

**FINAL DRAFT**

*Maine Department of  
Transportation*

*Public Involvement Plan*

**March 5, 2010**

**Issued for Public Comments**

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## Executive Summary

### MaineDOT Public Involvement Plan

MaineDOT's approach to public involvement is based on the principle that everyone who uses Maine's transportation system is a customer. High-quality public participation can only be carried out when customers are identified and brought into the planning process early and then kept involved throughout all phases of transportation decision-making.

MaineDOT developed its Public Involvement Plan with the goal of providing the highest quality public participation possible. The Plan outlines strategies for creating meaningful public involvement opportunities at all steps in the decision-making process, starting with development of MaineDOT's Twenty-Year Statewide Transportation Plan and continuing to the creation of the Six Year Transportation Improvement Plan and the Biennial Capital Work Plan, and then on to the project development phase for implementation of specific transportation system improvements.

Depending on the nature of and interest in an activity or project, public involvement can vary from simple public information to more formal approaches such as the development of project-specific public involvement plans. The public involvement plans often include advisory and stakeholder committees and other transportation planning partners such as the state's Regional Planning Councils, Metropolitan Planning Organizations, Indian Tribal Governments, the Maine Turnpike Authority and other stakeholders. MaineDOT has developed a free-flowing process that includes a variety of tools designed to ensure that people have access to as much information as possible and opportunities to participate in decisions affecting Maine's transportation system.

MaineDOT uses three primary types of public involvement, depending on the scope of the effort and the anticipated level of public interest, as follows:

- ❑ **Public information.** MaineDOT makes traveler safety updates and other public information announcements, publishes informational brochures, and posts legal notices, news releases, construction advisories, travel advisories, and other information-only products for the benefit of the traveling public.
- ❑ **Public participation.** MaineDOT frequently provides project- or activity-specific information and encourages participation from stakeholders and other interested parties. Meetings and public hearings are the most common ways to encourage such two-way communication. However, interested or potentially affected persons cannot always attend meetings, so MaineDOT also uses the Internet and other public outreach methods both to provide information and to seek public opinions. The Internet, in fact, is becoming a popular tool to facilitate public participation because it allows people to view materials and comment at their own pace.
- ❑ **Public consultation/collaboration.** MaineDOT typically uses this approach with large-scale modernization, capacity or expansion projects that are expected to generate substantial public interest. MaineDOT seeks to solicit significant public feedback and new ideas from the onset as it works to identify a transportation problem and develop solutions. Such significant and early involvement produces a collaborative approach to problem-solving that results in a full team effort in defining the problem and developing its resolution. Examples of MaineDOT's public consultation/collaboration process include the development of:

- The statewide long-range multi-modal transportation plan;
- The Six Year Transportation Improvement Plan;
- The Biennial Capital Work Plan;
- Statewide rail, freight, ferry service and transit Plans;
- Feasibility and National Environmental Policy Act (NEPA) studies;
- Rules required as the result of legislative actions; and
- Project development activities, such as reconstruction of a town’s “Main Street”, the addition of a new trail, or an intermodal facility.

Overall, MaineDOT recognizes that every planning and project development activity that it considers creates some public impact. Even the smallest project can sometimes produce a great outcry from those affected. It is difficult to anticipate all public responses that will be received, but, with everything that we do, we must always consider that there will be public interest because the transportation system impacts every person in the state. An early and continuous public involvement process is the key to keeping the public fully informed and participatory in making decisions that affect Maine’s transportation system. As such, the public is one of MaineDOT’s most important partners.

The Maine Department of Transportation *Public Involvement Plan* provides an overview of the department’s mission and the objectives of its Plan. The Plan describes state and federal regulations, including a summary of the activities requiring public participation. It also discusses the major planning and implementation activities undertaken by the department, identifies major transportation planning partners in Maine and describes the three major types of public involvement that are used to ensure the traveling public is well-informed and provided ample opportunities to participate in making decisions. It also provides a tool that can be used to identify appropriate public outreach methods to ensure the greatest ability for the public to participate in transportation systems decision making in Maine.

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## SECTION 1: INTRODUCTION

The Maine Department of Transportation's (MaineDOT) Public Involvement Plan (Plan) is based upon the principle that everyone who uses Maine's public transportation system is a customer. Therefore, they must be invited and encouraged to participate in the transportation planning and implementation processes early, regularly and continuously.

### **MaineDOT Statement of Commitment**

MaineDOT is committed to informing the public and providing early, significant and ongoing opportunities for the public to participate in the development of the Department's policies, studies, plans, programs and projects from their initial inception through implementation, including operations and maintenance activities. To this end, MaineDOT will work with partner agencies, interest groups and the general public to ensure that its decision-making processes are as transparent as is possible.

This Plan outlines existing and proposed procedures for public involvement in transportation planning and programming. MaineDOT may take additional measures as appropriate to increase opportunities for involvement, but at a minimum all actions will comply with State and federal law. What initially began as the Sensible Transportation Policy Act of 1991 has grown into an ever-widening role for the public to participate and assist in developing policies and decisions affecting transportation in Maine. The result of this larger public role is an improved collaborative and transparent process that helps MaineDOT achieve its mission to responsibly provide a safe, efficient, and reliable transportation system that supports economic opportunity and quality of life.

This Plan discusses public involvement in the development of MaineDOT's Twenty-Year Statewide Transportation Plan (Twenty-Year Plan), the Six-Year Transportation Plan (Six-Year Plan) and the biennial Capital Work Plan. This process enables MaineDOT to incorporate public input into both the development of long-term goals via the Twenty-Year Plan and the implementation of them through the Six-Year Plan and the Capital Work Plan.

The Plan identifies State and federal regulatory requirements and provides information on Metropolitan Planning Organizations, Regional Planning Councils, Tribal Governments, the Maine Turnpike Authority, standing transportation committees and special purpose committees that participate in transportation planning. The make-up and jurisdiction of these groups ensures that MaineDOT receives substantive advice statewide from both urban and rural areas on all transportation modes.

The Plan also provides information on public involvement processes for the development of transportation projects. Depending on the nature and public interest in a project, associated public involvement may vary significantly from public notices to more formal approaches such as the establishment of project-specific public involvement plans and advisory committees.

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, United States Department of Transportation, under the State Planning and Research Program, Section 505 of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

## 1.1. **MaineDOT Mission Statement**

This document provides guidance for MaineDOT personnel and the public on planning, designing and implementing issue-specific public involvement plans in order to achieve MaineDOT's *mission*:

### MaineDOT's Mission:

Responsibly provide a safe, efficient, and reliable transportation system that supports economic opportunity and quality of life.

MaineDOT is committed to:

- Informing the public,
- Proactively seeking and encouraging the public's early and continuing input and participation when developing policies, plans, programs, studies, projects, operations and maintenance activities,
- Adhering to the principles of Environmental Justice and Title VI of the U.S. Civil Rights Act,
- Being consistent with the MaineDOT Strategic Plan and the objectives of *Connecting Maine*, MaineDOT's statewide long-range multimodal transportation plan,
- Improving customer service through training and effective external communication with stakeholders and the public,
- Enhancing public awareness and participation,
- Being fair, responsive and accountable to traditional and non-traditional stakeholders,
- Communicating effectively with the public, and
- Making the best possible transportation decisions to effect an efficient multimodal transportation system that meets the MaineDOT mission and needs of the people of Maine.

## 1.2. **Objectives of MaineDOT's Public Involvement Plan**

MaineDOT's primary goal in its public involvement plan is to create and implement an approach that will provide the highest quality public participation possible for transportation decision-making. This can only be realized when customers are identified and brought into the planning process early and are kept involved throughout all phases of transportation decision-making.

Major planning, program development, project development and maintenance and operations objectives for public involvement include:

**1. Soliciting and incorporating public participation early and throughout the planning and development process.** Transportation users and those affected by transportation services are customers of MaineDOT. Early and continuous proactive efforts to generate participation will be undertaken to ensure that ample opportunities exist to influence policies, plans, programs and projects.

**2. Seeking broad identification and representative involvement of customers and users of all transportation modes.**

MaineDOT's customer base includes users of transportation facilities, the general public, elected officials at all levels, local and tribal units of government, regional and metropolitan planning entities, businesses, industries, leisure time travelers, bicyclists, pedestrians, the elderly, disadvantaged and disabled as well as transportation service providers. In addition, MaineDOT customers include advocates for the physical environment affected by the development of transportation facilities, including natural and cultural resources.

**3. Utilizing effective and equitable approaches for distributing information and obtaining participation.**

There are many techniques and mechanisms available to ensure that a diverse public is well informed and able to play a role in the transportation planning process. Recognizing that no single technique or mechanism will work in all cases, MaineDOT staff will evaluate projects and their potential impacts to target the communication needs of the affected audiences and use the best approaches to accomplish this objective.

**4. Providing educational materials and designing public involvement initiatives that support and encourage effective participation.**

Effective participation in the transportation decision-making process requires that customers understand the transportation issues and the framework within which transportation decisions are made. Visualization techniques will be used to help the public understand the issues and concepts so they can better express and help resolve their concerns.

**5. Developing and maintaining staff expertise in all aspects of public involvement.**

MaineDOT staff must be knowledgeable of their audiences and public involvement tools available. Staff must have the ability to determine which tools are appropriate for the given situation or project to ensure equal representation for all affected segments of the population and sectors of the economy. Public information and involvement methods are continually evolving. MaineDOT is committed to seeking new and innovative ways to engage and keep the public involved. Therefore, staff must be trained in all aspects of public involvement in order to maximize the benefits of the public involvement process.

### **1.3. Related MaineDOT Public Involvement Documents**

MaineDOT has published a companion guide for municipalities to better understand how to communicate and work with MaineDOT. *Working with the MaineDOT: A Guide for Municipal Officials*, is available online at:

<http://www.state.me.us/mdot/working-with-dot/pdf/2007workingwithmaineDOT.pdf>.

## **SECTION 2: STATE AND FEDERAL REGULATIONS**

MaineDOT's Public Involvement Plan integrates all State and federal public involvement activities and exceeds all relevant State and federal laws and regulations for public involvement in statewide transportation planning. Major laws and regulations are discussed in the following paragraphs.

### **2.1. The Sensible Transportation Policy Act**

The State of Maine's Sensible Transportation Policy Act (STPA) was enacted by voter referendum in November 1991. The STPA and MaineDOT's associated rule created a planning process that provides meaningful public involvement opportunities and gives proper consideration to the diverse transportation needs of the people of the State and to transportation efficiency, energy conservation, and the effects of transportation on the environment.

The original Rule that was created to achieve the goals of the STPA required MaineDOT to use Regional Transportation Advisory Committees (RTAC) created by the Transportation Policy Advisory Committee. RTACs played a significant role in facilitating a higher degree of public participation and worked well for over a decade. MaineDOT expanded upon the success of the RTAC process by broadening the scope of its public outreach and involvement process in 2004. To this end, MaineDOT partnered with the State's eleven Regional Planning Councils (RPCs) to develop public outreach strategies that:

- Are tailored specifically to their region,
- Are consistent with the requirements of the STPA,
- Encourage strong regional partnerships,
- Increase grassroots and local government involvement,
- Provide opportunities for interested former RTAC members to participate, and
- Foster a more consistent statewide approach.

The STPA law and its associated Rule were rewritten through a public involvement process and enacted by the legislature in 2008 to address the disconnection between land use, which is the responsibility of municipalities, and transportation decision-making, a State responsibility administered by MaineDOT. The Maine Turnpike Authority owns and operates the Maine Turnpike and also must coordinate with municipalities and their roles in land use planning. The STPA Rule therefore also updated and clarified the MaineDOT and Maine Turnpike Authority roles and responsibilities. The Rule also incorporated a new chapter on municipal and multi-municipal planning. The Rule further added incentives for municipalities that conduct a higher level of transportation planning and improve their land use management efforts towards the preservation of transportation facilities. Other basic provisions of the new STPA Rule now include:

- Expanding Policy Objectives,
- Clarifying & articulating land use linkage in Chapters 1 & 2 (MaineDOT / MTA),
- "Codifying" changes to Regional Planning & outreach processes,
- Creating new Chapter III (Municipal and Multi-Municipal Planning),
- Promoting Municipal planning,
- Providing incentives for voluntary municipal compliance,
- Favoring multi-municipal planning efforts,

- Requiring local “context” be defined early in municipal plans, rather than at the project design phase, and
- Making local plans integral to project scoping.

