

Public Involvement Plan Appendix

*Adopted by the CCMPO Board of Directors
September 17, 2003*



***Chittenden County
Metropolitan Planning
Organization***

*Communities working
together to meet
Chittenden County's
transportation needs*



**Chittenden County
Metropolitan Planning
Organization**

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The preparation of this document was financed jointly by the eighteen municipalities in Chittenden County and the Chittenden County Transportation Authority; the Vermont Agency of Transportation; and the United States Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

Submitted by: Diane Meyerhoff, Third Sector Associates,
Burlington, Vermont 802.865.1794

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Approved by the CCMPO Board of Directors September 17, 2003

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Appendix A: Glossary of Terms

ADA (Americans with Disabilities Act). Federal legislation prohibiting discrimination on the basis of disability, requiring accessible transportation services.

Accessibility The ability to reach a destination or use a transportation facility or service without being impeded by physical, economic, or other barriers.

Access Management The limitation or re-configuration of access to state or town highways. Techniques include: curb cut relocation or elimination, left turn prohibition, signalization, median construction, zoning, subdivision regulation, purchase of access rights, etc.

Arterial A major street or highway.

CATMA (Campus Area Transportation Management Association) Organization formed by several institutions in Burlington's Hill Section to jointly address local transportation and parking issues.

CCMPO (Chittenden County Metropolitan Planning Organization) Established in 1983, the County's federally-mandated transportation planning and funding approval agency for the eighteen municipalities in the County.

CCRPC (Chittenden County Regional Planning Commission) Land use planning agency for the County.

CCTA (Chittenden County Transportation Authority) Operator of the County's regional bus system and rideshare services.

CMAQ (Congestion Mitigation and Air Quality Improvement Program) Federal funding program for projects designed to reduce congestion and improve air quality.

Categorical Exclusion An action that does not individually or cumulatively have a significant impact on the human environment. A categorical exclusion does not require an Environmental Assessment nor an Environmental Impact Statement.

Corridor A travelway, often a major road or rail line and its immediate environs.

Discretionary Funds Funds whose distribution is not automatic and not by formula but rather dependent on the decision of some agency or party.

EA (Environmental Assessment) An interim decision document prepared for an action where the significance of social, economic, or environmental impact is not clearly established. If the action is determined to have significant impact, then an Environmental Impact Statement (EIS) is prepared. If not significant impact is determined, a finding of no significant impact (FONSI) is prepared.

EIS (Environmental Impact Statement) Document that studies all potential impacts resulting from federally-assisted programs. Impacts include those on the natural environment, economy, society and those of historical and aesthetic significance. An EIS must be prepared if project impacts are significant.

EJ (Environmental Justice). The fair treatment of all races, cultures, ethnicities, and income levels with respect to the development, implementation, and enforcement of environmental laws, regulations, programs, and policies. Mandated in 1994 by Presidential Executive Order 12898.

EPA (Environmental Protection Agency) The federal regulatory agency responsible for administering and enforcing environmental laws, including the Clean Air Act.

FHWA (Federal Highway Administration) US Department of Transportation agency responsible for highways.

FTA (Federal Transit Administration) US Department of Transportation agency that provides capital, planning, and operating assistance for public transit.

FONSI (Finding of No Significant Impact) A statement indicating that a project was found to have no significant impacts on the quality of the environment.

FY (Fiscal Year) The CCMPO's fiscal year is from July 1 to June 30.

Fiscal Constraint With respect to the Transportation Improvement Program (TIP), fiscal constraint is the federal dollar limit provided by VTrans for each project year. The CCMPO may include projects up to that limit and expect to receive those funds.

HOV (High Occupancy Vehicle) Vehicle carrying two or more people.

ISTEA (Intermodal Surface Transportation Efficiency Act of 1991) Landmark legislation that introduced a comprehensive approach to transportation problems by emphasizing innovation, intermodalism, and flexibility. Precursor to **TEA-21**.

ITS (Intelligent Transportation Systems) Technology used to improve the efficiency of transportation systems.

Intermodal The ability to connect, and the connections between, different modes of transportation.

JARC (Job Access/Reverse Commute) Federal program designed to meet the work-related transportation needs of low-income residents.

LRTP (Long Range Transportation Plan) See MTP.

Low-Income A person whose median household income is at or below the Department of Health and Human Services poverty guidelines at www.hhs.gov.

Low-Income Population Any readily-identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed transportation project, policy, or activity.

MPO (Metropolitan Planning Organization) Regional policy board, required by Federal Law in urbanized areas with populations over 50,000, and designated by local officials and the governor of the state. Responsible, in cooperation with the state and other transportation providers, for implementing federal highway and transit legislation.

MTP (Metropolitan Transportation Plan) A document resulting from a regional collaboration and consensus on a region's transportation system, and serving as the defining vision for the transportation systems and services. The plan describes all transportation improvements scheduled for funding over twenty-five years and based on actual anticipated funding levels.

Mode One of several major types of transportation such as rail, bus, automobile, and non-motorized (bicycle/pedestrian) transportation.

Multimodal Utilization of several integrated modes of transportation in a given area.

Scoping Studies A Vermont Agency of Transportation (VTTrans) process that defines the purpose and need of an undertaking, identifies the resources that will be impacted, and develops safe and efficient alternatives to address a transportation problem.

Smart Corridor An area that uses advanced technology to maintain the flow of multimodal traffic at maximum efficiency.

Paratransit Flexibly scheduled transportation services for the disabled.

PL Funds Transportation Planning Funds from the Federal Highway Administration.

SOV (Single Occupancy Vehicle) Vehicle carrying only a driver.

SSTA (Special Services Transportation Agency) County-wide organization providing **paratransit** services.

STIP (State Transportation Improvement Program) An annual capital improvement program for all state surface transportation (highway, bus, rail) projects anticipated during the coming year.

Stakeholders Individuals and organizations involved in or affected by the transportation planning process. Includes federal/state/local officials, MPO, transit operators, freight companies, shippers, and the general public.

TA (Technical Assistance) A CCMPO program providing on-demand technical assistance to member communities.

TAC (Technical Advisory Committee) A technical committee that reviews a wide variety of efforts, including plans, studies, and programs, and makes recommendations to the CCMPO Board.

TDM (Transportation Demand Management) Programs that focus on decreasing travel and the use of single occupancy vehicles and increasing the use of other modes. Includes programs like alternative work hours and park & ride lots.

TAZ (Transportation Analysis Zone) A geographic area that identifies land uses and associated trips that is used for making land use projections and performing traffic modeling.

TEA-21 (Transportation Equity Act for the 21st Century) Federal transportation law that authorizes six years of funding for highways, transit, non-motorized modes, and other surface transportation infrastructure.

TIP (Transportation Improvement Program) A list of federally funded projects planned for a three-year period and consistent with the goals of the Metropolitan Transportation Plan.

TLC (Transportation for Livable Communities). A CCMPO-sponsored grant program that supports projects that strengthens the link between transportation investments and community livability.

TSM (Transportation System Management) Low-cost projects that respond to people's transportation needs.

Title VI Part of the Civil Rights Act of 1964 that prohibits discrimination in any program receiving federal assistance.

Traffic Calming The process of designing streets or adding design elements to tame fast traffic and address unsafe traffic conditions. Design elements include, for example, speed humps, narrowed streets, added traffic circle. Good initial design and street layout can prevent the need to install traffic calming measures after the street is built.

Transportation Capital Program The annual transportation spending plan created by the State of Vermont Agency of Transportation to determine and prioritize statewide capital improvements.

UPWP (Unified Planning Work Program) The CCMPO's annual work plan for local and regional transportation planning projects.

VMT (Vehicle Miles of Travel) Represents one vehicle traveling a distance of one mile. Often used as a measure of road usage in a region.

VTA (Vermont Transportation Authority) Operator of passenger rail services.

VTrans/VAOT (Vermont Agency of Transportation) Agency that establishes state policies and implements programs and projects for all modes of transportation.

