

12/5/95 SNOW PLAN
Cambridge Housing Authority
DEPARTMENT OF MANAGEMENT
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TO All Housing Managers
FROM John Keane, Director of Management

Snow removal is a high priority within the Cambridge Housing Authority. The reasons are obvious--fire protection, 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.)

TO Area Maintenance Supervisors
George Gannon, Jack Mahoney,
Trevor Blake, Mike Gormley

FROM John Keane, Director of Management

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 four (4) Maintenance Supervisors assigned to the East, North, Central, and South areas of the city. These Maintenance Supervisors report directly to John Keane, Director of Management, or in his absence Salvatore Rana, Deputy Director of Management for the Elderly, Douglas Hume, Assistant Director of Management for Maintenance Systems, Gloria Leipzig, Assistant to the Director of Management, or Daniel J. Wuenschel, Executive Director.

AREA RESPONSIBILITIES

The City has been divided into four (4) major areas under the direction of four (4) Maintenance Supervisors for the purpose of snow removal operations. George Gannon is responsible for the East Area, Jack Mahoney the North, Trevor Blake the Central, and Michael Gormley the South.

1. East Area : Washington Elms, Newtowne Court, 116 Norfolk Street, 226 Norfolk Street, JFK, Manning Apartments, Jackson Gardens, and Inman Street.
2. North Area : Jefferson Park, Corcoran Park, Lincoln Way, Daniel F. Burns, Robert C. Weaver, 121 Jackson Street, Linnaean Street, Russell Apartments, and 289 Rindge Avenue.
3. Central Area : Roosevelt Towers, Willow Street, Millers River, Truman Apartments, and Putnam School.
4. South Area are: Woodrow Wilson, Fairmont and Valentine Street, Putnam Gardens, River Howard, Hingham Street, and LBJ.

Attached you will find rosters of the specified areas and its developments, and the phone numbers of the Maintenance Supervisors, Crew Chief Assistants, and Maintenance Personnel. 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 Maintenance Supervisors. In his absence, other designated Housing Authority personnel will provide this supervision.

2. Each Maintenance Supervisor 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), Maintenance Supervisors will contact the Director of Management or his designee for instruction. If he determines that the snow removal operation should go into effect, the Maintenance Supervisors will call each person assigned to his area to ascertain his availability. These employees will report to their regular daytime development assignments. The Maintenance Supervisor 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 Maintenance Supervisor 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 Maintenance Supervisor 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 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.

PLOWING SCHEDULE

TRUCK--WE/NTC

<u>Priority</u>	<u>Location</u>	<u>Area</u>	<u>Estimated Time</u>
1	WE/NTC	Main roads, lots	1 hour
2	RT	Main courtyards, oil fill	1 hour
3	Millers River	Loop lot, small lot	15 minutes
4	LBJ Apartments	Two lots	30 minutes
5	JFK Apartments	Lot	30 minutes
6	Putnam Gardens	Main road, lots	45 minutes
7	River Howard	Mildred Hamilton Place	15 minutes

PICKUP TRUCK--WE/NTC

<u>Priority</u>	<u>Location</u>	<u>Area</u>	<u>Estimated Time</u>
1	WE/NTC	Main courtyards, small lots	30 minutes 15 minutes
2	Truman/PutSch	Lots	30 minutes
3	Willow Street	Driveway, lot, dumpster	15 minutes
4	Jackson Gardens	Driveways, lots, courtyards	45 minutes
5	Inman Street	Driveway, lot	15 minutes
6	Woodrow Wilson	Driveway	15 minutes
7	Fairmont Street	Lot	30 minutes
8	Valentine Street	Driveway, lot	15 minutes
9	Norfolk Street	Lot to dumpster	15 minutes
10	Hingham Street	Parking lot	10 minutes
11	St. Paul's	Parking lot	15 minutes

TRUCK--JEFFERSON PARK

<u>Priority</u>	<u>Location</u>	<u>Area</u>	<u>Estimated Time</u>
1	Jefferson Park	Main roads, dumpsters, parking lot	1 hour
2	Burns Apts	Parking lots	15 minutes
3	Lincoln Way	Main road, lots	45 minutes
4	Russell Apts	Drive, lot	30 minutes
5	Linnaean Street	Drive, lot	15 minutes
6	Weaver Apts	Drive, lot	15 minutes
7	Jackson Street	Lot	15 minutes
8	Corcoran Park	Lots	1 hour



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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

February 12, 1996

To The Honorable, The City Council:

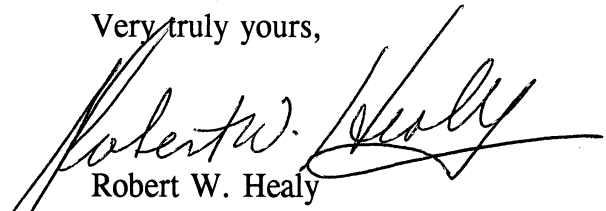
In response to Awaiting Report Item No. 8, regarding clearing out bus shelter and ensuring proper access from the LBJ Apartments on Erie Street to the bus stop on Brookline Street, Public Works Commissioner Ralph Dunphy reports the following:

The MBTA is aware of the City of Cambridge's requirement for property owners to clear snow from walks abutting the property. The clearing of snow at the bus stop and the approach routes from LBJ Apartments will be the responsibility of the property owner in coordination with the DPW. DPW will add the bus shelter area to the list of areas to be cleared after each storm. Efforts will also be made to enforce the sidewalk snow clearing requirement with the property owners.

DPW asked the MBTA to review the bus routing in the area to determine if a bus stop could be placed near the entrance of the LBJ Apartments. The review will be made and information on the feasibility of moving the stop is expected to be made available by February 21, 1996.

In addition, Executive Director of the Cambridge Housing Authority Daniel Wuenschel has informed this Office that snow removal is a top priority at the LBJ Apartment as with all CHA properties. Attached, for your information is a copy of the CHA's Snow Removal Plan.

Very truly yours,


Robert W. Healy
City Manager

RWH/mec
attachment

S-56

Consent Agenda #14

Relative to Awaiting Report Item
No. 8, regarding clearing out
bus shelter and ensuring proper
access from the LBJ Apartments
on Erie Street to the bus stop on
Brookline Street.

In City Council February 12, 1996

Placed on file