### **Maine’s Sensible Transportation Policy Act**

It is the policy of the State that transportation planning decisions, capital investment decisions and project decisions must:

- Minimize the harmful effects of transportation on public health and on air and water quality, land use and other natural resources;
  - Require that the full range of reasonable transportation alternatives be evaluated for all significant highway construction or reconstruction projects and give preference to transportation system management options, demand management strategies, improvements to the existing system, and other transportation modes before increasing highway capacity through road building activities;
  - Ensure the repair and necessary improvement of roads and bridges throughout the State to provide a safe, efficient and adequate transportation network;
  - Reduce the State's reliance on foreign oil and promote reliance on energy-efficient forms of transportation;
- 
- Meet the diverse transportation needs of the people of the State, including rural and urban populations and the unique mobility needs of the elderly and disabled;
  - Be consistent with the purposes, goals and policies of the Comprehensive Planning and Land Use Regulation Act; and
  - Incorporate a public participation process in which local governmental bodies and the public have timely notice and opportunity to identify and comment on concerns related to transportation planning decisions and project decisions. The department and the Maine Turnpike Authority shall take the comments and concerns into account and must be responsive to them.

The STPA law is located at <http://www.mainelegislature.org/legis/statutes/23/title23sec73.html>. The latest version of the STPA Rule can be found at [http://www.maine.gov/mdot/planning-documents/stpa/documents/FINAL\\_ADOPTED229c103-2008-351\\_09112008.doc](http://www.maine.gov/mdot/planning-documents/stpa/documents/FINAL_ADOPTED229c103-2008-351_09112008.doc). A companion STPA Handbook entitled *Sensible Transportation A Handbook for Local and Inter-Community Transportation Planning in Maine* is available online at <http://www.maine.gov/mdot/mlrc/stpa-doc.php>.

## **2.2. Federal Requirements for Statewide Planning**

The federal government, through its Constitution, Statutes, Directives, Agency Regulations and Grant Agreements, establishes the regulations within which statewide transportation planning must occur. These regulations include the following components:

- Statewide Transportation Planning factors,
- Public Involvement in the Statewide Transportation Planning process,
- The Statewide Transportation Improvement Program (STIP),
- Requirements of the National Environmental Policy Act (NEPA).

More information on Federal requirements in the statewide transportation planning is available at: <http://www.fhwa.dot.gov/planning/ppasgpi.htm>.

### **2.3. Environmental Justice**

Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, 1994 directed every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." Environmental justice initiatives accomplish this goal by involving the potentially affected public in developing transportation projects that fit harmoniously within their communities without sacrificing safety or mobility.

Environmental Justice and *Title VI of the Civil Rights Act of 1964* are not new concerns, but because of the evolution of the transportation planning process, they now receive greater emphasis. Effective transportation decision-making relies on understanding and properly addressing the unique needs of different socioeconomic groups. Every MaineDOT transportation project considers the human environment. The three fundamental environmental justice principles are to:

- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- Prevent the denial, reduction, or significant delay in the receipt of benefits by minority and low-income populations.

Additional information on Environmental Justice can be obtained from the Federal Highway Administration's Environmental Justice website: <http://www.fhwa.dot.gov/environment/ej2.htm>.

### **2.4. The Public's Role in Legislative Matters Affecting Transportation**

The Maine Legislature is entrusted with managing the affairs of the State. The Joint Standing Committee on Transportation (Transportation Committee) has jurisdiction over all Maine state transportation policy. Combined with the Joint Standing Committee on Appropriations and Fiscal Matters, it has jurisdiction over all transportation related fiscal issues supported by the state Highway Fund and the state General Fund.

The Transportation Committee holds public hearings and work sessions on all transportation related bills sponsored by legislators, the Governor, or through petition. It reviews all Highway Fund budgets including that of the MaineDOT, the Secretary of State and the Department of Public Safety. The Transportation Committee also reviews the toll-supported budget of the Maine Turnpike Authority. It reports to the full Legislature on bills and budgets, which are debated and resolved on the floors of each body of the Legislature. While the Transportation and Appropriations Committees are the primary legislative committees governing transportation matters, other key committees affecting transportation include the Joint Standing Committee on Taxation, which sets the level of fuel taxes, and the Joint Standing Committee on Natural Resources, which sets policy on environmental issues.

MaineDOT submits the biennial Capital Work Plan to the Legislature in support of its budget request. The Work Plan outlines all capital improvement projects and planned maintenance activities that MaineDOT expects to fund and estimates the federal, State and local funding shares. Thus, it implements the goals of the *Twenty-Year Plan* and *Six-Year Plan*. As discussed in Section 4, municipalities, County Commissioners for unorganized territories and Indian Tribal Governments are asked for transportation priorities as the Six-Year Plan and biennial Capital Work Plan are developed. Stakeholders, including members of the public, are also invited to comment on transportation improvement priorities through the public involvement process. When the Work Plan is submitted to the Legislature, it is posted on [www.mainedot.gov](http://www.mainedot.gov).

Some bills passed by the Legislature affecting MaineDOT require rule-making. The *Administrative Procedures Act*, 5 M.R.S.A. Chapter 375, sub-chapter 2-A, establishes the public process for developing rules associated with implementing specific State laws or policies. Public hearings, public comment periods and notice of rules availability are published in accordance with procedures promulgated under this Act.

The Legislature may also direct MaineDOT to participate in studies. Specific public participation approaches vary and are usually outlined in the authorizing Legislation and explained in any final reports. Most studies involve a task force or steering committee which includes appropriate stakeholders.

**This Public Involvement Plan complies with applicable State and Federal Statutes as well as the Federal Highway Administration Planning and Environmental regulations found at 23 CFR 450 and 23 CFR 771 respectively. See Appendix C for a summary of the Federal and State requirements.**

## **SECTION 3: MAJOR PLANNING & IMPLEMENTATION ACTIVITIES**

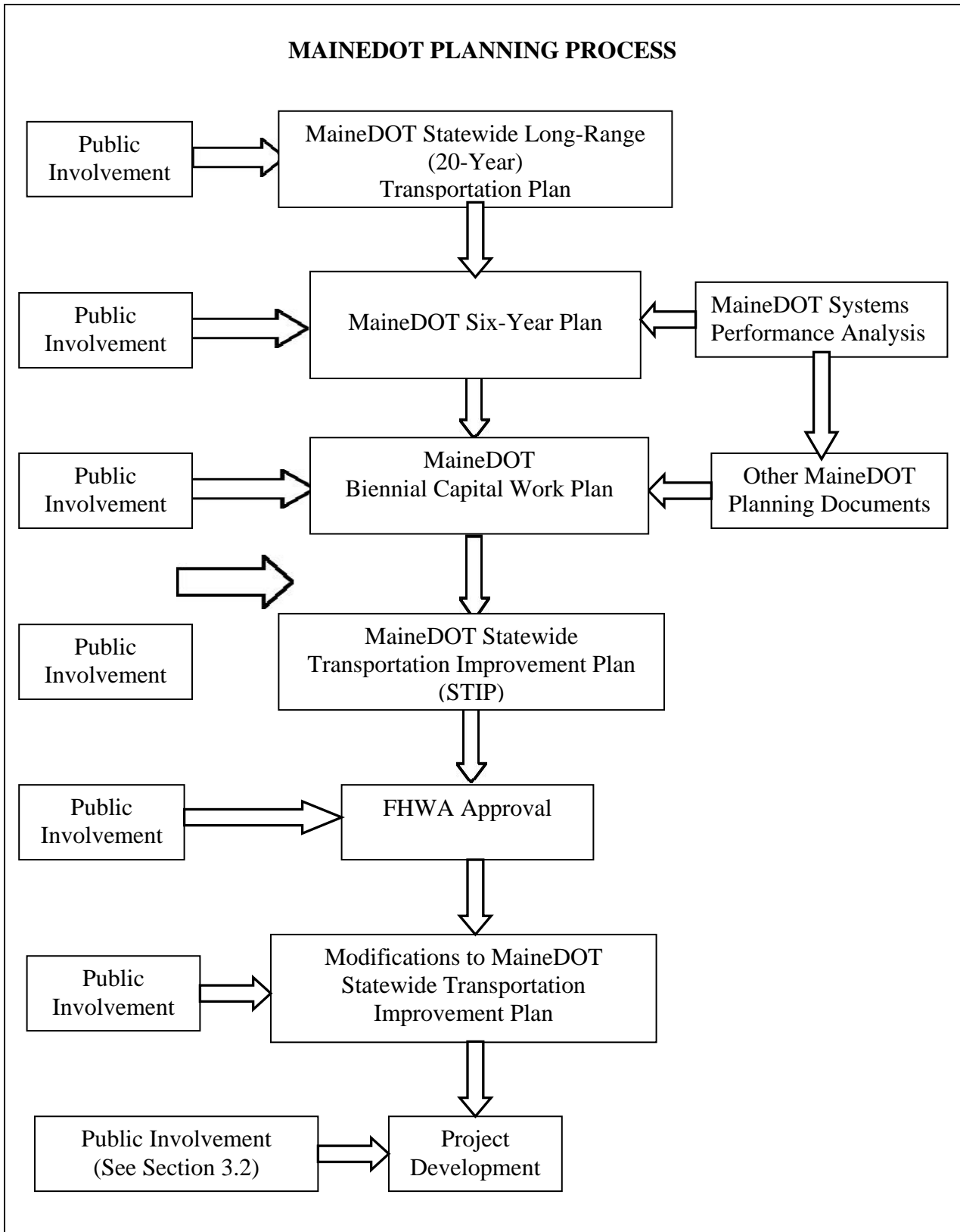
MaineDOT utilizes multiple and frequent ongoing public involvement in the development of its planning activities, including:

- Programs, major studies, capital improvement plans and funding,
- Advanced scoping and other planning-related activities;
- Project development
- Maintenance and operations activities.

MaineDOT utilizes various methods in attracting and obtaining public involvement, including news releases regarding emergency road and bridge closures and other activities that are important to the traveling public.

### **3.1. Major Planning Activities**

The *Statewide Long Range Transportation Plan* ( Twenty-Year Plan), the *Six-Year Transportation Plan* (Six-Year Plan) and the *biennial Capital Work Plan* are MaineDOT's principal planning and programming documents. Other planning documents guide transportation decision-making and serve as supporting documents. Examples include *Explore Maine*, the *State Visitor Information Center Plan*, the *Maine Transit Needs Study*, the (Transit) *Biennial Operations Plans*, the *Maine Aviation Systems Plan*, the *Integrated Freight Plan* and the *Rail Plan*.



**3.1.1. Statewide Long-Range Transportation Plan**

The *Twenty-Year Plan* is a statewide comprehensive multimodal transportation plan that sets goals, objectives and strategies for MaineDOT to pursue in response to overall transportation

needs. MaineDOT periodically updates the Twenty-Year Plan every three years to meet the State mandate of a long-range multimodal plan of at least 10 years and the federal mandate of a long-range plan of at least 20 years. As per the STPA, MaineDOT's Twenty-Year Plan evaluates and makes recommendations for improvement to the following systems:

- Current highway and bridge system,
- Public transit service,
- Intercity and local passenger rail and bus service,
- Bicycle lanes, paths and facilities,
- Sidewalks, trails and other pedestrian facilities,
- Seaports and airports including access to these facilities,
- Freight rail service,
- Transportation demand management,
- Ridesharing and other multiple occupant vehicle programs,
- Scenic, historic and natural resource connections with transportation systems, and
- Current and emerging technological innovations relative to transportation.

MaineDOT alternates between a technical update and a comprehensive update of the Twenty-Year Plan. The technical update is done primarily to conform to Clean Air Act Amendments. Once in draft form, it is made available to the public through posting a notice in the newspaper and by publishing the plan on [www.mainedot.gov](http://www.mainedot.gov). A comment period of at least 45 days is established with instructions for commenting. MaineDOT also makes a copy of the draft available at all Metropolitan Planning Organizations, MaineDOT Regional Offices and depository libraries.

MaineDOT latest long range transportation plan, *Connecting Maine: Statewide Long-Range Transportation Plan 2008-2030*, can be viewed at [www.mainedot.gov](http://www.mainedot.gov). The Plan's policies and initiatives reflect the vision and priorities expressed by Maine citizens. Its development involved significant participation of Maine citizens during five years of public outreach. The public involvement process included significant and ongoing participation of Maine citizens, scholars, economists, legislators, municipal leaders, business representatives, transportation experts, Maine's four Metropolitan Planning Organizations, three federally-recognized Native American Tribal Governments, the Maine Turnpike Authority and eleven Regional Planning Councils.

*Connecting Maine* also involved the state's eleven Regional Planning Councils, who developed Regional Transportation Assessments (RTAs). These RTAs, conducted through region-specific public involvement processes, led to the identification of 38 *Corridors of Regional Economic Significance to Transportation* (CRESTs) statewide. These CRESTs represent the major movement of goods and people in and through Maine. For each CREST, the regional councils identified the principal transportation, land use and economic objectives. The Regional Planning Councils then developed strategic investment plans for each CREST, focusing on policy issues, planning needs and the necessary capital investments required to meet their identified objectives. Corridor plans are now being conducted as the next public involvement process proceeds.

