

PUBLIC INVOLVEMENT PROGRAM GUIDELINES

It is the Department's policy to keep persons informed and involved when projects are undertaken. This will be accomplished through a public involvement program conducted by the Municipality.

The public involvement program was begun prior to application for Federal funding. It is continued with a Public Informational Meeting after the completion of the Preliminary Design plans. The public must be informed of the meeting by (1) issuing news releases and/or newspaper display advertisement, and (2) conducting a formal mailing to parties affected by the project.

News Release and/or Newspaper Display Advertisement

The Municipality is requested to issue a news release and/or a newspaper display advertisement based on the attached samples and have them published in local newspapers having a substantial circulation in the project area. It is recommended that the news release and/or display advertisement be published twice: **once approximately ten days prior to the public informational meeting, and again approximately two days before the meeting.** Attached is a list of area legislators and agencies that should also be sent a copy of the news release or display advertisement to inform them of the project. **A draft of the news release and/or display advertisement is to be forwarded for review prior to being sent.**

Please forward written verification that the news release and/or display advertisement were published in area newspapers and sent to all others on the list. **In accordance with Federal Title XI requirements, please also email a copy of the public notice to dot.publicmeetings@ct.gov and taffy.womack@ct.gov.**

To ensure that minority, low income and Limited English Proficient individuals have an opportunity to fully participate in the public process, targeted engagement efforts should be made as part of your public outreach efforts. Please refer to the maps located on CTDOT's website at: <http://www.ct.gov/dot/cwp/view.asp?A=3529&Q=305564> to determine if there are impacted populations that could be affected by the project or activity.

Meetings should be held in venues which are ADA accessible. Meeting notices should state that the facility is ADA accessible and that individuals needing language assistance may request services by contacting (your designated contact person in the Department).

AND

Formal Mailing

The Municipality is also requested to perform the formal mailing. Attached is a sample letter which can be used to assist the Municipality in conducting the mailing. **A draft of the letter is to be forwarded for review prior to being sent.**

To fulfill the intent of the Department's public involvement program, the letter is to be sent, at a minimum, to each affected abutting property owner in the project area and each of the local agencies, commissions, etc., on the attached list. Also, the Municipality should send a copy of the

letter to any area agency, commission, public advisory group, etc. that may be interested in the project. **It is recommended that the formal mailing be performed approximately one week in advance of the public informational meeting.**

The Municipality is to verify in writing that the formal mailing is done, as required by State policy, and provide a list of names and addresses of each abutting property owner and others that are mailed the letter.

Conclusion

It is suggested that a post meeting, two week comment period be allowed to provide an additional opportunity for written comments to the municipality. After the public informational meeting, the Municipality must notify ConnDOT in writing of the results of the meeting. **The Municipality's position with regard to the continuation of the design must also be expressed in the letter** (see sample letter).

SAMPLE NEWS RELEASE

(CITY or TOWN name), CONNECTICUT - the (CITY or TOWN) of (City or Town name) has a project for the (brief project description). Preliminary design has been completed and the project is slated for construction under the Surface Transportation Program administered by the Connecticut Department of Transportation.

It is the (City or Town)'s and the State's policy to keep persons informed and involved when such projects are undertaken. It is important that the community share its concerns to assist in the project's development. The (City or Town) will conduct an informational meeting on (date, time, and place).

It is planned to (brief description of project).

Based upon a preliminary assessment, the construction cost will be approximately \$ (Dollar amount).

The Federal Highway Administration will provide 80% of the construction cost with the (City or Town) providing 20%.

Anyone interested in obtaining further information or providing input may do so by contacting (Name of designated City or Town official).

