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**Bernard F. Lynch**  
City Manager

TO: Department Heads  
FROM: Bernard F. Lynch, City Manager   
DATE: December 5, 2008  
SUBJECT: **NOTIFICATION OF CONSTRUCTION ACTIVITY**

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Councilor Rita Mercier recently filed a motion relative to notifying businesses of impending construction. With all of the various construction activities occurring throughout the City this is a tall task for the City to oversee. However, most construction activity and road work requires either a permit from a City department (e.g. street opening permit) or requires a Police detail. Therefore, a simple instruction from departments should be sufficient to make private parties notify property owners and tenants.

From this date forward all City departments issuing permits, licenses, or approvals, or the Police Department scheduling police details shall inform the contractor that he/she is required to provide advance notice to all property owners in the vicinity of the work. Said notice may be in the form of a door hanger or flyer on each residence/unit/business. The notification shall be given with adequate advance notice and shall provide information adequate to inform the recipient of the potential impact, including the nature of the work, dates, times, and expected impact of the work (i.e. parking restrictions, access to premises, etc.), and a contact person who can be called to answer questions.

Thank you for your cooperation in this regard. Please contact Andy Sheehan or me if you desire additional information in this regard.