

# CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH  
DATE: MONDAY, AUGUST 20, 2007 TIME: 7:00PM

- 6:15PM – ANTICIPATED “NON-MEETING” WITH COUNSEL RE: PERSONNEL – RSA 91-A II (a)

## AGENDA

- I. CALL TO ORDER [7:00PM or thereafter]
- II. ROLL CALL
- III. INVOCATION
- IV. PLEDGE OF ALLEGIANCE

### MAYOR’S AWARDS

1. Recognition of Ellen Fineberg and David Adams for Years of Service on the Historic District Commission

### PRESENTATION

1. Pay and Display Parking Meters Pilot Program – Jon Frederick, Parking Manager

### **V. ACCEPTANCE OF MINUTES – AUGUST 6, 2007**

### **VI. PUBLIC COMMENT SESSION**

### **VII. PUBLIC HEARINGS**

- A. NH ROUTE 33 – BRIDGE REPLACEMENT OVER B & M RAILROAD (STATE PROJECT #10665 AND FED. PROJECT #BRF-018-2 (66) CONCERNING THE PUBLIC NECESSITY FOR OBTAINING PERMANENT EASEMENTS OR OTHER REAL PROPERTY INTERESTS IN CONNECTION WITH THE PROJECT
- B. ORDINANCE AMENDING CHAPTER 9 – MISCELLANEOUS PUBLIC WELFARE BY THE ADDITION OF A NEW ARTICLE VIII ENTITLED BOARDING HOUSES
- C. ORDINANCE AMENDING CHAPTER 7, ARTICLE III, SECTION 7.335 – USE OF PARKING LOT ITEM D DELETED IN ITS ENTIRETY AND AMENDING CHAPTER 7, ARTICLE IX, SECTION 7.9 – PENALTIES, FORFEITURES AND SEPARABILITY AMENDING SECTION 7.901 BY THE ADDITION OF A NEW ITEM H – 72 HOURS PARKING RESTRICTIONS

## VIII. APPROVAL OF GRANTS/DONATIONS

- A. Request to Authorize the City Manager to Apply for Grants for the Safe Routes to School Committee
- B. Acceptance of National Endowment for the Arts Grant

## IX. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- A. First reading of Ordinance amending Chapter 10, Article I, Section 10-102 – Definitions – Light Industry and Chapter 10, Article XV, by the creation of a new Section 10-1508 entitled Non-Residential Planned Unit Development (PUD-NR)
- B. Adoption of Resolution Regarding the Public Necessity for the City to Condemn Certain Property along Greenland Road (Route 33) in the Vicinity of the Railroad Bridge to Facilitate the Reconstruction of the Railroad Bridge and Roadway
- C. Second reading of Ordinance amending Chapter 9 - Miscellaneous Public Welfare by the addition of a new Article VIII entitled Boarding Houses
- D. Second reading of Ordinance amending Chapter 7, Article III, Section 7.335 – Use of Parking Lot Item D deleted in its entirety and amending Chapter 7, Article IX, Section 7.9 – Penalties, Forfeitures and Separability amending Section 7.901 by the addition of a new Item H – 72 Hour Parking Restrictions

## X. CONSENT AGENDA

### ***A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA***

- A. Letter from The Portsmouth Halloween Parade Committee requesting permission to hold the 13<sup>th</sup> Annual Halloween Parade on Wednesday, October 31, 2007 at 7:00 p.m.  
***(Anticipated action – move to refer to the City Manager with power)***
- B. Acceptance of Donation for the New Library Building Fund
  - Peter M. and Catherine C. Okhuysen - \$300.00 *(Fulfills pledge)****(Anticipated action – move to approve and accept the donation to the New Library Building Fund)***

## XI. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. Letter from Attorney Paul McEachern requesting License Agreements between the City and March Twenty-Two, LLC Re: 58 & 68 State Street
- B. Request from Kimberly Buxton, Bellman's Portsmouth, for a sidewalk obstruction license to place 1 A-frame sign in front of establishment

