



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
TUESDAY, AUGUST 6, 2013**

A meeting of the Snow Removal Committee was held on Tuesday, August 6, 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, Eric Wilkins and Anne Cameron, Recording Secretary

Carol MacGown thanked everyone for coming to the meeting. Carol informed everyone that Frank Milo, Chairman of the Committee set up the meeting to take the time and speak to the Maintenance Department and also to listen to the feedback from the Maintenance Department on Snow Removal. The Committee is here to help the Maintenance Department work smarter not harder.

Carol MacGown set the ground rules for the meeting. Carol MacGown also passed out information on the Salem Housing Authority Developments.

Discussions

Frank Milo said that he realized that we had a really tough winter with lots of snow. It is Frank's intention to help the Salem Housing Authority put together and have a better snow removal plan in place.

Frank informed the maintenance men that he got a complaint from the Mayor and he was not at all happy about that. Frank said that the walk ways must at all times be clear and safe. It is about safety and liability. The Salem Housing Authority has to have a Plan in Place. Frank said that we have to be ready for 20ft. of snow or 2" of snow and he said that the Salem Housing Authority cannot count on the City of Salem to help it when it snows.

Russ Tanzer said that it is difficult for him to actually know when to call the men out and start the snow removal. He said that when it is during the day it is easy enough but it is



when the storms are at night that it is difficult for him. He said that he typically looks for the City Trucks to be out plowing and that is when he pulls the trigger. He said that he spoke with Dick Rennard and asked him "How do you know when to send the plow trucks out?" and his response to Russ was that he looks out the window. Russ said that he really needs to get a better handle on pulling the trigger.

Carol MacGown said that she thinks that what the problems are 1) that Russ Tanzer needs to call out all of the men and not just a select few and 2) all of the Trucks need to be ready to go. When calling the men out, Russ needs to inform the men what time he expects them to be at the shop.

Frank Milo said that the bottom line is that when there is snow it has to be removed and removed in a timely manner for safety and liability reasons.

Peter Strout said that if the maintenance department needs bigger equipment or more equipment to let the Committee Members know that. He said that the maintenance department needs to set thresholds.

Peter Grocki said that when it snows in general that the Housing Authority has to prioritize and shovel and plow the handicap and elderly first. He said that the maintenance men all need to work together. He also said that the family housing will have to be left until the handicap and elderly developments have been done. Frank Milo said that having a plan in place would take care of this.

Mike Fitzgerald said that if all of the big equipment is out the night before and all of the men are out the department should be able to stay ahead of the storm. The men will have to take turns taking naps at 1 hour increments but no one should go home. Mike also said that the snow removal machinery at the shop needs to be ready to go and other equipment or trucks should not have to be moved before the plow trucks are able to get out. Mike also said that if all men and all big equipment are out the night before then the next day the men should be able to shovel.

Peter Strout said that he knows that there may be budget restraints but Russ Tanzer needs to call out the men in an emergency.

Carol MacGown said that snow always has to be removed and that she has never compromised removal of snow because of money.

The Committee Members and the Maintenance men discussed further what equipment would be useful, what if any new equipment they may need and the purpose for what each piece of equipment should be used.

Peter Grocki said that snow removal is really pretty simple. All of the maintenance men have to work together though.

Carol MacGown said that Elderly and Handicap developments are always done first. Craig will not go to Rainbow Terrace. Family Developments will have to wait. Carol said that the men all know the plan. Carol said that we do have a plan, however, if the plan is not

followed then nothing will work. Frank Milo said that he would talk to the Mayor's Office about Farrell.

Russ Tanzer discussed pre-treating (including pre-sanding). Peter Strout and Frank Milo said that pre-treating would definitely help.

Frank Milo asked Rich Osgood and Mike Fitzgerald to sit down with the maintenance department and come up with a resolution (plan) and list of any equipment the department thinks would be helpful to them to make snow removal easier.

Peter Strout and Frank Milo talked to the maintenance department about the importance of safety for the residents. They also talked about the liability on the Salem Housing Authority if the snow is not removed properly and in a timely manner.

Frank Milo asked the maintenance men to let him know if there is any new equipment they need sooner rather than later as the SHA has to procure the equipment and go out to bid on it.

Frank Milo and Mike Fitzgerald talked about putting a plow on the dump truck. Frank was not sure if you could attach a plow on the dump truck.

Charlie Felton said that the trucks need to be weighted down as even the plows were sliding. Carol MacGown requested that the men put cinder blocks in the back of the trucks the night before.

Peter Strout and Frank Milo said that the Salem Housing Authority will make its own call and will not depend on the City of Salem.

Maureen Call said that at the Family Developments the tenants should be held accountable for doing their share of the shoveling.

Carol MacGown then recapped what was discussed at the meeting:

Entire maintenance department to meet sometime after Labor Day, prepare a plan (including calling all guys out in an extreme snow storm which will be mandatory), execute the plan, put together a list of equipment needed, check and make sure all machinery is working well in advance of November.

Recommendations

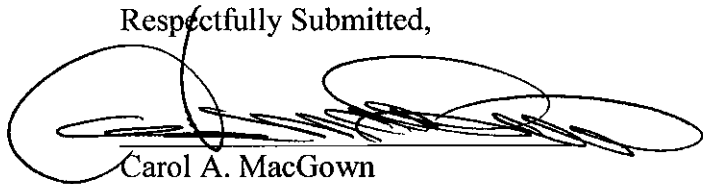
Russ Tanzer, Mike Fitzgerald and Rich Osgood to meet with the entire Maintenance Department and create a plan. The entire Maintenance Department shall put together a list of equipment that will help make the maintenance men's job easier during snow removal. Once that has been accomplished, the Snow Removal Committee will meet again and go over the the plan and list of equipment.

It was agreed to refer the above mentioned recommendations to the Board of Directors at its regular meeting to be held on Wednesday, August 14, 2013.


Adjournment

The meeting adjourned at 9:30 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