A special meeting of the Board of Aldermen was held Tuesday, February 26, 2019, at 7:00 p.m. in the Aldermanic Chamber.

President Lori Wilshire presided; City Clerk Patricia Piecuch recorded.

Prayer was offered by City Clerk Patricia Piecuch; Alderwoman-at-Large Shoshanna Kelly led in the Pledge to the Flag.

The roll call was taken with 12 members of the Board of Aldermen present; Alderman Gidge, Alderman Laws, Alderwoman Melizzi-Golja were recorded absent.

His Honor, Mayor James W. Donchess, and Corporation Counsel Steven A. Bolton were also in attendance.

PRESENTATION

Status Update on the Performing Arts Center with Tim Cummings, Director of Economic Development

Tim Cummings

Thank you Madam President. Again for the record Tim Cummings, Director of Economic Development. Thank you for providing me with an opportunity to give you a brief overview and status update as to where the performing arts center stands as of today. The last time I was before you was on January 22nd where I spent the bulk of my time reviewing and updating the Board on the design related elements of this project. Below I have outlined in bullet point form various new developments since the last time we met.

Architectural design continues to progress. We concluded programming with a majority of the decisions made and have begun schematic design which will last approximately eight weeks. We are approximately two weeks within schematic design. At a meeting on February 13th the architect and the design team presented an update as to how the current program is unfolding. There are Steering Committee meetings for every Wednesday from now until May unless otherwise stated. The meetings are in Room 208 and go from 5 to 7 p.m. The next meeting is tomorrow and we will begin having a lengthy discussion about schematic design. You have a packet before you which has the February 13th architecture’s presentation. I will go through it in a very quick overview like I did last time. My goal this evening is to just give everyone a brief update, a robust dialog, or questions I’m hoping will occur at the Steering Committee meetings as that’s where we have the time set aside for such conversation.

With that being said, I wanted to also provide you with an update relative to where we stand with the New Market Tax Credit financing. Since we last met, what we referred to as a “project narrative” or essentially what is an application has gone out to 12 community development entities. These entities are the type of organization that the US government particularly the US Treasury recognizes as having the authority to give out New Market Tax Credit allocations. Eight of the 12 CDEs or 66 responded with some form of interest but a lot of the folks that we have spoken to have asked us to wait a little bit as we are very early on in their process.

We have two site visits set up with two groups interested in the New Market Tax Credit to tour the 201 Main Street for the end of March. Something I just wanted to make sure I note is it has now become official and I alluded to this the last time we met, the US government shutdown will affect the New Market Tax Credit’s formal communication. It came from the US Treasury and was released earlier this month outlining that the New Market Tax Credit allocation will be delayed. This is just an item I wanted to make sure folks were aware of. It was obviously beyond our control. I included the official communication in the packet this evening.

Lastly, the Capital Campaign Committee continues to meet regularly. They have just started to enter the solicitation phase. I am currently actively applying for a New Hampshire CDFI tax credit. That program is open...
for applications until March 8th and then we are reaching out to local businesses with the hopes that they will get involved with the performing arts center project. That outreach is just starting in earnest now. That’s a quick overview as to where we are as of today. I look forward to providing you with an additional update on March 26th.

Here’s the schedule for folks so they can see. Here is the communication from the US Treasury where it specifically outlines that the announcement of allocations for the calendar year 2018 New Market Tax Credit Program application round will be delayed. The CDFI anticipates that the application and announcements will occur during the spring of 2019. We hope that stays true.

I’m going to quickly walk you through the presentation that was given on February 13th and where I can outline some of the changes that have occurred as design has progressed and from what you most likely last knew. This design has changed since I was before you on the 22nd of January. The group of designers met with the Steering Committee and they solicited feedback relative to various issues of concern and operations. They distilled essentially 22 comments that they needed to get further definition or clarity from the group on which helped us in developing the program. What you see before you today is essentially the program that has been substantially decided upon.