### **3.1.2. Six Year Transportation Plan**

The Six-Year Transportation Plan (aka, Six Year Plan) is a mid-range transportation plan that links the policy-based *Twenty-Year Plan* to the project-based biennial Capital Work Plan. The Six Year Plan provides the opportunity for earlier public input into the project planning process,

including suggestions for the scope of work of individual projects. It is updated approximately every two years.

MaineDOT begins Six-Year Plan updates by asking stakeholders including all municipalities, county commissioners for unorganized territories and tribal government officials for project priorities. A draft Six-Year Plan is posted on [www.mainedot.gov](http://www.mainedot.gov) and MaineDOT accepts comments for at least 30 days.

### **3.1.3. Major Studies**

MaineDOT undertakes major studies whenever the potential exists for expanded or new transportation facilities, or for which potential investments could result in significant environmental impacts. Major studies must abide by the requirements of the Maine Sensible Transportation Policy Act (STPA) and the National Environmental Policy Act (NEPA) if any project phase uses federal funds. Major Studies include transportation feasibility studies, Environmental Assessments (EA) and Environmental Impact Statements (EIS). Each major study includes a project-specific public involvement process. Examples of public involvement used for major studies include stakeholder advisory committees, internet sites, business surveys, formal public meetings and newsletters.

### **3.1.4. Enhanced Project Scoping**

Enhanced Project Scoping is a coordinated process involving stakeholders specific to any project to clearly define a project's purpose and need, assess alternatives to achieve it and ultimately develop a clear scope of work. Projects are typically selected for enhanced project scoping based on comments on the Six-Year Plan.

### **3.1.5. Capital Work Plan**

There are two primary opportunities for the public to influence the biennial Capital Work Plan, which is developed every two years in support of MaineDOT's budget request. The first opportunity is during the development of the Six-Year Plan when projects are selected with the intent that they will be funded over the next six state fiscal years. MaineDOT develops the Six-Year Plan with input and support from Regional Planning Commissions and Economic Development Agencies. The second opportunity for the public to influence the Work Plan is through project solicitation mailed to all Maine municipalities, county commissions, Native American nations and tribes, and state agencies. MaineDOT also publishes the Work Plan at [www.mainedot.gov](http://www.mainedot.gov) and accepts comments and questions on a regular basis.

### **3.1.6. Statewide Transportation Improvement Program**

The Statewide Transportation Improvement Program (STIP) is a federally-required document. All projects funded with either Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) resources must be included. The STIP provides an additional opportunity for public input for all projects included in the biennial Capital Work Plan. In addition to reflecting the public input processes for the Six-Year Plan and Capital Work Plan, MaineDOT solicits additional public input for the STIP by making a draft document available for public comment for a period of 30 days.

Changes in project schedules, funding needs, new priorities, and project scopes invariably occur as projects proceed. These changes require revising the approved STIP. Public comment periods ranging from 14 to 30 days are provided when revisions are made to the STIP. The longer comment period is provided if there are impacts to air quality in those portions of the State

subject to federal air quality conformance requirements. Notice of the draft STIP is published in major statewide newspapers and it is posted on the MaineDOT web site.

When the change affects a project in an MPO area, the Metropolitan Planning Organization's (MPO) Transportation Improvement Program (TIP) must be revised before the STIP is revised. In some cases where expediency is necessary, MaineDOT may revise the STIP concurrently with the MPO revision process.

### **3.2. Project Development Public Involvement**

Once a project is funded in a biennial Capital Work Plan, it proceeds to the design, right-of-way acquisition and construction stages as appropriate. The amount and type of public involvement depends upon the size, scope and potential impact of the project. For instance, MaineDOT may not ask for additional public input beyond including the project in a biennial Capital Work Plan or contacting local officials for simple, low cost projects that do not alter the existing template of a transportation facility. However, MaineDOT usually holds one or more project-specific public meetings. MaineDOT may hold a preliminary public meeting early in the design process to gather information followed by a formal meeting once a Preliminary design report is completed. For large, high profile projects that significantly impact the flow of traffic, MaineDOT may utilize methods including but not limited to the internet, media, mailing lists, etc. to communicate and receive project information.

### **3.3. Maintenance and Operations**

Maintenance and Operations consist of various activities such as plowing, bridge maintenance, highway striping, ditching, vegetation management, guardrail repair, litter removal, etc. The public is accustomed to and generally expects these activities on a regular basis. In regards to public and municipal involvement, MaineDOT's maintenance staff regularly meet with municipal officials to discuss needs, assess performance and potential ways to partner together.

## **SECTION 4: TRANSPORTATION PLANNING PARTNERS**

MaineDOT coordinates with many other planning entities within the State of Maine and at the federal level. MaineDOT's major partners in transportation planning are described below.

### **4.1. Federal and State Agencies**

State and federal laws require MaineDOT to coordinate its planning process with a wide range of State and federal agencies that may also be conducting transportation planning or may be developing public policy impacting transportation. MaineDOT works and consults with the following agencies on a regular basis:

#### **Federal Agencies**

MaineDOT works closely with appropriate agencies in the development of work plans, feasibility studies, and project development. Examples include:

U. S. Bureau of Indian Affairs	U.S. Coast Guard
U.S. Department of Interior	Federal Aviation Administration
Federal Highway Administration	U.S. Fish and Wildlife Service
Federal Railroad Administration	Federal Transit Administration
General Services Administration	Interstate Bridge Authority
U.S. National Park Service	National Marine Fisheries Service
U. S. Environmental Protection Agency	U.S. Army Corps of Engineers

#### **State Agencies**

MaineDOT works with numerous other state agencies involved primarily with statewide planning, land use, economic development and the environment. Examples include:

Department of Agriculture	Department of Marine Resources
Historic Preservation Commission	Department of Environmental Protection
State Planning Office	Department of Inland Fisheries and Wildlife
Department of Conservation	
Department of Economic and Community Development	

### **4.2. Tribal Governments**

There are three federally-recognized Tribal Governments in Maine:

- Passamaquoddy Tribe – Indian township
- Passamaquoddy Tribe – Pleasant Point
- Penobscot Nations – Indian Island

MaineDOT coordinates the development of its Long Range Statewide Transportation Plan with the State's three federally-recognized Tribal Governments, who also develop their own long range transportation plans. MaineDOT also coordinates with the Tribal governments on all projects, studies and other activities that may impact the Tribal Governments or their reserves. The MaineDOT point of contact is currently the Office of Environment. Project Managers must take an active role in contacting the Tribal Governments to ensure they are kept informed and involved. This may require routine calls to the Tribal representative in order to ensure their active participation.

The contact information for the three recognized tribal governments follows:

- Passamaquoddy Tribe - Indian Township  
PO Box 301  
Princeton, ME 04668  
Tel: (207) 796-2301  
Web: <http://www.passamaquoddy.com>
- Passamaquoddy Tribe - Pleasant Point  
PO Box 343  
Perry, Maine 04667  
Tel: (207) 853-2600  
Web: <http://www.wabanaki.com/index.html>
- Penobscot Nations – Indian Island  
12 Wabanaki Way  
Indian Island, ME 04468  
Tel: (207) 817-7320  
Web: <http://www.penobscotnation.org>

#### **4.3. Metropolitan Planning Organizations**

Metropolitan Planning Organizations (MPOs) are federally designated planning organizations responsible for carrying out a continuous, comprehensive and cooperative transportation planning process for urbanized areas with populations of 50,000 or more. MPOs are responsible for conducting transportation planning and project development within their federally-defined MPO areas. MaineDOT must coordinate its statewide planning and specific project development, funding and implementation activities with the MPOs as well. The State of Maine is comprised of four Metropolitan Planning Organizations (MPOs):

- Androscoggin Transportation Resource Center (ATRC)
- Bangor Area Comprehensive Transportation System (BACTS)
- Kittery Area Comprehensive Transportation System (KACTS)
- Portland Area Comprehensive Transportation System (PACTS)

Each of Maine's four MPOs must by federal regulation (23 CFR §450.316) maintain a public participation (involvement) plan. The plan must be developed with transportation stakeholders and it must provide reasonable opportunities for public involvement in the metropolitan transportation planning process. When the metropolitan planning area includes federally-recognized tribal governments, the MPO must involve them in the development of its long-range plan and transportation improvement program. In Maine, this additional requirement applies to BACTS, the MPO for greater Bangor, which covers part of the Penobscot Indian Nation.

MPOs must strive to identify and address the concerns of everyone with an interest in transportation decisions within their MPO areas, especially members of the following groups that are traditionally under-served by the transportation system:

- Transit-dependent citizens;
- People with disabilities;
- Elderly residents;
- Users of pedestrian walkways and bicycle transportation facilities;
- Low-income and minority households; and

- People with limited commands of English.

MPO public participation (involvement) plans must be established before an MPO can approve its federally required long-range transportation plan and its Transportation Improvement Program (TIP). MPOs must make these plans and programs available for public review and provide transportation stakeholders and other interested parties with reasonable opportunities to comment on them. MPOs fulfill these requirements by:

- Providing adequate public notice of public participation activities and time for public review and comment on proposed long-range plans and TIPs. MPOs typically post meeting notices in local newspapers and on their websites. Most MPOs also maintain e-mail lists of interested parties who are sent notices of meetings and other public involvement activities.
- Making technical information and meeting notices available in electronically accessible formats and means, including the Internet. MPOs routinely post their plans and programs on their websites.
- Holding public meetings at convenient times and at accessible locations, in compliance with the Americans with Disabilities Act. MPOs typically hold their regular committee meetings during the day, at accessible locations. Meetings that are expected to draw public interest, however, are held in the evening and at accessible locations.
- Demonstrating that an MPO considered and responded to comments from the public during the development of the MPO long-range transportation plan and TIP. Each MPO typically includes in the final document and posts to its website any public comments received about a transportation plan or program.
- Periodically reviewing the effectiveness of the procedures and strategies in the MPO public participation plan to ensure that they comply with applicable federal regulations, including 23 CFR, Section 450.210, “Interested parties, public involvement, and consultation.” MPOs updated their public participation plans in response to changes under the Safe, Accountable, Flexible, Efficient, Transportation Equity Act – a Legacy for Users (SAFETEA-LU), which encourages MPOs to use “visualization techniques” to describe their plans and programs.

MPOs must update their public participation plans as needed to stay current with relevant federal and state regulations. Triggers for plan updates also may include trends that dramatically change the demographics of a community, such as large-scale arrivals of new minority populations. MPOs in such cases strive to ensure that interested parties – and especially members of minority and low-income households – have opportunities for meaningful involvement in the development of regional transportation plans and programs.

After allowing public comment periods of at least 45 days, MPOs must provide their approved or revised public participation plans to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for informational purposes. Public participation / public involvement plans, whenever possible, are posted to MPO websites.

MaineDOT has a seat on each MPO committee. As a partner in the metropolitan transportation planning process, MaineDOT is actively involved in the development of each MPO’s unified planning work program, transportation improvement program, long-range transportation plan, and public involvement plan. Additionally, MaineDOT and each MPO work together to ensure that their plans and programs contribute to shared goals and objectives for regional and statewide transportation systems. Contact information for the MPOs follow:

## Maine Metropolitan Planning Organizations - Contact Information (listed alphabetically)

- Androscoggin Transportation Resource Center  
125 Manley Road  
Auburn, ME 04210  
Tel: (207) 783-9186  
Web: <http://www.atrcmpo.org/public/>
- Bangor Area Comprehensive Transportation System  
40 Harlow Street  
Bangor, ME 04401  
Tel: (207) 942-6389  
Web: <http://www.bactsmmpo.org/>
- Kittery Area Comprehensive Transportation System  
21 Bradeen Street, Suite 304  
Springvale, Maine 04083  
Tel: (207) 324-2952  
Web: <http://www.smrpc.org/>
- Portland Area Comprehensive Transportation System  
68 Marginal Way  
Portland, ME 04101  
Tel: (207) 774-9891  
Web: <http://www.pactsplan.org/>

The MPOs are comprised of a Policy Committee of elected and appointed officials from the municipalities within the metropolitan area, the local planning commission or council of governments, chambers of commerce and/or business representatives, local public transit providers, the Maine Turnpike Authority (MTA), if appropriate, the MaineDOT, and the US Department of Transportation. Each MPO also has a Technical Advisory Committee made up of transportation planners, engineers, advocates, and service providers making recommendations to the Policy Committee on technical matters. Additionally, PACTS has a Planning Committee that makes recommendations to the Policy Committee.

MPOs are responsible for long-range multimodal transportation plans and Transportation Improvement Programs (TIP) for their metropolitan areas. The long-range multimodal transportation plan provides and delivers guidance to State and local decision-makers in the development of the region's transportation system. The TIP is a capital improvement program, developed every two years in cooperation with MaineDOT. It results in a prioritized list of transportation projects, in all transportation modes, submitted for federal, State and local funding. MPO's have their own Public Participation Policies for development of their TIPs and long range multimodal transportation plans.

