

Town of Concord
Nagog Pond Intake Replacement Project
Construction Project Communication Plan

Date: August 14, 2020

Revision: 0

Objective: This communication plan outlines the basic project communication that the Town Concord will provide to interested stakeholders regarding the intake replacement project schedule. This plan is meant to be fluid as communication needs may change as the project proceeds from permitting and design to construction and beyond. Updates to this communication plan will be posted to the project website when necessary.

Stakeholders: Stakeholders will self-identify by signing up to receive routine electronic project updates via the Nagog Project Updates Google Group. This Google Group is an email only group that functions like a list serve. Stakeholders can sign up for the Google Group at <https://groups.google.com/forum/#!forum/nagog-project-updates/join>. This Google Group was created by the Town of Concord on July 10, 2020.

Website: Site Plan Special Permit meeting on May 19, 2020 indicated that a project website should be hosted on Acton's web site. It is located at the following site: <https://www.acton-ma.gov/715/Nagog-Pond-WTP>

Acton's website points to the Nagog Pond Project Page on Concord's website, which provides access to project updates and project documents for reference. Concord's website can be accessed at: <https://concordma.gov/2606/Nagog-Pond>

Questions: Town of Acton representative for neighborhood questions or concerns Director of Land Use and Economic Development Mathew J. "Selby" at mselectby@actonma.gov

Weekly
Project

Updates: The Town of Concord and Environmental Partners will provide weekly project updates highlighting project accomplishments for the preceding week and project schedule for the upcoming week. The Town of Concord will send an email out to the Google Group that an update has been posted.

Schedule

Updates: Non-routine or significant schedule updates will be communicated to the Town of Action liaison and posted to the project website on an as needed basis and

will be followed with an email to the Google Group that an update has been posted.

Meetings: The Town of Concord will coordinate with the Town of Acton project liaison for a public information session to be held prior to the commencement of construction of the intake replacement. Details for the public information session will be provided via the project websites and Google Group as well as through the Town of Acton.