This is the basement floor level. It’s mainly empty. This would be for the most part storage space. Just to orientate everyone, we have West Pearl and then Main Street on either side of the building. This would be your two-story retail building formerly Alec Shoes that we refer to as 201 Main Street. Here’s the second structure that would in the rear. That’s the four story building and it does the back of the house support for the retail. This is mainly open. You’ll have some gallery space of approximately 2,000 square feet in the basement, some restrooms. What still needs to be decided on is possibly a trap room, general storage, a green room, and then ancillary support, mechanical rooms, dressing rooms, elevator, stairs for code compliance and what not.

On the first floor, you’ll mainly see that again Main Street is right directly to the east, a lobby, the audience chamber which takes up a bulk of the main first floor of the retail building, the stage being essentially at the beginning of the new structure – that secondary structure, that fourth story building of about 2,000 square feet, ancillary support services to support the back of the house as an envelope around the stage, and then possible ancillary support services for the front of the house – catering, possibly a lounge area, concessions, box office, and what not. Something to note when we first started the discussion there was this concept of maybe having a restaurant or some ancillary retail around the perimeter of the building. As they’ve continued along with design, they realized that we wouldn’t be able to accommodate the type of performing arts center that we were looking for with the amount of square footage available restrained to that specific use. Unfortunately we weren’t able to include some of those ancillary uses in the program as the design developed. Still have some aspects of it but not everything that was outlined in the original concept plan that I spoke of back in January.

Continuing on just to give folks an idea to reiterate, we’re still having a flexible venue, still would be able to be an event and function center type space, still be everything that was outlined in the feasible study in terms of function. This is a design that can show you what tables and chairs could be which gets you somewhere around 250 to maybe as many as 300 seats from a chair and seating type of layout. Again, back of the house wraps around. Nothing really changes. This is just another example of the first floor could be laid out.

Relative to the second floor, just wanted to make sure I hit upon this. Looking to have an open air type concept in the lobby area. Then with what would be considered a balcony above it which would give additional space for processing of people, that would be on the second floor and you have the seating which I want to make sure it’s clear that this type of seating in this type of format would be the telescopic seating which is seating that can retract and would retract into the back wall that would be essentially right here. When you enter into the theater,
you’d enter in sort of like when you go into a movie theater. You can either go left or right and there’s a big wall that would be right here. I just want to say that’s what folks have an orientation of what we’re talking about. This is a little less than I believe 500 seats that you’d have right in here. Then you’d have another row of seats possibly flexibly type setup of approximately 50 seats that could be tables and chairs or it could be just standing room. We’ll continue having that conversation as we design the project.

Here’s the third floor. So how we arrive at the 750 seats that we’ve all discussed, this is where the balcony would be for that 240 seats approximately right here where the balcony is which would overhang the theater audience chamber and have sight lines to the stage. There’s this idea of possible having some sort of outdoor space on the roof right here which would be completely accessible which again would just give another space for congregating and processing of people.

Lastly you have the fourth floor which is the complete audience chamber which the roof would essentially be raised up to meet the back of the house which we need to have for the fly support which is what you need to do to be able to have stage-type productions. Then you’d have the ancillary rooms around the envelope of the room which could be used for multipurpose room or administration type offices. This is a site plan that we did to layout to make sure that what we were designing was within the property lines. This is just a picture of the back of the house. Something we make sure we keep in the forefront of our mind which is all the site work that may be necessary that we’re going to have to work with whether that’s on Pearl Street or this is technically Garden Street right here, so we’re going to have to just keep in mind all the differing issues that we’re going to have to work through with the utility companies and what not. This is an existing conditions type of outline that shows you the building.

If we were to look at this from the side like a cake if you were looking at this as like a cake view, this would be one of the options that we would be looking at basically creating. It gives you an idea of what the stairs would be like and they would retract in. The balcony seating which would be permanent. This is the stage area right here. Here’s an example of just some ideas so you can kind of see what type of aesthetic we’re talking about. Here’s how this exact same site could look if it was curved and the seating was curved. That’s still a decision that needs to be made. The designers wanted to get the feedback of the room as to what their preference would be, some more details and what not need to be given to the group before a decision is rendered but it is something that the group was interested in further exploring. There is a possible outline that you could see of curved type seating which obviously could be a preference because it helps give you better sight lines to a stage. One thing I will note, you don’t lose any functionality with doing it curved. You’d still be able to do everything as originally outlined in the feasibility study. It is an option that is being explored.

