

CENTRAL CONNECTICUT RAIL STUDY

TASK 4/5: PUBLIC INVOLVEMENT PLAN



CONNECTICUT DEPARTMENT OF TRANSPORTATION
STATE PROJECT NUMBER: 171-366

SEPTEMBER 2012

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Chapter 1. Introduction

Given the numerous communities and stakeholders associated with the Central CT Rail Study, a detailed Public Involvement Plan was developed as part of the study's Scope of Work. This Plan includes both Task 4 Coordination activities in the study's Scope of Work as well as Task 5, Public Outreach. The Scope of Work for Tasks 4 and 5 serves as the overall Public Involvement Plan for this study. Additional guidance has been added to the plan regarding document formats to be used throughout the study and is included here. Additionally, a log will be kept of all public comments received for this study, and a matrix of key study stakeholders updated as the project progresses.

Chapter 2. Coordination (Scope Task 4)

This task will include coordination by the URS Team with the key stakeholders within the corridor, as well as Metro North Railroad (MNR); Amtrak; Pan Am Southern Railway, and potentially other rail freight operators (including Providence and Worcester Railroad Company, Connecticut Southern Railroad Company, Naugatuck Railroad Company, and Central New England Railroad Company; Federal and State regulatory agencies; Municipalities; Regional Planning Organizations; and corridor Stakeholders. CTDOT will be responsible for maintaining close coordination with the Connecticut Office of Policy Management (OPM) with assistance from the URS Team as needed. The first step in this task is to conduct stakeholder scoping meetings, as described in Tasks 4A and 4B.

2.1 URS/CTDOT Kick-Off Meeting

The URS Team will prepare the following information and attend a meeting with CTDOT to review the Draft Scope of Services, overall study schedule, list of potential stakeholders, the proposed study schedule, briefing and presentation materials to be used for the Stakeholder scoping meetings.

The draft briefing and presentation materials will provide information regarding the defined study area limits and the overall study tasks, goals and objectives. . It will serve as an outline for discussions at the scoping meetings and will include key questions to solicit input from Stakeholders.

Subsequent to this URS/CTDOT Kick-Off meeting, the information will be modified based upon the meeting discussions and consensus, and a Stakeholder Scoping Process Plan will be prepared, as discussed in Task 4B.

2.1.1 Deliverables

Draft and Final Scope of Services for Conducting Stakeholder Scoping Meetings

Proposed and Final Schedule of Stakeholder Meetings

Proposed overall Study Schedule

Draft and Final List of Stakeholders

2.2 Stakeholder Scoping Meetings

In October 2011, the URS Team and representatives from CTDOT attended two (2) scoping meetings. One (1) meeting was held with representatives from the Council of Governments of the Central Naugatuck Valley, and one (1) meeting was held with representatives from the Central Connecticut Regional Planning Agency. Each meeting was two (2) hours in length and was attended by one (1) member of the URS Team. These meetings allowed representatives from these two planning agencies to offer feedback on the scope of the Central Connecticut Rail Study.

2.3 Stakeholder Advisory Committee

The Stakeholder Advisory Committee (SAC) will be established for this study by CTDOT. A list of committee members is presented in Appendix 1. It is anticipated that the primary responsibility of the SAC will be to participate in the overall study process, provide and disseminate information, review and comment on draft documents and address specific issues associated with the development of study recommendations. Information collected from the Stakeholder outreach scoping meetings will be used to help determine the invitees and responsibilities of the SAC. The Study Team will provide SAC members a reasonable opportunity to review materials in advance of scheduled meetings. All study information will be e-mailed or a hard copy will be sent via postal mail.