SAMPLE DISPLAY AD

You are invited to a

PUBLIC INFORMATION MEETING

PROJECT NO. **{000-000}**
 {PROJECT TITLE}

TO BE HELD (DATE, TIME, LOCATION)

Residents, business owners, commuters, and other interested individuals are encouraged to take advantage of this opportunity to discuss this project in the **{Municipality}**

PLEASE JOIN US ON
(DATE)

NEWS RELEASE/DISPLAY ADVERTISEMENT DISTRIBUTION

(updated July 2017)

Hon. Richard Blumenthal
U.S. Senator
90 State House Square
10th Floor
Hartford, CT 06103

Connecticut Department of Economic and
Community Development
505 Hudson Street
Hartford, CT 06106-7106

Hon. Christopher Murphy
U.S. Senator
One Constitution Plaza
7th Floor
Hartford, Ct. 06103

Connecticut Council on Environmental Quality
Ct DEEP Building
79 Elm Street
Hartford, CT 06106

(Your U.S. Representative)

Ms. Amy Jackson-Grove
Division Administrator
Federal Highway Administration
628-2 Hebron Avenue, Suite 303
Glastonbury, CT 06033

(Your State Senator)

(Your State Representatives)

CT Construction Industries Association
912 Silas Deane Highway #112
Wethersfield, CT 06109

(Your Regional Planning Agency or
Council of Governments)

U.S. Army Corps of Engineers
Concord Park
696 Virginia Road
Concord, MA 01742-2718

Ms. Suzanne Piacentini
Field Office Director
Department of Housing & Urban Development
20 Church Street, 10th Floor
Hartford, CT 06103-3220

Mr. Thomas Morgart
State Conservationist
U.S. Department of Agriculture
Natural Resources Conservation Service
344 Merrow Road, Suite A
Tolland, CT 06084-3917

Ms. Kristina Newman-Scott
Director of Culture
Connecticut Commission on
Culture and Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

U.S. Dept. of Interior, Office of the Secretary
Office of Environmental Policy and Compliance
Northeast Region
15 State Street
Suite 400
Boston, MA 02109

SAMPLE LETTER
PRELIMINARY NOTIFICATION

(Date)

To: (Abutting Property Owners and Those of Enclosed List)

Dear:

Subject: (Project Title)

The Preliminary design has been completed for the (City or Town) of (Name of City or Town)'s (brief project description).

The (City or Town) will conduct an informational meeting on (date, time, and place). Deaf and hearing impaired persons wishing to attend this meeting and requiring an interpreter may make arrangements by contacting (contact person) of (City or Town Department) at (**-**-****) at least five working days prior to the meeting.

Based upon preliminary assessment, the construction cost will be approximately \$ (dollar amount). The Federal Highway Administration will provide 80% of the construction cost with the (City of Town) providing 20%.

It is the (City or Town)'s and the State's policy to keep persons informed and involved when such projects are undertaken. It is important that the community share its concerns with us to assist in the project's development.

Anyone interested in obtaining further information, providing input or requiring language assistance may do so by contacting (name and title of designated municipal official).

Very truly yours,

(name of municipal official)
(title)

cc: Hugh H. Hayward, P.E., Principal Engineer - Highway Design, ConnDOT
Robert W, Ike, Supervisor - Office of Rights of Way, ConnDOT

Distribution:

Official, Planning and Zoning Commission

Official, Zoning Board of Appeals

Official, Conservation Commission

Official, Inland Wetland Commission

Chief of Police

Chief of Fire Department

Superintendent of Schools

SAMPLE LETTER TO DOT

{Date}

Mr. Hugh H. Hayward, P.E.
Principal Engineer – Highway Design
Connecticut Department of Transportation
P.O. Box 317546
Newington, Connecticut 06131-7546

Dear Mr. Hayward

Subject: Project No. **{000-000}**
{Project Title} {Municipality}

To afford full opportunity to the public to comment on the **{Project Title}**, the **{Municipality}** held a public informational meeting on **{Date}**. The **{Municipality}** has reviewed the comments made by the public and has determined that the project should proceed to final design based on the preliminary design plans that were presented at the public informational meeting.

Comments received will be incorporated into the final design as appropriate.

Should you have any questions regarding this matter, please contact **{name and title of designated municipal official}**.

Very truly yours,

{Head of the municipal government}