

Nicole Murati Ferrer
Chairperson

Mark Melo
City Electrician

Terrence James Shea
Superintendent of Streets

CITY OF CAMBRIDGE

POLE AND CONDUIT COMMISSION

831 Massachusetts Avenue, Cambridge, Massachusetts 02139



POLE AND CONDUIT COMMISSION MEETING MINUTES

Wednesday, August 17, 2022, at 2:00 P.M.

This meeting was held remotely in accordance with Chapter 107 of the Acts of 2022 signed into law on July 16, 2022. Meeting started at approximately at 2:07 p.m.

Commission Members: Nicole Murati Ferrer (present), Mark Melo (present), and Terrence James Shea (present).

Staff Member Present: Dana Clarke, Office Manager.

Consultant Present: Stephen Lenkauskas, retired City Electrician.

Administrative Meeting

1. All members of the Commission will meet with consultant Stephen Lenkauskas to discuss Common Trench and to clarify any questions that we might have. The Commission will not be soliciting or accepting public testimony during this meeting.

Document Considered: Attached document.

Summary: The Commission discussed the issues arising with applications lacking common trench letters when required. The Commission decided to add an approval step to have applications that answer no common trench letter sent reviewed at the submission stage to ensure that the application does not require one. In addition, the administrative staff member to whom the initial submission is assigned will not proceed the application until all attachments are submitted, including the common trench letter. The application will also not be proceeded to the hearing step unless the applicant provides proof that the common trench letter was sent at least 30 days prior to the hearing date.

Decision: No votes taken as the discussion was not centered around changes in policy rather than procedures. The Commission will send a notice of the clarification on the processing of applications to the utilities.

NMF  _____

Minutes Approved: August 18, 2022

MM  _____

Minutes Posted: August 22, 2022

TJS  _____