In addition to appropriate CTDOT staff, the following will be invited to participate in the study SAC:

- The first official or their representative from each of the study corridor municipalities;
- A representative from each regional planning organizations along the study corridor (COG of the Central Naugatuck Valley and Central Connecticut RPA) as well as the Capitol Region Council of Governments (CRCOG);
- A representative from the Federal Transit Administration (FTA);
- A representative from the Federal Railroad Administration (FRA);
- A representative from each of the appropriate state and federal regulatory agencies, including but not limited to, CT Department of Energy and Environmental Protection (DEEP), U.S. Environmental Protection Agency (EPA), CT State Historic Preservation Office (SHPO), CT Department of Economic and Community Development (DECD), U.S. Fish & Wildlife, and U.S. Army Corps of Engineers (ACOE);
- A representative from MNR;
- A representative from Amtrak;
- A representative from the freight railroad operators along the study corridor (Pan Am Southern Railway, Providence and Worcester Railroad Company, Connecticut Southern Railroad Company, Naugatuck Railroad Company, and Central New England Railroad Company);
- A representative from local bus and paratransit service operators in the study corridor;
- A representative from regional bus service providers in the study corridor;
- A representative from the CT Rail Commuter Council;
- A representative from CT Commuter Services;
- A representative from the CT Public Transportation Commission;
- A representative of the CT Railroad Association; and
- Members from other interested parties including local economic development corporations, chambers of commerce, etc.

All SAC meetings will be open to the public. Notices of these meetings will be put on the study website and sent to members of the Interested Parties list, outlined in Task 5D.

It is anticipated that the SAC will meet up to three (3) times during this study. These meetings are anticipated to last up to three (3) hours each. It is assumed that four (4) URS Team members will attend each SAC meeting to support CTDOT.

The URS Team will:

- Fully develop the role and objectives of the SAC with CTDOT, so that the advisory role is clearly understood by all;
- Work with CTDOT and the SAC to ensure that representation is appropriate;
- Develop a tentative meeting schedule, corresponding to key decision points in the study;
- Plan three (3) meetings of the SAC;
- Maintain a database of SAC members;
- Be responsible for scheduling the date and time, identifying the meeting location, and developing draft meeting notices for CTDOT approval;
- Prepare a draft agenda for each SAC meeting to be approved by CTDOT;
- Revise and finalize each SAC meeting agenda;
- Develop and coordinate meeting materials (i.e. reports, slides, illustrations, graphics, designs, and maps);
- Send (via mailed postcard or email) meeting reminders to each of the SAC members three (3) days prior to each meeting;
- Distribute (via postal mail or email) SAC meeting notices, draft documents, and agenda to SAC members two (2) weeks prior to a scheduled meeting. These documents will also be posted on the study website, two weeks prior to the scheduled meeting;
- Facilitate each SAC meeting
 - At the first SAC meeting, present the objectives of the study, answer questions to clarify the objectives, and respond to general questions about the study;
- Write, revise, and finalize meeting notes;
- Distribute meeting notes to SAC members; and
- Post meeting notes on the website.

2.4 Metro-North Railroad Coordination

The URS Team, in consultation with CTDOT, will establish a liaison with MNR Planning and Operations. The intent will be to work with MNR on an as-warranted basis through the course of the study. It is anticipated that there will be up to two (2) meetings with MNR staff in conjunction with this study. These meetings are anticipated to last up to two (2) hours each. Two (2) members of the URS Team will attend each of these meetings.

2.5 Amtrak Coordination

The URS Team, in consultation with CTDOT, will establish a liaison with Amtrak. The intent will be to work with Amtrak on an as-warranted basis through the course of the study. It is anticipated that there will be up to two (2) meetings with Amtrak staff in conjunction with this study. These meetings are anticipated to last up to two (2) hours each. Two (2) members of the URS Team will attend each of these meetings.

2.6 Freight Service Operators Coordination

The URS Team will establish a liaison with the primary freight service operator, Pan Am Southern Railway, for this study, particularly as it relates to the operation of passenger rail service on their freight line, and as the needs of shippers and their freight carriers must be addressed. The URS Team will collect from the freight railroads operating along this line, their current frequency of use and schedule table, active sidings, and anticipated future freight service. The URS Team will work with the operators to determine its shippers' requirements so that any potential conflicts with commuter rail operations can be resolved. The issue of passenger train operation and control will need to be discussed, as Pan Am Southern Railway owns the ROW but would not be running the commuter rail service. The intent will be to work with the operators on a continuing basis through the course of this study. It is anticipated that there will be up to three (3) meetings in conjunction with this subtask. These meetings are anticipated to last up to two (2) hours each. It is anticipated that two (2) members of the URS Team will attend each of these meetings.

