



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  
THURSDAY, SEPTEMBER 19, 2013**

A meeting of the Snow Removal Committee was held on Thursday, September 19, 2013 at 8:30 a.m. at the office of the Authority, 27 Charter Street, 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, Richard Osgood, Peter Grocki, Charles Felton, John DeBenedictis, Kenneth Sousa, Craig Powers, Eric Wilkins and William Norris and Anne Cameron, Recording Secretary

Carol MacGown thanked everyone for coming to the meeting this morning and said that as you will recall a Snow Removal Committee Meeting took place on Tuesday, August 6, 2013 and after that meeting took place Carol and the entire Maintenance Department met as a group. They are now ready to present to the Committee their recommendations for equipment and their amended snow removal plan.

Michael Fitzgerald passed out information which included amended Snow Removal Plan 2013 and Level 1 Snow Storm (Emergency) and Level 2 Snow Storm. Also included in the handout was information on Fire Hydrant Locations and Plowing Line-Up,

Carol gave a brief recap of the last Snow Removal Meeting which was that the Committee asked Russ Tanzer and Michael Fitzgerald to meet with the department and put together an amended Snow Removal Plan and a list of equipment that the department thinks would assist them in snow removal.

Discussions

Suggestions were to add an 8 ½ foot plow to the Dump Truck. A quote for said plow was in the amount of \$4800.00. Peter Strout asked if the Dump Truck was 4 Wheel Drive. Russ Tanzer said, "yes it was."

The Bobcat needs all new tires. This will cost \$1200.00.



Add 2 new snow blowers to the fleet. Add either a Bob Cat which costs \$27,000.00 or A John Deere at the cost of \$47,000.00 to the fleet. Purchase 2 Epoke Pro Salt/Sander Carts and purchase 2 new Broadcast Spreaders and purchase new shovels.

There was discussion as to Truck 230 and Truck 235 in that Truck 235 would probably not make it through another winter and that Truck 230 (Charlie's Truck) has been wired and the sander will be attached to his truck. Frank Milo asked if the sander was electric and Russ Tanzer said "yes it was".

Carol A. MacGown said that on the recommendation of Frank Milo the Salem Housing Authority will pre-treat its developments. Carol A. MacGown said that she had a conversation with the City of Salem, DPW and asked them when they typically start snow removal and they told her when there is 2 inches of now on the ground. The Salem Housing Authority will also follow that same protocol.

Carol A. MacGown discussed in detail Level 1 Snow Storm and Level 2 Snow Storm and the Salem Housing Authority's plan to handle the Snow Removal in each situation.

Discussion was had in the event of a 30 inch storm. Frank Milo said that the Salem Housing Authority should try to enter into a contract with T. Mackey & Sons or some other company to help the Salem Housing Authority out in the case of a really, really bad snow storm. Carol A. MacGown informed Frank Milo that she has tried to get both a Landscaper or Mackey to enter into an agreement but they just will not commit..

Carol A. MacGown said that Michael Fitzgerald took photographs of where each fire hydrant is located on Salem Housing Authority property and notated that on a document named Fire Hydrant Locations which was passed out at the meeting. Michael Fitzgerald said that four (4) out of the fourteen (14) hydrants already had flags on them. Carol said the City of Salem was going to go around and mark the hydrants with flags so that the Salem Housing Authority does not plow into them thereby doing damage to the hydrant and the plow.

Carol A. MacGown also discussed the Salem Housing Authority document "2013 Snow Removal Plan" in detail with the Committee and the entire Maintenance Department. Discussion was had between the Committee Members and the maintenance men.

Discussion was had with reference to the 1985 Bobcat and whether or not it should be traded in or retained at the Salem Housing Authority. It was agreed that it would be Retained at the Salem Housing Authority as an extra Bobcat in case one were to break down because the trade in value is minimal. Frank Milo requested that Russ Tanzer obtain a price quote from Caterpillar. Frank Milo said that it may be cheaper than John Deere. Discussion was had amongst the Committee and maintenance men as what brand was better Bobcat, John Deere or Caterpillar. Frank Milo said that if Russ Tanzer wanted to take a look at one The Town of Swampscott has one. Frank Milo also said that you would probably get better service from Caterpillar.

Carol A. MacGown informed the Committee that a full inspection is done on each truck by the Maintenance Supervisor along with the men in October in preparation for the upcoming winter season. Carol said that the Salem Housing Authority is very prepared.

Carol A. MacGown informed the Committee Members that the Budget Guidelines are out verbally but not in hard copy. More research will be done on the equipment and brought before the Board of Directors for their comments, suggestions and recommendations before the Salem Housing Authority procures any snow removal equipment.

Carol A. MacGown asked the Snow Removal Committee if they were in agreement with the Salem Housing Authority removing snow from all Elderly Developments first and that they do realize that there are 23 developments to be cleared and those tenants/residents at the end of the list will probably be calling and complaining. Carol also said that if the Committee Members happen to be driving around at 11:00 a.m. in the morning that all developments may not be cleared by that time. Frank Milo said that it is no different than the City of Salem. Peter Strout reiterated that his concern was the fire apparatus being cleared of snow and that there be a cleared pathway so that emergency responders are able to get to the front door. It is for the safety of the tenants/resident.

Carol A. MacGown asked the Committee Members if they would approve of her putting an ad in the newspaper to hire a pool of temporary workers to help out in the case of a Level 1 Snow Storm. Peter Strout asked "how many guys are you talking about"? Michael Fitzgerald said "10 guys". Frank Milo asked if Rich Osgood, the Union President was in agreement with that. Rich Osgood said that as long as it is in the contract. Carol A. MacGown said "yes, it is in the contract". Carol A. MacGown said that it is in a side agreement to the Union Contract.

The Committee and the maintenance men discussed amongst themselves the storage of salt and sand. Craig Powers said that they go the DPW Yard and get the sand when the Salem Housing Authority needs it. It is loaded into the sander with the Bobcat.

Carol A. MacGown asked the Snow Removal Committee if they were satisfied with the Salem Housing Authority's Snow Removal Plan. The Committee responded that they were.

Carol A. MacGown thanked the Committee on behalf of the Maintenance Department for taking the time to meet with the Maintenance Department and offer their recommendations and suggestions. Carol said that they have been very helpful. Carol said that they will continue to strive to make snow removal better. Carol said that she thinks the Committee should meet again and keep the snow removal discussion open. Carol said that she was very proud of the Maintenance Department for all of their efforts. Peter Strout said that they did a very thorough job. Michael Fitzgerald thanked the Committee and the Board of Directors for their assistance and input regarding making snow removal better at the Salem Housing Authority.

Recommendations

Frank Milo asked Russ Tanzer to obtain a price from Caterpillar. He also asked Russ Tanzer to check out the number (743) in front of the Bobcat as Frank Milo thought that it was a cheaper, lighter (landscaping) model.

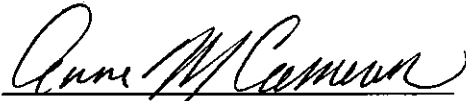
Adjournment

The meeting adjourned at 9:40 a.m.

Respectfully Submitted,

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

Carol A. MacGown  
Executive Director

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

Anne M. Cameron  
Executive Secretary