

SECTION B- PUBLIC INVOLVEMENT PLAN

1.0 Background and Overview

1.1 Purpose of Public Involvement Plan

The purpose of this Public Involvement Plan (PIP) is to communicate information about a wide range of activities that are involved in the analysis of alternatives for a new Intermodal Transportation facility in the Upper Valley. This PIP will:

- Communicate the principles of the process that will be incorporated;
- Communicate information about the project team;
- Communicate upcoming meeting dates; and
- Describe the communication methods that will be implemented to inform the community.

The Public Involvement Plan will be updated periodically to reflect changes over the course of the project, and will be considered a dynamic document until the end of the project.

1.2 Project Team

The project team consists of:

- The Project Lead Team
- The Project Advisory Committee (PAC)
- Public Outreach Team

1.3 Project Lead Team

1.3.1 NHDOT

The New Hampshire Department of Transportation will provide oversight for the alternatives analysis process, and act as primary fiscal agent for the project. In addition, NHDOT will serve on the Project Advisory Committee.

1.3.2 UVLSRPC

The Upper Valley Lake Sunapee Regional Planning Commission will act as facilitator for the process and assist NHDOT with administrative staff support necessary to complete the alternatives analysis, including developing a Request for Proposals for the project consultant(s). UVLSRPC personnel will also act as staff to the Project Advisory Committee, including developing meeting agendas, minutes, and coordinating public outreach with the Upper Valley Transportation Management Association. UVLSRPC will also be represented as a stakeholder on the Project Advisory Committee.

1.3.3 Project Consultant(s)

The project consultant(s) will provide technical analysis to the Project Advisory Committee. The consultant(s) will review and analyze alternative sites in the Upper Valley for the location of an intermodal transportation facility. The consultant(s) will identify scoping issues and permitting needs in detail for all identified alternative sites,

consistent with a Request for Proposals to be developed by NHDOT and UVLSRPC and approved by the Project Advisory Committee. Upon the selection of a preferred alternative, and approval of that alternative by NHDOT, the consultant(s) will design the intermodal transportation facility in sufficient detail to begin the permitting process.

| PROJECT LEAD TEAM | | | |
|--------------------------|--------------------------|------------------|----------------------------------|
| NAME | ADDRESS | TELEPHONE | BUREAU, POSITION |
| TBD | 7 Hazen Dr., Concord, NH | (603) 271-2468 | NHDOT Bureau of Rail and Transit |
| Christine Walker | 30 Bank St, Lebanon, NH | (603) 448-1680 | UVLSRPC |
| TBD | TBD | TBD | Consultant(s) |

1.4 Project Advisory Committee (PAC)

The PAC members are comprised of federal, state, and municipal representatives as well as regional transportation providers, employers, and advocacy groups that have an interest in the development of an intermodal transportation facility in the Upper Valley. Also the UVLSRPC and NHDOT staff represents the regional and state transportation interests. The PAC serves in an advisory role (tasked with making recommendations to the NHDOT) and is anticipated to be involved with the project from the project planning phase through the end of the project’s design.

The table below lists the PAC members and their representation.

| PROJECT ADVISORY COMMITTEE | |
|-----------------------------------|--|
| Name | Representing |
| TBD | Advance Transit |
| TBD | City of Lebanon |
| TBD | Connecticut River Transit |
| TBD | Dartmouth Coach |
| TBD | Dartmouth Hitchcock Medical Center |
| TBD | Federal Transit Administration |
| TBD | GACIT Committee |
| TBD | Greyhound/Vermont Transit |
| TBD | New Hampshire Department of Transportation |
| TBD | NH Statewide Coordinating Council |
| TBD | Stagecoach Transportation Services |
| TBD | Town of Enfield |
| TBD | Town of Hanover |
| TBD | Town of Hartford, VT |
| TBD | TRORC |
| Christine Walker | UVLSRPC |
| TBD | UVTMA |
| TBD | Vermont Agency of Transportation |

1.5 Public Outreach Team

The Public Outreach Team will consist of UVLSRPC, NHDOT, and Upper Valley Transportation Management Association (UVTMA) staff. The UVTMA is a non-profit coalition of Upper Valley communities and businesses seeking to reduce reliance on single-occupant vehicle travel in the Upper Valley. The Public Outreach Team will be tasked with providing staff support to the PAC in developing outreach materials (as described in Section 4 below), and communicating with local organizations, advocacy groups, and the media about the project.

| PROJECT OUTREACH TEAM | | | |
|------------------------------|--------------------------|------------------|--|
| NAME | ADDRESS | TELEPHONE | BUREAU, POSITION |
| TBD | 7 Hazen Dr., Concord, NH | (603) 271-2468 | New Hampshire Department of Transportation |
| Christine Walker | 30 Bank St, Lebanon, NH | (603) 448-1680 | UVLSRPC |
| Gabe Zoerheide | TBD | TBD | UVTMA |

2.0 Project Process

2.1 Types of Meetings

Several types of meetings are planned over the course of this project. They are described below.

