00
1	X4L	4.88 Ratio Limited Slip Axle		\$0.00
1	68M	Payload Plus Package Upgrade		\$0.00
1	18B	Platform Running Boards		\$0.00
1	473	Snow Plow Prep Package		\$0.00
1	61L	Wheel Well Liners		\$0.00
1	872	Rear View Camera & Prep Kit		\$0.00
1	512	Spare Tire, Wheel & Jack		\$0.00
1	86M	Dual Battery		\$0.00



946 Southampton Road Westfield, MA 01085
 Phone: 413-568-6173 Fax: 413-568-6186
 actvehicle@comcast.net

Estimate

Customer:
 City Of Holyoke / Purchasing. Dept
 Room 15, City Hall
 536 Dwight Street
 Holyoke, MA 01040-5078

Date	Estimate #
10/15/2024	8613
QUOTES GOOD FOR 15 DAYS	

Rep	Year/Make/Model	Attention
Mike		

Item	Description	Ql.	Rate	Total
09' 7"-3/4yd S.S...	Rugby 9' 3-4yd Stainless Steel Eliminator Dump Body STAINLESS STEEL Floor w/SR4016 Electric Double Acting Holst 12 ga 201 2B polished stainless steel sides and ends Stainless Steel Interlaced Understructure Floor Pockets for 6" side boards increase load capacity Seamless one-piece front design with 1/4 Integrated cab shield with V-band for added strength LED Oval Stop/Tail/Turn/Reverse Lights on Rear	1	15,398.00	15,398.00
CH4112-RC	Body Raise Alarm 12v (342)	1	53.62	53.62
CH8487	Dump Body Raise Switch (342)	1	33.82	33.82
RG1957934	Wire Harness Adapter Ford (312) - (Allows Chassis Lights)	1	95.11	95.11
Parts	Rugby 2366319 Metering Gate	1	669.00	669.00
Labor	Installation Labor	8	100.00	800.00
	Subtotal - Body			17,049.55
Plate	Fabricated Hitch (1/2" Plate) w/2" Tube, 7-Way Connector & D-Rings for Safety Chains	1	280.00	280.00
BRT25812	Receiver Tube (314) - 2" ID x 12", 5/8" Pin Hole Plain Finish Weld On	1	46.58	46.58
BB40	D-Ring (244) - 5/8" Weld-on (W.L.Lift 6,130# - B.Strength 18,390#)	2	17.60	35.20
C56443	7-way conn. with plugs for Ford 2020 + up cab chassis	1	52.92	52.92
ICC	ICC Bumper added to hitch plate	1	100.00	100.00
Labor	Installation Labor	4	100.00	400.00
	Subtotal - Hitch			914.70
BDTR1	Tarp Kit w/Aluminum Roller Bar (S)	1	213.05	213.05
BDTB98A	Retention Bow Kit Aluminum (S)	1	94.76	94.76
DC6807	Donovan Asphalt Lumite Tarp -- 7'2' x 14'	1	91.49	91.49
Labor	Installation Labor	1.5	100.00	150.00
	Subtotal - Tarp			549.30
Note	10-12 WEEK LEAD TIME		0.00	0.00

P.O. #: _____ Date Order Approved: _____ Signature _____	Subtotal	\$18,513.55
	Sales Tax (6.25%)	\$0.00
	Total	\$18,513.55



946 Southampton Road Westfield, MA 01085
 Phone: 413-568-6173 Fax: 413-568-6186
 actvehicle@comcast.net

Estimate

Customer:
 City Of Holyoke / Purchasing. Dept
 Room 15, City Hall
 536 Dwight Street
 Holyoke, MA 01040-5078