This is just kind of some examples as to how that balcony and stage floor seating references that. Again, similar just an illustrative example. Another example of how this could potentially look. Here’s an outline of what the massing would look like for the exterior so people would have an idea of what the visual would look like outside of the performing arts center. You’re essentially seeing an addition on top of the Alec Shoe building like this. So that would be this area right in through here just to kind of give folks some context. Here’s what it could look like if there was a little curve to it just, again, to help give the group some context so they can see what is evolving.

The schedule just very quickly. We are now in the schematic design phase. We are on schedule and we will be in the schematic design phase for the next, again, six or so weeks looking to wrap that up in mid-April. Once we have the schematic design fully vetted, we’ll actually have some real good cost estimate numbers to work with to be able to move the project forward. That was just a quick update I wanted to provide you all. Thank you very much for your time.
President Wilshire

Anyone have any questions?

Alderman O’Brien

Mr. Cummings I was intrigued when you said “straight seating” and “curved seating”. In curving the seat do we pick up more square foot area for attendance? Is there a benefit between the two?

Tim Cummings

There is a couple benefits. I don’t believe necessarily you would pick up more seats but my understanding is the seating may be better. Your sight lines in particular would improve. That is one of the biggest benefits if you were to move in this direction. That’s something that still needs to be vetted out and the group is going to actively engage in this conversation tomorrow night.

Alderman O’Brien

I do have just one quick follow up. I’m glad you mentioned Garden Street and there’s a pedestrian walkway there. Large venues like this you’re going to need trucks coming in with equipment, a loading dock is being taken into consideration and everything.

Tim Cummings

Correct. Yes.

Alderman Klee

In commentaries about the curved seating, after the meeting that we had had, they gave us a website to go and look at curved seating. I think one of the biggest things that may be could be expense. The warmth and the samples that I was able to find on line truly made it a much more inviting kind of atmosphere and I personally think it’s a really good idea but cost is going to be what helps push everything to this.

Alderman O’Brien

If I may, it makes it look like a seating and not like a gymnasium.

Alderman Klee

Exactly.
Alderman Lopez

I had two questions. The first was just to clarify. You had said that there’s a delay in the release of the New Market Tax Credit material but that by and large we’re way ahead of the game. Do you think we’re on target to meet our fundraising goals as outlined in the ordinance?

Tim Cummings

I’m not sure where the way ahead of the game is coming from.

Alderman Lopez

In the presentation it said several people had not expressed interest yet because we were very early in our submittals.

Tim Cummings

Our work in terms of submitting for lack of a better word our application is early for them. That is just the process. The CDFI which runs the New Market Tax Credit Program on behalf of the US Treasury just made this announcement on February 12th that there’s a possible delay in any type of allocation for – not possibly, there will be a delay for the New Market Tax Credit allocation for this spring. I don’t believe it necessarily at this point in time will dramatically affect our schedule but I wanted to reference it just today as a possibility that could occur. I brought it up in January as well when it was just something that I thought was being hinted at. It’s now been officially said. We do have a self-imposed deadline on the bond that was approved. I don’t think we necessarily need to do anything today to change that deadline but I wanted to make everyone aware of that there’s this possibility that the New Market Tax Credit allocation I had always told the group would most likely be available in the spring. It’s possibly going to be delayed. I don’t know how long.

Alderman Lopez

That’s something we all have to be aware of. The other thing was for handicapped or mobility impairment accessibility. Are they still coming in off of Main Street?

Tim Cummings

So this will be designed completely to meet ADA accessible codes. That question came up specifically at our last meeting. There will be a couple entrances, egresses both on Pearl and Main that will have to be handicapped accessible as well as the seating design to be ADA compliant.