Sources: Steven J. Dush, AICP & Gregory P. Muhonen, P.E., *The Language of Traffic*, Spring 2002, available at www.planning.org; US Department of Transportation, *A Citizen's Guide to Transportation Decisionmaking*, March 2001, Vermont Agency of Transportation, *Vermont's Long Range Transportation Plan*, August 1995, US Department of Transportation. *The Metropolitan Transportation Planning Process: Key Issues, A Briefing Notebook for Metropolitan Planning Organization Board Members*, November 2001, *Manual of Regional Transportation Modeling Practice* Ver. 1.0 7/93; US DOT, *Statewide Transportation Planning: Proposed Rules*, March 2, 1993; Chittenden County Metropolitan Planning Organization, *Unified Planning Work Program*; State of Vermont, *Agency of Transportation Project Development Process*, January 1998, *Environmental Justice Guidelines for MD State Highway Administration's Projects*, 8/29/01, *A Citizen's Guide to Transportation Decisionmaking*, US DOT, *Guide to Transportation Planning in Chittenden County*, CCMPO, October 2000.

Special thanks to Christine Forde of the CCMPO for her additions to this glossary.

Appendix B: Chittenden County Human Service Agencies

Agency	Address	City/Town	Zip
American Red Cross/Northern VT Chapter	29 Mansfield Ave.	Burlington	05401
Baird Center Division	1110 Pine St.	Burlington	05401
Burlington R.U.1.2.? Community Center	PO Box 5883	Burlington	05402
Cathedral Square Corporation	3 Cathedral Sq.	Burlington	05401
Champlain ARC	1 Mill St.	Burlington	05401
Champlain Senior Center, Inc.	N. Winooski Ave.	Burlington	05401
Champlain Valley Agency on Aging	1 Mill Street PO Box 158	Burlington Winooski	05401 05404
Champlain Valley Office of Economic Opportunity/Chittenden Community Action	PO Box 1603	Burlington	05402
Champlain Vocational Services	77 Hegeman Ave.	Colchester	05446
Chittenden County Senior Citizen Alliance	14 Heineburg Rd.	Burlington	05401
Committee on Temporary Shelter	179 S. Winooski Ave. PO Box 1616	Burlington Burlington	05401 05402
Community Health Center of Burlington	617 Riverside Ave.	Burlington	05401
Greater Burlington YMCA	266 College St.	Burlington	05401
Health Dept.	195 Colchester Ave.	Burlington	05401
Health Dept. HQ	108 Cherry St.	Burlington	05401
Howard Center for Community Services	300 Flynn Ave.	Burlington	05401
Kids on the Block – Vermont	294 N. Winooski Ave.	Burlington	05401
King Street Youth Center	87 King St.	Burlington	05401
Lund Family Center	76 Glen Rd.	Burlington	05401
Mental Health Care Center	1 S. Prospect St.	Burlington	05401
Milton Family Community Center	23 Villemaire La.	Milton	05468
Outright Vermont	PO Box 5235	Burlington	05402
Peace & Justice Center	21 Church St.	Burlington	05401
Ronald McDonald House	16 S. Winooski Ave.	Burlington	05401
Sarah Holbrook Center	66 North Ave.	Burlington	05401
Social Services	1193 North Ave.	Burlington	05401
Spectrum Youth & Family Services	31 Elmwood Ave.	Burlington	05401
Transitional Services for Youth/Family	1 Mill St.	Burlington	05401
United Way of Chittenden County	95 St. Paul St.	Burlington	05401
VT Assn. For Business, Industry, and Rehabilitation (VABIR)	1 Main St., #60 Champlain Mill	Winooski	05404
VT Assn. For the Blind & Visually Impaired	37 Elmwood Ave.	Burlington	05401
VT CARES	PO Box 5248	Burlington	05401
VT Health Dept.	1193 North Ave.	Burlington	05401
Visiting Nurse Association	25 Prim Rd.	Colchester	05446
Vocational Rehabilitation	108 Cherry St.	Burlington	05401
Wellspring	68 Ethan Allen Pkwy.	Burlington	05401

Sources: Special Service Transportation Agency Strategic Planning Project: Need for Paratransit Services in Chittenden County, KFH Group, Inc., August 14, 2002; Vermont Alliance of Non Profits (VANPO) Membership Directory, 2002; Greater Burlington Area Community Food and Wellness Resource Guide, City Market, Fall 2002.

Appendix C: Public Involvement Project Form

1. Name of Project: _____

2. Type of Project: Scoping TA TIP UPWP MTP Amendment Other: _____

3. Project Start and Expected Completion Dates: _____

4. Person Responsible for Public Involvement: _____

5. What geographical area will be impacted by this project? _____

6. What is the demographic makeup of the study area? _____

7. What tools will be used for outreach?

- | | |
|--|--|
| <input type="checkbox"/> Stakeholder Committee | <input type="checkbox"/> Publications – Press Release |
| <input type="checkbox"/> Meetings/Forums/Presentations | <input type="checkbox"/> Publications – Paid Advertisements |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Publications – Special Topic Newsletter |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Website |
| <input type="checkbox"/> Posters/Flyers | <input type="checkbox"/> Cable Television |
| <input type="checkbox"/> Publications – Newsletter Article | <input type="checkbox"/> Other: _____ |

8. How will you involve the following:

Residents: _____

Business Owners: _____

Property Owners: _____

Underrepresented Populations: _____

Low Income/Minority/Refugee: _____

Schools: _____

9. How will you evaluate the public involvement effort? _____

Appendix D: TIP Amendment Policy

CCMPO Transportation Improvement Program (TIP) Amendment Policy Approved February 19, 2003

TIP Amendment Schedule

Project Cost	Amendment Type	Definition/Process
Project cost \$500,000 or less	Major Amendment (Public Hearing)**	<ol style="list-style-type: none"> 1. Addition or deletion of a project unless a new grant award. 2. Moving a project that is “ready to go” from the current year to an out year or moving any project from an out year to the current year, unless not subject to fiscal constraint. 3. Cost increase resulting from a significant change in project scope.*
	Minor Amendment (Consent Agenda item for TAC and Board)	Change in project cost of more than 25 percent, unless not subject to fiscal constraint.
	Administrative (Amendment approved by CCMPO Director with subsequent Board notification.) (Amendments to be processed within 30 days.)	Anything not detailed under Major or Minor including: <ol style="list-style-type: none"> 1. Increase in project cost of 25 percent or less unless there is a significant change in project scope.* 2. Addition of a new grant award. 3. Designating use of regional line items. 4. Change in funding between phases with no change in overall project cost.
Project cost over \$500,000	Major Amendment (Public Hearing)**	<ol style="list-style-type: none"> 1. Change in project cost of more than 25 percent, unless not subject to fiscal constraint. 2. Addition or deletion of a project, unless a new grant award. 3. Moving a project that is “ready to go” from the current year to an out year or moving any project from an out year to the current year, unless not subject to fiscal constraint. 4. Cost increase resulting from a significant change in project scope.*
	Minor Amendment (Consent Agenda item for TAC and Board)	Any condition not detailed under Major or Administrative, including: <ol style="list-style-type: none"> 1. Change in project cost greater than 10 percent but not to exceed 25 percent, no significant change in project scope.* 2. New grant awards (i.e. enhancement, bike/ped, TCSP, etc.)
	Administrative	<ol style="list-style-type: none"> 1. Change in project cost of 10 percent or less, up to a maximum change of \$250,000, unless there is a significant change in project scope.* 2. Change in funding between phases with no change in overall project cost.

* The significance of a requested project scope change will be determined by the staff and Executive Director, in consultation with the affected municipality and/or agency.

** Public Hearings to occur quarterly, unless otherwise requested by the CCMPO Board, according to a predetermined schedule to be provided to all VTrans and municipal project managers prior to project initiation.

Notes:

The Executive Director may designate an Administrative Amendment as a Minor or Major Amendment, or a Minor Amendment as a Major Amendment if additional review is desired.

For the purposes of the TIP, “project” is defined as a combination of all related individual TIP line items that, when grouped together under the CCMPO project number, make up an independent and stand-alone project.

Cost increases shall be evaluated cumulatively over the entire federal fiscal year.

Project Advancement Guidelines

Project advancement will adhere to the following guidelines:

1. If a specific project cannot meet its intended time schedule, the first option will be for another project in the same category to be substituted within the limits of fiscal constraint;
2. If a specific project cannot meet its intended time schedule, another project regardless of category, will be considered as a substitute (within the limits of fiscal constraint) provided it has been identified in the VTRANS’ Capital Program and Project Development Plan; and
3. If there are no CCMPO projects ready for implementation, the TIP will be amended accordingly.

The CCMPO’s TIP fiscal constraint level may be adjusted during the fiscal year due to revisions to VTRANS federal and state funding projections, CCMPO revisions to TIP project/program schedules and budgets, and/or other events. In the event of a mutually-agreed upward adjustment in the TIP fiscal constraint level for a particular fiscal year, the above project advancement guidelines will apply.

