



CAMBRIDGE HOUSING AUTHORITY

270 GREEN ST., CAMBRIDGE, MA 02139

(617) 864-3020

M E M O R A N D U M

TO: Robert Healy, City Manager
FROM: Daniel J. Wuenschel, Executive Director
DATE: 30 March 1993
RE: City Council Order #48 of March 15

Councillor Toomey's order requests information on responsibility at the Cambridge Housing Authority (CHA) for snow removal, with specific reference to parking lots and entrances.

The CHA's Director of Management has primary supervisory responsibilities for snow removal at the CHA's various developments. On an annual basis he promulgates a "Snow Plan" which covers procedures to be followed during:

- a) The normal business day, and
- b) Night, weekend and holiday periods.

I am enclosing copies of this year's "Snow Plan" for your information. The plan establishes priorities and procedures to be followed.

It is my understanding that some concern has been raised over two specific areas during the substantial snowfall of March 13-14, namely: the parking lot at Millers River Apartments and the sidewalk on 8th Street in front of the Truman Apartments.

In the case of the former, normal plowing of the lot took place Saturday evening and Sunday. Conditions were such that subsequent rain and freezing temperatures caused the plowed snow to turn into ice packs behind cars which were parked during the storm. This unfortunately was unavoidable and a condition that prevailed throughout Eastern Massachusetts with this storm.

On Monday and Tuesday following the storm, the CHA rented a "bobcat" which removed the plowed snow from the Millers River parking lot.

At the Truman Apartments, the front entrance walkway to the building was promptly cleared without incident; the parking lot was also well plowed. The problem area, the sidewalk at the corner of Otis and 8th Street became such because street clearing plows pushed the snow from the street onto the sidewalk itself; the snow then froze into solid ice after the rain. It took CHA maintenance personnel through Wednesday to clear this ice/snow from this area.

I hope this provides you with adequate information for the Council's inquiry.

MEMORANDUM

TO: All Housing Managers
FROM: John Keane
Director of Management
RE: SNOW PLAN
DATE: November 24, 1992

Snow removal is a high priority within the Cambridge Housing Authority. The reasons are obvious -- fire protection, oil deliveries, resident safety, etc. You, as a Housing Manager, are responsible to assure that adequate supplies, tools, equipment, and manpower are available for snow removal. During workday hours, the Central Office Management Department must assume that appropriate measures are being taken by the Housing Manager to insure that snow and/or ice is being promptly and efficiently removed.

Every attempt should be made to complete snow removal activities during regular working hours, so that your development budgets are not rapidly depleted by snow removal overtime.

The following specifies the Housing Manager's basic responsibility with regard to snow removal at his/her development(s):

1. Each Housing Manager will be responsible for the establishment of a safe, secured area for the storage of gasoline and oil in containers that are in compliance with existing fire regulations. A minimum of 5 (five) and not more than 10 (ten) gallons of gasoline will be maintained for each piece of power equipment. Each Housing Manager will be responsible for maintaining the proper records on gasoline purchases.
2. Each Housing Manager will maintain an adequate supply of snow removal equipment, such as sand, calcium chloride, and rock salt. Orders for replenishment should be send directly to the Central Stockroom.
3. Each Housing Manager will keep an inventory of snow shovels, ice choppers, and other manual equipment on hand at the outset of the snow season. Shovels will be assigned to each appropriate employee, and that employee will be held accountable for its whereabouts.
4. In the event of a substantial snowfall (4" or more) after the normal workday hours, the Authority's Snow Removal Plan will go into effect. (Please see attached Snow Removal Plan.)

cc: Daniel J. Wuenschel
Attachment: Snow Removal Plan

MEMORANDUM

TO: Jack Mahoney, George Gannon

FROM: John Keane

RE: SNOW REMOVAL PLAN

DATE: November 24, 1992

This memorandum establishes the policy, procedures, and guidelines to be used at each of the Authority's developments regarding snow removal. The basic responsibility for actual snow removal in the event of a major snowfall after the normal workday hours will rest with three (3) Crew Chiefs assigned to the Central, North and South areas of the City. These Crew Chiefs report directly to John Keane, Director of Management, or in his absence; Salvatore Rana, Deputy Director of Management for the Elderly, Douglas Hume, Assistant to the Director of Management for Maintenance and Systems Development, Gloria Leipzig, Assistant Director of Management, or Daniel J. Wuenschel, Executive Director.