MPOs are also repositories of regional traffic data and information. As needed, MPOs respond to requests for data from local developers, businesses, planners, and citizens. The operational budget for each MPO called the Unified Planning Work Program (UPWP) also has public input opportunities. The UPWP details all the transportation-planning activities scheduled for accomplishment within the MPO's boundaries during the upcoming fiscal years. More information about the MPO's, including individual web page and contact information is available at: <http://www.state.me.us/mdot/planning-process-programs/mpo.php>.

### **MPO Public Participation Policies**

Each MPO has its own Public Participation Policy, but they generally:

- Encourage the general public to identify transportation problems, propose solutions and get involved in municipal decision-making.
- Solicit TIP project proposals from area municipalities and organizations.
- Identify and document the public involvement that existed in the municipal decision-making process that identified proposed projects.
- Provide a 45-day public comment period for review of the final draft list of prioritized transportation improvement projects for inclusion into their TIPs.
- Require municipal and organizational board endorsement of all proposed submissions to the MPO. Preliminary list of project proposals are posted in the municipal clerk's office for comment and review.
- Involve the public early in the project selection process and seek a broad perspective on developing the region's TIP.
- Provide the public a chance to review and comment on the proposed TIP projects prior to MPO's prioritization and submission to MaineDOT.
- Communicate with the appropriate RTAC(s) for input on regional priorities and implication of MPO programs on the broader RTAC regions.

MPO Technical and Policy Committees consider all public comments. City Councils and Boards of Selectmen must endorse all projects prior to submission to their MPO.

#### **4.4. Regional Planning Councils**

The State of Maine is comprised of eleven Regional Planning Councils (RPCs). The RPC areas and their responsibilities are defined by Maine statute. MaineDOT works with the RPCs in the development and implementation of long range transportation plans, major studies and projects within their respective designated areas. Frequently, the RPCs work on behalf of MaineDOT in defining their areas' long range transportation needs. Each RPC has a public involvement plan that it must abide by when working on MaineDOT's behalf. The eleven RPCs and their web site addresses are listed in alphabetical order below:

<p>Androscoggin Valley Council of Governments 125 Manley Road, Auburn, ME 04210 Tel: (207) 783-9186 Web: <a href="http://www.avcog.org">http://www.avcog.org</a></p> <p>Greater Portland Council of Governments 68 Marginal Way Portland, ME 04101 Tel: (207) 774-7891 Web: <a href="http://www.gpcog.org">http://www.gpcog.org</a></p> <p>Hancock County Planning Commission 395 State Street Ellsworth, ME 04605 Tel: (207) 667-7131 Web: <a href="http://www.hcpme.org">http://www.hcpme.org</a></p> <p>Kennebec Valley Council of Governments 17 Main Street Fairfield, ME 04937 Te: (207) 453-4258 Web: <a href="http://www.kvcog.org">http://www.kvcog.org</a></p> <p>Lincoln County Planning Commission P.O. Box 249 Wiscasset, ME 04578 Tel: (207) 882-6311 Web: <a href="http://www.co.lincoln.me.us/">http://www.co.lincoln.me.us/</a></p> <p>Midcoast Council of Governments 7 Park Street Bath, ME 04530 Tel: (207) 443-5790 Web: <a href="http://www.mcbdp.org/">http://www.mcbdp.org/</a></p>	<p>Midcoast Regional Planning Commission 166 South Main Street Rockland, ME 04841 Tel: (207) 594-2299 Web: <a href="http://www.midcoastplanning.org/">http://www.midcoastplanning.org/</a></p> <p>Northern Maine Development Commission 11 West Presque Isle Road P.O Box 779 Caribou, ME 04736-0779 Tel: (207) 498-8736 Web: <a href="http://www.nmdc.org/">http://www.nmdc.org/</a></p> <p>Penobscot Valley Council of Governments 40 Harlow Street Bangor, ME 04401 Tel: (207) 942-6389 Web: <a href="http://www.emdc.org/">http://www.emdc.org/</a></p> <p>Southern Maine Regional Planning Commission 21 Bradeen Street, Suite 304 Springvale, ME 04083-1901 Tel: (207) 324-2592 Web: <a href="http://www.smrpc.org/">http://www.smrpc.org/</a></p> <p>Washington County Council of Governments P.O. Box 631 Calais, ME 04619 Tel: (207) 454-0465 Web: <a href="http://www.wccog.net/">http://www.wccog.net/</a></p>
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Regional Planning Councils (RPCs) also represent Maine’s Economic Development Districts (EDDs). The EDDs develop broad-based regional goals and integrate transportation and land use planning with economic development. RPCs are empowered to collect and summarize information from citizens, municipalities and regional stakeholders in order to make recommendations on regional and statewide needs and priorities to MaineDOT. They must develop public involvement plans that are approved by MaineDOT, are consistent with Maine’s Sensible Transportation Policy Act, broadly and fairly represent the region as a whole, and provide opportunities for input from the general public, local officials, Metropolitan Planning Organizations, and regional stakeholders. RPCs must update and maintain their public involvement plan on an annual basis to ensure it meets the character and needs of their region. They may utilize a number of tools for public outreach, including but not limited to public forums, surveys, open house meetings and the use of various committees.

At the request of MaineDOT, RPCs develop *Regional Transportation Needs Assessments*. These regional assessments are developed as based upon transportation, land use and economic development priorities input from the public and regional stakeholders. The assessments have been included in the EDD *Comprehensive Economic Development Strategy* plans and also by MaineDOT in its development of *Connecting Maine*, the statewide long-range (twenty-year minimum) transportation plan.

Municipalities should contact their Regional Planning Council to become familiar with the land use, transportation and economic development objectives and strategies for their region. By working closely with the RPCs, communities can become more directly involved in the transportation planning process and also gain insight into the potential for candidate projects they are considering to be implemented.

Municipalities and interested citizens can ensure a greater degree of involvement in the transportation planning process by coordinating with their RPCs, attending or participating in scheduled RPC events and expressing their viewpoint during the public comment portion of meetings. RPCs are required to make available frequent and adequate notice of meetings and agendas to interested citizens, stakeholders and municipalities in Maine.

MaineDOT collaborates with the RPCs to develop and implement a process that provides for early and effective public involvement in long- and mid-range transportation planning. This process is intended to provide MaineDOT with an improved perspective regarding statewide, regional and local needs, values and priorities. RPCs may assist in:

- Providing staff support to MaineDOT in the development of recommendations and regional needs assessments
- Coordinating, facilitating and reporting on public meetings or hearings for a variety of transportation initiatives
- Conducting regional outreach
- Identifying local/regional transportation needs and deficiencies
- Assimilating local and regional transportation data
- Identifying local and regional land use concerns and goals and helping municipalities to identify the local context surrounding a proposed transportation investment
- Developing regional and community transportation goals
- Coordinating opportunities for public review and comment on the Statewide Long-Range Transportation Plan and the Six-Year Transportation Improvement Plan and other planning documents
- Coordinating and undertaking regional transportation planning
- Integrating transportation planning into long-range land use and comprehensive plans
- Identifying local cultural and historic resources
- Other functions that are mutually agreed upon.

#### **4.5. Maine Turnpike Authority**

The Maine Turnpike Authority (MTA) was enabled by the Maine Legislature to construct, maintain and operate the portion of I-95 extending from the Maine-New Hampshire border to Augusta, and is wholly funded through tolls collected on the Maine Turnpike. As such, MTA undertakes its own public involvement process. Due to the obvious connections between the Maine Turnpike and the rest of Maine's transportation systems, MaineDOT and MTA have a close working relationship, including public involvement. The STPA rule applies to the MTA as

it applies to MaineDOT. MTA also generates a 10-Year Plan, and MaineDOT and MTA coordinate with each other in the development of their respective plans.

Where appropriate, MaineDOT and the MTA coordinate transportation planning and subsequent public involvement efforts. Examples of such efforts include current transportation feasibility studies for Lewiston-Auburn interchanges, the Gorham East-West Connections Study and the upcoming Central York County Corridors Study. MTA and MaineDOT also jointly support the public outreach activities conducted by Maine's Regional Planning Councils, coordination with Metropolitan Planning Organizations (MPOs), joint participation in statewide focus group sessions and forums to discuss and seek input on long-range transportation planning efforts, future funding needs and challenges. More information regarding the MTA may be obtained at <http://www.maineturnpike.com>. MaineDOT and the MTA also coordinate their respective planned construction projects to minimize impacts to travelers and are also developing a public information program to keep travelers apprised of ongoing and upcoming construction projects.

#### **4.6. Standing Advisory Committees and Transportation Authorities**

For many of the planning documents noted above, MaineDOT has instituted specific public involvement processes to assist with developing policies, goals, objectives and strategies. These include standing transportation advisory committees based both by region and mode of transportation. Where appropriate, MaineDOT also participates in transportation and public involvement activities of Maine's transportation authorities. Examples of Advisory Committees are listed below:

- **Passenger Transportation Advisory Committee**  
In planning for new or improved infrastructures, facilities, and services, MaineDOT often uses Public Advisory Committees (PAC's) to bring local decision-makers, impacted parties, and advocates into the planning process. PAC's provide the local view on a project and can be local supporters of the project. PAC members are chosen by MaineDOT.
- **Freight Advisory Committee**  
A Freight Advisory Committee has been used in the past by the MaineDOT for freight planning and business/logistical consultation. Although not active at this time, it is a useful tool for public outreach. It is comprised of private small and large shippers, railroads, port and marine operators.
- **Maine State Ferry Service**  
The Maine State Ferry Service provides mainland access to the island communities of Islesboro, North Haven, Vinalhaven, Matinicus, Swan's Island, and Frenchboro. The MSFS Advisory Board is comprised of representatives of the six island communities and the mainland towns linked by the MSFS. The Advisory Board provides a timely flow of information to the communities and provides an opportunity for their involvement in policy decisions.
- **Casco Bay Island Transit District**  
Casco Bay Island Transit District (CBITD) provides year-round ferry service, carrying passengers, vehicles and freight between Portland, Maine and Peaks Island, Little Diamond Island, Great Diamond Island, Long Island, Chebeague Island, and Cliff Island. CBITD is governed by a board of twelve directors—ten elected from the islands, one appointed by the City of Portland, and one appointed by the Commissioner of the Maine Department of Transportation. Unless otherwise noted, the Board meets on the third

Thursday of the month in the CBITD Conference Room at the Ferry Terminal (56 Commercial Street, Portland, Maine). Board meetings are open to the public, and members of the public are encouraged to attend. The minutes for each Board meeting are posted in the Portland terminal and on line at <http://www.cascobaylines.com/board.htm>.

- **Maine Statewide Bicycle and Pedestrian Council**  
The Maine Bicycle and Pedestrian Council is an Advisory Committee hosted by the Maine Department of Transportation and includes representatives from the Bicycle Coalition of Maine, Eastern Trail Management District, Kennebec Messalonskee Trails, Androscoggin Land Trust, DownEast Sunrise Trail Coalition, Maine Department of Conservation, National Park Service, East Coast Greenway Alliance, Regional Planning Councils, Police Departments, Bicycle and Pedestrian Advocates, and others. The Council meets monthly and provides feedback to MaineDOT on improving safety and connectivity for bicyclists and pedestrians in Maine.
- **Maine Port Authority**  
The Maine Port Authority develops and maintains port infrastructure, markets Maine's ports to shippers, carriers, and the cruise shipping industry, and promotes intermodal transport responsibly, all for the economic benefit of the State.
- **Northern New England Passenger Rail Authority**  
Appointed by the Governor and assisted by staff, the seven members of NNEPRA are charged with developing operating strategies, marketing programs, community relations and service planning activities for the *Downeaster* passenger rail service between Maine and Boston. The MaineDOT has one seat on the Authority. NNEPRA works with the MaineDOT to achieve the objectives of MaineDOT's *Strategic Passenger Transportation Plan* (see <http://www.state.me.us/mdot/passenger-transportation-planning/passenger-transportation-planning.php>).
- **Maine Aeronautical Advisory Board**  
This legislatively-created board, comprised of representatives for airports, pilots, aviation organizations, and the public, advises MaineDOT on matters relating to aeronautics and provides recommendations for change to aeronautical laws and comments on present and future needs.
- **Other**  
MaineDOT also works with other municipal and quasi-municipal entities and numerous interest groups and partners. Examples include Corridor Committees, Various Steering and Stakeholder Committees for all Major Studies and Scenic Byways Committees. The Department also works closely with other planning groups such as the Maine Municipal Association, the Maine Downtown Center and the Maine Development Foundation.