- C. Request from Alison Tucker, Gulliver's Inc., for a sidewalk obstruction license to place 1 A-frame sign in front of establishment
- D. Request from Ed Shiembob, Aroma Italian Café, for a sidewalk obstruction license to place 1 A-frame sign in front of establishment
- E. Letter and Petition from The Frank Jones Farm Neighborhood Group opposing the rezoning of areas of the neighborhood for commercial development
- F. Letter from Eric Spear requesting a change in the Capital Improvement Plan to the Market Street Expansion & Pedestrian Improvements Project
- G. Letter from Paul Sorli, Portsmouth Gas Light Co., requesting that Eric Spear's proposal for the creation of a Broad Walk on Market Street be referred to the Traffic & Safety Committee for study

## XII. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

### A. CITY MANAGER

#### **Items which require Action under other sections of the Agenda**

- 1. Consideration of First Reading of Proposed Ordinance Amendments and Resolution:
  - 1.1 First reading of Ordinance amending Chapter 10, Article I, Section 10-102 – Definitions – Light Industry and Chapter 10, Article XV, by the creation of a new Section 10-1508 entitled Non-Residential Planned Unit Development (PUD-NR) ***(Action on this matter should take place under Section IX of the Agenda)***
- 2. Public Hearing/Adoption of Resolution:
  - 2.1 Public Hearing/Adoption of Resolution Regarding the Public Necessity for the City to Condemn Certain Property along Greenland Road (Route 33) in the Vicinity of the Railroad Bridge to Facilitate the Reconstruction of the Railroad Bridge and Roadway ***(Action on this matter should take place under Section IX of the Agenda)***
- 3. Public Hearing/Second Reading of Proposed Ordinance Amendments:
  - 3.1 Public Hearing/Second Reading of Ordinance amending Chapter 9 - Miscellaneous Public Welfare by the addition of a new Article VIII entitled Boarding Houses ***(Action on this matter should take place under Section IX of the Agenda)***

- 3.2 Public Hearing/Second Reading of Ordinance amending Chapter 7, Article III, Section 7.335 – Use of Parking Lot Item D deleted in its entirety and amending Chapter 7, Article IX, Section 7.9 – Penalties, Forfeitures and Separability amending Section 7.901 by the addition of a new Item H – 72 Hour Parking Restrictions (**Action on this matter should take place under Section IX of the Agenda**)
4. Request for License Agreements Re: 58 & 68 State Street (**Action on this matter should take place under Section XI of the Agenda**)

**City Manager's Items Which Require Action**

1. Report Back Re: Vendor Times
2. Request for First Reading Re: Storm Water Ordinance
3. Request for First Reading Re: State Revolving Loan Bond Issue for Rye Line Pumping Station Upgrades
4. Letter from Housing Authority Re: Proposed Re-Use of Lafayette School for Elderly Housing

**Informational Items**

1. Report Back Re: Pumpkin Festival
2. 201 Wastewater Master Plan

**B. MAYOR MARCHAND**

1. Resignation
  - Clifford Taylor – Economic Development Commission – effective immediately
2. Appointments to be Voted:
  - Phyllis Eldridge – Trustee of the Trust Fund
  - Derek Durbin – Zoning Board of Adjustment (Alternate)
3. \*Cruise Ship Committee – Appointment of Members
4. \*Reports

**C. ASSISTANT MAYOR FERRINI**

1. \*City Manager's Evaluation

**D. COUNCILOR SMITH**

1. \*Ordinance Regulating Skateboards
2. Traffic & Safety Committee Action Sheet and Minutes of the August 9, 2007 meeting
3. Parking Committee Action Sheet and Minutes of the August 9, 2007 meeting

**XIII. MISCELLANEOUS/UNFINISHED BUSINESS**

**XIV. ADJOURNMENT [AT 10:00PM OR EARLIER]**

**KELLI L. BARNABY, CMC  
CITY CLERK**

(\*Indicates verbal report)

**INFORMATIONAL ITEMS**

1. Conservation Commission minutes of the June 27, 2007 and July 11, 2007 meetings
2. Historic District Commission minutes of the July 11, 2007 and July 18, 2007 meetings
3. Site Review Technical Advisory Committee minutes of the July 31, 2007 meeting

**NOTICE TO THE PUBLIC WHO ARE HEARING IMPAIRED:** Please contact Dianna Fogarty at 603-610-7270 one-week prior to the meeting for assistance.

