



## CITY OF SOMERVILLE, MASSACHUSETTS CLERK OF COMMITTEES

December 8, 2010

### REPORT OF THE PUBLIC UTILITIES AND PUBLIC WORKS COMMITTEE

Attendee Name	Title	Status	Arrived
Sean T. O'Donovan	Chair	Present	
Walter F. Pero	Vice Chair	Absent	
Robert C. Trane	Ward Seven Alderman	Present	
Dennis M. Sullivan	Alderman At Large	Present	
John M Connolly	Alderman At Large	Present	
Bruce M. Desmond	Alderman At Large	Present	
William A. White Jr.	Alderman At Large	Present	
William M. Roche	Ward One Alderman	Absent	
Maryann M. Heuston	Ward Two Alderman	Absent	
Thomas F. Taylor	Ward Three Alderman	Absent	
Rebekah L. Gewirtz	Ward Six Alderman	Absent	
Omar Boukili	Administrative Assistant	Present	
Monica Lamboy	Exec. Director, OSPCD	Present	
Eddie Nuzzo	Superintendent, ISD	Present	

#### **190456 - Conveying the Final Inspectional Services Division Organizational Review.:**

The consultant who performed the ISD study, Mr. Paul Zucker, participated in the meeting via telephone and explained how he collected and analyzed the data. He reviewed and prioritized his recommendations and stated that although he agrees with the structure of the department, he feels that there is a lack of policies and procedures. Among the recommendations made were:

- A need for an operational manager
- Upgrade of facilities
- Plan check training
- Increase inspections from 8 to 12/15 per day
- Electrical inspectors should report to ISD
- A dress code for staff
- Customer service training
- Quicker plan review period
- Quality control

- Written documentation
- Increased code enforcement on the weekends
- Increased restaurant and food establishment inspections
- Increased in health inspections
- Make use of all MUNIS features
- Increased use of technology

Mr. Zucker suggested that feedback from the department's staff be reviewed.

Alderman White's *motion that all drafts and responses between OSPCD and Mr. Zucker, used in producing the report, be provided to the committee*, was approved.

**RESULT:        KEPT IN COMMITTEE**

**Next: 12/31/2010 12:00 AM**