Date	Estimate #
10/8/2024	8607
QUOTES GOOD FOR 15 DAYS	

Rep	Year/Make/Model	Attention
Mike	2024 F550	Glen

Item	Description	Ql.	Rate	Total
Package 9.0' HC FPlow F79250 F79000-4 F72530 F77102 F85100 F29070-1 F85973-2 34Disc Labor MunicipalDiscount F57420 F98540 Discount MunicipalDiscount F93975 MunicipalDiscount	FISHER SNOW PLOW PACKAGE Blade Assembly (O) - 9' HC™ Common Attachment (W) - Off Truck Kit - HC™ Common Headlamp Kit (S22) - HALOGEN Headlights INTENSIFIRE™ Complete Kit Peculiar Attachment Kit (W1F) - Ford Superduty (2017 - Current) F250 / 350 / 450 / 550 / 600 Control (151) - Fish-Silk - All "MUX" Plows (4-Pin Connector) Module (432) - Isolation 3 Port - DRL/NON DRL Peculiar Harness Kit (422) - 2023 Ford SD Halogen Subtotal 34% Discount Installation Labor Fisher MMII 9' HC Snowplow Package / Fleet Flex Municipal Discount Deflector Kit (W7M) - Rubber HC™ 9' & 10' Commercial Blade (10" Deflector) Subtotal - Plow Tempest SS 4.0 CU.YD. Chain 9' x 70" wide x 43.75" high Discount Subtotal Municipal Discount Spill Guard Kit - 70" Tempest Only Municipal Discount	1 1 1 1 1 1 1 1 4.5 1 1 1 1 1	0.00 3,449.00 5,451.00 550.00 865.00 555.00 189.00 323.00 -34.00% 100.00 -682.92 530.00 14,867.00 -7,127.00 -594.68 1,431.00 -85.86	0.00 3,449.00 5,451.00 550.00 865.00 555.00 189.00 323.00 -3,869.88 450.00 7,962.12 -682.92 530.00 7,809.20 14,867.00 -7,127.00 7,740.00 -594.68 1,431.00 -85.86

P.O. #: _____ Date Order Approved: _____		Subtotal	\$16,299.66
Signature _____		Sales Tax (6.25%)	\$0.00
		Total	\$16,299.66



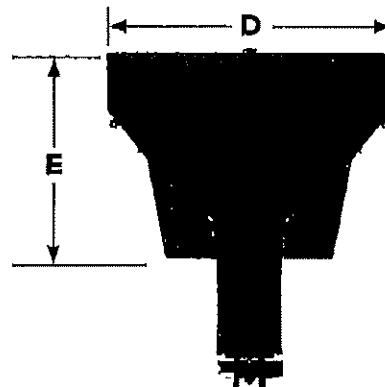
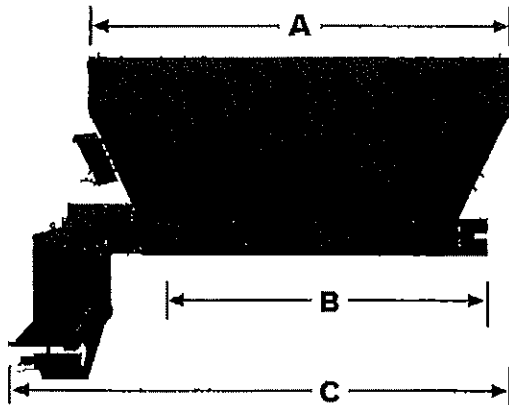


TEMPEST™ STAINLESS STEEL HOPPERS

	S150C	S220C	S300C	S400C	S500C	S150A	S220A	S300A	S400A	S500A
Body Side Length	7'	8'	8'	9'	9'	7'	8'	8'	9'	9'
Capacity – Volume	1.5 cu yd	2.2 cu yd	3.0 cu yd	4.0 cu yd	5.0 cu yd	1.5 cu yd	2.2 cu yd	3.0 cu yd	4.0 cu yd	5.0 cu yd
Capacity – Weight*	3,240 lb	4,752 lb	6,480 lb	8,640 lb	10,800 lb	3,240 lb	4,752 lb	6,480 lb	8,640 lb	10,800 lb
Hopper Construction†	Riveted Stainless Steel									
Rec. Bed Length	76"	90"	90"	96"	96"	76"	90"	90"	96"	96"
Approx. Weight – Empty	530 lb	580 lb	750 lb	820 lb	910 lb	500 lb	550 lb	700 lb	770 lb	850 lb
Material Delivery System	Pinle Chain Conveyor System					HELIXX™ Auger Technology				
Conveyor Width	16"					N/A				
Conveyor Material	Sand & Salt/Sand Mix					N/A				
HELIXX™ Auger Dimensions	N/A					6" Diameter				
Auger Material	N/A					Bulk Rock Salt				
Spinner Size	16" diameter									
Salt Spread Width	36'									
Sand Spread Width	24'									
Vehicle Application	Pickup		Flatbed/Dump Body			Pickup		Flatbed/Dump Body		
DIMENSIONS – Refer to the schematics below –										
A.	Hopper Length	84.50"	96.50"	96.50"	108.50"	108.50"	84.50"	96.50"	96.50"	108.50"
B.	Length from Cab Side to Second Leg	65.50"	70.50"	82.50"	82.50"	82.50"	62.50"	67.50"	79.50"	79.50"
C.	Overall Hopper Length	107.00"	119.25"	120.5"	128.75"	126.25"	111.50"	123.00"	123.00"	129.00"
D.	Width of Hopper Opening	50.00"	50.00"	70.00"	70.00"	70.00"	50.00"	50.00"	70.00"	70.00"
E.	Height of Hopper w/o Chute	32.00"	35.75"	41.00"	43.75"	50.50"	32.00"	35.75"	41.00"	50.50"