2.7 Other Federal and State Agencies Coordination

There are various other agencies that will need to be informed of the study progress and findings, requiring meetings. These include regulatory agencies such as FTA, FRA, DECD, and OPM among others. It is assumed that there will be up to a total of six (6) meetings with these other agencies. These meetings are anticipated to last up to two (2) hours each. It is anticipated that two (2) members of the URS Team will attend each of these meetings.

2.8 Regional / Local Officials Meetings

Meetings with local officials will be held through the two (2) regional planning organizations, with municipalities that could be directly affected by actions considered or recommended by this study. The purpose of these meetings is to provide an overview of the study's activities; present service, infrastructure, station, and parking concepts; and solicit their views on the current conditions, station development issues, and vision for the future of rail/transit service in the Central Connecticut Corridor. It is anticipated that two (2) members of the URS Team will attend each of these meetings. It is anticipated that there will be two (2) separate meetings, lasting up to two (2) hours each, in each of the following regions with the specified municipalities, for a total of four (4) meetings:

Council of Governments of Central Naugatuck Valley:

- Waterbury

Central Connecticut Regional Planning Agency:

- Berlin
- Bristol
- New Britain
- Plainville
- Plymouth

2.9 Individual Stakeholder Study Meetings

It is anticipated that additional meetings/presentations to various Stakeholders in the study corridor will be required. The purpose of these meetings is to provide them with an overview of the study's activities and to solicit their views on the current conditions and vision for the future of rail/transit service in the Central Connecticut Corridor. These meetings may include but are not limited to the following Stakeholders:

- Local Chambers of Commerce;
- Community / Neighborhood groups;
- Major employers;
- Connecticut United States Congressional delegation and/or their representatives; and
- Co-Chairs and the Ranking Members of the Connecticut General Assembly Transportation Committee and/or their representatives.

Up to five (5) Stakeholder meetings will be held during this study. It is anticipated that each meeting will last up to two (2) hours. It is anticipated that two (2) members of the URS Team will attend these meetings.

2.10 Meeting Coordination and Meeting Minutes

For each of coordination meetings identified in Scope Task 4, the URS Team will be responsible for:

- Developing draft meeting minutes and making changes based on CTDOT review and comments, distributing the approved meeting minutes to each of the participants, and maintaining a log of each meeting; and
- Posting approved minutes on the project website.

CTDOT shall review all materials prior to publication/distribution.

Chapter 3. Public Outreach (Scope Task 5)

3.1 Public Information Meetings

The purpose of these meetings is to obtain input from the general public regarding the development of this study and its recommendations. The Public Information Meetings will be general "open house" style with brief presentations. It is anticipated that there will be two (2) sets of Public Information Meetings held throughout the Central Connecticut Corridor. It is anticipated that, for each of the two (2) sets of meetings, there will be two (2) different meeting locations/venues, for a total of four (4) meetings. These meetings are expected to last up to two (2) hours each. It is anticipated that each of these meetings will be attended by up to four (4) members of the URS Team, along with CTDOT staff.

For each of these meetings, the URS Team will be responsible for:

- Scheduling the date, time and meeting location;
- Developing an agenda for meetings for CTDOT approval;
- Developing handout material, including display graphics for CTDOT review and approval prior to publication;
- Conducting a review of the presentation for CTDOT before meeting;
- Presenting the study materials at the meeting;
- Developing draft meeting minutes and summary of the comments received at each meeting and making changes based on CTDOT review and comments;
- Publishing/posting the approved meeting minutes on the study website;
- Maintaining a log of each meeting; and
- Posting presentations from meetings on the study website.

No formal stenographer or audio recording will be required for this task.

It is anticipated that a set of Public Information Meetings will be held following both the first and second SAC meeting. The final SAC meeting will include a discussion of the comments received at the final set of Public Information Meetings.

3.2 Website

The URS Team for use in this study will host a separate website that will be compliant with CTDOT American's with Disabilities Act (ADA) guidelines. The URS Team will develop and maintain the website, which will include a link to the CTDOT website. The website will be used to notify the public of upcoming meetings or study events, provide study information (e.g. background and contact information, published reports), and show the methods available to communicate with the Study Team. As the study progresses, meeting announcements will be updated and relevant information added.