Appendix E: Summary Evaluation of Past Efforts

Report on Past Public Involvement Activities of the Agency

As part of the CCMPO's Public Involvement Plan Update, Third Sector Associates reviewed and evaluated past public involvement efforts through staff/board interviews, community member interviews, and document review. Interviews were held with four staff members, two community members, and two board members. Documents, such as the "Documentation of Public Involvement for Transportation Improvement Program for Fiscal Years 2001-2003," were reviewed.

Interviews with Staff Members

Overall, my impression is that staff is somewhat frustrated by public involvement efforts. Although the agency has tried a number of different methods of reaching out to the public, people only seem to be involved when there is a controversy that effects them directly. That said, it feels like the public involvement effort is scattered and is not part of standard operating procedures. Staff could benefit by understanding their responsibilities for public involvement. My recommendation is that the Public Involvement Plan and its implementation provide a framework for the CCMPO's work to include public involvement and a systematic way to evaluate the effort.

Although there are some reports of public involvement efforts available, they tend to be more about documentation of activities than analysis of effort. Staff and Board Members would benefit by a more rigorous approach to evaluation of efforts.

Staff Comments on Public Involvement

- ◆ Scoping projects require two meetings (Local Concerns and Alternatives Analysis). Sometimes the first meeting seems too early in the process and the second seems too late.
- ◆ Scoping steering committees are an opportunity to incorporate citizens.
- ◆ Scoping project consultants need to notify the public when they go out to do work on the roads.
- ◆ CCMPO staff should have a list of local media outlets and their deadlines to provide to technical consultants. This would help us to make sure the word is getting out on projects.
- ◆ Perhaps a form could be developed for towns to complete that would help staff understand the issues in a planning or technical assistance project.
- ◆ Sometimes consultant projects are done in a vacuum, and as a result, the public misses an opportunity to be involved.
- ◆ The length of time of some large planning projects discourages the public from staying involved.
- ◆ Sometimes diversity makes the process tense.
- ◆ Traffic Alert Program could be an untapped resource for public involvement. There are over 250 weekly emails distributed between April and October.
- ◆ It would be nice to have a CCMPO display for staff to take out to community events.

Interviews with Community Members

Interviews were held with two community members, Peggy Treanor, Director of Chittenden Community Action/CVOEO (an anti-poverty group) and Wanda Hines, Director of the Chittenden Emergency Food Shelf and an activist in the minority community.

Both of these community members work in Burlington's Old North End, although Ms. Treanor's work extends to four Vermont counties. They discussed the challenges for low income people to secure safe, reliable transportation, especially to employment centers and medical appointments. They suggested additional opportunities for outreach, such as the Sarah Holbrook Center, Refugee Resettlement Program, Multigenerational Center, Boys & Girls Club, and the Community Storefront on North Street. CVOEO has a quarterly newsletter and a once-a-year *Triangle Tribune* focused on the Old North End farmers' market. They are willing to run articles about the CCMPO.

Interviews with Board Members

One Board Member felt that the public is not the appropriate audience for the CCMPO, rather local elected officials are the agency's audience. As such, this member felt that efforts should be made to insure that local officials are aware of the agency's activities.

Another Board Member was concerned that there is a select group of people who can participate in activities and committees, and it's often those who can afford to have paid people come to meetings. This member felt that it's hard to find opportunities for the general public to be heard and considered in decisions. Also, they thought it was important to educate the public about the connections between land use and transportation. They suggested going out to meet our constituent groups (such as seniors) that can't easily come to our meetings – and was concerned about the disconnect between public officials and the public. We also should be involved with "Curb Your Car Day" and other events for education and public relations. We should also look at how to help people be involved in the public hearing process (because it can be intimidating) and utilize public access television more.

Board Member Comments

- ◆ The "public" for the CCMPO is really town officials. They are most in tune with the organization. This is where we should put our efforts.
- ◆ Citizens (and public officials) are frustrated by the slow progress on transportation projects.
- ◆ The public often thinks that projects are funded by towns, when in fact they are funded through the CCMPO. Perhaps we could do a better job letting people know about the CCMPO's role.
- ◆ Advocates or activists are the only people who show up for hearings and special events/meetings.
- ◆ We should try all outreach methods we have, but realize that it's hard to find a reason for people to be involved.
- ◆ There should be articles about the CCMPO in local newspapers.
- ◆ Staff works very hard to be in touch with communities. It's not their fault that the process takes so long, but there isn't anything that they can do about it.

- ◆ We should go back to moving Board meetings around the county.
- ◆ We need to educate people about how the transportation system functions and sponsor events to help make people more aware.
- ◆ We need to get out and meet our constituent groups – such as seniors and low-income people.
- ◆ Be upfront with the public about the timeline for transportation projects so as not to raise unrealistic expectations.
- ◆ Youth need to be involved in transportation planning.
- ◆ Public involvement must be participatory and people must view the process as important as the end product. If done right, participation can improve the overall project.
- ◆ We should schedule interviews on VPR's Switchboard.

Appendix F: Plan Development Activities

The Public Participation Committee met for four sessions between February and April of 2003. The Committee, made up of eight members, discussed public involvement and outreach strategies and developed the Public Involvement Plan, with the assistance of Diane Meyerhoff of Third Sector Associates.

A presentation of the Draft Public Involvement Plan and its recommendations was made to the CCMPO Board on May 21, 2003. A public meeting was held at the McClure Multigenerational Center in Burlington on June 11, 2003 at 6:00PM. A formal public hearing, with a presentation, was held at the CCMPO Board meeting on August 20, 2003. A presentation was made to the CCMPO's Technical Advisory Committee on September 2, 2003. Adoption of the Plan by the CCMPO Board is expected on September 17, 2003.

The following information is attached to document the work of the Public Involvement Committee:

- ◆ Sample Letter to Committee Members
- ◆ Committee Purpose and Schedule
- ◆ List of Members
- ◆ Announcement of First Meeting
- ◆ Agenda – February 21, 2003
- ◆ Meeting Notes – February 21, 2003
- ◆ Agenda – March 28, 2003
- ◆ Meeting Notes – March 28, 2003
- ◆ Agenda – April 11, 2003
- ◆ Meeting Notes – April 11, 2003
- ◆ Proposed Schedule – April 14, 2003
- ◆ Agenda – April 25, 2003
- ◆ Meeting Notes – April 25, 2003

The following information is attached to document public meetings:

- ◆ Public Hearing Notice – Burlington Free Press, July 21, 2003
- ◆ Public Hearing Notice to Stakeholders – July 22, 2003
- ◆ Presentation to CCMPO Technical Advisory Committee - September 2, 2003

(Sample Letter to Committee Members)

February 11, 2003

Ms. Maryann Danahy

Chittenden County Transportation Authority (CCTA)
PO Box 609
Burlington, VT 05402

Dear Maryann:

Thank you for agreeing to participate in the CCMPO's Public Participation Committee. We are looking forward to hearing your ideas about enhancing our interaction with the public to improve the County's transportation planning.

First, a little background. The Transportation Equity Act for the 21st Century (TEA-21) requires that organizations like ours, Metropolitan Planning Organizations, utilize proactive public involvement procedures that go beyond providing notice of decisions. Rather, it requires us to provide opportunities for "early and continuing involvement throughout the transportation planning process."

We are also asked to reach out to people who are traditionally underserved by transportation projects, such as low-income and minority households. In addition to insuring that community members are involved, we must show that transportation investments are not having an adverse impact on target populations and that improvements are equitably distributed.

In an effort to standardize our public participation, and insure that we are meeting the spirit of the law, we are working on an update to our Public Involvement Plan. This plan will offer processes for all the work of the CCMPO to assist the CCMPO board, staff, and consultants in better communications with the public.

It is for this reason that we have asked you and others to work with the CCMPO and our consultant, Diane Meyerhoff. Diane will be facilitating meetings to help us explore the multitude of ways that the public can best be served by our work.

Thank you again for your participation and I look forward to seeing you at our first meeting.

Sincerely,

William L. Knight
Executive Director

C: Diane Meyerhoff

**Chittenden County Metropolitan Planning Organization (CCMPO)
Public Participation Committee**

Committee Purpose:

To assist in the development of a comprehensive Public Involvement Plan (PIP) for the CCMPO, **focusing on ways to strengthen outreach opportunities.**

The committee's role is an advisory one, to help the CCMPO to explore the multitude of ways that the public can best be served by its work. The CCMPO Board retains the decision-making power over the final Public Involvement Plan.

