

THE WORKS
CAMBRIDGE
DEPARTMENT
OF PUBLIC

147 Hampshire Street
Cambridge
Massachusetts 02139
617-349-4800

William P. Ryan
Commissioner

To: Robert W. Healy, City Manager
From: Jeffrey Nutting
Public Works Coordinator
Date: February 19, 1991
Subject: Council Order #10, dated 2/4/91
Re: Plan and/or policy statement
for future snow removal program

JN 2/19/91

I have already answered several council orders concerning snow and ice procedures, including #32 and #36. In the responses to the previous council orders I indicated that training was taking place for all employees involved with snow removal and that a monitoring system was being established to help us pinpoint problem areas. I also responded to concerns about clearing sidealks, handicap ramps etc.

I enclose for your review a written procedure manual for snow operations.

I would like to suggest that Training Funds be set aside for the director of the snow operation to attend the Annual Snow Conference. This year the conference is being held in Montreal in April.

If there are specific issues I would be happy to discuss them with you.



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Massachusetts 02139
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William P. Ryan
Commissioner

TO: ALL SNOW PERSONNEL
FROM: *R Med* Richard Medeiros, Snow Duty Supervisor
DATE: January 16, 1991
SUBJECT: SNOW OPERATIONS

Please be advised that we will be holding training sessions for snow plowing procedures beginning the week of Monday, January 28, 1991, within each division of Public Works.

The reason for these training sessions is to eliminate some of the complaints received by the Public Works Department, due to streets that were either improperly cleared or neglected altogether.

Also, there will be discussions on driveways, sidewalks, intersections and handicapped areas.

Finally, we are putting into effect a monitoring system for incoming complaints of streets that are not plowed or salted accordingly. This system will enable the Supervisor to confer with the Foreman and Operators on why the particular street in question was not taken care of.

Please review the attached information as it pertains to your particular division and I look forward to seeing you all there.

Thank you.

cc: Jeff Nutting, Public Work's Coordinator



Instructions and Procedures for Salting and Snow Removal Operations

I. General

1. Weather forecast will be posted in the radio room daily and a copy will also be posted in the Foremen's Room. Copies will be given to the Commissioner, Superintendent of Streets and the Duty Supervisor as they come in.
2. The Duty Supervisor will circulate a weekly duty list showing the foreman on call for salt operations.
3. In case of snow alert, as determined by the Duty Supervisor, foremen will be notified as well as operators and mechanics. They should report in at the yard and should sign in immediately upon their arrival.
4. During any storm alert and the operations that follow, any vehicles that break down or which have severe problems should be reported as soon as possible to the mechanics.
5. The yard must be kept open during snow alerts in order to accomodate the delivery of salt and sand.
6. Be sure that on salt/snow alert Water Department is contacted for use of their vehicles as appropriate and necessary.

II. Salting Operations

1. Foremen are to make sure that salting units have the gate opened to the correct height, depending on the type of storm. This in general means that the opening should be no more than from 1" to 2" and 1" for sleet. If more salt is needed, check with the Superintendent of Streets or the Duty Supervisor.

Remember that an overload of salt will not do any more good than a regular application and will cause harm on the runoff when the snow melts.

2. Each salting truck must have a plastic route map before leaving the yard.
3. All foremen should be sure that they have fuel cards for the equipment assigned to them and that they have a key to the Sherman Street gate when loading salt and sand there.
4. Operators and mechanics will both assist in mounting of salters, day or night.
5. Salters are not to be left out in the yard unless under specific orders by the Foreman or Duty Supervisor.
6. Salters are to be washed according to the rotating assignments under direction of the Superintendent of Streets and/or the Duty Supervisor.

7. Salters and radios should be tested before leaving the yard.
8. Salt gates should be adjusted so as not to waste salt. Salt vanes should be adjusted so the street is covered without hitting cars parked on the side.
9. The underbody scrapers should be used when snow starts to accumulate. They should be used while in the process of sanding and salting.
10. All main streets should be treated with straight salt; side streets with pickled sand. If it becomes necessary to change this procedure foremen will alert all trucks.
11. Foremen may use personnel on the 11 P.M. to 7 A.M. shift and the weekend crews as needed.
12. All personnel called for snow salter must report to the yard and sign in on the sheets provided. When they leave the yard and their duty is finished, they should sign out as well.
13. Personnel will not leave their assigned duty or post until told to do so by their forman.
14. It is important that the foreman keep a tally on the number of loads of salt and/or sand used for each truck. This should be reported periodically during the storm to the yard.

III. Snow Plowing Operations

1. During a snow alert where sand/salt is being used, each of the snow alert districts shall be manned by one highway foreman and two working foremen, who shall be responsible for work being done in their area (including the use of contract trucks).
2. During the snow plowing operations, the 10 plowing routes will go into effect under the designated highway foreman and working foreman.
3. Two Supervisors will take charge of overall operations in the field
William Frazier - North; Bob Simard - South.
4. The radio tower will be manned by Jerry Lucey.
5. When it becomes necessary to call in contract plowing, the trucks are to be sent directly to the district and the highway foreman in that area:
 - a. Time slips should be made out for hired equipment to give the exact time of beginning and ending.
 - b. Each hired piece of equipment should have door signs attached to both front doors. The signs can be gotten from the Commissioner.