Alderman Lopez

I just want people to have to be wheel chairing around Main Street in the snow.
Alderman Dowd

I may have missed it but I didn’t see you mentioning elevators.

Tim Cummings

I didn’t call them out. I might have referenced them as ancillary support but I know that this is an elevator right here. That is a concept that is being outlined right now. Actually to that point, I just want to make sure that I’m explicit on this. This darker blue actually would be in addition to the building. That is being discussed right now. Basically right now we can’t use the current elevator. The current elevator is right about here what would be center stage. We would have to remove that elevator. There's been some differing, again, this has been an evolving conversation. There has been some thoughts of maybe having the elevator just in this area where I am highlighting on the screen which could be a possibility that still comes to fruition but what was recently decided and we’ll do an analysis to see what the cost is but if we could move it out into what is right now just an alleyway if you will and put the stairwell and the elevator in a small addition, you might free up some space in here to make the program work.

Alderman Dowd

To follow on that and I’m going to presume the answer is yes but I’m going to ask it anyway. Does the design engineer have an ergonomics person working on this?

Tim Cummings

I will double check that. I don’t know.

Alderman Dowd

A human factors engineer and that goes along with my next question. What are the type of seating are you looking at? The way it’s described, it looks like you have folding seats that you put out there. My guess is if we don't have comfortable seats, this isn’t going to be as enticing as one would like.

Tim Cummings

I’ll defer to Alderman Klee on this specific issue because I know it’s near and dear to her.

Alderman Klee

Two things. One is Director Cummings if you go to the next level, there’s more elevators. So you’ll see towards the front of the house there’s a stairwell and an elevator. That other additional elevator that they’re talking about there, that would also be to help for the back of the stage and people but also coming in from that entrance. There’s also an elevator there that goes all the way up to the top.

Yes as far as the seating is concerned, that has been right in the forefront and the talk about it. The retractable seating that you see there, that’s exactly what it is is retractable. They look like individual seats that go in there
and I’ve really been doing a lot of looking on it. They’re very comfortable from what people are saying. There are different levels of them. We would not go with the cheapest and we probably won’t go with the nice kind of reclining feel like you’re in own home kind of thing. We would be going with very comfortable seating on that.

Tim Cummings

So I may just to follow on with those comments Madam President. We have done a lot of work and due diligence studying a performing arts center. The feedback we got from various operators and venues that we visited was there’s a few key areas where you want to make sure you spend your money. Seating is one of them. So that message has been heard loud and clear by our group and we want to make sure we have comfortable seats for everyone to enjoy.

Alderwoman Kelly

I wanted to say thank you. I know that this is extra work that you do to bring us this update and take our questions. To that end, I was hoping that we could possibly get this information a little bit before the meeting so that we can absorb it and then be a little more thoughtful in our questions and knowing what’s going on.

Tim Cummings

Sure.

ADJOURNMENT

MOTION BY ALDERMAN O’BRIEN TO ADJOURN
MOTION CARRIED

The meeting was declared adjourned at 7:27 p.m.

Attest: Patricia Piecuch, City Clerk
PAC STATUS UPDATE REPORT
To The Board of Aldermen  

To the Members of the Board of Aldermen:

Thank you for providing me with an opportunity to give you a brief overview and status update as to where the PAC stands as of today. The last time I was before you was on January 22, 2019 where I spent a bulk of my time reviewing and updating the Board on the design related elements of this project.