We respect the time of the committee's volunteers, and as such, are committed to respecting the closed-end nature of this committee.

Proposed Meetings:

Five meetings between February and April:

February 2003: To brainstorm policies and strategies for improving citizen involvement in the work of the CCMPO. To identify barriers to participation and discuss possible ways to overcome them

March 2003: To review policies drafted by the consultant, further discuss outreach techniques, review glossary of terms.

April 2003: Review work to date, finish loose ends. Wrap up.

Proposed Schedule:

This proposed schedule needs to be checked against the Metropolitan Transportation Plan (MTP) process as well as any other large projects that preclude the CCMPO Board from discussion of the Public Involvement Plan.

Proposed Schedule – Public Involvement Plan

2/03	3/03	4/03	5/03	6/03	7/03
Public Part. Committee Meets	Public Part. Committee Meets	Public Part. Committee Meets & Wraps Up	Draft Public Involvement Plan available, Hearing Scheduled	Hearing @ CCMPO Board Mtg. (6/18/03)	Adoption@ CCMPO Board Mtg. (7/16/03)

Prepared February 20, 2003 by Diane Meyerhoff

**Chittenden County Metropolitan Planning Organization (CCMPO)
Public Participation Committee**

Members

Maryann Danahy
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Prepared February 10, 2003

The first meeting of the CCMPO's Public Participation Committee
will be held

Friday, February 21st

2:00PM - 3:30PM

CCMPO Offices in S. Burlington

Questions or concerns?
Call Diane Meyerhoff at 865.1794

DIRECTIONS: The CCMPO is located at 30 Kimball Avenue in S. Burlington. Take Williston Road to the intersection with Airport Drive/Kennedy Drive. Turn onto Kennedy Drive (a right from Burlington) and make an immediate left onto Kimball Avenue. The CCMPO is on the left side, #30. They are in Suite 206 (enter front of building, turn left, pass through two doors).

Public Participation Committee
Friday, February 21, 2003 - 2:00PM - 3:30PM
CCMPO Offices

AGENDA

1. Introductions
2. Housekeeping Items

Proposed Future Meeting Dates
Friday, March 28th, 2-4PM
Friday, April 11th, 2-4PM
Friday, April 25th, 2-4PM
3. Welcome by Bill Knight, CCMPO Executive Director
4. What is Public Involvement – Bill Knight
5. Purpose of the Public Participation Committee & Schedule of Activities– Diane Meyerhoff

February 2003: To brainstorm policies and strategies for improving citizen involvement in the work of the CCMPO. To identify barriers to participation and discuss possible ways to overcome them

March 2003: To review policies drafted by the consultant, further discuss outreach techniques, review glossary of terms.

April 2003: Review work to date, finish loose ends. Wrap up.

6. Group Discussion: How can we get (and keep) the public involved in the work of the CCMPO? What are the barriers people face to being involved?

Chittenden County Metropolitan Planning Organization (CCMPO)
Public Participation Committee Meeting Notes
CCMPO Offices, Friday, February 21, 2003 - 2:00PM - 3:30PM

Introductions were made and meeting dates were agreed upon. The Committee will meet from 2-4PM on: Friday, March 28th; Friday, April 11th; and Friday, April 25th. Attendees: Maryann Danahy, Jeff McDonald, Christine Forde, Melanie Grubman, Amy Jestes, Richard Kemp, Bill Knight, Jane Marvin, Diane Meyerhoff.

The group discussed barriers to public participation and issues they felt feel are crucial to encouraging the public to be involved with the CCMPO. Results of brainstorming (grouped by Diane):

Public Meetings

Varying meeting venues and timing

Holding meetings convenient for the groups we want to be involved (like senior centers)

Citizens are Busy

Issues have to be important to people's lives. "What's in it for me?" People are busy and need to understand the benefits of their participation

People may think their input won't make a difference

How does the CCMPO directly impact citizens? (Responsible for federal transportation funds, "Where should we spend our money?")

Planning feels nebulous

People have to be involved and complete tasks to maintain interest

Public Relations & Communications

Public Relations should be continuous and repetitive

Focus on local newspapers – especially a regular column with a call to action

Identify citizen advocates who have successfully impacted projects and have them write articles

Education is a one-way form of communication, how do we make it two-way? We would like people to be involved throughout the process - persuade people to participate early.

Other avenues for outreach: interest groups, Burlington Neighborhood Planning Assemblies (NPA), businesses/trade groups, cable television & radio shows, Institute for Sustainable Comm., calendars in local newspapers, DMV offices, signage at CCMPO projects, website

Schools

High school/elementary curriculum, special events like National Transportation Week

Outreach to schools on transportation issues. Math, science, and design teachers can integrate transportation into their curriculum for a multi-disciplinary approach.

Reach out to University urban development students.

Bill Knight and Diane Meyerhoff thanked the group for their participation in the meeting. Diane will be forwarding draft policies and a glossary of terms for people to review before the next meeting.

The meeting adjourned at 3:20PM.

Prepared by Diane Meyerhoff, Rev. March 31, 2003

Public Participation Committee
Friday, March 28, 2003 - 2:00PM - 4:00PM
CCMPO Offices

AGENDA

1. Welcome & Introductions

2. Housekeeping Items

Future Meeting Dates
Friday, April 11th, 2-4PM
Friday, April 25th, 2-4PM

3. Review from Last Meeting – brainstorming notes

4. Discussion of Draft Public Involvement Plan Principles

5. Discussion of Draft Public Involvement Plan Table of Contents

6. Discussion of Draft Glossary of Terms

7. Wrap-up

PLEASE NOTE: Materials for this meeting were distributed in late February. If you need additional copies in advance of the meeting, please email me at dianemeyerhoff@cs.com and I'll forward them to you.

Public Participation Committee Meeting Notes
CCMPO Offices, Friday, March 28, 2003 - 2:00PM - 3:30PM

Attendees: Jeff McDonald, Melanie Grubman, Phil Hammerslough, Richard Kemp, Jane Marvin, Diane Meyerhoff, Debbie Safran, Susan Smichenko. Future meetings are scheduled for April 11th and April 25th from 2-4PM.

Diane asked that committee members forward her a short biographical paragraph for the final Public Involvement Plan. This can be emailed, mailed, or done over the phone.

The group reviewed the brainstorming notes from the last meeting and the Public Involvement Plan Principles. Committee members emphasized the importance of involving youth in our work. Also, there was a discussion about the level of specificity of the principles. It was agreed that we would have a brief statement, utilizing the six points of the Principles and then expand on them further in the plan (with specifics about methods of outreach, etc.)

In a discussion about the draft Table of Contents, the committee asked that it be simplified and some categories condensed. Diane agreed to work on simplification. The group also suggested that the Regional Planning Commission should be part of the plan as well as the role of the Communications Consultants.

The glossary was discussed and a number of improvements made. Susan suggested that Diane ask Bernie Ferenc (CCMPO) for a glossary that was prepared earlier and add/update definitions as necessary.

The group discussed implementation of the Public Involvement Plan. Will the Plan stand-alone or be part of the Metropolitan Transportation Plan? Diane promised to investigate this issue further. There was concern that the CCMPO Board needs to be supportive of the plan in order to insure implementation. Jeff McDonald suggested that a "Community Involvement Committee" should be formed in order to track Plan implementation and maintain public interest. An advisory committee could answer to the Board or to the Technical Advisory Committee (TAC). This committee could also help determine what public involvement techniques were successful and which ones were not (an issue that was raised by a CCMPO Board Member). **Everyone was asked to think about implementation, as it will be a topic at our next meeting.**

Jeff and Susan asked that the committee complete "in-kind match forms" to document their volunteer time. Diane will prepare the forms for signatures at the next meeting.

Richard Kemp asked where the bike racks and benches are located at the CCMPO offices. No one was able to locate them.

The meeting adjourned at 3:30PM.

Prepared by Diane Meyerhoff, March 31, 2003

Chittenden County Metropolitan Planning Organization (CCMPO)
Public Participation Committee Meeting Notes
CCMPO Offices, Friday, February 21, 2003 - 2:00PM - 3:30PM

Introductions were made and meeting dates were agreed upon. The Committee will meet from 2-4PM on: Friday, March 28th; Friday, April 11th; and Friday, April 25th. Attendees: Maryann Danahy, Jeff McDonald, Christine Forde, Melanie Grubman, Amy Jestes, Richard Kemp, Bill Knight, Jane Marvin, Diane Meyerhoff.