## **SECTION 5 PUBLIC INVOLVEMENT STRATEGIES**

Every decision MaineDOT makes creates some amount of public impact. Sometimes small decisions can produce large outcries from the public. It is difficult to anticipate all responses that will be received. We must always consider that there will be some level of public interest with MaineDOT activities because the transportation system impacts so many. That said, we can expect varying degrees of public involvement, based on the issue at hand. For instance, a highway pavement overlay project in a rural part of Maine is less likely to be scrutinized than rebuilding a major arterial highway in an urban setting. However, rural issues are far different from those of urban areas, so nothing should ever be assumed or taken for granted. The following pages provide guidelines and suggestions on how to successfully and consistently involve the public in regard to our work at the MaineDOT.

A good public involvement practitioner knows the community. He or she is proactive and seeks out groups and individuals who will be affected by the decision or outcome.

### **5.1 Types of Public Involvement**

MaineDOT's public involvement commitment requires a continuous and equitable free-flowing process that generally includes one or more of the following approaches:

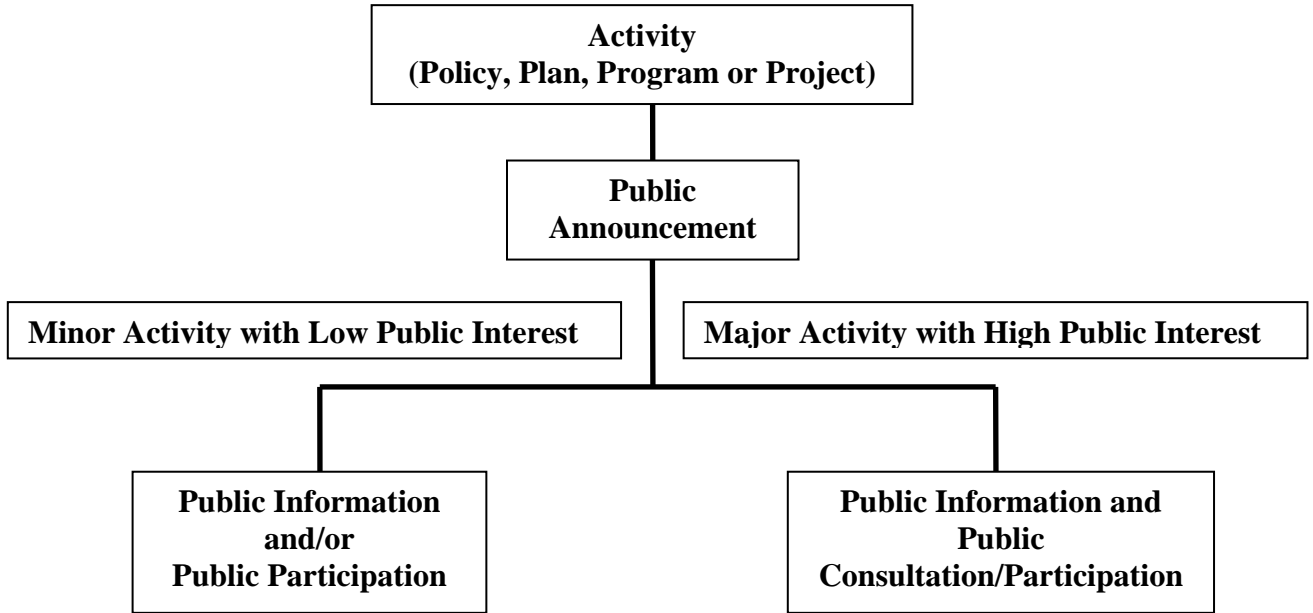
- **Public Information** involves the delivery of facts without prejudice. As such, it is usually intended to be a one-way communication, generally striving to inform the public about ongoing issues or developments. Typical MaineDOT public information products and activities include traveler safety and other public information announcement and informational brochures, and the posting of legal notices, news releases, construction advisories, travel advisories, and other information-only products. Types of activities include roadside vegetation management, winter plowing, road closures due to storm events, roadside ditching, posting roads and bridges to heavy loads and other routine maintenance and operations activities. Though not intended to generate two-way communications, MaineDOT responds to questions and comments received. Depending on the action to be taken, MaineDOT strives to provide public announcements to all media as far in advance to the action as is possible. For operational issues that require immediate response, this might be as little as 24 hours notice. Generally speaking, such announcements are made at least several days prior to a planned action.
- **Public Participation** involves the release of public announcements and information as noted above under public information, but it is also followed up with solicitation of public comment and participation for use in decision-making. As such, it is a form of two-way communication that must include decision-makers and all affected parties and interested stakeholders. Public participation should include effective representation of the potentially many groups and individuals who have an interest or may be directly impacted. Some groups and individuals may be difficult to identify and to reach, however, due to cultural or economic isolation or because they are users of the facility who do not reside in the immediate project area. For instance, mass transit riders may not be able to attend night meetings if they do not reside in the community or the transit

service is not provided at that time. Examples of MaineDOT public participation products and activities include meetings and public hearings. The use of surveys and the internet are also sometimes used to provide information and obtain feedback. The internet is becoming an increasingly popular tool to facilitate public participation because it allows the public to view materials in detail and at their own pace. Often, interested or potentially affected persons cannot attend meetings or are more comfortable participating online.

- **Informal participation:** Generally, a minimum of one week public notice is given for public participation events and the public comment period is usually open for no less than 15 days. In many instances the public comment period is open throughout the life of a planning or development effort.
  - **Formal participation:** Formal policy development or rule making as well as legal processes, such as Environmental Assessments or Environmental Impact Statements, require specific minimum public comment periods. MaineDOT follows those requirements and makes the distinction that this type of comment period is one that is formal or has its roots in law or regulation.
- **Public Consultation/Collaboration** is the most open method of two-way communication. In the public consultation approach, basic information is provided sufficient to identify the problem or issue at hand in order to elicit significant feedback and new ideas from the public and/or affected population. Public consultation is initiated at the earliest possible point, it continues throughout the problem identification and solution development process, and it generates a collaborative, team approach to problem solving. The process results in significant and early public involvement from the onset, such as developing a “Purpose and Need Statement”, resulting in a full team effort in fully defining the problem and developing its resolution. As such, it provides a high degree of acceptance by all parties involved, since the decision-making process is transparent and involves all of the parties from the onset through final resolution. This is the approach MaineDOT will use for investments that fall into modernization, capacity preservation or expansion. Examples of MaineDOT’s public consultation/collaboration process include the development of:
    - *Connecting Maine*, the statewide long-range transportation plan;
    - *Gateway-1*, MaineDOT’s collaborative 20-community long-term planning process for the 100-mile section of U.S. Route 1 along midcoast Maine;
    - *Multi-Modal Corridor Management Plans*;
    - Major Feasibility and National Environmental Policy Act (NEPA) Studies, such as the *Midcoast Route 1 Bypass*;
    - Reconstruction of a town’s “Main Street”, the addition of an intermodal facility, or a new trail; and
    - Development transit, rail or ferry service business plans.

MaineDOT incorporates all three types of public involvement. The type of public involvement that is used is dependent upon the scope of the effort and the anticipated level of public interest, as depicted in the following chart.

**Basic Public Involvement Plan Process Flow Chart**



**5.2 LEVELS OF MAINEDOT PUBLIC INVOLVEMENT**

The type of public involvement used is indicative of the significance of the effort being undertaken. Examples of when each type of public involvement process is used are listed in the following table.

<b>Public Information</b> (Typically involves construction, maintenance and operations activities)	<b>Public Participation</b> (Typically involves minor policy development, planning and project development activities including state and federal requirements)	<b>Public Consultation</b> (Typically involves major policy development, planning and project development activities including state and federal requirements)
<b>GOALS</b>		
1. Provide balanced, objective information to assist the public in understanding the problem and actions needed. Not designed for interaction but may generate reaction to which MaineDOT responds.	1. Provide balanced, objective information to assist the public in understanding the problem, alternatives, opportunities and/or solutions 2. Obtain public feedback on analyses, alternatives and/or potential decisions 3. Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	1. Provide balanced, objective information to assist the public in understanding the problem, alternatives, opportunities and/or solutions 2. Obtain public feedback on analyses, alternatives and/or potential decisions 3. Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered 4. Partner with the affected community or stakeholder group in each aspect of the decision including defining the

		problem, developing alternatives and identifying the preferred solution
<b>IMPLIED CONTRACT WITH THE PUBLIC</b>		
We will keep you informed before or during an action and at its completion.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced our decision	We will look to you for direct input in defining core problems, identifying alternatives and formulating solutions. We will fully evaluate, consider, and incorporate your advice and recommendations into the decisions to the maximum extent possible and feasible
<b>TYPICAL APPROACHES</b>		
Fact Sheets / Brochures Web Sites Newsletters Press releases Travel Advisories Road Signs Legal Notices	Fact Sheets / Brochures Web Sites Newsletters Press releases Open Houses Public Meetings Focus Groups Surveys Public Hearings	Fact Sheets and Brochures Web Sites Newsletters Press releases Public Meetings Focus Groups Surveys Public Hearings Open Houses Workshops and Charetttes Citizen Advisory Committees Task Forces Stakeholder Committees
<b>EXAMPLES</b>		
Construction Detours Road Postings 511 Announcements Paving Projects	Statewide Transportation Improvement Plan (STIP) Safety Project Development Minor Reconstruction Projects Long Range and 6-Year Plans State of the System Plan New Programs Changes or Additions to Existing Rules	Major Studies Major Reconstruction Projects New Construction Multimodal Connections Developing New Policies and Changes or Additions to Existing Rules New Rules
<b>MINIMUM NOTICE REQUIREMENTS</b>		
For emergency response purposes: as soon as possible For planned construction activity or road closure/detour: no less than 2 days; preferably 7 calendar days	Public Notice before any public meeting: 7 – 14 calendar days unless different time frame outlined in rule or law Public comment period on draft or final document – 14 to 45 calendar days	Public Notice before any public meeting: 7-14 days unless different time frame outlined in rule or law Public comment period on draft or final document – 14 to 45 days Public notice before any Public Hearing - 15 days

**5.3 MINIMUM PUBLIC COMMENT PERIODS:**

<b>Product</b>	<b>Revision</b>	<b>Amendment</b>	<b>Update</b>	<b>Repeal/Replace/New</b>
Long Range Plan <sup>1</sup>	14 days	30 days	45 days	60 days
Six Year Plan	14 days	30 days	45 days	60 days
Transportation (Air) Conformity <sup>1</sup>	14 days	30 days	45 days	60 days
State of the System Report	14 days	14 days	30 days	45 days
State of the System Plan	14 days	14 days	30 days	60 days
Corridor Plan	14 days	14 days	30 days	60 days
Statewide Transportation Improvement Plan	0 days <sup>2</sup>	14-30 days <sup>3</sup>	30 days	30 days
Project Study	As per NEPA	As per NEPA	As per NEPA	As per NEPA
Project Final Design <sup>4</sup>	N.A.	N.A.	N.A.	N.A.
Project Construction	N.A.	N.A.	N.A.	N.A.

<sup>1</sup>Federally-required document

<sup>2</sup>Administrative Modifications Only

<sup>3</sup>Dependent upon amount of prior or existing public involvement associated with STIP Amendment

<sup>4</sup>Ten-day comment period following public meetings.