**CITY OF PORTSMOUTH  
PORTSMOUTH, NH 03801**

**Office of the City Manager**

**Date:** August 16, 2007  
**To:** Honorable Mayor Steve Marchand and City Council Members  
**From:** John P. Bohenko, City Manager  
**Re:** City Manager's Comments on August 20, 2007 City Council Agenda

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6:15 p.m. – Non-meeting with counsel.

For details on this matter, please refer to the confidential envelope inserted in the inside pocket of your binder.

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***Presentation:***

1. **Pay and Display Parking Meters Pilot Program.** On Monday evening, Jon Frederick, Parking Manager, will make a presentation on the Pay and Display Parking Meters Pilot Program. One of the pay and display parking meters will be set-up in Council Chambers to give a live demonstration of how the meter accepts credit cards or coins and produces the parking receipt. For your information, enclosed is a flyer that will be distributed to the public and maps illustrating where the meters will be placed. Jon Frederick, Parking Manager, will be prepared to answer any questions regarding credit card fees associated with use of the Pay & Display Meters Pilot Program.

***Acceptance of Grants/Donations:***

1. **Request to Authorize the City Manager to Apply for Grants for the Safe Routes to School Committee.** Attached is a memorandum from Deborah Finnigan, City Traffic Engineer, who is working with the Safe Routes to School Committee regarding a proposed grant application which needs City Council approval before the City applies for it.

*I would recommend the City Council move to authorize the City Manager to apply for a grant for the Safe Routes to School Committee. Action on this item should take place under Section VIII of the Agenda.*

2. **Acceptance of National Endowment for the Arts Grant.** Last year, Art-Speak applied to the National Endowment for the Arts (NEA) for a \$30,000.00 grant to support an Arts District Study for Islington Street and to establish standards and guidelines for artist live/work space and for artist certification. The NEA awarded Art-Speak a \$12,000.00 grant for the project and last fall Jane James, acting in her capacity as Chair of the Art-Speak Board of Directors, attended an Economic Development Commission meeting to suggest that the Arts District Study be incorporated into the more comprehensive Islington Street Improvements and Action Plan Project. The EDC agreed to collaborate on the work as suggested and the plan is for Art-Speak to contribute \$12,000.00 of the grant funds towards the broader EDC Islington Street project.

To date, the City has incorporated the Arts District study goals into the Scope of Work for the Islington Street project. Art-Speak staff and representatives have participated in the development of the Islington Street Project Request for Proposals and in the consultant interview process and will continue to participate on the Arts District components of the Islington Street project.

*I would recommend the City Council move to accept the \$12,000.00 National Endowment for the Arts grant award and authorize the City Manager to oversee its administration. Action on this item should take place under Section VIII of the Agenda.*

### ***Items Which Require Action Under Other Sections of the Agenda:***

1. **Consideration of First Reading of Proposed Ordinance Amendments and Resolution:**
  - 1.1 **First Reading of Ordinance amending Chapter 10, Article I, Section 10-102 – Definitions – Light Industry and Chapter 10, Article XV, by the creation of a new Section 10-1508 entitled Non-Residential Planned Unit Development (PUD-NR).** As a result of the August 6<sup>th</sup> City Council meeting, under Section IX of the Agenda, I am bringing back for first reading the attached proposed ordinance amending Chapter 10, Article I, Section 10-102 –Definitions – Light Industry and Chapter 10, Article XV, by the creation of a new Section 10-1508 entitled Non-Residential Planned Unit Development (PUD-NR). As you know, earlier this year, the Planning Board recommended adoption of a Non-Residential Planned Unit Development (NR-PUD) Ordinance that would apply as an overlay to the Office Research Zoning District. The Council voted to deny the ordinance at its second reading on May 21, 2007. Subsequently, the Council invited the Planning Board to a joint work session on June 25<sup>th</sup>, and following a detailed discussion between the two Boards, there was consensus from the City Council that the Planning Board should revise the ordinance to reflect key issues raised in the discussion and previous public input. Revisions incorporated in the ordinance include expansion of the sections describing landscape buffer requirements as they relate to residential zones; clarification of dimensional requirements (setbacks), which are now in tabular form; and deletion of the section that allowed the Planning Board to waive site review requirements. The Planning Board held a work session on July 19<sup>th</sup> to discuss these revisions and, at their regular meeting that followed, voted unanimously to recommend the Council adopt the revised

NR-PUD Ordinance, which is attached along with a memo from Planning Director David Holden.