IV. Post Storm Processes

1. Be sure that all spreaders are washed and cleaned of salt and sand and ready for the next storm. This will be done under the posted rotation system.
2. Report all mechanical failures and problems to the Master Mechanic in writing.
3. Check all sign-in sheets for personnel used and for the correct overtime hours, etc.
4. Check and prepare all sheets to account for all the hired equipment being used.

FOREMAN AND WORKING FOREMAN
SALT CREW: 1990-1991

Nov. 11	J. Greene	M. Ianuzzi	R. Litwinsky
18	W. Medeiros	A. Mahoney	G. Rego
25	D. White	H. Trevette	R. Woods
Dec. 2	F. Smith	P. Bacci	C. Jones
9	W. Arthur	M. Ianuzzi	R. Litwinsky
16	S. Edmonds	A. Mahoney	G. Rego
23	M. Stone	H. Trevette	R. Woods
30	F. Cabral	P. Bacci	C. Jones
Jan. 6	J. Greene	M. Ianuzzi	R. Litwinsky
13	W. Medeiros	A. Mahoney	G. Rego
20	D. White	H. Trevette	R. Woods
27	F. Smith	P. Bacci	C. Jones
Feb. 3	W. Arthur	M. Ianuzzi	R. Litwinsky
10	S. Edmonds	A. Mahoney	G. Rego
17	M. Stone	H. Trevette	R. Woods
24	F. Cabral	P. Bacci	C. Jones
Mar. 3	J. Greene	M. Ianuzzi	R. Litwinsky
10	W. Medeiros	A. Mahoney	G. Rego
17	D. White	H. Trevette	R. Woods
24	F. Smith	P. Bacci	C. Jones
31	W. Arthur	M. Ianuzzi	R. Litwinsky
Apr. 7	S. Edmonds	A. Mahoney	G. Rego
14	M. Stone	H. Trevette	R. Woods
21	F. Cabral	P. Bacci	C. Jones
28	J. Greene	M. Ianuzzi	R. Litwinsky

WINTER 1990-1991
SCHEDULE FOR CLEANING SALTERS:

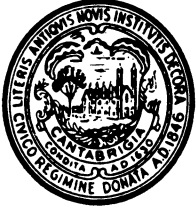
Nov.	11	Cabral	McCusker	DiSalvo
	18	Headley	Manso	Downs
	25	Marchetti	DuPont	Merriman
Dec.	2	Pascucci	Qualey	Sarchioni
	9	McGregor	Travers	Headley
	16	Carrington	Plosinski	Simpkins
	23	Cabral	McCusker	DiSalvo
	30	Manso	Downs	Marchetti
Jan.	6	DuPont	Merriman	Pascucci
	13	Qualey	Sarchioni	McGregor
	20	Travers	Cabral	Carrington
	27	Plosinski	DiSalvo	Manso
Feb.	3	McCusker	Headley	Qualey
	10	Sarchioni	DuPont	McGregor
	17	Pascucci	Downs	Marchetti
	24	Merriman	Travers	DiSalvo
Mar.	3	Cabral	McCusker	Manso
	10	DuPont	Headley	Qualey
	17	Manso	Downs	Pascucci
	24	Travers	Merriman	Sarchioni
	31	McGregor	Carrington	Simpkins
Apr.	7	Manso	Plosinski	Cabral
	14	McCusker	DiSalvo	Manso
	21	Marchetti	DuPont	Merriman
	28	Plosinski	Sarchioni	Qualey

WINTER 1990-1991

SUPERVISOR
1-4
William Frazier

SUPERVISOR
5-8
Robert Simard

SECTION	FOREMAN	RADIO	WORKING FOREMAN	RADIO-MEET CONTRACTOR
1	Bill Arthur N. Cambridge to Somerville Line	5	John Gilmartin	39 - Old Sears Bldg.
2	Steve Edmonds Mass. Ave. to Garden Street	12	Peter Bacci	45 - Old Car Barn.
3	William Medeiros Claylands	20	Richard Woods	61 - Sozio's
4	Ralph Dunphy Mt. Auburn Section		Robert Fratto	Golf Course Cushing Street
5	1. Josephine Greene	8	Robert Litwinsky	49 - Harvard & Quincy
	2. Michael Stone HARVARD SQUARE	13	Arthur Mahoney	65 - Harvard & Quincy
6	Fred Smith Mid-Cambridge	46	Gerald Rego	47 - Sennott Park
7	Daniel White	18	Clement Jones	41 - Salv. Army Mass. Ave.
	Frank Bracken WARD #5	16	Clement Jones	41 - Salv. Army Mass. Ave.
8	Fred Cabral	19	Herbert Trevette	40 - Broadway at Draper Lab/ RR Tracks
	Richard Medeiros ALL SCHOOLS	9		
	SUPERVISORS William Frazier North Routes	17	Check Sidewalks Harvard Sq. Area	
	Robert Simard South Routes	4		
	Dispatchers Robert Keating Jeremiah Lucey	3 6		
	PUBLIC PARKING LOTS/Traffic Dept			



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

February 25, 1991

To The Honorable, The City Council:

In reference to Awaiting Report Item No. 35, regarding plan and/or policy statement for future snow removal program, attached please find a response from Jeffrey Nutting, Public Works Coordinator, relative to the matter.

Very truly yours,

Robert W. Healy
City Manager

RWH/mev
attachment

CONSENT Agenda # 19 5-292

Awaiting Report Item Number 35 regarding
a plan and/or policy statement for a
future snow removal program.

In City Council,

February 25, 1991

Placed on file