



John A. Boris, Chairman  
Peter K. Strout, Vice Chairman  
Frank J. Milo, Second Vice Chairman  
Maureen Call, Treasurer

Carol A. MacGown, Executive Director

**MINUTES FOR THE  
SNOW REMOVAL COMMITTEE MEETING  
FRIDAY, NOVEMBER 1, 2013**

A meeting of the Snow Removal Committee was held on Friday, November 1, 2013 at 8:30 a.m. at the office of the Authority, 27 Charter Street, Community Room, Salem, Massachusetts

The meeting was called to order and the following were present:

Present

Frank J. Milo  
Peter K. Strout  
Maureen Call

Absent

None

Also Present: Carol A. MacGown, Russell Tanzer, Michael Fitzgerald and Anne Cameron, Recording Secretary

Carol A. MacGown thanked everyone for coming to the meeting this morning and said that a meeting was held on September 27, 2013 at 8:30 a.m. with the Chairman, Frank J. Milo Carol A. MacGown, Russ Tanzer and Michael Fitzgerald to review the list of equipment so that the Salem Housing Authority can prepare to present to the Board of Directors at the November 13, 2013 Board Meeting and commence the procurement process.

Discussions

Carol A. MacGown also informed the committee members that an advertisement was placed in 3 newspapers for Temporary Snow Removal Help. When hired, their job will be hand shoveling, sanding and salting. They will not be allowed to operate the power equipment.

Carol A. MacGown refers to the List of Equipment which was handed to each Committee Member at said meeting. The List of Equipment attached to these minutes was reviewed and discussed in detail. Carol informed the Committee the large equipment/machinery is on the OSD List.

The Committee Members discussed the two (2) big items that will be purchased once the Salem Housing Authority receives Board approval. They talked about all aspects of the machine, certain parts, the operation, obtaining parts when needed and how best to use the



machinery. All Committee Members were in agreement that the Bobkat V-Plow and the CAT would make a huge difference in the removal of snow. Russ Tanzer and Michael Fitzgerald were in agreement.

Carol A. MacGown said there should be a training so that the entire Maintenance Department knows how to operate all of the new equipment/machinery once purchased.

Peter Strout asked if the calcium chloride had been ordered and Carol A. MacGown said "yes", however Russ Tanzer said that no it had not been ordered. Peter Strout requested that Russ Tanzer order it and order it on Friday, November 1, 2013. Peter Strout questioned Russ Tanzer as to why the calcium chloride was not ordered when asked.

Frank Milo requested that Russ Tanzer set up an appointment after November 14, 2013 for the Dump Truck so that it can be ready for snow removal.

Carol A. MacGown said that normally we would not be able to do anything until the Budget Approval comes back from DHCD and that would be March 2014. Carol informed the Committee that she would write a letter to DHCD and request approval prior to receiving the approved Budget from DHCD.

Carol A. MacGown informed the Committee that she has included in the Salem Housing Authority Budget for the purchase of One (1) Dump Truck. A discussion was had as to the type and make of Dump Truck that would best fit the needs of the Salem Housing Authority.

Peter Strout discussed the importance of cleaning the equipment after each use. He said that this would help with rust, although the equipment in the normal wear and tear will eventually start rusting. Peter Strout said he wants Russ Tanzer to keep an eye on the equipment and once rust is apparent the equipment should go right into the shop. Carol A. MacGown added that the Maintenance Department does wash down the equipment and has always washed the equipment. Carol requested that Russ Tanzer see that the equipment is washed 100%. Carol A. MacGown requested Russ Tanzer to manage this 100%. Peter Strout, Frank Milo and Carol A. MacGown said that it is extremely important for the longevity of the equipment. Frank Milo said that if it has to run into overtime then it does. Frank Milo is not asking that the men work for nothing. Frank Milo wants it done. If it is not being done by each maintenance man, then disciplinary action will be taken. Carol A. MacGown also said that she wanted Russ Tanzer to assign a maintenance man to wax all of the equipment and put reflective tape on the equipment.

The Committee discussed plows being removed from the trucks if there is no threat of snow. Russ Tanzer said that historically the plows have been kept on the trucks. Frank Milo said to Russ Tanzer that if it works then fine. Carol A. MacGown said that all plows must be removed from the trucks if no threat of snow.

Frank Milo said that major cutbacks will be happening when a new Governor is elected and that the Salem Housing Authority Maintenance Department is very fortunate that it is able to purchase all of this snow removal equipment.

Peter Strout said that each maintenance man is responsible for their vehicle and any equipment they may operate. Carol A. MacGown informed the Committee that morning and afternoon circle checks are conducted each day.

Discussion was had about the safety of the vehicles with reference to tires. Carol A. MacGown said there should be no vehicles with bald tires. All trucks should be inspected and regular maintenance should be in place. Peter Strout said if the men notice any scratches or dents on their vehicles that they should be brought to the body shop.

Frank Milo asked if the maintenance department needs anything else. Michael Fitzgerald said that they need face masks and gloves. John Benedictus picked up two (2) face masks to show the department and they will choose which one they like. Ken Sousa is supposed to be picking out some gloves.

Frank Milo said that once we have all of the new snow removal equipment that he does not want to hear another word as to why snow is not being removed or any complaints about the new equipment. Frank Milo, again, asked Russ to make the necessary appointments to get the equipment geared up for the snow.

Carol A. MacGown asked the Committee if it was okay to go out to bid on a new Truck for John DeBenedictis. The Committee said "yes".

Frank Milo said that this year he did not want to receive any telephone calls from the Mayor and if he does, action will be taken.

The following vote was taken:

Peter K. Strout moved to approve the purchase of the equipment/machinery including but not limited to the Bobcat V-Plow and a Caterpillar itemized on the attached List of Equipment prepared and submitted by the Salem Housing Authority Maintenance Department and Carol A. MacGown, Executive Director. Maureen Call seconded the motion and the vote was as follows:

Ayes

Frank J. Milo

Peter K. Strout

Maureen Call

Nays

Adjournment

The meeting adjourned at 9:20 a.m.

Respectfully Submitted,

A large, stylized handwritten signature in black ink, appearing to be 'Carol A. MacGown', written over a horizontal line.

Carol A. MacGown  
Executive Director

A handwritten signature in black ink, appearing to be 'Anne M. Cameron', written over a horizontal line.

Anne M. Cameron  
Executive Secretary