The group discussed barriers to public participation and issues they felt are crucial to encouraging the public to be involved with the CCMPO. Results of brainstorming (grouped by Diane):

Public Meetings

- Varying meeting venues and timing
- Holding meetings convenient for the groups we want to be involved (like senior centers)

Citizens are Busy

- Issues have to be important to people's lives. "What's in it for me?" People are busy and need to understand the benefits of their participation
- People may think their input won't make a difference
- How does the CCMPO directly impact citizens? (Responsible for federal transportation funds, "Where should we spend our money?")
- Planning feels nebulous
- People have to be involved and complete tasks to maintain interest

Public Relations & Communications

- Public Relations should be **continuous and repetitive**
- Focus on local newspapers – especially a regular column with a call to action
- Identify citizen advocates who have successfully impacted projects and have them write articles
- Education is a one-way form of communication, how do we make it two-way? We would like people to be involved throughout the process - persuade people to participate early.
- Other avenues for outreach: interest groups, Burlington Neighborhood Planning Assemblies (NPA), businesses/trade groups, cable television & radio shows, Institute for Sustainable Comm., calendars in local newspapers, DMV offices, signage at CCMPO projects, website

Schools

- High school/elementary curriculum, special events like National Transportation Week
- Outreach to schools on transportation issues. Math, science, and design teachers can integrate transportation into their curriculum for a multi-disciplinary approach.
- Reach out to University urban development students.

Bill Knight and Diane Meyerhoff thanked the group for their participation in the meeting. Diane will be forwarding draft policies and a glossary of terms for people to review before the next meeting.

The meeting adjourned at 3:20PM.

Prepared by Diane Meyerhoff, Rev. March 31, 2003

**Public Participation Committee
Friday, April 11, 2003 - 2:00PM - 4:00PM
CCMPO Offices**

AGENDA

1. Welcome & Introductions

2. Housekeeping Items

Future Meeting Date: Friday, April 25th, 2-4PM
In-Kind Match Forms – Signatures needed

3. Board Interviews for Public Involvement Input/Evaluation

4. Review of Public Involvement Plan Introduction and Regulations
(see attached, pp. 1-10)

5. Evaluation and Implementation of the Public Involvement Plan
(see attached, pp. 11-17)

6. Wrap-up

Public Participation Committee Meeting Notes
CCMPO Offices, Friday, April 11, 2003 - 2:00PM – 4:00PM

Attendees: Jeff McDonald, Melanie Grubman, Phil Hammerslough, Richard Kemp, Jane Marvin, Diane Meyerhoff, Debbie Safran, Amy Jestes, Christine Forde. Our last meeting is April 25th 2-4PM.

Diane asked that committee members forward her a short biographical paragraph for the final Public Involvement Plan. This can be emailed, mailed, or done over the phone.

Diane reported that she would be interviewing CCMPO Board Members for their thoughts about public involvement. She hopes to report her results at the next meeting.

The committee reviewed the proposed schedule for the Public Involvement Plan (see attached). A presentation to the CCMPO Board is scheduled for the evening of May 21st, and Jane, Phil, and Melanie expressed interest in helping with the presentation. Details will be discussed at the next meeting. A public meeting, to present the plan, will be held on **June 11th from 6-7:30PM at the McClure Multigenerational Center in Burlington**. Committee members were encouraged to attend and participate.

The group briefly discussed the Public Involvement Plan Introduction and Regulations that were sent to committee members earlier. The group discussed the revised glossary. Amy and Christine promised to forward additional revisions to Diane. Diane distributed a draft of the Public Involvement Plan (draft of April 10, 2003) for discussion at the next meeting.

The group discussed the importance of implementing and evaluating the plan once it is completed. The following issues were noted: 1) there needs to be an incentive to implement the plan (important to have early buy in of the public, it is cheaper in the long run, and it reduces the need for costly litigation later); 2) there needs to be a feedback loop to incorporate public involvement techniques that work into future projects; 3) there needs to be funding; 4) there needs to be consistency in how public involvement is approached; and 5) someone needs to be responsible.

The group discussed the possibility of a narrowly-focused Citizen Participation Committee that could review public involvement efforts and provide the feedback loop to staff and consultants. The existing Technical Advisory Committee (TAC) was discussed as a possible part of the citizen's group, since there are a number of non-technical people on the TAC. Other membership was discussed, and the following groups were identified: academics, advocacy groups (Local Motion, VT Bike/Ped. Coalition, Disability community, kids/youth, VT Forum on Sprawl), MPO Board Member, TAC Member, Government (local, state, federal), Downtown Development Group, Business/GBIC/Chamber.

The Citizen Participation Committee would report to the CCMPO Board with the hope that the end result would be legitimacy for public involvement efforts with a focus on how effective efforts have been. The Committee could update and revise the Public Involvement Plan annually. This will be discussed further at the next meeting.

The meeting adjourned at 4:00PM.

Prepared by Diane Meyerhoff, April 14, 2003

**Public Involvement Plan (PIP) – Proposed Schedule
April 14, 2003**

February –April, 2003	Public Participation Committee Meets
May 7, 2003	Draft PIP Available for CCMPO Executive Committee Review, Draft to Page Designs for public information piece production
May 12, 2003	Schedule Public Meeting and Make Plan Available
May 21, 2003	Presentation of Plan to CCMPO Board
June 11, 2003	Hold Public Meeting (McClure MultiGen Center, Burlington), 6- 7:30PM, Pizza and Soda
July 16, 2003	Warn Public Hearing and Publish Legal Notice
August 20, 2003	Hold Public Hearing at CCMPO Board Meeting
September 17, 2003	Adopt Plan at CCMPO Board Meeting*

*Note: The 45 day requirement is in advance of the adoption of the plan – the plan must be available by August 3, 2003.

**Public Participation Committee
Chittenden County Metropolitan Planning Organization (CCMPO)
Friday, April 25, 2003 - 2:00PM - 4:00PM
CCMPO Offices**

AGENDA

1. Welcome & Introductions

2. Housekeeping Items

Important Dates: CCMPO Board Presentation May 21st
Public Meeting, June 11th, McClure Multigen Ctr., Burlington

Committee Member Bios

In-Kind Match Forms – Signatures needed

3. Report on Board Interviews for Public Involvement Input/Evaluation

4. Review of Draft Plan, dated April 10, 2003

5. Discussion of Implementation/Evaluation and Citizen Participation Committee proposal

6. MPO Board Presentation on May 21st – Delegation of Responsibilities

7. Wrap-up and Thank You!

Public Participation Committee Meeting Notes
CCMPO Offices, Friday, April 25, 2003 - 2:00PM – 4:00PM

Attendees: Melanie Grubman, Richard Kemp, Jane Marvin (and her granddaughter, Lydia), Diane Meyerhoff, Amy Jestes, Christine Forde.

Important dates: Presentation to the CCMPO Board on **May 21st** a public meeting, to present the plan, on **June 11th from 6-7:30PM at the McClure Multigenerational Center in Burlington.** Committee members were encouraged to attend and participate. The group felt a feedback loop from the public meeting should be made. If there are significant issues with the plan, they will certainly be addressed in the next draft. Diane will be sure that all committee members are aware of the comment we receive that evening and given a chance to revise the draft.

Diane reported that she interviewed two CCMPO Board Members for their thoughts about public involvement. One member felt that the public for the CCMPO is elected officials, and this is where our outreach should be focused. Another member suggested that only interest groups that can pay people to attend meetings are represented, and suggested that we need to go out to where people gather to “bring the CCMPO to them.” The latter is something that the Committee has discussed. The Committee also suggested that it is important for the CCMPO Representatives to report back to their elected officials.

The Committee discussed a draft of the Public Involvement Plan (draft of April 10, 2003). Overall, Jane was concerned there was too much detail about the CCMPO and the demographics of the community. Diane explained that she was trying to serve many masters with this plan, and also hoped the information would be helpful later on. Committee members were concerned that the CCMPO “major activities” section is difficult for the public to understand, and suggested that explaining how a sample project moves through the planning, scoping, design, and building stages would be helpful. Christine has some examples that she will share with Diane.

Melanie suggested that more of the plan be bulleted with less narrative to make it easier to read. Jane suggested making it clear that the CCMPO is funded mainly by the federal government.

The group discussed implementation of the plan and decided to recommend the Citizen Participation Committee that would report to the CCMPO Board. They also discussed a phased approach to the plan, but decided that this was something that should be discussed with Bill Knight, because he is responsible for overall management of the organization.