Specific tasks related to development and management of the website are as follows:

- Develop a set of Web Pages with information on:
 - Study Overview

- Study Scope
- Study Schedule
- Study News
- Meetings
- Study Documents
- Contact information, including a comment submittal form
- Study Maps
- Create a link to the CTDOT website;
- Update the website as needed;
- Develop and maintain a database of all comments received via the study website and study email address;
- Provide reports of comments for CTDOT within the monthly progress report;
- Post appropriate study log comments and responses on study website;
- Establish and maintain an e-mail address for this study;
- Transmit e-mail to CTDOT on a timely basis; and
- Provide an automatic response to e-mail.

In addition, the Team will include use of Social Media, including Facebook, Twitter, and YouTube, as appropriate.

3.3 Public Advertisements/Media Releases

Public advertisements (paid advertisements in newspapers) will be used to advertise the Public Information Meetings described in Task 5A. In conjunction with the initial advertisement, a response form will be included to provide individuals with the opportunity to be added to the study mailing list.

The URS Team shall prepare and publish public notice display advertisements, flyers, legal notices, and website postings. The URS Team will be responsible for designing the display ads and paying for their publication. CTDOT shall review all materials prior to publication.

Advertisements will be placed in regional and local newspapers with circulation along the study corridor. The ad shall be published one (1) week preceding each meeting. In addition, advertisements will be published one (1) week in advance of the public meeting in all local weekly papers. The URS Team will coordinate with the regional planning agencies to determine if there are any non-English newspapers in which advertisements should also appear.

The URS Team will prepare media releases for CTDOT's approval. CTDOT will publish these releases on their website. Media releases shall be made available to the SAC and regional planning organizations for distribution.

3.4 Study Mailing Lists

The URS Team shall maintain a mailing list of Interested Parties throughout the study process. The Interested Parties mailing list shall include, but may not be limited to:

- State Legislators from the study corridor;
- State Legislature Transportation Committee Members;
- Connecticut Congressional Delegation;
- Individuals or organizations that have indicated an interest in this study;
- Stakeholders;
- Representatives from colleges and universities within the study corridor;
- Media;
- Freight Service Operators within the study corridor;
- Regional Planning Agencies within the study corridor; and
- Local municipal officials within the study corridor.

3.5 Cable Television

The URS Team will use when available, cable television coverage within the study corridor to facilitate the broadcasting of meeting notices, informational videos, public meeting presentations, and discussions. The URS Team will:

- Identify all cable television resources in the study corridor;
- Notify all stations of upcoming meetings for community calendar listings;
- Invite CT-N to cover all public meetings;
- Request filming of public meetings by local area stations;
- Notify stations of the availability of CTDOT staff for interviews or special program opportunities; and
- Participate in up to three (3) interviews.

3.6 Newsletters

The URS Team will conduct outreach in the form of a printed newsletter and/or e-newsletter. The newsletter will be prepared and distributed by the URS Team to inform the public of the study progress and technical achievements, and to collect comments on any issues. Three (3) newsletters will be prepared during the duration of the study.

The URS Team will:

- Prepare each of three (3), four sided, 8.5"x11", color newsletters;
- Submit each newsletter for review and approval by CTDOT prior to publication;
- Print a total of 250 copies of each newsletter;
- Send the newsletters to the two RPAs, town halls, and public libraries within the study corridor, as well as those on the mailing list; and
- Post the newsletter on the study website.

3.7 Seat Drop

For each round of the Public Information Meetings, a seat drop of flyers giving notice of upcoming meetings will be prepared and distributed on the Waterbury Branch of the New Haven

Line trains and/or buses serving the study corridor, in coordination with MNR, CT Transit, and other local bus providers. If possible, notices will also be distributed on Amtrak's New Haven-Hartford-Springfield line.

The URS Team will:

- Develop a proposed list of existing bus and train routes in the corridor;
- Propose a schedule of routes to CTDOT that will receive flyers;
- Prepare a draft of each Seat Drop flyer for CTDOT/MNR review and approval; and
- Upon CTDOT/MNR approval, distribution of the Seat Drop flyer will be performed by MNR and posted on the study website.

Chapter 4. Document Format Templates

Templates for report covers and document formats were created for the Central CT Rail Study and will be used throughout the project. These are included in the Appendix 2 to this plan.

