



**CITY OF SOMERVILLE, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS**

**KATJANA BALLANTYNE
MAYOR**

JILL LATHAN
DPW COMMISSIONER

ERIC WEISMAN
DIRECTOR OF OPERATIONS

Date: February 13, 2023
To: Public Utilities Public Works Committee Members
RE: PUPW Meeting 2.13.23 agenda items

23-0143 - That the Commissioner of Public Works immediately remove the wires wrapped around a telephone pole and in the street in front of 19 Church Street, and report to this Council who owns the pole.

- Completed 2/2/2023. This is an Eversource-owned Pole.

23-0142 - That the Commissioner of Public Works immediately remove the wires hanging from the pole and tied to the porch railing at 9 Pearl Street Place, and report to this Council who owns the pole.

- Completed 2/2/2023. This is an Eversource-owned Pole.

23-0061 - That the Commissioner of Public Works report on the maintenance schedule of street and traffic lights, including the number damaged or burned out.

- The Lights and Lines division responds to 311 requests for damaged and out street and traffic lights. We are sending staff out this week to conduct over-night checks and will provide this committee with an updated list of out lights and the plan to remediate them.

23-0149 - That the Commissioner of Public Works provide an update on current and future maintenance plans for the Armory building.

Maintenance Plans for Armory are as Follows:

***Custodial Services in Common Areas (occurs every Monday, Tuesday and Thursday):
Hallway, Lobby, Stairwells:***

- Corridors/lobbies should be swept and mopped.
 - There will be no mopping on evenings coinciding public events.
- Door glass and doors should be cleaned.
- Carpets, entry mats should be vacuumed and cleaned with extractor.



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- Walls should be spot washed.
- Lighting should be replaced as needed.
- Clean / scrub all vents and or baseboards.
- All high touch areas should be disinfected.
- Wipe down and disinfect all water bubblers.
- Dust and replace all exit sign light features.

Bathrooms:

- Clean / scrub all vents and or baseboards.
- Clean all fixtures including mirrors, sinks, toilets, and urinals.
- Lamps/ lighting should be replaced as needed.
- All high touch areas should be disinfected.
- Refill all supplies (soap, paper towels, and toilet paper).
- Remove trash, clean all barrels, and replace liners.

Mechanical Rooms, Closets, Storage:

- Organize cleaning chemicals.
- Stock supplies as needed.
- Keep electrical closets and mechanical rooms free of any materials.
- Lamps/ lighting should be replaced as needed.

Grounds:

- Clean up all trash and litter daily.
- Check for and remove graffiti, vandalism, and report any repairs.
- Report any offensive graffiti immediately to your supervisor.
- Cut grass as needed, request a weed trimmer if needed.
- Shovel walkways, steps, and dumpster area.
- Apply ice melt to all walkways.
- If a needle is found, Call Board of Health.

****No wet mopping will be attempted during public events.*

****Reports all other concerns to the Superintendent of Buildings or supervisor on duty.*



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Small Repairs and Maintenance are handled by DPW Buildings Shop. Below is a list of planned repairs and maintenance being worked through by DPW:

Ground Maintenance Northwest side of the building:

Pooling water along the walkway in the rear (Dumpster Side) of the building is penetrating through a hole into the mechanical room. The underground bunker is not allowing the water to drain via normal grade. This will be a two-stage project.

- Will need to create an area of evacuation for standing water by installing a “French, mole or Interceptor type drain”.
- Will need to fill and seal the foundation wall.

Replace Entry Door into kitchen/storage area:

Door frame has deteriorated, and anchor points are rotted and almost non-existent.

- Remove door and frame system. DPW will install nailers, then a new frame and door system.

Add storm sweep to back door:

Gap below door is too large, creating major air leaks and point of entry for small rodents.

- DPW will install door sweep.

Refinish Common Areas:

Painted walls and ceiling are well past their Estimated Useful Life (EUL) which is traditionally 7-10 years. The surfaces are worn, deteriorated and need to be redone.

- Procure interior painting of all common areas including Halls, stairwells, lobby, and lower-level restrooms.

Install Security Cameras:

Multiple issues with interior doors being left or propped open. Exterior doors being propped open, Mechanical door being broken into; Performance Hall door opened during off hours. There are businesses and



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a resident in the building, and we must do our best to keep them and their spaces safe.

- Install common area cameras that cover the hallways and entry points of the building. Strategically placed to monitor the exterior doors and Performance Hall entrance.

Café Ceiling:

During the leak from the upper-level deck, water penetration damaged the and stained the ceiling.

- Repair and paint ceiling on a Sunday or Monday to not interfere with the Cafés normal business hours.

Thermostat Zoning:

Some of the tenants do not have control of their individual spaces, creating “hot or cold spots” in others.

- DPW will conduct an HVAC analysis and find the remedy needed for proper temperature control of the building. DPW will then create temperature zones set by either DPW or management.

John Lavoie Studios Ceiling:

Multiple leaks from Performance Hall Kegerator has made their way to the lower level and caused an investigation of the source. We opened the ceiling and found there was water (beer) damage to the system and needed to remove the affected area before microbial growth became an issue.

- Once DPW receive word that the unit has been repaired and a drip-pan or catch-all has been installed under the machine, we will repair the ceiling.

Other Items being investigated:

- Parking Stripe
- Repair/Patch potholes and areas of ponding in the parking lot.



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23-0071 - That the Director of the Office of Sustainability and Environment and the Commissioner of Public Works update this Council on plans for household hazardous waste collection.

- The City of Somerville will be offering in-person drop off events one Saturday per month, starting April 2023. Events will be hosted at the DPW Yard at 1 Franey Rd.