Lastly, those who were interested in participating in the CCMPO Board presentation stayed to talk over the agenda. It was decided that the presentation would last about 15 minutes, with an additional 15 minutes for Q&A. Each presenter will have about 5 minutes and will speak as follows:

- Why do we need a Public Involvement Plan? (Rules & Regulations, Diane)
- Why should people want to be involved? Why is it important? (Melanie)
- Recommendations of the Committee (Jane)
- Conclusion and schedule for plan adoption (Diane)

The meeting adjourned at 3:45 PM.

Prepared by Diane Meyerhoff, April 27, 2003

DATE: July 18, 2003
TO: Burlington Free Press Legal Notices – FAX: 862-5622
FROM: Bernadette Ferenc, Administrative Assistant

PUBLIC HEARING NOTICE

The Chittenden County Metropolitan Planning Organization (CCMPO) will hold two public hearings at its meeting on Wed., August 20, 2003 beginning at 7:00 p.m. at the South Burlington City Hall, 575 Dorset Street, South Burlington.

The first will be to consider the proposed FY04-06 Transportation Improvement Program (TIP). This public hearing is also intended to satisfy the public involvement requirements of the FTA's Section 5307 Urbanized Area Formula Program for the Chittenden County Transportation Authority. The CCTA items funded through this program are contained in the draft TIP and will become final unless amended. Copies of the proposed TIP are available for review at each of the 18 municipalities or our office. Questions or comments on the proposed TIP may be addressed to Christine Forde at 660-4071 ext. 238 or cforde@ccmpo.org.

The second hearing will be to consider a proposed Public Involvement Plan that sets goals for better communicating with, and engaging, our citizens. Copies of the proposed plan are available for review at each of the 18 municipal offices, at our office at 30 Kimball Ave., Suite 206, So. Burlington, or on our website: www.ccmpo.org. This starts a 45-day comment period required prior to adoption which will end on September 4, 2003. The MPO Board will take action at its Sept. 17th meeting. Questions may be addressed to Bill Knight at 660-4071, ext. 228 or wknight@ccmpo.org. Comments should be addressed to CCMPO at the above address or www.info@ccmpo.org

Please publish in legal notices on Monday, July 21, 2003 and bill us at the above address.

TO: Interested Citizens and Groups
FROM: Diane Meyerhoff, Public Involvement Consultant
DATE: July 22, 2003
RE: CCMPO DRAFT *Public Involvement Plan*

Enclosed please find a complimentary copy of the CCMPO's DRAFT Public Involvement Plan. We are mailing the plan for your information prior to a scheduled public hearing (see below). I encourage you to review the plan and direct any questions, comments, or concerns to me. Thanks for your interest!

PUBLIC HEARING NOTICE

The Chittenden County Metropolitan Planning Organization (CCMPO) will hold a public hearing at its meeting on **Wednesday, August 20, 2003 beginning at 7:00 p.m.** at the **South Burlington City Hall, 575 Dorset Street, South Burlington.**

The public hearing will consider a proposed *Public Involvement Plan* that sets goals for better communicating with, and engaging, our citizens. A copy of the proposed plan and its attachments are available for review on our website at <http://ccmpo.org/getinvolved/pubinvolvement/pip.html> and through all 18 municipal offices in Chittenden County.

This notice starts a 45-day comment period required prior to adoption, which will end on **September 4, 2003**. The CCMPO Board will take action on the Public Involvement Plan at its Sept. 17th meeting. Questions may be addressed to **Diane Meyerhoff at 865-1794**. Written comments should be addressed to CCMPO, c/o Third Sector Associates at 207 Park Street, Suite 1, Burlington or Dianemeyerhoff@cs.com by September 4, 2003. (Published in the *Burlington Free Press*, July 21, 2003)

**Mailing List for CCMPO Public Involvement Plan – May 2, 2003
Sent July 22, 2003 with Public Hearing Notice**

Ms. Peggy Treanor
CCA/CVOEO
PO Box 1603
Burlington, VT 05402

Ms. Wanda Hines
Chittenden Emergency Food Shelf
228 N. Winooski Avenue
Burlington, VT 05401

Ms. Stacie Blake
VT Refugee Resettlement Program
1700 Hegeman Avenue
Colchester, VT 05446

Ms. Amanda VanVranken
Burlington Neighborhood Project
City Hall - 149 Church St., Rm. 32
Burlington, VT 05401

Mr. Steven Pouliot
VABVI Executive Director
37 Elmwood Avenue
Burlington, VT 05401

Ms. Deborah Lacey-Baker
VT Center for Independent Living
111 East State Street
Montpelier, VT 05602

Ms. Syndi Zook
Champlain Senior Center
241 N. Winooski Avenue
Burlington, VT 05401

Mr. John Barber
Champlain Valley Agency on Aging
PO Box 158
Winooski, VT 05404

Ms. Connie Livingston
Burlington DPW
PO Box 849
Burlington, VT 05402

Ms. Sam Matthews
GBIC
PO Box 76
Burlington, VT 05402

Ms. Rita Markley
COTS
179 South Winooski Ave.
Burlington, VT 05401

Mr. Marc Companion
13 Maplewood Drive
S. Burlington, VT 05403

Ms. Beth Humstone
VT Forum on Sprawl
110 Main Street
Burlington, VT 05401

Mr. Dan Bradley
Burlington DPW
PO Box 849
Burlington, VT 05402

Mr. Peter Youngbaer
VT Coalition for Disability Rights
73 Main Street #402
Montpelier, VT 05602

Mr. Murray Benner
SSTA
2091 Main Street
Colchester, VT 05446

Ms. Lea Terhune
Malletts Bay
Colchester, VT 05446

Mr. Chapin Spencer
Local Motion
1 Steele Street
Burlington, VT 05401

CHITTENDEN COUNTY METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE
MINUTES

DATE: Tuesday, September 2, 2003
TIME: 9:00 a.m.
PLACE: CCMPO Offices, 30 Kimball Avenue, Suite 102, South Burlington, VT

Present: Dan Bradley, Chair, Burlington
Gary Estus, Westford
Polly McMurtry, VTrans
Matt Langham, VTrans
Jane Marvin, Senior Community, Vice Chair
Jeanne K. Wilson, Hinesburg
Andy Legg, Milton
Lew Wetzel, CCRPC
Sonny Audette, South Burlington
Barbara Breen, Huntington
Chris Jolly, FHWA
Dennis Lutz, Essex
Stan Hamlet, Underhill
Richard Watts, Bicycle/Pedestrian Representative
Aaron Frank, CCTA
Bill McCormick, Inter-city and Private Transportation
Murray Benner, SSTA
Steve Palmer, Winooski
Jeff Arango, Essex Junction
Bryan Osborne, Colchester
MPO Staff: Peter Keating, Senior Planner
Dave Roberts, Senior Planner
Susan Smichenko, Senior Planner
Daryl Benoit, Transportation Planner
Bill Knight, Executive Director
Christine Forde, Senior Planner
Paul Craven, Project Manager
Others: Michelle Maresca, CCRPC
Dave Scott, VTrans

Chair Dan Bradley called the meeting to order at 9:05 a.m.

Consent Agenda

The consent agenda with two FY03 Transportation Improvement Program minor amendments (US 2 Bridge over I89 and VT RT 2A Williston path) was unanimously approved.

Approval of Minutes

The minutes of Aug. 5 were approved without changes.

Public Comments

No members of the public were present.

Public Involvement Plan

Consultant Diane Meyerhoff described this recently completed effort. She had presented this to the CCMPO board previously and they had warned a public hearing in September as a prelude to taking official action. The main elements of the plan include forming a Citizen Participation Committee that will be responsible for reviewing all public involvement efforts and providing feedback to staff, consultants and Board, and creating a specific public involvement plan for all CCMPO projects. The plan also identifies ways to improve public outreach through an

information center, the media, schools, participation in transportation events and making Board meeting information available on the web. Diane reported that there seemed to be an interest among seniors in the CCMPO's work and that we could tap into that interest. She mentioned the Plan adoption schedule and the public hearing set for next month.

Public Hearing on VT Transportation Capital Program

Matt Langham described the content and format of this document that was approved by the Vermont General Assembly this past spring. The "front of the book" identifies specific projects and programs and the amount of funding they receive in FY04. Funds identified in out years are for planning purposes only and are referred to as the four-year project development plan. Dave Scott of VTrans added information on shelf projects, the project development and evaluation program, and candidate projects. Dave also noted that the document now represents more a sense of reasonable projects than it used to. Most of the discussion that followed related to funding issues. Dave Scott revealed that next year it was likely that there would be no funding recommended for paving as so many other projects, some of them large, are competing for the funds available.

