

Public Participation Plan

***Adopted by the CCMPO Board of Directors
September 17, 2008***



***Chittenden County
Metropolitan Planning
Organization***

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



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This document, as well as all others by our agency, is available in alternative media formats.

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Figure 1: CCMPO Planning Region

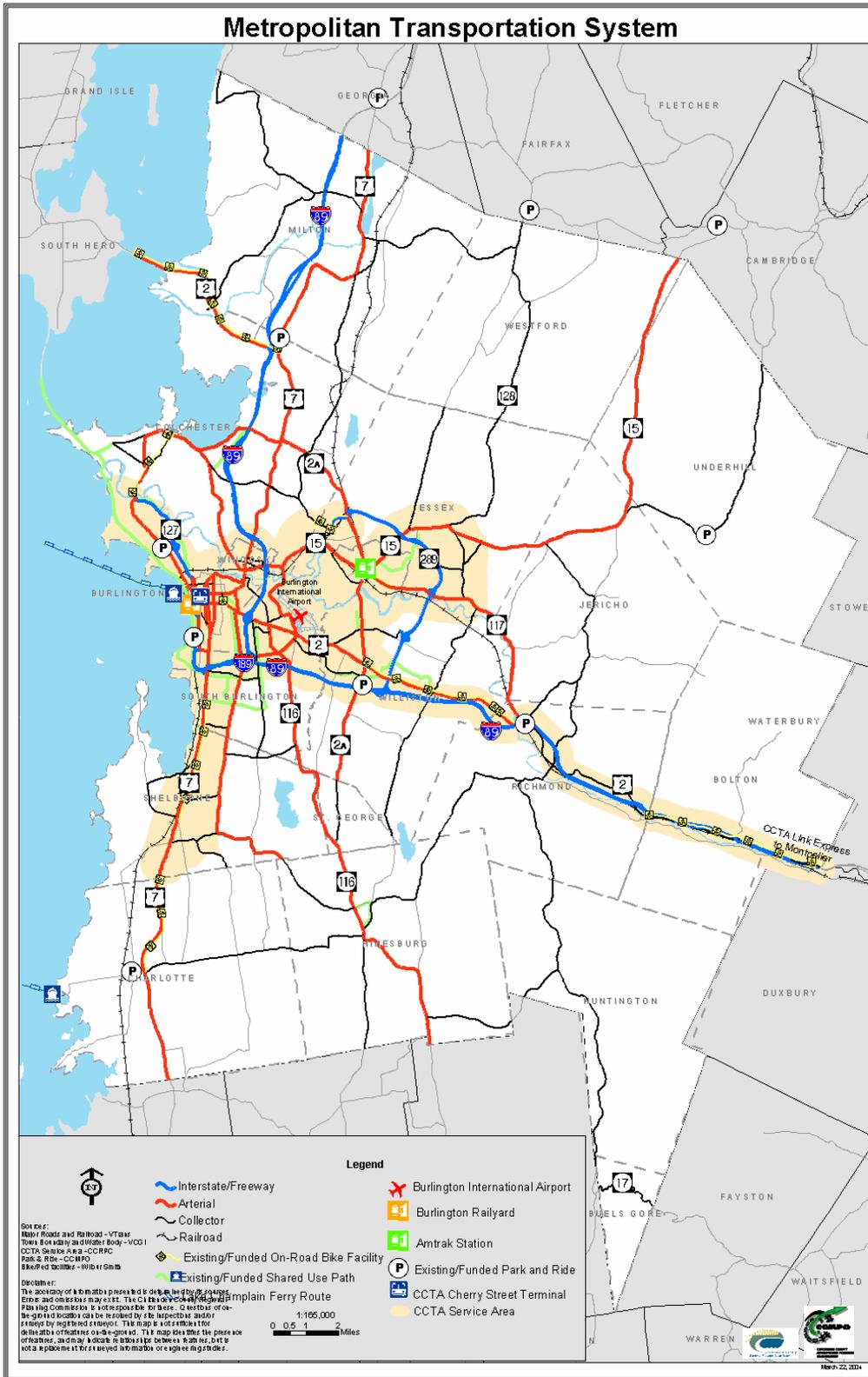


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Introduction

The Chittenden County Metropolitan Planning Organization (CCMPO) plans transportation activity in Chittenden County, Vermont. Federal law requires the formation of a “metropolitan planning organization” (MPO) for any urbanized area with a population of more than 50,000. The Governor of Vermont and local communities created the CCMPO in 1983 to plan and budget the use of federal transportation funds for the nine towns in the urban part of the County. In 1998 the CCMPO was expanded to include all 18 communities in Chittenden County.

