



CITY OF BOSTON
PUBLIC IMPROVEMENT COMMISSION

PUBLIC WORKS DEPARTMENT
CITY HALL ROOM 714

Boston, Massachusetts 02201

Telephone: (617) 635-4961
Fax: (617) 635-4558
Email: PIC@cityofboston.gov

JOANNE P. MASSARO
Chairperson

Commission Members:
Transportation Department
Property Management
Inspectional Services
Water & Sewer Commission

AMY S. CORDING
Chief Engineer

TODD M. LIMING
Acting Executive Secretary

MONITORING WELL CHECKLIST

- 1. Prepare plans
- 2. Consult with PIC Legal Counsel
- 3. Provide full submission package to the PIC
 - Plans
 - Petition
 - COBUCS number
 - Manager's Certificate or Certificate of Authority
 - Boston Groundwater Trust letter
- 4. Permits and Construction



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MONITORING WELL PROCEDURE

The following steps should be taken, generally in the noted sequential order, to petition the Public Improvement Commission to install Groundwater Monitoring Wells within the public right-of-way. Once the articles listed in Step 3 have been submitted and reviewed to the satisfaction of the Chief Engineer, the necessary construction permits may be granted.

1. Prepare plans to conform to the following criteria:
 - Landscape orientation
 - Stamped and signed by a MA-registered civil engineer
 - Locate the well location(s) within the sidewalk
2. Consult with PIC's Legal Counsel to cooperatively begin drafting the License, Maintenance, and Indemnification (LMI) agreement (see App. 1 for contact info).
3. Provide full submission to the PIC for review. This submission shall include three sets of the prepared plans along with an Engineering Report. The report shall include the following:
 - Petition signed by the interested party
 - COBUCS number as provided by Public Works Department, Highway Division
 - Manager's Certificate (for a licensed LLC) or Certificate of Authority (for all other business structures) verifying that the individual(s) signing the petition have the authority to make the decisions associated with the subject PIC action
 - Letter drafted by the applicant and signed by the Boston Groundwater Trust
4. Once PIC Staff is satisfied with the submission, the necessary permits may be granted and construction may commence.



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Appendix 1 – Contact Information

PIC Legal Counsel

attn. Chong Liu
Boston City Hall, Room 615
Boston, MA 02201
(617) 635-4061
chong.liu@cityofboston.gov

Boston Groundwater Trust

attn. Christian Simonelli
229 Berkeley Street, #410
Boston, MA 02116
(617) 859-8439
csimonelli@bgwt.org

Public Works Department, Highway Division

attn. Mark Cardarelli
Boston City Hall, Room 714
Boston, MA 02201
(617) 635-4950
mark.cardarelli@cityofboston.gov