## **APPENDIX A: ABBREVIATIONS**

ATRC – Androscoggin Transportation Resource Center  
BACTS – Bangor Area Comprehensive Transportation System

EDD – Economic Development Districts  
EMT - Emergency Medical Technician

GIS- Geographic Information System

FAA- Federal Aviation Administration  
FHWA – Federal Highway Administration  
FRA – Federal Rail Administration  
FTA – Federal Transit Administration

KACTS- Kittery Area Comprehensive Transportation System

MaineDOT – Maine Department of Transportation  
MPO- Metropolitan Planning Organization  
MTA - Maine Turnpike Authority  
NEPA- National Environmental Policy Act  
NNEPRA – Northern New England Passenger Rail Authority

PACTS – Portland Area Comprehensive Transportation System  
PIP- Public Involvement Plan  
P-SPIP- Project-Specific Public Involvement Plan

RPC – Regional Planning Council  
RTAC- Regional Transportation Advisory Committee

STPA- Sensible Transportation Policy Act  
SAFETEA-LU- Safe, Accountable, Flexible, Efficient Transportation Equity Act - a Legacy for Users

## APPENDIX B: REFERENCES

1. Conflict Resolution and Negotiation Tools for Cultural and Natural Resource Projects, National Preservation Institute by Tanya Denckla Cobb, November 2008
2. International Association for Public Participation, [http://www.iap2.org/associations/4748/files/06Dec\\_Toolbox.pdf](http://www.iap2.org/associations/4748/files/06Dec_Toolbox.pdf)
3. Michigan Statewide Planning Process Participation Plan, Michigan Department of Transportation, April, 2006
4. National Environmental Policy Act
5. Public Involvement Plan, Maine Department of Transportation, April 2003 Draft
6. Public Participation Plan of the Corpus Christi Metropolitan Planning Organization, Corpus Christi Metropolitan Planning Organization, April 6, 2006
7. Public Involvement/Public Participation Transportation Planning Process Resource Guide, Federal Highway Administration Resource Center Planning Team, September 2008
8. Public Participation and Title VI Plan, prepared by the Greater Portland Council of Governments, Portland Area Comprehensive Transportation Committee (PACTS) and the Institute for Civic Leadership, February, 2007
9. Public Process, MaineDOT Bureau of Project Development, Revised September 20, 2006
10. Sensible Transportation Policy Act, <http://www.maine.gov/mdot/planning-documents/stpa/index.htm>
11. Sensible Transportation – Implementing Maine’s Sensible Transportation Policy Act Through Coordinated Transportation and Land Use Planning – A Handbook for Local and Inter-Community Transportation Planning in Maine, by Evan Richert, AICP, Paul Godfrey, HNTB Corporation, Kevin Hooper, Kevin Hooper & Associates and Carol Morris, Morris Communications for MaineDOT, June 2008, <http://www.maine.gov/mdot/planning-documents/stpa/sensibleTrans-handbook.html>
12. USDOT FHWA/FTA Public Involvement Techniques for Transportation Decision-Making, Federal Highway Administration, August, 2002
13. Working with MaineDOT, <http://www.state.me.us/mdot/working-with-dot/pdf/2007workingwithmaineDOT.pdf>
14. MaineDOT Public Meeting Manual
15. MaineDOT NEPA Guidebook (Draft), January 4, 2010

Web links to MPO public participation plans:

ATRC

<http://geekteam.dreamhosters.com/BlogFiles/Documents/PUBLIC%20PARTICIPATION%202004.pdf>

BACTS

<http://www.bactsmpo.org/pdf/DraftPubPart.pdf>

KACTS

<http://www.smrpc.org/transportation/dm/kacts/KACTS%20Public%20Involvement%20Procedure.pdf>

PACTS

<http://www.pactsplan.org/documents/Title%20VI%20Final%20doc%202.07.pdf>

## APPENDIX C: FEDERAL AND STATE REQUIREMENTS

### C.1. Federal Laws and Regulations

United States Code (U.S.C.) – Title 23 Highways <http://epw.senate.gov/envlaws/title23.pdf>

- 23 U.S.C. 134: Metropolitan Transportation Planning
- 23 U.S.C. 135: Statewide Planning
- 23 U.S.C. 128: Public Hearings

Code of Federal Regulations (CFR) <http://www.gpoaccess.gov/cfr/index.html>

- 23 CFR 450: Highways, Planning Assistance and Standards (Metropolitan and State)
- 23 CFR 771: The policies and procedures of FHWA for implementing the National Environmental Policy Act of 1969 as amended (NEPA)
- 40 CFR 1500 through 1508: Regulations of the Council on Environmental Quality

### C. 2. Summary of Applicable Federal Regulations

Source	Citation
<b>PLANNING</b>	
23 U.S.C. 134(h)(1)	The metropolitan transportation planning process
23 U.S.C. 134(i)	Development of Transportation Plan
23 U.S.C.134 (j)	Metropolitan Transportation Improvement Program
23 U.S.C. 135	Statewide planning
23 U.S.C. 135	(e) Long-Range Transportation Plan
23 U.S.C. 135	(f) State Transportation Improvement Program
23 U.S.C. 128	Public hearings
23 CFR 450	Title 23 – Highways, Part 450 Planning Assistance and Standards
23 CFR 450.210	Coordination
23 CFR 450.212	Public Involvement
23 CFR 450.216	Statewide Transportation Improvement Program (STIP)
23 CFR 450.316	Metropolitan transportation planning process: Elements
23 CFR 450.318	Metropolitan transportation planning process: Major metropolitan transportation investments.
23 CFR 450.322	The metropolitan transportation planning process
23 CFR 450.324	Transportation improvement program: General
450.326	Transportation improvement program: Modification
<b>PROJECT DEVELOPMENT – DESIGN CRITERIA</b>	
23 U.S.C. 109	(c) Design Criteria for National Highway System
<b>PROJECT DEVELOPMENT – NEPA</b>	
23 CFR 771	The policies and procedures of the FHWA and UMTA for implementing the National Environmental Policy Act of 1969 as amended (NEPA)
23 CFR 771.105	It is the policy of the Administration that:
23 CFR 771.111	Early coordination, public involvement, and project development.
23 CFR 771.113	Timing of Administration activities
23 CFR 771.119	Environmental assessments
23 CFR 771.121	Findings of no significant impact
23 CFR 771.123	Draft environmental impact statements.
23 CFR 771.125	Final environmental impact statements

23 CFR 771.127	Record of decision
23 CFR 771.135	Section 4(f)
<b>REGULATIONS OF THE COUNCIL ON ENVIRONMENTAL QUALITY FOR IMPLEMENTATION OF NEPA</b>	
40 CFR 1500.1	(b) NEPA procedures must insure that environmental information is available
40 CFR 1500.2	Policy
40 CFR 1500.4	Reducing paperwork
40 CFR 1501.4	Whether to prepare an environmental impact statement.
40 CFR 1501.7	Scoping
40 CFR 1502.1	Purpose [of environmental impact statement
40 CFR 1502.8	Writing
40 CFR 1502.9	Draft, final, and supplemental statements
40 CFR 1502.11	Cover sheet
40 CFR 1502.19	Circulation of the environmental impact statement.
40 CFR 1503.1	Inviting comments.
40 CFR 1503.4	Response to comments.
40 CFR 1505	NEPA and Agency Decision making
40 CFR 1505.3	Implementing the decision.
40 CFR 1506	Other Requirements of NEPA
40 CFR 1506.6	Public involvement
<b>NOISE ABATEMENT</b>	
23 CFR 772	Procedures for Abatement of Highway Traffic Noise and Construction Noise Sec. 772.9 Analysis of traffic noise impacts and abatement measures. Sec. 772.11 Noise abatement. Sec. 772.15 Information for local officials.
<b>UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION</b>	
49 CFR 24	Transportation. Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs Sec. 24.5 Manner of notices. Sec. 24.205 Relocation planning, advisory services, and coordination.
23 CFR 740.35	Full and adequate public notice of the relocation assistance program shall be given.
<b>TRANSPORTATION CONFORMITY (EPA – Clean Air Act)</b>	
40 CFR 51	Transportation Conformity Rule
40 CFR 93	Determining Conformity of Federal Actions to State or Federal Implementation Plans Sec 93.100 Purpose Sec. 93.105 Consultation. Sec. 93.156 Public participation.
<b>ADVISORY COUNCIL ON HISTORIC PRESERVATION – HISTORIC PROPERTIES, Section 106</b>	
36 CFR 800	Protection of Historic Properties Sec. 800.1 Purposes. Sec. 800.2 Participants in the Section 106 process. Sec. 800.4 Identification of historic properties Sec. 800.5 Assessment of adverse effects. Sec. 800.6 Resolution of adverse effects.
<b>CLEAN WATER ACT – U.S. ARMY CORPS OF ENGINEERS</b>	
33 U.S.C.	Navigation and Navigable Waters Water Pollution Prevention and Control – Permits and Licenses

	Section 401 of the Clean Water Act Section 404 of the Clean Water Act Sec. 1344.
42 U.S.C. 2000(d) to (d)(1) Civil Rights Act of 1964	Title VI – Non-Discrimination in Federally Assisted Programs <u>General</u> <u>Section 601</u>

### C. 3. MAINE STATE LAWS AND REGULATIONS

In addition to the federal laws and regulations described above, MaineDOT must also abide by regulations cited in Maine’s Administrative Procedures Act, the Legislative Process and the Surface Transportation Policy Act (STPA).

#### **Maine’s Administration Procedures Act (MAPA) and Legislative Process**

MAPA requires state agencies to adopt, in addition to other rule-making requirements imposed by law, rules of practice governing the conduct of adjudicatory proceedings, licensing proceedings and the rendering of advisory rulings, except to the extent that such rules are provided by law. MaineDOT must adhere to MAPA requirements in its Legislative Rulemaking process, including adopting rules for the Sensible Transportation Policy Act, described below.

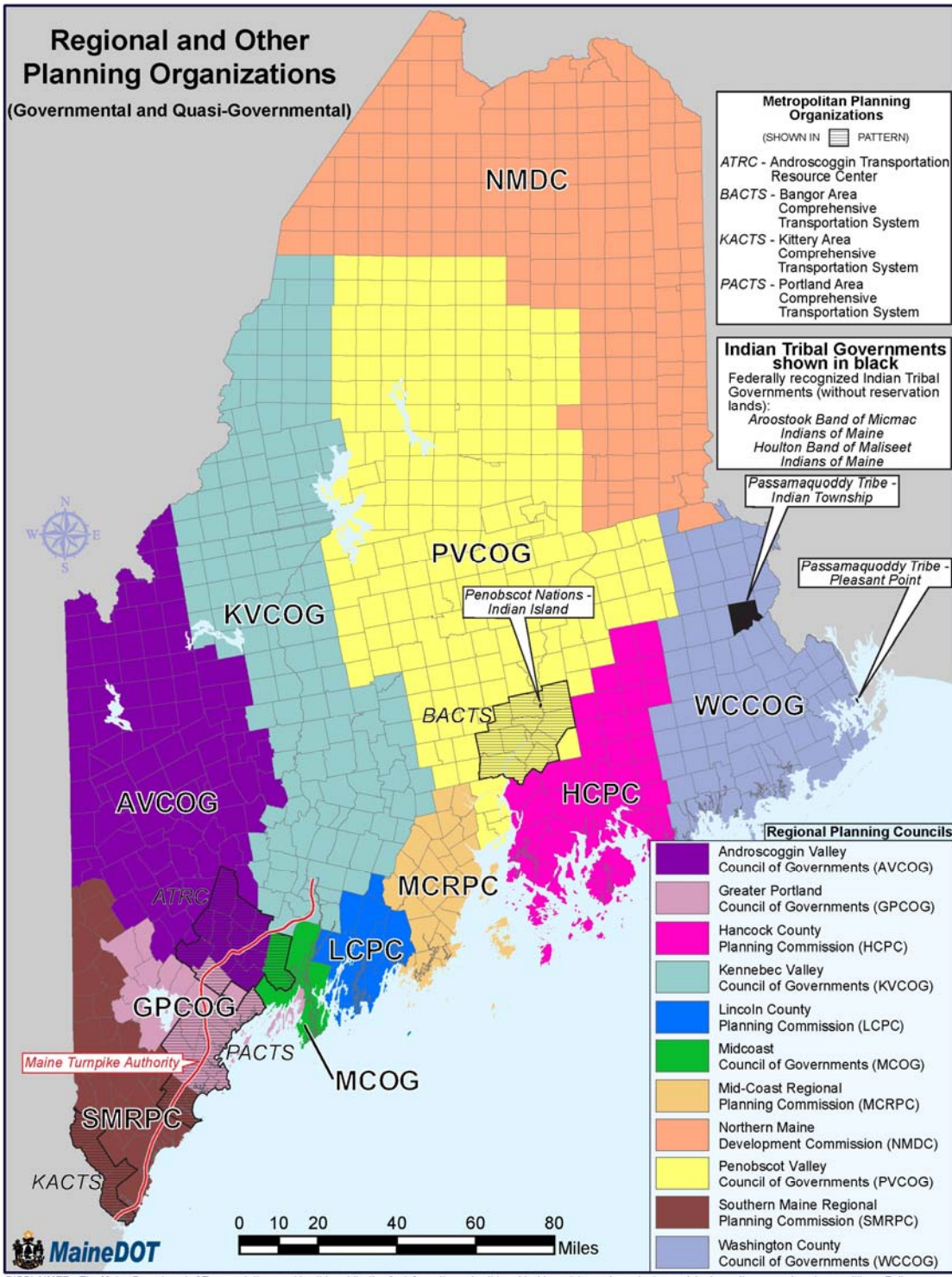
Rules are most often “routine technical” rules. The rule making process for such rules may or may not require a public hearing although public comment is solicited. Routine technical rules are not required to come back to the legislature for review. The second category of rule is “major substantive.” Major substantive rules are those deemed by the legislature to have significant impact, not only on the public but on budgets and agency capacity. Rule making directed as major substantive must be submitted to the Legislature for review and have a more rigorous process and require a public hearing process. Classification of rules is at the discretion of the legislature.

Although it is voluntary, an agency may choose to engage in consensus-based rule making for both routine technical and major substantive rule making as defined by Title 5§8002 and 8051-A. Consensus-based rule-making occurs when an agency develops a rule with a representative group of participants.