AREA RESPONSIBILITIES

1. The City has been divided into three (3) major areas under the director of three (3) Crew Chiefs for the purpose of snow removal operations: Currently one of these positions is vacant and until it is filled, George Gannon is responsible for the Central and South areas and Jack Mahoney the North area. Central Area, George Gannon; North Area, Jack Mahoney; and South Area, George Gannon.

2. The developments comprising the Central Area are: Washington Elms, Newtowne Court, Jackson Gardens, Manning Apartments, Millers River, John F. Kennedy, Harry S. Truman, 116 Norfolk Street and Putnam School.

3. The developments in the North Area are: Jefferson Park, Corcoran Park, Lincoln Way, Daniel F. Burns, Robert C. Weaver, 121 Jackson Street, Linnaean Street and Russell Apartments.

4. The South Area consists of: Lyndon B. Johnson, Woodrow Wilson Court, Roosevelt Towers, Willow Street, Fairmont Village, Valentine Street, Putnam Gardens, River Howard, Hingham Street and Inman Street.

5. Attached please find rosters of the specified areas and its developments, and the phone numbers of the Crew Chiefs, Crew Assistants, and Crew Members. Also, attached is a list of the numbers of the Director of Management and other CHA personnel who will provide supervision for the snow removal operations.

PROCEDURES

1. The Director of Management will provide direct supervision of the Crew Chiefs. In his absence, other designated Housing Authority personnel will provide this supervision.
2. Each Crew Chief will receive a roster of the home phone numbers of the personnel assigned to his crew.
3. In the likelihood of a substantial snowfall (4" or more), Crew Chiefs will contact the Director of Management or his designee for instruction. If he determines that the snow removal operation should go into effect, the Crew Chiefs will call each man assigned to his area to ascertain his availability. These employees will report to their regular daytime development assignments. The Crew Chief will remain in contact with all developments in his area to monitor the progress of the snow removal operations. If in his determination a reallocation of manpower is required, the Crew Chief will make the necessary decisions.
4. If a Crew Member is a resident of an Authority development or lives in the vicinity of an Authority development, he/she should still report to his regular daytime assignment, unless he is given other instructions from the Director of Management or his designee.
5. In the event that manpower is insufficient to properly conduct snow removal operations, it will be the responsibility of the Crew Chief to call the Director of Management or other designated Authority personnel for approval for additional assistance.

PRIORITIES

The following list establishes the priorities each Crew Chief is to follow in removing snow at the developments under his supervision:

1. Areas around oil fill pipes, fire lanes, and storm drains;
2. All entrances, walkways, stairways, and handicapped ramps within developments;
3. Special situations, e.g. meal program locations, senior citizen locations, other outside agencies rendering services to developments;
4. Walkways around developments and parking lots.

At a minimum, priorities 1 through 3 are to be accomplished at all developments. All cleared areas are to be salted and sanded as required.

6.



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

April 12, 1993

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 35, regarding information on responsibility at the Cambridge Housing Authority for snow removal, received from Daniel Wuenschel, Executive Director of the Housing Authority, concerning this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mev
attachment

CONSENT AGENDA ITEM #6

S-166

Awaiting Report Item No. 35 regarding
information on responsibility at the
Cambridge Housing Authority for snow
removal.

for original order see
City Manager Requests 1993
64 of 3/15/93

In City Council,

April 12, 1993

Placed on file