



PUBLIC IMPROVEMENT COMMISSION

of the CITY OF BOSTON

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JASCHA FRANKLIN-HODGE
Chair

TODD M. LIMING, P.E.
Chief Engineer

KAREN M. POWELL
Executive Secretary

RECEIVED

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PIC COVID-19 Update, Temporary Practices

With the ongoing public health concerns surrounding the novel coronavirus disease (COVID-19), the Public Improvement Commission (PIC) has implemented the following temporary practices and procedures in an effort to promote social distancing and to comply with federal, state, and local directives:

SUBMISSION REQUIREMENTS

- Until further notice, only one full-size set of all PIC plans (rather than the customary three) is required to be submitted by the relevant filing deadline. All PIC plans, including revised versions, are required to also be submitted electronically as .pdf's.
- A project may be considered eligible for a New Business agenda only if a 100% complete submission package (one hard copy of everything, including plans) 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](https://www.boston.gov/PIC#related-documents).
- **In addition to the typical hard-copy submission, all prospective New Business projects are also required to submit a digital copy of all submission materials (plans as noted above, signed petitions, agency responses, etc.) to PIC@boston.gov.**
- All dissemination of PIC plans to [Public Agency](#) and [Utility Company](#) reviewers should be done via email; certified mailings are no longer necessary.

HEARING LOGISTICS

- Upcoming [PIC hearings](#) will tentatively be held as scheduled using either the Zoom or Google Meet teleconferencing platform.
- Hearing participants will be digitally connected, per the City's Department of Innovation & Technology.



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- All project team members attending the hearings should be prepared to be seen on camera and each should be identified and introduced at the beginning of their project's presentation. At least one project team member should be prepared to share their screen and present at least the subject PIC plans.
- Members of the public are strongly encouraged to participate in the hearings virtually; all hearings will continue to be televised and may also be viewed online via [Boston TV](#).
- Written testimony for all agenda items will continue to be accepted via email; testimony should be directed to PIC@boston.gov.

STAFF AVAILABILITY

- While City Hall is now generally open to the public, please continue to contact PIC staff (PIC@boston.gov) ahead of time to confirm staff availability to receive any hard copy submissions and to schedule a delivery time. Unannounced/unexpected in-person deliveries may not be able to be accepted by City Hall staff.
- 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. Such requests should be scheduled in advance via email.
- 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.

Chief Engineer