2.1.1 Project Advisory Committee Meetings

The purpose of the Project Advisory Committee (PAC) meetings is to obtain input from the PAC and to facilitate the flow of information and ideas between the project team and public at-large.

2.1.2 Public Informational Meetings

The objective of the public informational meetings is to provide a forum of direct public input in the alternatives analysis process. The meetings will be widely advertised within the community with notices posted in prominent public places. Advertisements of the meeting will also be included in several local and regional newspapers, as detailed in the Media section of this Public Involvement Plan. Meeting notices will also be mailed to local, regional, and state officials. The public informational meetings are intended to be afternoon / evening sessions to discuss the various aspects of the project and gather input from the community on potential alternatives.

2.2 Anticipated Project Meetings

PAC Meeting #1 (Kickoff)

- Overview of Project and Process

- Discuss Project Advisory Committee Roles and Responsibilities
- Discuss Draft Public Involvement Plan
- Distribute Draft Consultant RFP for PAC Review (developed by staff)
- Distribute Draft Screening Criteria for PAC Review (developed by staff)

PAC Meeting #2

- Consensus on Consultant RFP
- Consensus on Screening Criteria

Public Informational Meeting #1

- Present the Process to the General Public
- Present and Receive Comments on Screening Criteria

PAC Meeting #3

- Discuss Public Informational Meeting #1 Feedback
- Interview Potential Consultants
- Consensus on Preferred Consultant

Public Informational Meeting #2

- Public Brainstorming and Discussion of Potential Sites

PAC Meeting #4

- Review Demand Estimates Prepared by Consultant
- Develop and Reach Consensus on Statement of Purpose and Need
- Finalize List of Potential Site Locations

PAC Meeting #5

- Interim Report from Consultant

PAC Meeting #6

- Final Report from Consultant's Findings
- Presentation of Consultant's Recommendations

Public Informational Meeting #3

- Present and Receive Public Feedback on Potential Sites

PAC Meeting #7

- Review Public Informational Meeting #3 Results
- Call for Consensus on Preferred Alternative
- Develop Formal Recommendation to NHDOT

Public Informational Meeting #4

- Formal Presentation of PAC Recommendation to the Public

2.3 Project Meeting Schedule

The proposed project meeting schedule is detailed below. The schedule is approximate and subject to change. Additional interim meetings may be necessary to reach consensus on certain items prior to advancing forward to the next step. It is anticipated that the alternatives analysis process will be completed in approximately 12 months.

| Meeting | Month | | | | | | | | | | | |
|---------------------------------|-------|---|---|---|---|---|---|---|---|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| PAC Meeting #1 | █ | | | | | | | | | | | |
| PAC Meeting #2 | | █ | | | | | | | | | | |
| Public Informational Meeting #1 | | █ | | | | | | | | | | |
| PAC Meeting #3 | | | █ | | | | | | | | | |
| Public Informational Meeting #2 | | | | █ | | | | | | | | |
| PAC Meeting #4 | | | | | █ | | | | | | | |
| PAC Meeting #5 | | | | | | | █ | | | | | |
| PAC Meeting #6 | | | | | | | | | | █ | | |
| Public Informational Meeting #3 | | | | | | | | | | █ | | |
| PAC Meeting #7 | | | | | | | | | | | █ | |
| Public Informational Meeting #4 | | | | | | | | | | | | █ |

3.0 Guidelines and Procedures

3.1 Rules of Order

The PAC has an important and challenging task of providing public input to the New Hampshire Department of Transportation regarding potential alternatives for a new intermodal transportation facility in the Upper Valley. Because of the significance and complexity of the issues with which the Project Advisory Committee will be dealing, it is important to make the most effective use of our meeting times. Therefore, as a group, we commit to the following guidelines and procedures:

A. How the PAC functions:

- Each member has an equal right to speak and ask questions. There are no “dumb questions”.
- Each member is encouraged to share individual viewpoints. Individual opinions are valid whether others agree with them or not.
- Each PAC member will listen to, respect and seek to understand the views of others, particularly those perspectives that differ from our own.
- Disagreements will be explored not suppressed.
- We will be courteous when addressing other members, staff and consultants.
- We will refrain from interrupting each other, staff or consultants.
- We will keep our comments relevant to the topic under discussion.