* Material weight equates to approximately 2,160 lbs/yd³ or 80 ft³ (1 bag rock salt = approx. 1 ft³)

REFERENCE DIAGRAMS
reference diagrams show chain models



Fisher Engineering | 50 Gordon Avenue | Rockland, ME 04841



Fisher Engineering reserves the right under its product improvement policy to change construction or design details and furnish equipment when so altered without reference to illustrations or specifications used. Fisher Engineering or the vehicle manufacturer may require or recommend optional equipment for snow removal. Do not exceed vehicle ratings. This product is manufactured under the following patents US: 7,400,058; 7,481,384; 9,296,571; other patents pending. Fisher Engineering offers a limited warranty for all hopper spreaders and accessories. See separately printed page for this important information. The following are registered (®) or unregistered (™) trademarks of Douglas Dynamics, LLC: FISHER®, HELIXX™, TEMPEST™.

TEMPEST™

STAINLESS STEEL HOPPER



CHOOSE WISELY.

Based on the material your operation most commonly uses for de-icing, the FISHER® TEMPEST line offers the best material delivery system for you.

ALL-NEW HELIXX™ AUGER TECHNOLOGY

Patent-pending corkscrew material delivery system is optimized to operate in the target range for rock salt spreading best practices.

OR

PINTLE CHAIN CONVEYOR

The large conveyor delivers reliable, smooth, and consistent material flow for heavy, dense materials while reducing bridging.

MATERIAL SPILL PROTECTOR

CHAIN MODELS ONLY

A protection flap at the end of the conveyor prevents material from spilling out and pooling near the vehicle cab.

RIVETED CONSTRUCTION

Constructed entirely of rivets and bolts, with no welding. Provides a cleaner stainless look and is easier to repair.

WIRING CHANNEL

Channels on either side of the hopper allow wires and cables to be easily run from the hopper to the cab.



MATERIAL DELIVERY EXTENSION/ PRE-WET CHAMBER

A material delivery extension reduces leaking/spilling during transport and leads into the patented pre-wet mixing chamber. It also provides a cab-forward design for added stability.



REPLACEABLE SCREEN ANCHOR

This piece is now bolted on instead of welded for easy replacement.



STEEPER END CAPS

Provides better material flow so more of the hopper load can be spread with each fill.

COMMON PART CHUTE DESIGN

The ergonomic, hinged design uses common components for all models, making service easy. A direct drive motor offers better torque and reduces servicing.

OPTIMIZED SPINNER CHANNELS

The ridges on the spinner ensure an even distribution of material throughout the spread arc.

ACCESSORIES

Side Extensions - 6" | Pre-Wet System with ALL-NEW Direct Liquid Capability | Central Point Grease Kit | Spill Guard Kit | LED Work Light Kit | LED Strobe Light Kit | PULLOVER Tarp Kit (1.5 & 2.2 cu yd models) | Vibrator Kit | Rear View Camera

TEMPEST™ S500A with
extension collar shown

FIND YOUR LOCAL DEALER
FISHERPLOWS.COM



City of Holyoke,
Massachusetts
Birthplace of Volleyball

Carl Rossi <rossic@holyoke.org>

Fwd: QUOTE/1FDAF57P97EA36488

1 message

Glenn Sisson <sisson@holyoke.org>
To: Carl Rossi <rossic@holyoke.org>

Fri, Dec 20, 2024 at 10:43 AM

Hi Carl,

This is the message from Marcotte Ford which is quoting the repairs needed for our Truck #42.

Glenn Sisson
DPW Automotive Supervisor
63 N Canal St.
Holyoke, Ma. 01040
Work# 413-322-5645
Cell# 413-887-2003
Fax# 413-539-6807
sisson@holyoke.org

----- Forwarded message -----

From: **Bryan Garczynski** <bgarczynski@mtc.solutions>
Date: Thu, Sep 12, 2024 at 3:06 PM
Subject: QUOTE/1FDAF57P97EA36488
To: **SISSONG@HOLYOKE.ORG** <SISSONG@holyoke.org>

Glen, the estimate to replace 8 injectors and related parts including the glow plug harnesses and plugs-