#### **Maine’s Sensible Transportation Policy Act (STPA)**

STPA states that “Under the umbrella of transportation planning several levels of effort are commonly found, namely: statewide systems planning, regional planning, corridor planning and project planning. It is important to note that each of these planning activities may involve different levels of complexity and require different levels of public involvement. The complexity of these planning activities requires the integration of early and frequent public participation from diverse sources at the regional and local levels. MaineDOT collaborates with the State’s Regional Planning Councils (RPCs), its four Metropolitan Planning Organizations (MPOs), Maine’s three federally-recognized Indian Tribal Governments, and the Maine Turnpike Authority (MTA) who, as partners, play a vital role in ensuring the integration of public input and regional needs in MaineDOT’s and the State’s transportation planning process. RPCs, MPOs and the MTA are all uniquely equipped to assist in soliciting, coordinating and summarizing public input to MaineDOT’s planning activities. The results of RPC-led public involvement activities are incorporated into the Department’s overall transportation plans.” MaineDOT recently published *Sensible Transportation – A Handbook for Local and Inter-Community Transportation Planning in Maine* to inform municipalities and the general public in

implementing Maine's STPA through coordinated transportation and land use planning and other new provisions in the recently-updated STPA rules. Chapter 3 of this document describes the public participation process as it relates to STPA.



## Appendix E: Public Participation Toolbox<sup>1</sup>

<u>Technique</u>	<u>Purpose</u>	<u>Things to Consider</u>	<u>What Can Go Right</u>	<u>What Can Go Wrong</u>
Printed Public Information Materials	<ul style="list-style-type: none"> <li>• Fact Sheets</li> <li>• Newsletters</li> <li>• Brochures</li> <li>• Issue Papers</li> </ul>	<ul style="list-style-type: none"> <li>• Simple, visually interesting</li> <li>• Include postage-paid form for 2-way communications</li> <li>• Explain public role – Q&amp;A</li> </ul>	<ul style="list-style-type: none"> <li>• Can reach large audience</li> <li>• Encourages written response if comment form included</li> <li>• Facilitates documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Only as good as the mailing list</li> <li>• Limited ability to present complex concepts</li> <li>• May not be read</li> </ul>
Information Repositories	<ul style="list-style-type: none"> <li>• Town Halls</li> <li>• Schools, Libraries</li> <li>• Stores</li> <li>• Public Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Show employees where extra materials are stored</li> <li>• Keep list of items</li> <li>• Provide sign-in sheet to track use</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information at low cost</li> <li>• Can set up visible distribution centers for project information</li> </ul>	<ul style="list-style-type: none"> <li>• Not often well-used by the public</li> </ul>
Technical Reports	<ul style="list-style-type: none"> <li>• Provides policy, research data analysis and findings</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are more credible if by an independent group</li> </ul>	<ul style="list-style-type: none"> <li>• Allows for thorough explanation of project decisions</li> </ul>	<ul style="list-style-type: none"> <li>• May be too detailed</li> <li>• May not be understandable</li> </ul>
Advertisements	<ul style="list-style-type: none"> <li>• Paid ads in newspapers, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the best days, sections for the intended audience</li> </ul>	<ul style="list-style-type: none"> <li>• Can reach large audience</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive</li> <li>• Minimal information provided</li> </ul>
Newspaper Inserts	<ul style="list-style-type: none"> <li>• “Fact Sheets” in newspapers</li> </ul>	<ul style="list-style-type: none"> <li>• Visual appeal needed to catch attention</li> <li>• Select a day w/o competition</li> </ul>	<ul style="list-style-type: none"> <li>• Provides community-wide distribution</li> <li>• More likely to be read in local or weekly newspapers</li> <li>• Can include public comment form</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive</li> </ul>
Feature Stories	<ul style="list-style-type: none"> <li>• Focused story on topic</li> </ul>	<ul style="list-style-type: none"> <li>• Use visuals or interesting events</li> <li>• Know that reporters are looking for a new angle</li> </ul>	<ul style="list-style-type: none"> <li>• Can brighten the perceived importance</li> <li>• More likely to be read</li> </ul>	<ul style="list-style-type: none"> <li>• No control over what gets printed</li> </ul>
Bill Stuffer	<ul style="list-style-type: none"> <li>• Flyer with monthly utility bill</li> </ul>	<ul style="list-style-type: none"> <li>• Must be eye-catching</li> </ul>	<ul style="list-style-type: none"> <li>• Wide distribution</li> <li>• Economical use of mailings</li> </ul>	<ul style="list-style-type: none"> <li>• Limited information</li> <li>• Message may be confused w/bill</li> </ul>
News Releases	<ul style="list-style-type: none"> <li>• Provide information &amp; updates</li> </ul>	<ul style="list-style-type: none"> <li>• Fax or e-mail in media kits</li> <li>• Foster a relationship with editorial board and reporters first</li> </ul>	<ul style="list-style-type: none"> <li>• Informs the media of milestones</li> <li>• News release often used as is</li> </ul>	<ul style="list-style-type: none"> <li>• Low media response rate</li> <li>• Bigger news story breaks</li> <li>• Poor placement in newspapers</li> </ul>

<b><u>Technique</u></b>	<b><u>Purpose</u></b>	<b><u>Things to Consider</u></b>	<b><u>What Can Go Right</u></b>	<b><u>What Can Go Wrong</u></b>
News Conferences	<ul style="list-style-type: none"> <li>• Schedule a News Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Speakers must be well-trained &amp; subject matter experts</li> </ul>	<ul style="list-style-type: none"> <li>• Can reach all media at once</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to newsworthy events</li> </ul>
Television	<ul style="list-style-type: none"> <li>• Television programming to present information or elicit audience response</li> </ul>	<ul style="list-style-type: none"> <li>• Cable TV available, inexpensive</li> <li>• Increasing use of internet video</li> </ul>	<ul style="list-style-type: none"> <li>• Can be used in multiple areas</li> <li>• Some people prefer to watch over reading</li> </ul>	<ul style="list-style-type: none"> <li>• Can be costly</li> <li>• Difficult to gauge impact on audience</li> </ul>
Information Centers and Field Offices	<ul style="list-style-type: none"> <li>• Offices with prescribed hours to distribute materials &amp; respond to questions</li> </ul>	<ul style="list-style-type: none"> <li>• Provide adequate staff</li> <li>• Use brochures, videotapes</li> <li>• Consider internet access station</li> <li>• Select good location</li> </ul>	<ul style="list-style-type: none"> <li>• Gives opportunity for one-on-one</li> <li>• Good media coverage</li> <li>• Good educational setting</li> <li>• Allows for focused and ongoing communications</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive</li> <li>• Limited access provided only to those in close proximity unless center is mobile</li> </ul>
Expert Panels	<ul style="list-style-type: none"> <li>• Public meeting with interviews</li> <li>• Experts with different views</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for public debate afterward</li> <li>• Neutral moderator needed</li> <li>• Encourage local groups to sponsor rather than challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Educate audience and media</li> <li>• Balanced discussion</li> <li>• Dispel misinformation</li> </ul>	<ul style="list-style-type: none"> <li>• Requires substantial preparation, organization</li> <li>• May cause increased concerns by increasing visibility of issues</li> </ul>
Briefings	<ul style="list-style-type: none"> <li>• Speak at regular social and civic club meetings (Rotary, Lions Elks, Kiwanis, League of Women Voters, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Be brief, to the point, interesting</li> <li>• Use “show and tell” techniques</li> <li>• Bring visuals</li> <li>• Be prepared to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>• Control information flow</li> <li>• Can reach wide variety of people</li> <li>• Expand mailing lists</li> <li>• Can re-use the same presentation</li> <li>• Build community good-will</li> </ul>	<ul style="list-style-type: none"> <li>• May not reach target audiences</li> <li>• Topic may be too technical</li> </ul>
Central Information Contact	<ul style="list-style-type: none"> <li>• Designated contacts for the public and media</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the person – best if he or she is local</li> <li>• Keep message current</li> </ul>	<ul style="list-style-type: none"> <li>• People know who to contact</li> <li>• Controls information flow</li> <li>• Allows relationship building</li> <li>• Conveys accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• Contact may not be committed, well-informed or prompt</li> <li>• Decision-makers may become uninvolved</li> </ul>

<b><u>Technique</u></b>	<b><u>Purpose</u></b>	<b><u>Things to Consider</u></b>	<b><u>What Can Go Right</u></b>	<b><u>What Can Go Wrong</u></b>
Web Sites	<ul style="list-style-type: none"> <li>• Provide information and links to other web sites</li> </ul>	<ul style="list-style-type: none"> <li>• A good home page is critical</li> <li>• Each page must be independent</li> <li>• Place critical information at top</li> <li>• Use bulleted or numbered lists</li> <li>• Must be visually attractive and well-organized</li> <li>• Must be kept current</li> <li>• Consider Q&amp;A and FAQs pages</li> <li>• Consider using independent web sites linked through MaineDOT's web site</li> </ul>	<ul style="list-style-type: none"> <li>• Distance not an issue</li> <li>• Information is available anywhere at any time</li> <li>• Saves printing and mailing costs</li> <li>• Allows posting of technical papers, meeting minutes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Not everyone has access to high-speed internet service</li> <li>• Some people have limited internet knowledge</li> <li>• Large files can take a long time to load and may be difficult to see</li> <li>• Must meet ADA and Maine State internet access requirements</li> <li>• Site may be susceptible to cyber attacks</li> </ul>
Technical Information Contact	<ul style="list-style-type: none"> <li>• Provide access to technical experts</li> </ul>	<ul style="list-style-type: none"> <li>• Technical expert must be respected and credible</li> </ul>	<ul style="list-style-type: none"> <li>• Can help address public concerns about equity</li> <li>• Can be an effective conflict resolution technique if facts are debated fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Limited availability of technical expert</li> <li>• Expert may have different viewpoints</li> </ul>
Information Hotline	<ul style="list-style-type: none"> <li>• Provide separate line to pre-recorded information or persons to answer questions or obtain information</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the message or person are well-informed</li> <li>• Best if the person is local</li> </ul>	<ul style="list-style-type: none"> <li>• Callers reach who they need to speak with - no "run around"</li> <li>• Controls information flow</li> <li>• Conveys accessibility</li> <li>• Easy to provide updates</li> </ul>	<ul style="list-style-type: none"> <li>• Contact must be committed, available and knowledgeable to provide prompt and accurate responses</li> </ul>
Interviews	<ul style="list-style-type: none"> <li>• One-on-one meetings with stakeholders to define or refine needs and build consensus</li> </ul>	<ul style="list-style-type: none"> <li>• Should be done in person</li> <li>• Use good listening skills and use the "five whys"</li> </ul>	<ul style="list-style-type: none"> <li>• Can obtain good in-depth information in a quiet setting</li> <li>• Allows for feedback</li> <li>• Can be used to identify members to citizen advisory boards</li> <li>• Builds trust</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduling and interviews are time-consuming</li> </ul>

<b><u>Technique</u></b>	<b><u>Purpose</u></b>	<b><u>Things to Consider</u></b>	<b><u>What Can Go Right</u></b>	<b><u>What Can Go Wrong</u></b>
In-Person Surveys	<ul style="list-style-type: none"> <li>• One-on-one focus groups with standardized questionnaire to identify needs and preferences</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure use of results is clear at onset</li> </ul>	<ul style="list-style-type: none"> <li>• Provides traceable data</li> <li>• Can reach a broad range of people</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive</li> <li>• Can be time-consuming</li> </ul>
Response Sheets	<ul style="list-style-type: none"> <li>• Mail-in forms included in fact sheets and other mailings to identify needs and preferences</li> </ul>	<ul style="list-style-type: none"> <li>• Use pre-paid postage</li> <li>• Provide opportunity to become more involved</li> <li>• Document the results for record</li> </ul>	<ul style="list-style-type: none"> <li>• Provides input from those who might not attend meetings</li> <li>• Provides mechanism to expand the mailing list</li> </ul>	<ul style="list-style-type: none"> <li>• Results not statistically valid</li> <li>• Only as good as the mailing list</li> <li>• Results can be easily skewed</li> </ul>
Mailed Surveys and Questionnaires	<ul style="list-style-type: none"> <li>• Random mailings to gain statistically valid information</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure statistical validity is needed – can be costly</li> <li>• Questionnaire/Survey must be professionally developed and administered</li> <li>• Best suited to gauge general attitudes</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain information from people who might not attend meetings</li> <li>• Provides good cross-section of public – not just activists</li> <li>• Statistical results are more persuasive with politicians and the public</li> </ul>	<ul style="list-style-type: none"> <li>• Response rate can be low</li> <li>• Can be labor intensive and costly</li> <li>• Limitations apply to the level of detail obtained</li> </ul>
Telephone Surveys and Polls	<ul style="list-style-type: none"> <li>• Random telephone calls to gain statistically valid information</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure statistical validity is needed – can be costly</li> <li>• Questionnaire/Survey must be professionally developed and administered</li> <li>• Best suited to gauge general attitudes</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain information from people who might not attend meetings</li> <li>• Provides good cross-section of public – not just activists</li> <li>• Higher response rate than with mail-in surveys</li> </ul>	<ul style="list-style-type: none"> <li>• More costly than mailed surveys</li> </ul>
Internet Surveys and Polls	<ul style="list-style-type: none"> <li>• Web-based response polls</li> </ul>	<ul style="list-style-type: none"> <li>• Be precise in how the site is set up – can generate more input than can be managed</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain information from people who might not attend meetings</li> <li>• Provides good cross-section of public – not just activists</li> <li>• Higher response rate than other survey methods</li> </ul>	<ul style="list-style-type: none"> <li>• Results not statistically valid</li> <li>• Can be labor intensive</li> <li>• Cannot control geographic reach</li> <li>• Results can be easily skewed</li> </ul>

