



PUBLIC IMPROVEMENT COMMISSION

of the CITY OF BOSTON



CHRISTOPHER P. OSGOOD
Chairman

Boston City Hall room 714
Boston, Massachusetts

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ABATENEH Y. ALEMU
Interim Executive Secretary
Principal Civil Engineer

April 10, 2020

PIC COVID-19 Update, Temporary Practices

With the ongoing public health concerns surrounding the novel coronavirus disease (COVID-19), the Public Improvement Commission (PIC) will be taking the following temporary steps to promote social distancing and to comply with federal, state, and local directives:

- The next PIC hearing is tentatively scheduled for April 23rd at the following locations:
 - Commissioners/City support staff: City Hall room 801 (typical hearing room)
 - Presenters/project team members: City Hall room 900 (BPDA Board Room)
 - Members of the public: 26 Court Street, 1st floor (Winter Chambers)
- Other future PIC hearings will tentatively be held as scheduled. PIC staff will be present during hearings at all three aforementioned locations until further notice.
- Hearing participants at all three locations will be digitally connected, per the City's Department of Innovation & Technology.
- For those members of the public who are unable to attend the proceedings in person at 26 Court Street, all hearings will continue to be televised and may also be viewed online via Boston TV: boston.gov/departments/broadband-and-cable/watch-boston-city-tv.
- Written testimony for all agenda items will continue to be accepted via email; testimony should be directed to PIC@boston.gov.
- **Until further notice, five full-size sets of all PIC plans (rather than the customary three) are required to be submitted by the relevant filing deadline.**
- A project may be considered eligible for a New Business agenda only if a 100% complete submission package (five sets of plans, plus one copy of everything else) is delivered to the PIC office by 4:00 PM on the Thursday prior to the target PIC hearing. Incomplete and/or piecemeal submissions will not be placed on a hearing agenda. For additional information on submission requirements, please reference the relevant PIC procedural checklist(s) found online: boston.gov/PIC#related-documents.



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- In addition to the typical hard-copy submission, a prospective New Business project is also required to submit a digital copy of all submission requirements to PIC@boston.gov.
- All dissemination of PIC plans to [Public Agency](#) and [Utility Company](#) reviewers should be done via email; certified mailings are not necessary.
- PIC staff will not be accepting in-person meetings until further notice; requests for phone and teleconference meetings will be accommodated to every reasonable extent. Requests for phone and teleconference meetings should be scheduled in advance via email.
- Public access to City Hall continues to be limited. As such, hard copy submissions should be made via standard mail. Should any particular submission need to be delivered by hand, please contact PIC staff ahead of time via email to confirm staff availability to receive such a submission and to schedule a delivery time. Unannounced/unexpected in-person deliveries may not be accepted by City Hall staff.
- PIC staff will continue to be available via email during normal business hours.

These practices should be considered in effect immediately and will remain in effect until further notice by PIC staff. Updates to these practices will be posted as appropriate. Please feel free to contact PIC@boston.gov should you have any questions. Thank you.

Sincerely,

Todd M. Liming, P.E.

Interim Chief Engineer