Labor \$3333.00

Parts \$2935.68

Quote to replace turbo and related parts-

Labor \$825.00

Parts \$2113.55

Diagnosis-

Labor \$792.00

Parts \$468.00

Quote to replace radiator and trans cooler lines ect-

Labor \$1864.50

Parts \$1522.00

BRYAN GARCZYNSKI

12/20/24, 10:44 AM

City of Holyoke Mail - Fwd: QUOTE/1FDAF57P97EA36488

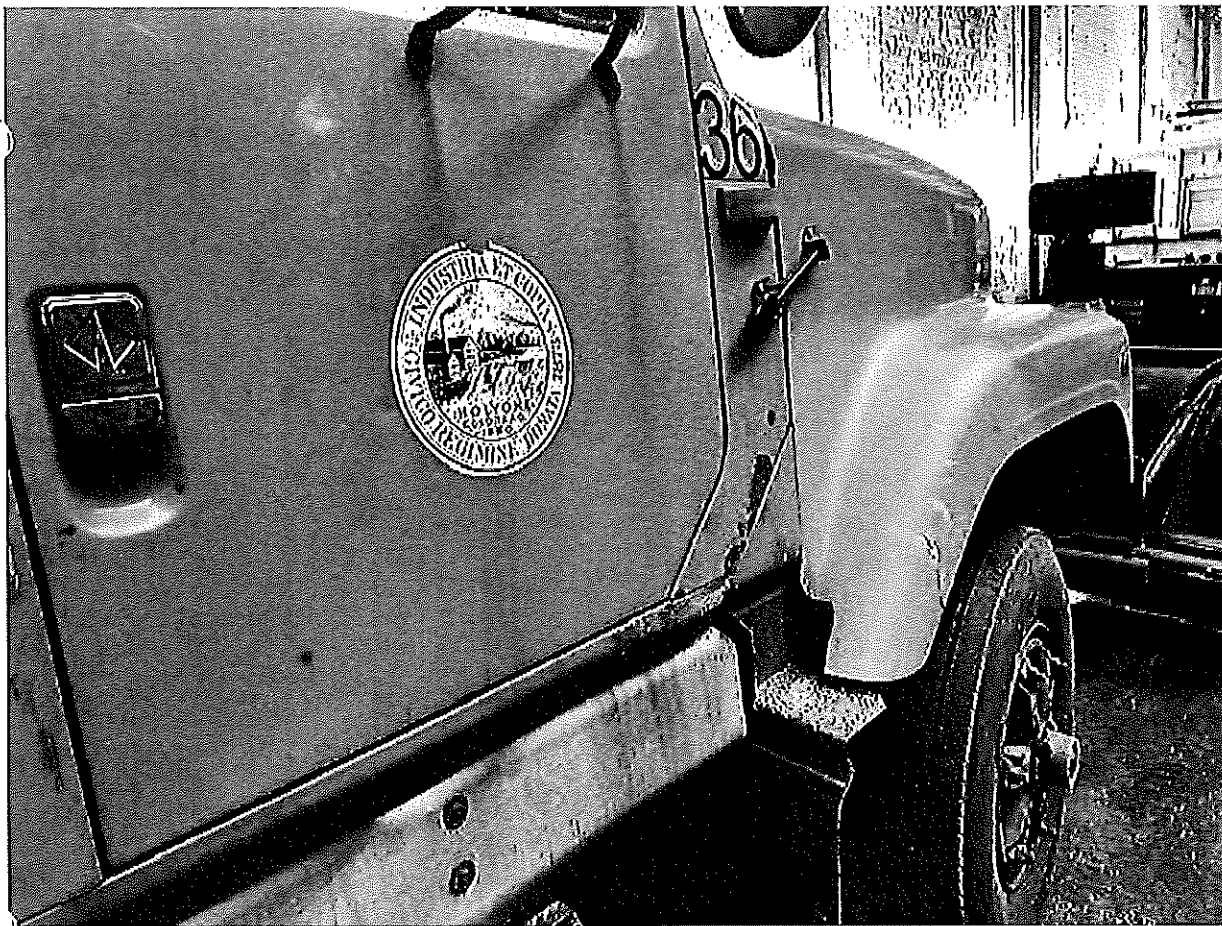
MARCOTTE COMMERCIAL TRUCK CENTER

413-420-2682

BGARCZYNSKI@MCTC.SOLUTIONS



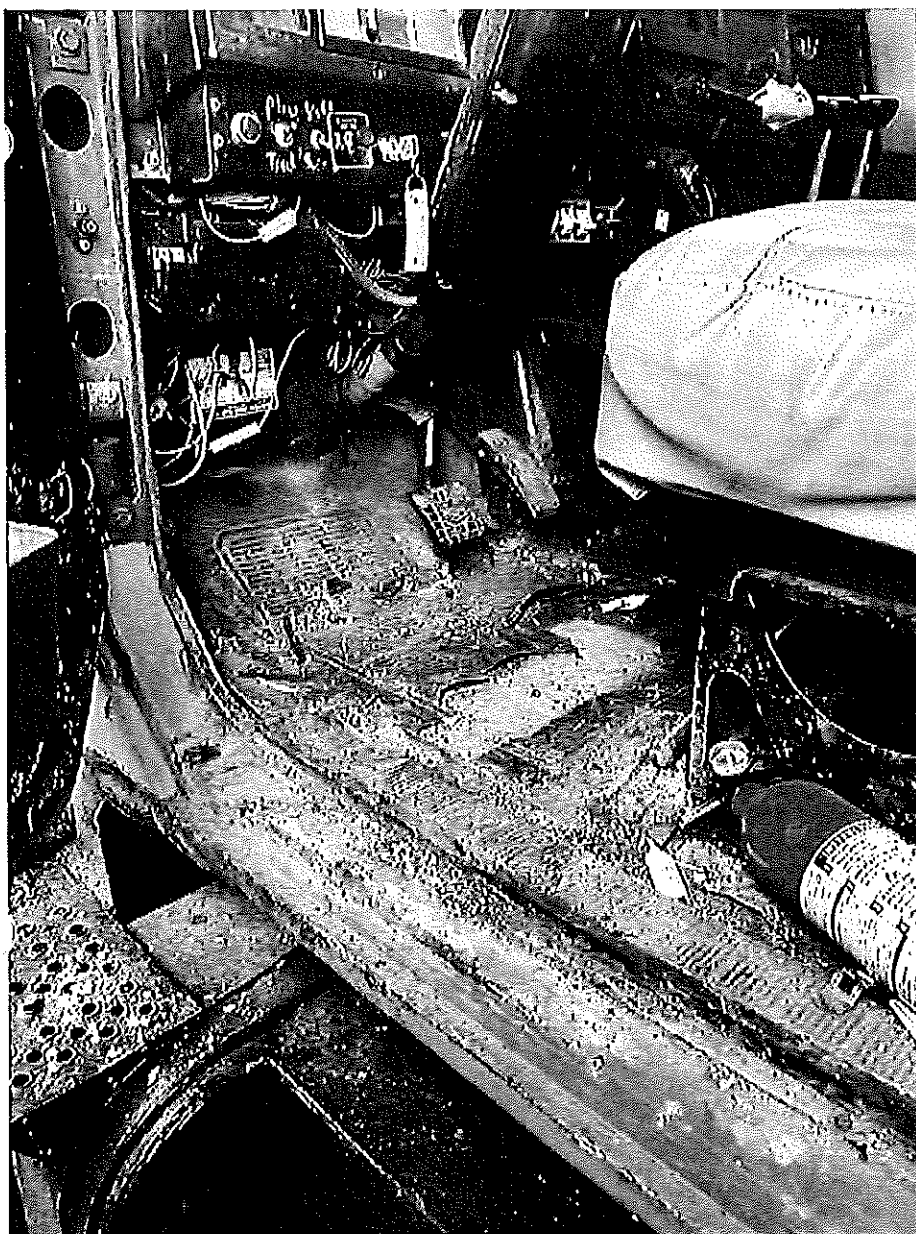