Below I have outlined in bullet-point form various new developments:

- Architectural design continues to progress we concluded Programming with a majority of the decisions made and have begun Schematic Design “SD”, which will last approximately eight weeks (we are approximately 2 weeks within SD)
  - At a meeting on February 13th the Architect (and design team) presented an update as to how the current program is unfolding
  - There are Steering committee meetings scheduled for every Wednesday from now until May (unless otherwise stated) the meetings are in Room 208 and go from 5 PM – 7 PM
    - The next meeting is tomorrow 2/27 and we will begin schematic design
- Niel Cannon has submitted NMTC requests to 12 Community Development Entities (CDEs)
  - Eight out of the twelve CDEs or 66% responded with some form of interest, but most noted it was very early and asked for us to follow up, but they liked the project. (4 outright rejected the project as not something the CDE wanted to pursue for various reasons, mainly the project did not fit into their current business plan)
  - We have site visits set up at the end of March with two (2) of the interested parties looking to either make an investment or provide an NMTC allocation
  - The US Government shut-down will affect announcements of NMTCs a formal communication from the US Treasury was released earlier this month outlining that new NMTC allocations will be delayed
    - This is significant due to the timeline outlined in the bond.
- Capital committee meets regularly with Betsy McNamara and has just entered into the donor solicitation phase.
  - Actively working on applying for a NH CDFA Tax Credit
  - Local businesses are being outreached to with the hopes that will get involved

Thank you for your kind attention to this matter. I look forward to providing you with an additional update on March 26th.

Kindest regards,

Tim Cummings
Director of Economic Development

Attachments
- Architect Presentation 2/13/19
- CDFI Formal Communication of 2/12/19
- List of upcoming PAC Steering Committee Meeting
PAC Upcoming
Steering Committee Meetings

Schedule of Meetings:

- January 30th
- February 6th
- February 13th
- February 20th
- February 27th
- March 6th
- March 13th
- March 20th
- March 27th
- April 3rd
- April 10th
- April 17th
- April 24th
- May 1st

*Unless otherwise noted all meetings are in City Hall Room 208 starting at 5 PM*
Revised CDFI Fund Compliance Deadlines and Program Milestones for FY 2019

Community Development Financial Institutions Fund (CDFI Fund) Director Jodie Harris recently indicated that CDFI Fund staff were reviewing each program’s timelines and priorities in response to the recent government shutdown. The five-week shutdown requires the CDFI Fund to alter deadlines, and anticipated timelines, for compliance and reporting, awards announcements, and the opening of application rounds.

To help applicants and awardees plan for these changes, the CDFI Fund is providing updated information related to the following programs and services:

Certification, Compliance Monitoring and Evaluation (CCME):

- **Annual Certification and Data Collect Report (ACR):** the due dates for certified Community Development Financial Institutions (CDFIs) to submit their required ACRs to the CDFI Fund are not affected by the recent shutdown. CDFIs are required to submit their ACR within 90 days of the end of their organization’s fiscal year. As previously communicated by the CDFI Fund:
  - CDFIs with a fiscal year-end date between September 30, 2018 and January 31, 2019: ACRs are due to the CDFI Fund no later than March 31, 2019; and
  - CDFIs with a fiscal year-end that occurs after January 31, 2019: ACRs are due 90 days from the date of their fiscal year-end.
  - The ACR will be available in early March for submission in the Awards Management Information System (AMIS), along with revised guidance information that addresses problems identified by users.

- **Compliance Reports due between December 2018 and February 2019:** the due date for award and allocation recipient compliance reports due between December 22, 2018, and February 28, 2019, has been changed. Revised CDFI and NMTC reporting guidance that addresses problems identified by users will be posted in early March and the new reporting deadline is March 31, 2019.

However, awardees and allocatees are directed to reference their organization’s Reporting Schedule in AMIS to verify the specific compliance reports that are impacted by this extension. Award recipients and allocatees will also receive direct notice of this change in deadline.
Bank Enterprise Award Program (BEA Program): fiscal year (FY) 2018 Award Agreements will be released to award recipients by the end of February. The CDFI Fund anticipates that the FY 2019 Notice of Funds Availability (NOFA) will be released to the public this spring with a projected awards announcement before the end of FY 2019.

Capital Magnet Fund (CMF): the CDFI Fund will announce the FY 2018 CMF awards during the first quarter of calendar year (CY) 2019.

CDFI Bond Guarantee Program (BG Program): for the FY 2019 Application round, the CDFI Fund will be extending the Qualified Issuer and Guarantee Application deadlines to a date in March 2019, which will be announced publicly very soon. In addition, BG Program workshops originally scheduled for January 29-30, 2019—which were cancelled due to the government shutdown—are rescheduled for February 25-26, 2019.