*The City Council may move to pass first reading and schedule a public hearing and second reading at the September 17th City Council meeting. Action on this item should take place under Section IX of the Agenda.*

2. **Public Hearing / Adoption of Resolutions:**

- 2.1 **Public Hearing / Adoption of Resolution Regarding the Public Necessity for the City to Condemn Certain Property along Greenland Road (Route 33) in the Vicinity of the Railroad Bridge to Facilitate the Reconstruction of the Railroad Bridge and Roadway.** As a result of the July 16<sup>th</sup> City Council meeting, under Section VII of the Agenda, I am bringing back for a public necessity hearing and adoption, a proposed resolution regarding the public necessity for the City to condemn certain property along Greenland Road (Route 33) in the vicinity of the Railroad Bridge to facilitate the reconstruction of the Bridge and Roadway. For your information, attached is a copy of a memorandum from Assistant City Attorney Suzanne Woodland and City Traffic Engineer Deborah Finnigan giving a summary of the NH Route 33 Bridge Replacement over the B & M Railroad (State Project #10665) and Federal Project #BRF-018-2 (66). This hearing is a prerequisite to the taking of easements or other property interests by eminent domain should it become necessary to exercise those options. Please note the adoption of this resolution does not effectuate the taking or condemnation of property but a preliminary step.

On Monday evening, prior to the public hearing, City Traffic Engineer Deborah Finnigan will make a presentation regarding this matter.

*I would recommend the City Council move to adopt the aforementioned Resolution, as submitted. Action on this item should take place under Section IX of the Agenda.*

3. **Public Hearing / Second Reading of Proposed Ordinance Amendments:**

- 3.1 **Public Hearing/Second Reading Ordinance amending Chapter 9 – Miscellaneous Public Welfare by the addition of a new Article VIII entitled Boarding Houses.** As a result of the August 6th City Council meeting, under Section VII of the Agenda, I am bringing back for public hearing and second reading the attached proposed ordinance amending Chapter 9 – Miscellaneous Public Welfare by the addition of a new Article VIII entitled Boarding Houses. As you will recall, Assistant Mayor Thomas Ferrini requested that this ordinance be brought forward to the City Council for consideration and action.

*I would recommend that the City Council move to pass second reading and schedule a third and final reading at the September 17<sup>th</sup> City Council meeting. Action on this item should take place under Section IX of the Agenda.*



- 3.2 **Public Hearing / Second Reading of Ordinance amending Chapter 7, Article III, Section 7.335 - Use of Parking Lot Item D deleted in its entirety and amending Chapter 7, Article IX, Section 7.9 - Penalties, Forfeitures and Separability amending Section 7.901 by the addition of a new Item H - 72 Hour Parking Restrictions.** As a result of the August 6<sup>th</sup> City Council meeting, under Section VII of the Agenda, I am bringing back for public hearing and second reading the attached proposed amendment to Chapter 7, Article III, Section 7.335 – Use of Parking Lot Item D deleted in its entirety and amending Chapter 7, Article IX, Section 7.9 – Penalties, Forfeitures and Separability amending Section 7.901 by the addition of a new Item H – 72 Hours Parking Restrictions, as recommended by the Parking Committee.

*I would recommend that the City Council move to pass second reading of the amended ordinance as recommended by the Parking Committee and schedule a third and final reading at the September 17<sup>th</sup> City Council meeting. Action on this item should take place under Section IX of the Agenda.*

4. **Request for License Agreements Re: 58 & 68 State Street.** Attached under Written Communications is a copy of a letter from Attorney Paul McEachern regarding 58 & 68 State Street. As you will recall, 58 State Street, LLC (Stephen Kelm) has an existing License Agreement with the City (see attached agreement). The License Agreement allows Mr. Kelm to utilize 3 on street parking spaces and the sidewalk in front of his building site for construction purposes. Pursuant to the existing License Agreement, Mr. Kelm was to have completed work within the licensed area and returned it to public use by June 1, 2007. He failed to do so. As a consequence of his continued use beyond the June 1, 2007 expiration period, Mr. Kelm incurred both daily costs for the loss of the 3 municipal parking spaces as well as a \$100.00 per day penalty.

On August 6, 2007, the Legal Department contacted Paul McEachern, counsel for Mr. Kelm, regarding the expiration of the License Agreement and the outstanding amounts due.

