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Technical Memorandum

To: Bruce Woodruff, City Planner, Dover, NH
From: Chris Luz, Lansing Melbourne Group, LLC
Date: March 19, 2007
Re: Stakeholder Presentation

Our plan is to present an overview and status of the project in a PowerPoint format for the Stakeholder meeting. The general outline is provided below along with an approximate timeline. I will be preparing and sending you the draft PP slides later today or tomorrow for your review. Please let me know if there are any questions, changes, additions, revisions that you think we need to incorporate.

The presentation is about 45 minutes in length plus the Q&A piece. Of course we will need a large screen and a projector.

Note: We would be happy to present Item 4 on Public Involvement, but it might be an appropriate place for you to step-in as the Project Manager for the City. Let me know.

TAC: Also, what are your thoughts about how we update the TAC? We can limit the presentation to Item 3, the follow-up memos that we talked about last week and questions, or whatever you think fits. How much time do you think we will have?

Stakeholder Meeting

| <u>Item</u> | <u>Presenter</u> | <u>Time</u> |
|---|-----------------------|--------------|
| 1. Team Introductions a. Why (goals of the study) b. Who (how you selected the team) c. What (what we are going to do) | Christopher Parker | 5 min. |
| 2. Project Overview a. General overview & current status b. Team Members c. Scope of Services - reinforce this is a study not design/construction d. Overall schedule (simplified version) | Chris Luz | 15 - 20 min. |
| 3. Technical Memos Summary a. Prior studies, physical inventory/occupancy verification, transit facts & plans | Bob Duval | 15 - 20 min. |
| 4. Opportunities for Public Input a. Public involvement plan b. Process: Sign-up forms, mailers, website, email | Christopher/Bob/Bruce | |
| 5. Comments and Questions | Chris Luz | 30 – 60 min. |