

NEW YORK STATE DEPARTMENT OF PUBLIC WORKS

ALBANY 1, N. Y.

May 15, 1944

GENERAL LETTER TO ALL MUNICIPALITIES:

Dear Sir:

On April 14th there were forwarded to you through the County Superintendent of Highways of your County, forms upon which you were to indicate your requirements for snow removal equipment, and send one copy to the Governmental Division, War Production Board, Washington, D. C. I have now received a request from that Department, stating that they want applications for any equipment that you are in absolute need of for snow removal. These applications should be secured from the War Production Board office which has charge of the territory in which you are located.

If for any reason you need trucks for snow removal purposes, you should send a special letter to the Governmental Division, War Production Board, Washington, D. C., outlining the needs for truck or trucks, and at the same time, stating whether the trucks you require are for replacement of trucks you already own, or whether you require additional trucks. If they are to replace your present trucks, you should state the reasons why you need new trucks and give the size and date of purchase of the trucks which are being replaced. If your application is for new trucks, you should state the reasons why additional trucks are required.

In your letter you should state the size, horsepower, whether or not you need four-wheel drive, type of body, and any pertinent data you have in reference to this type of equipment.

Very truly yours,

E. T. GAWKINS

E. T. Hawkins

Assistant Superintendent of
Operation and Maintenance

ETG:TMM