On August 9, 2007, Attorney McEachern brought to the Legal Department a check in the amount of \$3,270.00 for the purpose of compensating the City for the lost parking revenue from the three parking spaces permitted under the license. By his letter dated August 9, 2007, which accompanied the check, he is requesting an extension of the 58 State Street license to September 30, 2007.

The letter also requests that the City Manager be given authority to enter into a License Agreement to facilitate construction at 68 State Street. Presumably, the 68 State Street license would be similar to the 58 State Street license.

*I would recommend the City Council move to authorize the City Manager to extend the License Agreement for 58 State Street and enter into a License Agreement for 68 State Street. Action on this item should take place under Section XI of the Agenda.*

## ***Consent Agenda:***

1. **Acceptance of Donation to the New Library Building Fund.** The Portsmouth Public Library Campaign Committee has received a donation in the amount of \$300.00 from Peter M. & Catherine C. Okhuysen to the New Library Building Fund. This fulfills the pledge made during the capital campaign.

*I would recommend that the City Council approve and accept the donation to the New Library Building Fund, as listed. Action on this matter should take place under Section X of the Agenda.*

## ***City Manager's Items Which Require Action:***

1. **Report Back Re: Vendor Times.** As you will recall, at the June 25<sup>th</sup> City Council meeting, the Council referred the attached letter from Ruth Nugent, regarding restrictions on night vending, to the City Manager to work with the Vendor Committee and report back. After discussion with various individuals, the best way to deal with this matter may be to prohibit vending times between midnight and 7:00 a.m. This would require an ordinance amendment, which I have attached for the City Council's review and action, if the Council chooses to bring the proposed ordinance forward for a first reading at the September 17<sup>th</sup> City Council meeting. For your information, I have included a copy of the City's Vendor Ordinance. *I would recommend the City Council move to authorize the City Manager to bring back for first reading at the September 17<sup>th</sup> City Council meeting the attached proposed ordinance amendment, as submitted.*
2. **Request for First Reading Re: Storm Water Ordinance.** As you are aware, the NPDES Phase II federal regulation is intended to reduce or eliminate discharges of contaminated water into municipal separate storm sewer systems that empty into local water bodies. The regulation required all Phase II communities, which includes the City of Portsmouth, to obtain a Storm Water Permit, develop a Storm Water Pollution Prevention Plan, and implement "Best Management Practices".

Significant steps have already been taken to evaluate and respond to the NPDES Phase II regulations. The City, in conjunction with the Seacoast Storm Water Coalition and the NH Department of Environmental Services, created a manual of Standard Operating Procedures (SOPs) focusing on illicit discharge detection and elimination as well as pollution prevention and good housekeeping. Portsmouth's employees were trained on these SOPs.

Further, the City contracted the services of Edwards & Kelcey to develop a Storm Water Master Plan. The Storm Water Master Plan will assist in prioritizing our efforts as we continue to implement programs and bring about storm water infrastructure improvements.

Task 4 of the Storm Water Master Plan required the contractor to review a draft ordinance prepared by the Legal Department and the Public Works Department titled, "Regulation of Discharges into Storm Water Drainage System". The ordinance is intended to provide additional protection to local natural resources and facilitate

municipal compliance with federal and state environmental laws and regulations. The consultant has stated the proposed ordinance conforms to the requirements. This ordinance should be adopted by year-end to meet regulatory requirements. (See attached draft ordinance.) *Therefore, I would recommend the City Council move to authorize the City Manager to bring forward for first reading a proposed Storm Water Ordinance for the September 17<sup>th</sup> City Council meeting.*

3. **Request for First Reading Re: State Revolving Loan Bond Issue for Rye Line Pumping Station Upgrades.** The City of Portsmouth Sewer Division is requesting authorization to participate in the State Revolving Loan Fund (SRF) program for the Rye Line Wastewater Pumping Station and Sewer System Improvements Project. The project has been identified in the Capital Improvement Plan and construction costs are estimated at \$1,500,000.00.

The State Revolving Loan Fund (SRF) program provides low-interest loans to municipalities for water, wastewater, and landfill closures projects. The current SRF interest rate for a twenty-year loan is 3.352%. Our submission of the loan application will secure the City's eligibility for current and future funding, if the project is considered eligible. In addition to this loan, the City is eligible to receive a 30% State Aid Grant on the eligible portions of this project. Based on current eligibility, we believe the entire project is eligible for grant reimbursement, reducing the construction cost to the rate payers by \$450,000.00 for a net cost of \$1.05 million.