<b><u>Technique</u></b>	<b><u>Purpose</u></b>	<b><u>Things to Consider</u></b>	<b><u>What Can Go Right</u></b>	<b><u>What Can Go Wrong</u></b>
Computer-Based Polling	<ul style="list-style-type: none"> <li>• Surveys conducted via computer network</li> </ul>	<ul style="list-style-type: none"> <li>• Good for attitudinal research</li> </ul>	<ul style="list-style-type: none"> <li>• Provides instant analysis of results</li> <li>• Multiple coverage areas</li> <li>• Generally good response rates</li> </ul>	<ul style="list-style-type: none"> <li>• High cost</li> <li>• Limitations apply to the level of detail obtained</li> </ul>
Community Facilitators	<ul style="list-style-type: none"> <li>• Conduct project outreach through qualified persons</li> </ul>	<ul style="list-style-type: none"> <li>• Define roles, responsibilities and limitations up front</li> <li>• Select and train facilitators carefully</li> </ul>	<ul style="list-style-type: none"> <li>• Promotes community-based involvement</li> <li>• Capitalizes on existing networks</li> <li>• Enhances credibility</li> </ul>	<ul style="list-style-type: none"> <li>• Can be difficult to manage information flow</li> <li>• Can build false expectations</li> </ul>
Focus Groups	<ul style="list-style-type: none"> <li>• Message testing forum with randomly selected members of the target audience or to obtain input</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct at least 2 sessions per target</li> <li>• Use a skilled focus group facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Test key messages before implementing them</li> <li>• Works best with a select target audience</li> </ul>	<ul style="list-style-type: none"> <li>• Can be costly if done in a focus group testing facility</li> </ul>
Deliberative Polling	<ul style="list-style-type: none"> <li>• Measures informed opinion on an issue</li> </ul>	<ul style="list-style-type: none"> <li>• Do not expect or encourage participants to develop a shared view</li> <li>• Use a qualified facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Provides good information of what the public thinks</li> <li>• Identifies multiple varied backgrounds, arguments and views</li> </ul>	<ul style="list-style-type: none"> <li>• Resource intensive</li> <li>• Often done in conjunction with TV companies</li> <li>• Time – usually 2 to 3 days</li> </ul>
Simulation Games	<ul style="list-style-type: none"> <li>• Exercises that simulate decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Test the game before using</li> <li>• Be clear as to how the results will be used</li> </ul>	<ul style="list-style-type: none"> <li>• Can be an effective educational tool, especially for local officials</li> </ul>	<ul style="list-style-type: none"> <li>• Requires substantial prep and implementation time</li> <li>• Can be costly</li> </ul>
Tours	<ul style="list-style-type: none"> <li>• Provide tours for key stakeholders, elected officials, advisory groups and the media</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for overflow of people</li> <li>• Plan a Q&amp;A session</li> <li>• Consider providing refreshments</li> <li>• Demonstrations are better than presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Provides opportunity to develop a rapport with key stakeholders</li> <li>• Reduces opposition by making choices more familiar</li> </ul>	<ul style="list-style-type: none"> <li>• Number of participants is limited by facilities</li> <li>• Potentially attractive to activists and protesters</li> </ul>
Open Houses	<ul style="list-style-type: none"> <li>• Allows the public to tour at their own pace</li> <li>• Should set up multiple stations, each addressing a separate issue</li> <li>• Resource people guide participants through the exhibits/stations</li> </ul>	<ul style="list-style-type: none"> <li>• Explain format at the door</li> <li>• Have attendees complete a comments card</li> <li>• Set up stations and expect all to show at once</li> <li>• Encourage people to draw on maps and other active involvement activities</li> </ul>	<ul style="list-style-type: none"> <li>• Fosters one-on-one communications</li> <li>• Allows for multiple team experts to participate</li> <li>• Media coverage not likely</li> <li>• Builds credibility</li> </ul>	<ul style="list-style-type: none"> <li>• Difficult to document public input</li> <li>• Agitators may try to control</li> <li>• Can be staff-intensive</li> </ul>

<b><u>Technique</u></b>	<b><u>Purpose</u></b>	<b><u>Things to Consider</u></b>	<b><u>What Can Go Right</u></b>	<b><u>What Can Go Wrong</u></b>
Community Fairs	<ul style="list-style-type: none"> <li>• Central event with multiple activities to provide information and increase awareness</li> </ul>	<ul style="list-style-type: none"> <li>• All issues must be addressed</li> <li>• Ensure adequate resources and staff are provided</li> </ul>	<ul style="list-style-type: none"> <li>• Focuses public attention</li> <li>• Conducive to media coverage</li> <li>• Allows for multiple levels of information sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Public must be motivated to attend</li> <li>• Costly</li> <li>• Can damage image if not done well</li> </ul>
Coffee Klatches	<ul style="list-style-type: none"> <li>• Small meetings within neighborhood</li> <li>• Usually at a person's home</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure staff is polite and appreciative</li> </ul>	<ul style="list-style-type: none"> <li>• Relaxed setting is conducive to effective dialog</li> <li>• Maximizes two-way communication</li> </ul>	<ul style="list-style-type: none"> <li>• Costly</li> <li>• Labor-intensive</li> </ul>
Meetings with Existing Groups	<ul style="list-style-type: none"> <li>• Small meetings with existing groups in concert with another meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Know your audience</li> <li>• Make opportunities for one-on-one meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Can get on the agenda</li> <li>• Opportunity for in-depth information exchange</li> </ul>	<ul style="list-style-type: none"> <li>• May be too selective and can leave out important groups</li> </ul>
Web-Based Meetings	<ul style="list-style-type: none"> <li>• Meetings conducted via the internet</li> </ul>	<ul style="list-style-type: none"> <li>• Tailor the agenda to participants</li> <li>• Combine telephone and face-to-face meetings</li> <li>• Graphics important</li> </ul>	<ul style="list-style-type: none"> <li>• Cost- and time-efficient</li> <li>• Can include a broader audience</li> <li>• People can participate at same or different times</li> </ul>	<ul style="list-style-type: none"> <li>• Difficult to manage or resolve conflicts</li> </ul>
Computer-Facilitated Workshop	<ul style="list-style-type: none"> <li>• Any sized meeting when participants use interactive computer technology to register opinions</li> </ul>	<ul style="list-style-type: none"> <li>• Know your audience and their demographics</li> <li>• Design the inquiries to provide useful results</li> <li>• Use a trained facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate results provide prompt focused discussion</li> <li>• Areas of agreement and disagreement are quickly found</li> <li>• Minority views can be honored</li> <li>• Responses are private</li> <li>• Levels the playing field</li> </ul>	<ul style="list-style-type: none"> <li>• Software limits design</li> <li>• Potential for placing too much emphasis on numbers</li> <li>• Potential for technology problems</li> </ul>
Public Hearings (Army Corps of Engineers Type)	<ul style="list-style-type: none"> <li>• Formal meetings with scheduled presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid if possible</li> </ul>	<ul style="list-style-type: none"> <li>• Provides opportunity for public to speak without debate</li> </ul>	<ul style="list-style-type: none"> <li>• Does not foster constructive dialog</li> <li>• Can perpetuate an us vs. them feeling</li> </ul>
Design Charrettes	<ul style="list-style-type: none"> <li>• Intensive session where participants redesign project features</li> </ul>	<ul style="list-style-type: none"> <li>• Elicits creative ideas</li> <li>• Be clear how results will be used</li> </ul>	<ul style="list-style-type: none"> <li>• Promotes joint problem solving and creative thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Participants may not be seen as truly representative of the public</li> </ul>

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Consensus Building	<ul style="list-style-type: none"> <li>• Used for criteria, alternative and other areas of selection</li> <li>• Often used with advisory committees</li> <li>• Techniques include Delphi, nominal group, public value assessment, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Use simplified methodology</li> <li>• Allow time to reach consensus</li> <li>• Consider computerized systems</li> <li>• Define levels of consensus (group does not have to agree entirely – only enough so the discussion can move forward)</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages compromise</li> <li>• Provides structured and trackable decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Not useful if groups are not willing to compromise</li> <li>• Clever parties can skew results</li> <li>• Result is not statistically valid</li> <li>• Consensus may not be reached</li> </ul>
Advisory Committees	<ul style="list-style-type: none"> <li>• A group of representative stakeholders assembled to provide public input</li> </ul>	<ul style="list-style-type: none"> <li>• Define roles, responsibilities up front</li> <li>• Be forthcoming with info</li> <li>• Use a consistently credible process</li> <li>• Interview potential committee members in person before selection</li> <li>• Use 3<sup>rd</sup> party facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Allows detailed analyses of issues</li> <li>• Participants gain understanding of other perspectives, enabling compromise</li> <li>• Builds trust among the committee members and project staff</li> </ul>	<ul style="list-style-type: none"> <li>• General public may not embrace recommendations</li> <li>• Members may not achieve consensus</li> <li>• Sponsor must accept need for give-and-take</li> <li>• Time and labor intensive</li> </ul>
Task Forces	<ul style="list-style-type: none"> <li>• Group of experts or representative stakeholders formed to develop a specific recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain strong leadership in advance</li> <li>• Ensure membership has credibility and support of its peers</li> </ul>	<ul style="list-style-type: none"> <li>• Findings of an independent Task Force have greater credibility</li> <li>• Provides constructive opportunity for compromise</li> </ul>	<ul style="list-style-type: none"> <li>• May not reach consensus</li> <li>• Results may be too general to be meaningful</li> <li>• Time and labor intensive</li> </ul>
Panels	<ul style="list-style-type: none"> <li>• Group assembled to debate or provide input on specific issues</li> </ul>	<ul style="list-style-type: none"> <li>• Best for showing differing views to the public</li> <li>• Panelists must be credible</li> </ul>	<ul style="list-style-type: none"> <li>• Provides opportunity to dispel misinformation</li> <li>• Can build credibility if all views are represented</li> <li>• May create media attention</li> </ul>	<ul style="list-style-type: none"> <li>• May create unwanted media attention</li> <li>• Panelists may further exacerbate the issues</li> </ul>
Citizen Juries	<ul style="list-style-type: none"> <li>• Small group of citizens empanelled to learn about an issue, cross-examine witnesses and make recommendations</li> <li>• Non-binding with no legal standing</li> </ul>	<ul style="list-style-type: none"> <li>• Requires skilled moderator</li> <li>• Commissioning body must follow recommendations or explain why not possible</li> <li>• Be clear as to how results will be used</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to develop deep understanding of an issue</li> <li>• Public can identify with the jury</li> <li>• Can pinpoint fatal flaws or gauge public reaction to a proposed solution</li> </ul>	<ul style="list-style-type: none"> <li>• Resource intensive</li> <li>• Time consuming</li> </ul>

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Role Playing	<ul style="list-style-type: none"> <li>• Participants act out characters in pre-defined situations, followed by evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Choose roles carefully</li> <li>• Ensure all views are represented</li> <li>• Encourage people to act</li> </ul>	<ul style="list-style-type: none"> <li>• Allows people to view the issue from other's viewpoint</li> <li>• Participants gain clearer understanding of issues</li> </ul>	<ul style="list-style-type: none"> <li>• People may still not be able to see other's perspectives</li> </ul>
Samdan Circle	<ul style="list-style-type: none"> <li>• Leaderless meeting that stimulates active participation</li> </ul>	<ul style="list-style-type: none"> <li>• Set the room up with a center table surrounded by concentric circles</li> <li>• Use microphones</li> <li>• Provide several people to record discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Can be used with 10 to 500 people</li> <li>• Works best with controversial issues</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion can become stalled or monopolized</li> </ul>

<sup>1</sup> Edited from “The IAP<sup>2</sup> Public Participation Toolbox – Techniques to Share Information, International Association of Public Participation