Metropolitan Transportation Plan (MTP)

Peter Keating used a PowerPoint presentation to update the TAC on this project's status. He also provided background on the project noting the Phase I report adopted by the Board in January 2002, the Phase II tasks to examine and refine various transportation alternatives that occurred over 2003 and into this year. Peter described the expected level of funding over the 25 year time frame of the Plan and the strategies and projects approved by the Board last December, i.e. Transportation Demand and Systems Management (TDM and TSM), transit improvements, bicycle and pedestrian investments, the full Circumferential Highway, and a balanced approach to other arterial and Interstate improvements. He also described Interstate projects concurred in by the Board – new interchanges in South Burlington and Milton, possibly expanding to a full interchange in Winooski, and widening I-89 between Williston and Colchester to three lanes. Staff is proposing using the balance of funds to address the worst congested arterials over the next 25 years and identified a list of 11 such road segments. Lastly, he went over the schedule to complete the MTP, the first public hearing on October 22, and likely adoption by the Board in January 2004. Lew Wetzel stressed the MTP needed to address the relocation of the Burlington rail yard as this would have significant impacts on regional transportation especially freight.

Staff MTP Recommendations

Susan Smichenko went over the memo sent via email to the TAC the previous Friday. At the encouragement of the CCMPO Executive Committee, staff has offered their recommendation on which projects should proceed in the window extending seven years past the three years of the Transportation Improvement Program (TIP). Susan went through each of the projects staff felt would likely proceed in that period grouping projects under the following types: Interstate/Freeway, arterials, connector roads, TSM/TDM, transit, and bicycle/pedestrian. The discussion that followed included questions on how the transportation demand model could be used to iteratively test some of the recommendations, whether demographic forecasts should be revisited, and a request to graph the recommendations by category.

Status of Projects and Subcommittee Reports

Susan Smichenko reported that South Burlington had selected a consultant for the Spear Street Corridor study and that VTrans was near to optimizing the signals on VT RT 15 and Susie Wilson Road. Peter Keating said a draft Park and Ride Prioritization report was complete and would be sent to the Park and Ride Subcommittee for review. Dave Roberts gave an update on DSS noting that the software development phase was just about completed. Christine Forde reported that the TIP had been approved by the Board and the Champlain Path was the subject of a public meeting last week.

CCMPO July Board Meeting Report

Bill Knight reported that the TIP was approved and that the Board agreed to hold a public hearing on the Public Involvement Plan.

The meeting adjourned at 10:45 a.m.

Respectfully submitted,
Peter Keating

Appendix G: Public Input

These comments represent those received during the 45-day comment period, from August 21 – September 4, 2003.

1. Input from Public Hearing at CCMPO Board Meeting, August 20, 2003
2. Email from Connie Livingston, Burlington Dept. of Public Works, August 11, 2003
Email exchange between Connie and Diane Meyerhoff, Consultant, CCMPO
3. Letter from John Barbour, Champlain Valley Agency on Aging, July 25, 2003
Response from Bill Knight, CCMPO, August 8, 2003
4. Input from Stacie Blake, Vermont Refugee Resettlement Program, September 5, 2003
Response from Diane Meyerhoff, September 11, 2003

As a result of these comments, the following activities were undertaken and changes were made to the May 2, 2003 Draft Plan:

- 1) That staff and chairs of all committees participate in a meeting planning and facilitation training, and that this is repeated periodically and/or as needed. The goal is to assist committee leaders to insure that meetings are well planned and that everyone is heard.
- 2) That protocols for public meetings and committee meetings are established to insure that people are clear about the committee purpose, have opportunity to be heard, and that they are adequately thanked for their participation.
- 3) That CCMPO should find better ways to work with all planners in the County, including integrating them in to the transportation planning process. For example, currently the CCRPC is responsible for holding regular “Brown Bag Lunches” of all of the planners in the County. Perhaps, this could be part of the process. The TAC has some planners, but not all on its membership.
- 4) The committee structure (especially the Technical Advisory Committee) be reviewed to determine eligibility requirements, nomination processes, and installment procedures. Additionally, training should be in place to introduce new members to the CCMPO and clarify their roles and responsibilities.
- 5) The CCMPO website be reviewed and a procedure put in place to post current materials and archive older materials. Staff must be integrally involved in the maintenance of the site. Also, information should be posted on relevant listservs and websites (like the BurlingtonBikes listserv).
- 6) Bill Knight, CCMPO Executive Director, will be meeting with John Barbour, Champlain Valley Agency on Aging Executive Director on September 10, 2003 to discuss how best to outreach to seniors, and that he contact and meet with representatives of other organizations representing the disabled and disadvantaged to discuss how best to outreach to their constituency.

1. Input from Public Hearing at CCMPO Board Meeting, August 20, 2003

Board Comments:

Please consider a mobile information center that could be at the airport and other public locations. *Response:* The CCMPO now has a nice display that is mobile. I’m not sure that the full length documents make the most sense in a mobile display, but perhaps we could beef up the display with additional information.

Describe the changes from this plan to the original 1995 plan. *Response:* The plan is similar in its spirit of public involvement. The main difference is the addition of a Citizen Participation Committee – since we’ve never had a formal public body that wasn’t tied to a specific project.

How are you distributing the plan for comment? *Response:* There is a small brochure that will be distributed to the CCMPO mailing list.

Have you included the TIP Amendment Procedure as part of the Public Involvement Plan? *Response:* Yes, the intent is to include it in the plan, since it is fairly complex, it is in the Appendix.

Local planners should also be a constituent group. *Response:* We hadn't considered them.

What about outreaching to law enforcement personnel? *Response:* We hadn't considered them.

Public Comments:

Beth Humstone, a Burlington Resident:

- The Plan should address filling the open slots on the TAC for special interest groups. There are a number of vacancies that could easily be filled.
- Protocols should be set up for public meetings, especially where new people are coming into the process and may not be familiar with meeting protocol, especially if they are in charge of running a meeting. Aim to be respectful and encourage civil discourse.
- Be responsive to requests and let people know that you are listening/have listened.
- Say "thank you" to people who have volunteered their time, regardless of whether or not you agree with their points of view.
- There should be outreach to the planning community, especially local planning commissions.
- The website is very good, however, the EIS summary for the Circ. isn't available there, and it should be.

2. Email from Connie Livingston, Burlington DPW, August 11, 2003

Email exchange between Connie and Diane Meyerhoff, Consultant, CCMPO

Subj: **CCMPO Draft Public Involvement Plan**
Date: 8/11/2003 10:44:00 AM Eastern Standard Time
From: connie.livingston@ci.Burlington.vt.us
To: dianemeyerhoff@cs.com

Diane, thanks for a copy of the plan. In terms of additional outreach recommended, if it seems appropriate, information can be sent out on the BurlingtonBikes listserve which has members who live and work in Burlington. I don't know whether, in addition, the MPO would find creating their own listserve beneficial.

Connie
Connie Livingston
Bicycle-Pedestrian Planner, Department of Public Works
645 Pine Street, Suite A, P.O. Box 849, Burlington, VT 05402
Direct 802-865-5833, Fax 802-863-0466

>>> <Dianemeyerhoff@cs.com> 08/11/03 01:25PM >>>
Connie - thanks. That's a great idea. How can we get things posted on that listserv? Do you think people would welcome another listserv - or are they too swamped with information?! Diane

Subj: **Re: CCMPO Draft Public Involvement Plan**
Date: 8/11/2003 1:34:36 PM Eastern Standard Time
From: connie.livingston@ci.Burlington.vt.us

To: Dianemeyerhoff@cs.com
CC: JFishelman@veic.org

You could probably send information to Jules Fishelman who runs the listserv, or an MPO staff member could become a member of the listserv and post stuff themselves. I've copied Jules on this email in case you want to check in with him about that. Personally, I don't get that much email through listserves that are bike/ped related; if people don't want the email, they won't subscribe.

Good luck! Connie

Email from Diane Meyerhoff to Jules Fishelman, August 11, 2003

Hi Jules! Connie suggested that you might be willing to post CCMPO info on your listserv. Is that true? Diane
Diane Meyerhoff

(Jules responded that as long as it's alternative transportation related, he'd be happy to. Diane passed on the information to Bill Knight who will talk with Peter Keating (CCMPO staff) and have him post materials on the listserv).