TRUCK #36



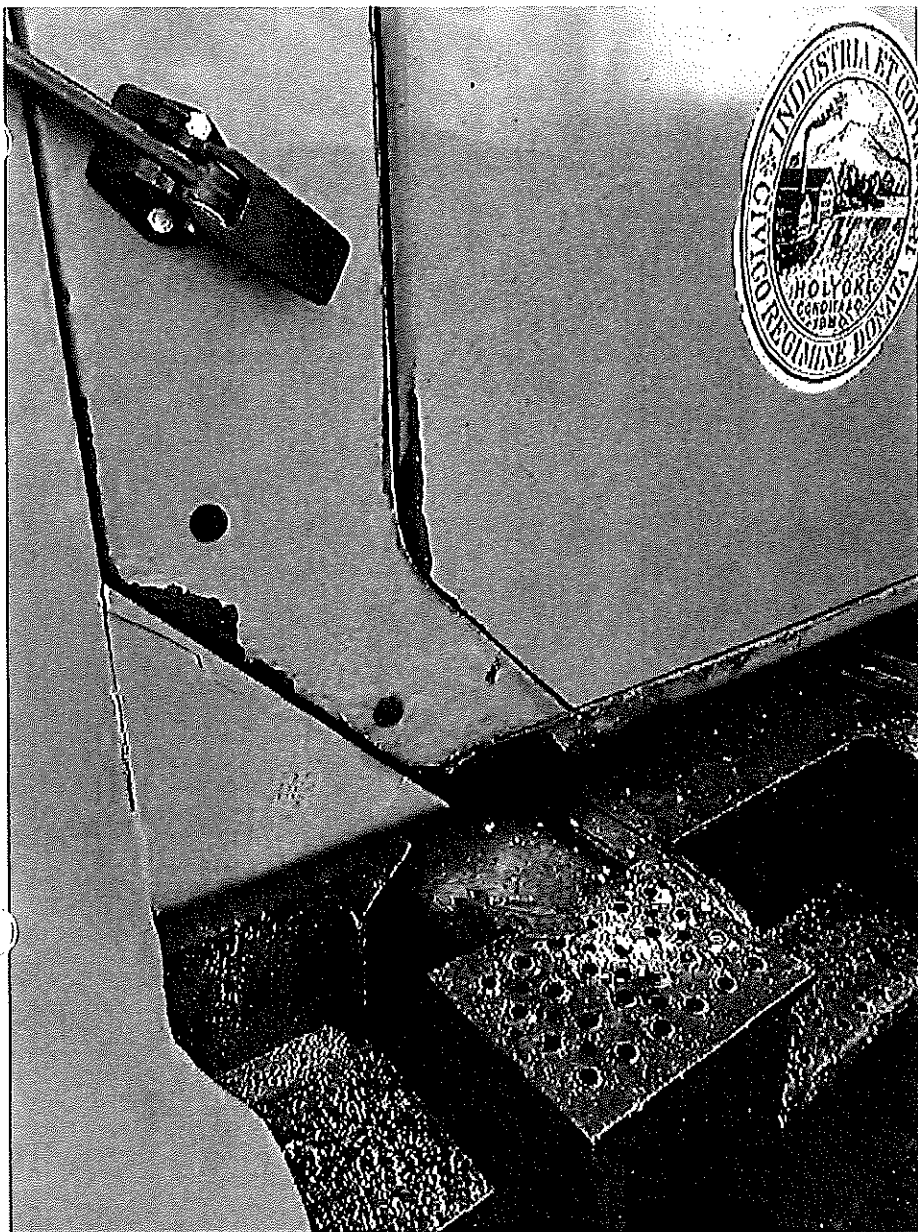
Truck # 36



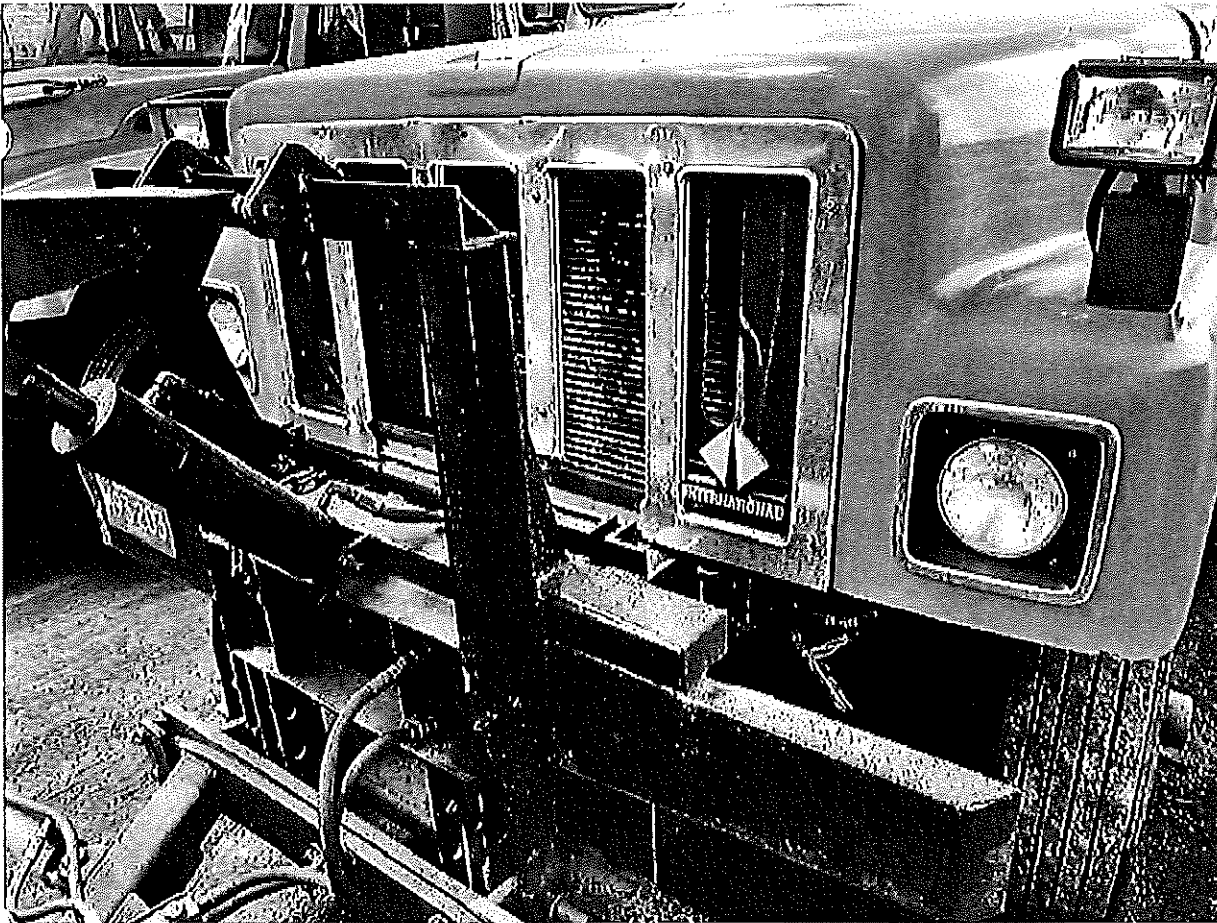
TRUCK # 36



TRUCK # 36