The Rye Line Pumping Station is approximately 35 years old. Currently, the station sees wastewater flows beyond its capacity and needs to be upgraded to handle the projected future flows. The 2005 "Analysis of Infiltration and Inflow to the Rye Line Pumping Station," prepared by CMA Engineers, Inc., and the "Analysis of Rye Line Pumping Station and Downstream Sewer Capacity Requirements," prepared by CMA Engineers, Inc., December 2005 strongly recommended the City undertake improvements to the pumping station.

The Rye Line Pumping Station Upgrades will replace pumping equipment, motors and motor drives with new energy efficient equipment, as well as upgrade the electronic controls and emergency generator. In addition to aged equipment, the current pumping station is subject to periodic flooding from the adjacent wetland. This upgrade will raise the pumping station's floor elevation to a height above the flood elevation. Finally, this project will include upgrades to approximately 4,000 feet of leaking sewer pipe which is taking up capacity and contributing to sewerage overflows at the pumping station.

*I would recommend the City Council move to authorize the City Manager to bring back for first reading at the September 17<sup>th</sup> City Council meeting a proposed resolution for a State Revolving Loan Bond Issue for the Rye Line Pumping Station Upgrades.*

4. **Letter from Housing Authority Re: Proposed Re-use of Lafayette School for Elderly Housing.** Attached is a copy of a letter from Joseph Couture, Executive Director of the Portsmouth Housing Authority, requesting a meeting with the City Council regarding the redevelopment of the vacant Lafayette School.

The Authority proposes, along with its affiliated development group, (The PHA Housing Development Limited) to lease the property from the City of Portsmouth for \$1.00 a year and to develop it into at least ten (10) one-bedroom units of elderly housing for tenants that earn 60% or less than the area median income who are over fifty-five (55) years of age. The Housing Authority would like to hold a lease on the building for ninety-nine (99) years. More detailed information is outlined in the attached letter. *I would recommend the City Council move to establish a Work Session at 6:00 p.m. at your October 1<sup>st</sup> meeting with PHA regarding their proposal.*

### ***Informational Items:***

1. **Report Back Re: Pumpkin Festival.** Attached is a copy of a letter from the Trustees of the Trust regarding the aforementioned subject matter. As indicated in their letter, Prescott Park has denied the request for a Pumpkin Festival and their reasons are outlined in their letter.
2. **201 Wastewater Master Plan.** To comply with the City's new Peirce Island Wastewater Treatment Facility's National Pollutant Discharge Elimination System (NPDES) Permit, the City is conducting a comprehensive Wastewater Master Plan (WMP). This master plan includes an update of the City's 201 Wastewater Facilities Plan as well as the City's Combined Sewer Overflow Long Term Control Plan. This WMP has public outreach and regional outreach components. The project is a three-year effort to identify and study feasible alternatives and recommend a final plan for secondary treatment of wastewater that will protect valuable natural resources and comply with Clean Water Act regulations. The City has hired the engineering team of Weston & Sampson of Portsmouth, NH and Brown and Caldwell of Andover, MA, to prepare the Wastewater Master Plan.

On August 3, 2007 the City received an Administrative Order from the US Environmental Protection Agency which included an October 19, 2007 deadlines for completion of Tasks 1 and 2 of the WMP. Task 1 will identify the boundaries of the project by contacting surrounding communities, planning organizations and quasi-municipal organizations to determine their interest in participating in a new wastewater treatment facility. Task 2 will involve a series of meetings with the State and Federal Regulatory Agencies to identify regulatory issues that may impact our planning effort. The current contract with the engineering team of Weston & Sampson and Brown and Caldwell is limited to Tasks 1 and 2 of the WMP, it will also include an initial public out reach effort.

The public out reach will start with a news release (see attached draft) and will be followed by a series of public meetings and work sessions at key milestones. These meetings are intended to provide an opportunity for the interested public to express concerns and provide input to the alternatives evaluation process.

Due to the short time line to accomplish Tasks 1 and 2 it will be necessary to begin the public outreach and regional contacts as soon as possible.