Appendix 1: Stakeholder List

**Central Connecticut Rail Study
Preliminary Stakeholder Committee List**

Municipalities

- Berlin
 - Denise McNair, Town Manager
 - Hellyn Riggins, AICP, Director of Development Services
 - James Mahoney, Director of Economic Development
- Bristol
 - Arthur Ward, Mayor
 - Alan Weiner, AICP, City Planner
- New Britain
 - Tim O'Brien, Mayor
 - Steven Schiller, AICP, City Planner
- Plainville
 - Robert Lee, Town Manager
 - Mark DeVoe, AICP, Director of Planning and Economic Development
- Plymouth
 - Vincent Festa, Jr., Mayor
 - Khara Dodds, AICP, Director of Planning & Economic Development
- Waterbury
 - Neil O'Leary, Mayor
 - James Sequin, AICP, City Planner

Chambers of Commerce

- Central Connecticut Chamber of Commerce
 - Michael Nicasro, President / Chief Executive Officer
- Greater New Britain Chamber of Commerce
 - William Millerick, President
- Plainville Chamber of Commerce
 - Maureen Saverick, Office Manager
- Waterbury Regional Chamber of Commerce
 - Lynn Ward, President / Chief Executive Officer

Regional Planning Agencies

- Capitol Region Council of Governments
 - Jennifer Carrier, Director of Transportation
 - Lyle Wray, Executive Director
- Central Connecticut Regional Planning Agency
 - Francis Pickering, Senior Planner
 - Carl Stephani, Executive Director
- Council of Governments of the Central Naugatuck Valley
 - Peter Dorpalen, Executive Director
 - SamuelGold, AICP, Senior Planner

Railroads

- Amtrak
 - Drew Galloway
- Central New England Railroad Company
 - Amity Bellivue
- Connecticut Southern Railroad Company
 - Mark Brominski
- MTA Metro-North Railroad
 - Claudine Chi, Senior Planner
 - David Fogel, AICP, Assistant Director of Strategic Planning
 - Frederic Nangle, Manager of Transportation and Environmental Planning
- Naugatuck Railroad Company
 - Howard Pincus
- Pan-Am Southern Railway
 - Roger Bergeron
- Providence and Worcester Railroad Co.
 - David Fitzgerald, Vice President - Operations
 - Kevin Smith

Federal Agencies

- Federal Rail Administration
 - Colleen Vaughn
- Federal Transit Administration, Region 1
 - Joanne Weinstock, Program Manager and Sustainability Specialist
- US Army Corps of Engineers
 - Susan Lee
- US Environmental Protection Agency
 - Michael Marsh
- US Fish and Wildlife
 - Maria Tur

State Agencies

- CT Department of Economic and Community Development
 - Catherine Smith, Commissioner
- CT Department of Energy and Environmental Protection
 - Frederick Riese, Senior Environmental Analyst
- CT State Historic Preservation Office
 - Dan Forrest, Environmental Review Coordinator

Transit/Commuter Services

- CT Transit
 - David Lee
- CT Commuter Service
 - Kay Carson
- North East Transportation Company

- Joseph Spina, Operations Manager
- New Britain Transportation Co.
 - Peter Agostini, President
- DATTCO, Inc.
 - Paul DeMaio, Operations

Other

- CT Metro-North Rail Commuter Council
 - Jim Cameron, Chairman
 - Rodney Chabot, Former Chairman
- Bristol Hospital
 - Kurt Barwis, President
- Bristol Rising
 - Mark Walerysiak
- Bristol Transportation Commission
 - Mary Alford
 - Sean Mowad
- ESPN
 - Eleanor DeVane
- Renaissance Downtowns
 - Ryan Porter

Appendix 2: Report Template

CENTRAL CONNECTICUT RAIL STUDY

TASK #: TITLE



CONNECTICUT DEPARTMENT OF TRANSPORTATION
STATE PROJECT NUMBER: 171-366

DATE

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Chapter 1. Level 1

1.1 Level 2

Body text for reports will be written in Times New Roman, size 12. Text will be justified and single-spaced with a blank line between each paragraph.

1.1.1 Level 3

1.1.1.1 Level 4

Table 1: Sample Table

Column 1	Column 2
Body Text	Body Text
Body Text	Body Text



Figure 1: Sample Figure