TRUCK # 36



Truck #36



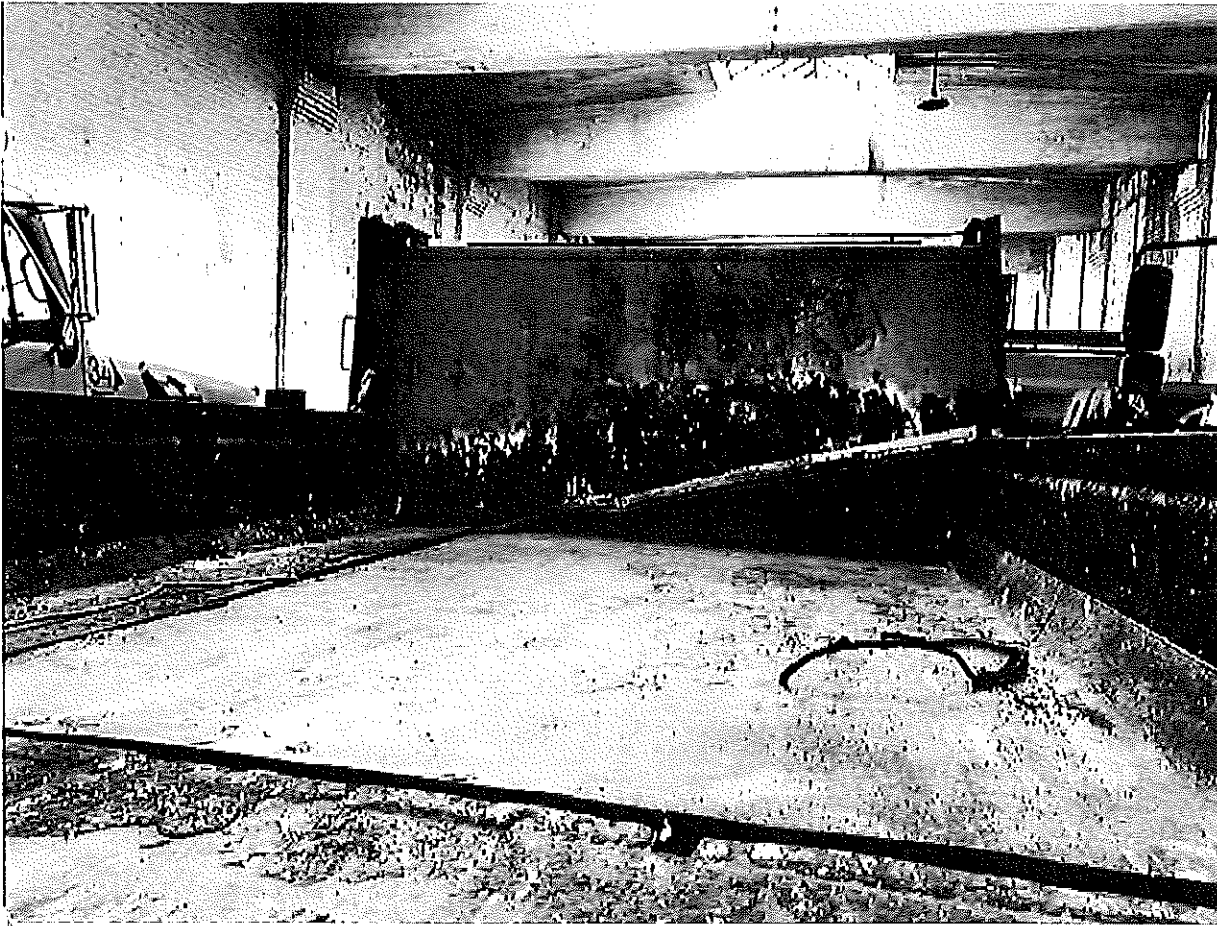
DPW # 42



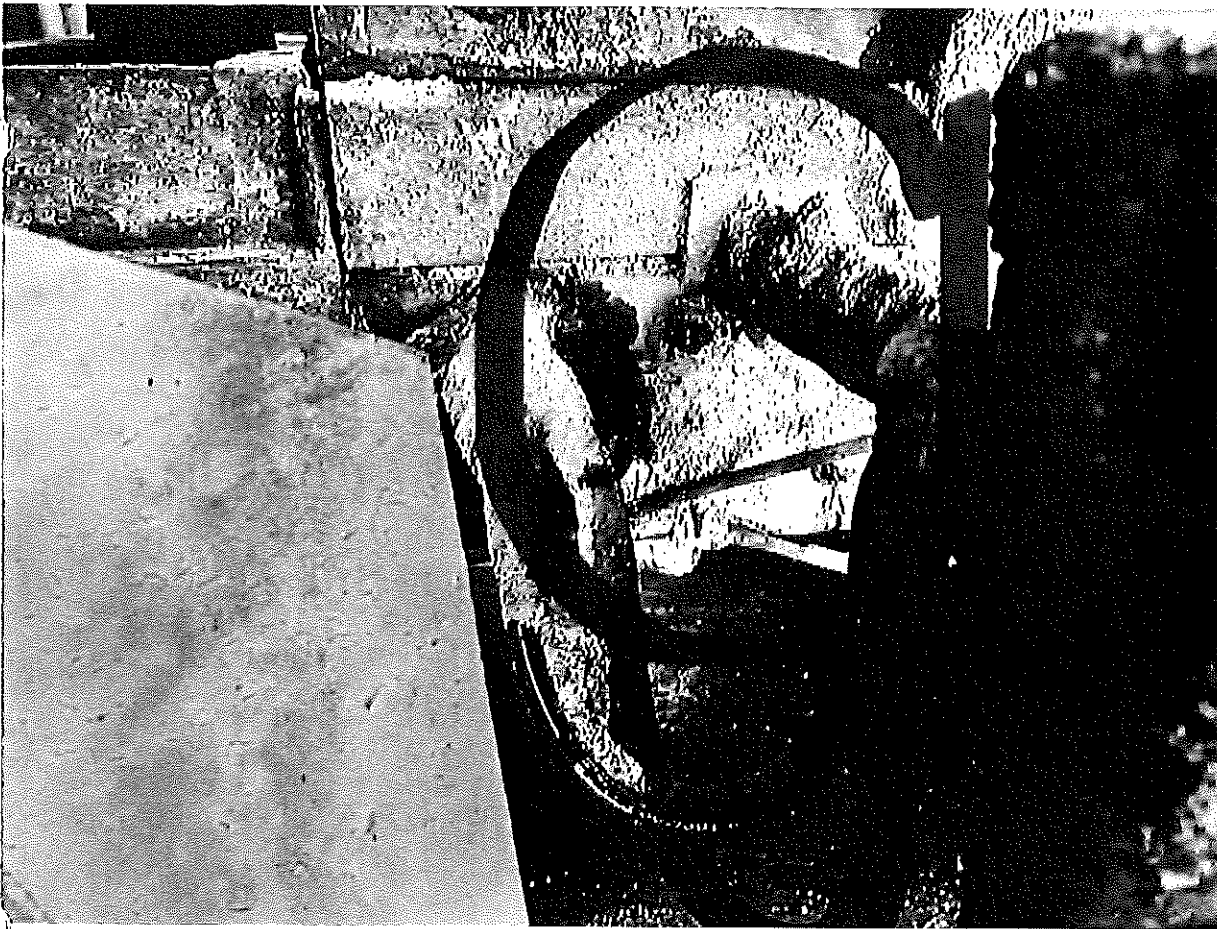
DPW #42



DPW #42



DPW #42



DPW #42