
	<b>COMMUNICATION PLAN</b>	Project Manager:	Dennis M. Cawley P.E.
		Project Information:	Pressure Zone 4 Water Supply Augmentation
Department: Madison Water Utility	Section: Engineering	Draft:	
		Revised:	
		Approved:	

# DRAFT **Communication Plan** **Pressure Zone 4 Water Supply Augmentation**

## Table Of Contents:

1. Stakeholder List	2
2. Mailing List	2
3. Project Manager Contact Information	2
4. Request to Convene Citizen Advisory Panel	2
5. Communication Guidelines	2

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<b>Communication Plan – Pressure Zone 4 Water Supply Augmentation</b>			
<b>1. Stakeholder List</b>		<i>A preliminary list of identified stakeholders including, neighborhood associations/groups, environmental groups, businesses, organizations, schools, and elected officials.</i>	
<p>A list of all property owners within ¼ mile of the potential site has been generated. The alder for District 16 is Judy Compton. According to the Planning Department there are no neighborhood associations in the vicinity of this property. Commissioner Melton has requested six “at-large” stakeholders be added to the list. Other interested parties will be added to the list as they identify themselves.</p>			
<b>2. Mailing List</b>		<i>A project mailing list based on the identified stakeholders.</i>	
<p>See Exhibit D of the Scoping Document for a list of identified stakeholders.</p>			
<b>3. Project Manager Contact Information</b>		<i>Project Manager/Engineer contact information.</i>	
<p>The project manager is: Dennis M. Cawley, P.E. Madison Water Utility 119 E. Olin Ave Madison, WI 53713 Phone (608) 261-9243 Fax (608) 266-4644 dcawley@madisonwater.org</p>			
<b>4. Request to Convene Citizen Advisory Panel</b>		<i>Request to convene the initial Citizen Advisory Panel.</i>	
<p>Madison Water Utility requests permission to convene the initial Citizen Advisory Panel.</p> <p>A letter inviting Citizens to participate on the Citizen Advisory Panel will be mailed to all stakeholders and posted to the Utility web page. Depending on the response and interest, a Citizen Advisory Panel will be established and tasked with the objective of developing an acceptable plan to augment water supply to Zone 4.</p>			
<b>5. Communication Guidelines</b>		<i>A description of how the project will communicate project information, results of public input, and project decisions (i.e. mailings, newsletters, listserv, Legistar, and website updates).</i>	
<p>The Water Utility will make use of website updates and e-mailings as the primary forms of communication. Mail via U.S. Postal Service 1<sup>st</sup> Class mail will be used to notify the identified stakeholders. Listserv and /or a specific project group mailing list will be used for e-mails. Other forms of communication deemed appropriate by the CAP will also be used.</p>			