**3. Letter from John Barbour, Champlain Valley Agency on Aging, July 25, 2003
Response from Bill Knight, CCMPO, August 8, 2003 (inserted at end of Appendix)**

4. Email from Stacie Blake, VRRP, September 5, 2003

Subj: **CCMPO**
Date: 9/5/2003 4:25:58 PM Eastern Standard Time
From: sblake@vrrp.org
To: dianemeyerhoff@cs.com

Received from Internet: [click here for more information](#)

Ms. Meyerhoff

I left you a voice message today asking if you would please accept my written comment on the Public Involvement Plan. I realize I am slightly past the published deadline but feel strongly that the additional information we can provide will make the end product a more accurate portrayal of the refugee population in Vermont.

I have completed a draft of a few paragraphs and will forward it to you on Monday. Thank you for your patience.

Sincerely,
Stacie Blake

Stacie Blake, Director
Vermont Refugee Resettlement Program
(802) 655-1963 Stacey Blake – direct 654.1700

Subj: **RE: CCMPO**
Date: 9/9/2003 2:50:14 PM Eastern Standard Time
From: sblake@vrrp.org
To: Dianemeyerhoff@cs.com
File: **ForPublicInvolvementPlan.doc** (22528 bytes) DL Time (TCP/IP): < 1 minute
Received from Internet: [click here for more information](#)

<<For Public Involvement Plan.doc>>

> -----Original Message-----
> From: Dianemeyerhoff@cs.com [SMTP:Dianemeyerhoff@cs.com]
> Sent: Sunday, September 07, 2003 4:47 PM
> To: sblake@vrrp.org
> Subject: Re: CCMPO
>
> Stacie - Thanks so much for trying to get a hold of me. I'd love any
> updated information you have. I'm not sure how I can get it in the plan at
> this point, but I'll make every effort to do so.
>
> The information I included was from a friend of mine, Jim White at MBDP,
> and I didn't know there was more recent data available. Let's talk at some
> point - I'd like your perspective.
>
> I'm out of the office Monday and Tuesday, but I'll try to reach you after
> that. Thanks again. Diane

CCMPO Draft language Refugee Population

The Vermont Refugee Resettlement Program has been resettling refugees in the Chittenden, Addison and Washington County areas since 1980. In that time, nearly 4200 refugees have found peace and freedom in Vermont.

Every refugee group arrives in Vermont with different expectations, priorities and experiences. The clear goal of the U.S. refugee program is that all families will be economically self-sufficient within 90 days. Nearly all exceed this standard by working hard to buy homes, start businesses, pay for college and enjoy the many comforts that Americans have come to expect. Refugees arrive with no financial resources and are eligible for assistance at the same rates as those available to low-income families in Vermont (cash assistance until they start working, Medicaid or Refugee Medical Assistance and food stamps). Prior to coming to the U.S. most refugees have never received assistance through State Programs for low-income families. They appreciate the initial assistance offered to them as they arrive, but prefer to pay their own way. They are grateful that America allows them to legally work, and are eager to become independent once again and provide for their families' needs.

One of the initial challenges for newcomers is to learn English. Most new arrivals bring several other languages with them and English will be their third or fourth. All refugees attend English Language Training provided by VRRP and other community service providers. Many refugees continue to perfect their English with college level courses at our local institutions.

VRRP provides employment assistance to all refugees. Our employment staff has developed excellent relationships with many local employers who seek to hire refugees because they value a good work ethic. Without any U.S. work history and limited English, the first employment is usually an entry-level position. In most families both parents choose to work and take turns watching the children. They do not qualify for childcare subsidy payments through the State because of their combined earnings. With time, refugees advance at work and start earning higher wages



Champlain Valley Agency on Aging

because of their skills, improved English and hard work. There is a great need in Vermont to improve the process for the recognition of foreign diplomas and certifications to enable refugees, who have improved their English skills, to work in their field of expertise and reach their goals faster.

For fiscal year '03, our third quarter employment report finds that the average **starting wage** for males was \$11.66 July 25, 2003 and for females, \$8.38. Seventy two percent of these positions included health benefits.

Diane Meyerhoff
Chittenden County Metropolitan Planning Organization 30
Kimball Avenue
Suite 206
South Burlington, VT 05403-6825

Refugees are eager to participate in their communities when cultural and language barriers are overcome. Because of their extreme histories (war, displacement, persecution) they are primarily focused on rebuilding their lost financial resources and educating their children.

Re: Public Involvement Plan Many do not have significant time for volunteer efforts.

Hello Diane September 10, 2003: Diane left Stacie a message about what changes she felt were vital to I'd like to encourage more outreach to seniors, especially those who live beyond the area served by CCT A.

The Draft Plan identifies seniors as possible users of public transit (p. 10) but does not target them for additional outreach. There will be a rapid increase in the number of older drivers ! :because of the general aging of the population and because there are not viable transit alternatives to private automobiles in most areas of the county .Judging by the dearth of public transportation, it is clear that people who are dependent on the system have not had a great deal of influence in transportation planning. My guess is that there are very few users of public transportation who are clamoring for expansion of the Circ and yet clearly this has much higher priority than, say, expansion of public transit to Hinesburg or Milton.

be made to the plan, since the draft has already gone to the CCMPO Board for approval. Stacie left Diane a message that there are two things: 1) that the situation changes over time; and 2) that the starting wage needs to be corrected. On September 11th, Diane suggested to Bill Knight, CCMPO Executive Director that we make a technical correction to the plan (at the September 17, 2003 CCMPO meeting) to include the correct wage information. This involves deleting the fourth paragraph on page 12, and inserting the following text:

“For fiscal year 2003, the Vermont Refugee Resettlement Program’s third quarter employment report finds that the average starting wage for men is \$11.66 and for women is \$8.38. Seventy two percent of these positions included health benefits.”



July 25, 2003

Diane Meyerhoff
Chittenden County Metropolitan Planning Organization 30
Kimball Avenue
Suite 206
South Burlington, VT 05403-6825

Re: Public Involvement Plan

Hello Diane

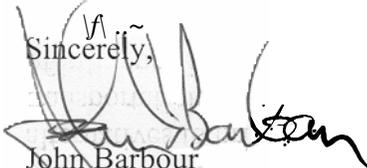
I'd like to encourage more outreach to seniors, especially those who live beyond the area served by CCT A.

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While there has been recent publicity warning of the dangers of older drivers, other recent studies indicate that older drivers are not a significant concern since they driver fewer miles and adjust their driving to their abilities. Nevertheless, there are a variety of accommodations that can be made in highway design, placement of signs and pedestrian facilities that can make roads safer for people of all ages. The MPO has the technical expertise to identify modifications that make sense and begin to incorporate them into local highway design.

It was interesting to note the table on page 11. I don't know how valuable the table is, because a chart of median incomes might look somewhat different if only because Shelburne would move up. But, nevertheless, of the ten towns (including Buel's Gore) with the lowest average wage, only one (Shelburne!) is served by public transit.

Sincerely,



John Barbour
Executive Director





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Organization

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August 7, 2003

Mr. John Barbour
Executive Director
Champlain Valley Agency on Aging PO
Box 158
Winooski, VT 05404

Dear Mr. Barbour:

Thank you for your thoughtful letter of July 25th regarding the CCMPO's Draft Public Involvement Plan.

In terms of increasing safety in highway design, this is the purview of the Vermont Agency of Transportation, who sets forth design guidelines in conjunction with the federal Department of Transportation. We will continue to encourage the Agency to improve highway design for all users.

I am intrigued by your suggestion that we outreach specifically to seniors who live outside of the CCT A service area. We are unsure of how to reach this group effectively, but would certainly like to do so. Can you make some suggestions to us? I am interested in pursuing the issue further with you. I moved to Vermont a little over two years ago to take over my current position. Previously, I had a similar position in Toledo Ohio. I worked very closely with the Northwest Ohio Area Office on Aging. I would like to have our public involvement consultant, Diane Meyerhoff, and me meet with you and discuss your ideas and how our agencies might work together to improve transportation for the county's seniors. If you are interested in doing so, please contact Diane directly at 802.865.1794, dianemeyerhoff@cs.com to set up such a meeting.

Thank you and I look forward to working with you.

Sincerely,

William Knight, AICP
Executive Director

c: Diane Meyerhoff, Third Sector Associates