CDFI Program: the release of the FY 2019 NOFAs for Financial Assistance and Technical Assistance awards under the CDFI Program and Native American CDFI Assistance Program (NACA Program) will be delayed. The CDFI Fund currently projects that these NOFAs will be released sometime during the second quarter of CY 2019. Additional information regarding projected award dates will be forthcoming.

New Markets Tax Credit Program (NMTC Program): the announcement of allocations for the calendar year (CY) 2018 NMTC Program application round will be delayed. The CDFI Fund anticipates that the allocation awards announcement will occur during spring 2019.

For all program-related questions or general inquiries, please contact the CDFI Fund Help Desk via email at cdfihelp@cdfi.treas.gov; by phone to (202) 653-0421; or through an AMIS service request.
AGENDA

1. MEETING PURPOSE / DECISIONS NEEDED
2. REVIEW STEERING COMMITTEE & SPECTACLE COMMENTS
3. UPDATED BLOCKING DIAGRAMS
4. SITE - LOADING
5. STUDY OF THE HOUSE & STAGE
   - SEATING
   - PARTERRE / BALCONY
6. EXTERIOR MASSING STUDY
7. NEXT STEPS / SCHEDULE
PROGRAM COMMENTS

1. Trap Room - cost?; unnecessary, or of value given this venue?
2. Piano lift - beneficial if it can be stored in the basement?
3. Orchestra Shell – not necessary given we have an acoustician?
4. Thrust – if it can be broken-down (not permanent)
5. “Gallery” / Event space at Basement level
6. Two Loading Bays - would be nice if possible
7. Storage next to Stage – Star Dressing Room 2 up to the next floor?
8. Egress / Access from BOH to West Pearl Street
9. Conference Room and Administrative Office - together on the 4th floor
10. Catering support/kitchen - centrally located
11. Mechanical/Electrical spaces - sizes and locations
PROGRAM COMMENTS

12. Walk-in Refrigerator - in Basement?
13. Production Office - at Stage level
14. Lobby - as open as possible; open air concept would be good
15. Windows - where possible
16. Marquee - on corner above box-office
17. Banquet Tables - show layout on the main floor
18. Chairs/Tables - preference is to own, provide storage space
19. Parterre Level - loose seating, drink rail, ADA seating
20. Balcony Level - wrap around seating possible?
21. Roof top terrace – extents, restroom, bar, VIP lounge? Cost?
22. Accessible Route - from FOH to BOH, not through Audience Chamber
BLOCKING DIAGRAM

W E S T  P E A R L  S T R E E T

BANQUET SEATING = 272 AS SHOWN
MAIN LEVEL

(10) 60" TABLES
80 SEATS

(24) 60" TABLES
192 SEATS

LEGEND
- STAGE
- AUDIENCE CHAMBER
- BOH
- FOH
- VENUE ADMIN
- SUPPORT
- SHOE STORE
- APARTMENT BUILDING

NASHUA PERFORMING ARTS CENTER
FEBRUARY 13, 2019
HOUSE STUDIES

STRAIGHT BALCONY REFERENCE IMAGES

NASHUA PERFORMING ARTS CENTER
FEBRUARY 13, 2019
HOUSE STUDIES

CURVED SEATING + BALCONY WRAP

NASHUA PERFORMING ARTS CENTER
FEBRUARY 13, 2019
HOUSE STUDIES

EXAMPLE ILLUSTRATIVE SECTION

OTJ | ICON
ARCHITECTS
ARCHITECTURE

NASHUA PERFORMING ARTS CENTER
FEBRUARY 13, 2019
MASSING STUDIES

CURVED FORM

NASHUA PERFORMING ARTS CENTER
FEBRUARY 13, 2019
# NEXT STEPS / SCHEDULE

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<td>• Meet with Eversource mid-DD to</td>
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<td>January 2020 – January 2021</td>
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