B. How the PAC makes decisions:

- The Project Advisory Committee will operate by consensus whenever possible. Consensus does not necessarily mean agreement or active support by each member. Those not objecting are not necessarily indicating that they favor, but merely that they can “**live with it.**”
- In the absence of consensus, a super majority of three-quarters (75%) of the Project Advisory Committee members present is required for approval of an action.
- Participation in the decision-making of the Project Advisory Committee shall be limited to its members.
- In order to provide continuity in the group’s discussions, members are asked to make every effort to attend all meetings. However, if a member cannot attend, he or she may designate an alternate to attend and participate in discussions of the Project Advisory Committee in his or her absence.
- Non-members shall attend as observers and may be invited to offer comments, when appropriate.

C. How the PAC communicates with the Public:

- It is NHDOT and UVLSRPC’s intent that the members of the Project Advisory Committee represent the interests of a cross-section of regional stakeholders. PAC members are encouraged to report on project issues to others who live and work in this area, particularly to groups or organizations to which they belong, and to bring input to PAC meetings that reflects the interests of these individuals and groups.
- It will be helpful if Project Advisory Committee members explain to others the process being used to develop the project concepts so they better understand how the project is progressing.

We believe that following these guidelines and procedures will help the PAC to develop advice that is fully considered and will be well received by the Department, the public, and the appropriate Federal, State, and local government leaders and agencies whose support is essential for carrying out the recommendations of the PAC.

4.0 *Communication Methods*

Effective communication is essential to the on-going success of the project. Below is a description of the communication methods that are planned for the project. As the project progresses, public involvement will be assessed periodically to determine if the methods of communication in use are effective or if adjustments are needed.

4.1 NHDOT Website

As an element of the UVLSRPC or NHDOT web page, the Upper Valley intermodal transportation facility alternatives analysis will be added and used to post pertinent project information, meeting agendas, and meeting summaries or notes. The purpose

of the website is to keep the public informed about the project and provide another way for the public to provide input. The website content will be updated at project milestones and, as necessary, after project meetings.

4.2 E-mail

A primary method of communication for the Project Advisory Committee will be via e-mail. Individual e-mail addresses for the PAC members will be contained within the project files. Meeting agendas, meeting notes, and other pertinent project information will be disseminated to the Project Advisory Committee via this method of communication. Special arrangements will be made to distribute meeting materials to PAC members who do not have e-mail.

4.3 Meetings

Project Advisory Committee meetings and Public Informational meetings will be used as different avenues to disseminate and discuss pertinent project related information.

4.4 Media

In order to help maximize the distribution of meeting notices for the Public Informational meetings, news releases and/or meeting notices will be provided to local and regional newspapers.

- **Valley News**
 - **Publication Frequency:** daily
 - **Distribution:** Southern Grafton County and Sullivan County, NH and Windsor County, VT
 - **Address:** PO Box 877, White River Junction, VT 05001
 - **Phone:** (603) 727-3221
 - **Fax:** (603) 298-0212
 - **E-mail:** calendar@vnews.com
 - www.vnews.com

- **Connecticut Valley Spectator**
 - **Publication Frequency:** weekly
 - **Distribution:** Southern Grafton County, NH and Northern Windsor County, VT
 - **Address:** 103 Hanover St, 2nd Floor Suite 6, Lebanon, NH 03766
 - **Phone:** (603) 448-1130
 - **Fax:** (603) 448-3790
 - **E-mail:** jhitchcock@tsvmedia.net
 - www.cvspectator.com

4.5 Flyers

In order to help maximize interest and encourage Upper Valley residents and other members of the public to attend the Public Informational meetings, flyers will be developed with the aid of the Project Advisory Committee members. Flyers will be posted in prominent public places throughout the Upper Valley, and sent to the local and regional newspapers.

4.6 Other Forms of Media

Throughout the course of project development, other forms of media may be used to communicate project information to the PAC and members of the public. Other forms of media may include, but will not be limited to Cable Television, Youtube, or e-mailed “e-bulletins”.