While we are proud of our strong partnerships with local residents, advocacy and interest groups, and state agencies, we strive to improve our efforts to include others in our planning and policy work. To strengthen existing relationships—and forge new ones—we have embarked on this update to our 2003 Public Involvement Plan. This update also brings our policies into compliance with the provisions of the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This federal transportation bill authorizes transportation programs for highways, highway safety, and transit for the 5-year period ending in 2009.

In order to complete this update, and to fully understand our past and current public participation practices, 20 interviews were conducted with CCMPO staff, board members, Transportation Advisory Committee members, and Vermont Agency of Transportation staff. These interviews provided insight into successful public participation efforts, highlighted areas to be improved, and generated a number of ideas on developing better public participation policies. A summary of the interviews is included as Appendix D. This update builds largely on the past efforts of stakeholders on the Public Participation Committee, whose interest and insights resulted in the 2003 Public Involvement Plan.

The attention of public participation in transportation policy and planning is largely due to its emphasis in the Intermodal Surface Transportation and Efficiency Act (ISTEA) of 1991. As a result of ISTEA, many aspects of public participation have been institutionalized in the work of the CCMPO. With improvements in technology, an increasing populace, and updated federal requirements, we must explore new ways to engage our stakeholders, present our programs in understandable terms and visual aids, and most importantly listen to the concerns, opinions and ideas of our citizens. This updated Public Participation Plan provides the framework to accomplish those goals.

Legal Regulations and Requirements

Development of this Public Participation Plan is guided by regulations at the federal and state levels. This section describes the applicable legal requirements.

Federal

General Requirements Under SAFETEA-LU

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was enacted August 10, 2005, as Public Law 109-59 and authorizes the federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009. The metropolitan planning process under SAFETEA-LU requires that transportation planning be a “continuing, cooperative, and comprehensive” process as established by the Federal-Aid Highway Act of 1962.

SAFETEA-LU encourages the CCMPO to broaden public participation to include stakeholders who may not have been involved previously. Consultation should occur with planning officials responsible for other types of planning activities affected by transportation, including planned growth, economic development, environmental protection, airport operations, and freight movement. In addition, the CCMPO should promote consistency between transportation improvements and state and local planned growth and economic development patterns.

SAFETEA-LU mandates that the metropolitan transportation planning process contain the following public participation elements¹:

1. Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and Transportation Improvement Programs (TIP) and meets the requirements and criteria specified as follows:
 - Require a minimum public comment period of 45 calendar days before the public involvement process is initially adopted or revised. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the 45-day comment period. Notice will also be mailed to the entire CCMPO master database prior to the start of the 45-day comment period;
 - Provide a public comment period of not less than 30 calendar days prior to adoption of the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program, the Unified Planning Work Program, Transit Development Plans, any formal amendments or updates, and other appropriate transportation plans and projects;
 - Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of public transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of

¹ Public Law 105-178 Section 450.316.

users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties and segments of the community affected by transportation plans, programs and projects;

- Provide reasonable public access to technical and policy information used in the development of the Metropolitan Transportation Plan, the Transportation Improvement Program, other appropriate transportation plans and projects, and open public meetings where matters related to the federal-aid highway and transit programs are being considered;
 - Require adequate public notice of public involvement activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the Metropolitan Transportation Plan, the Transportation Improvement Program, and other appropriate transportation plans and projects. If the final MTP or TIP differs significantly from the one which was made available for public comment by the CCMPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised MTP or TIP shall be made available;
 - Demonstrate explicit consideration and response to public input received during the planning and program development processes. When significant written and oral comments are received on the draft MTP or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the US EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final MTP and TIP;
 - Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households;
 - Use visualization techniques to describe the MTP and the TIP;
 - Make public information available in electronically accessible formats;
 - Public involvement processes shall be periodically reviewed by the CCMPO in terms of their effectiveness in assuring that the process provides full and open access to all;
 - These procedures will be reviewed by the FHWA and the FTA during certification reviews to ensure that full and open access is provided to CCMPO decision-making processes; and
 - Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.
2. Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each state under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance from the United States Department of Transportation;
 3. Identify actions necessary to comply with the Americans With Disabilities Act of 1990² and US DOT regulations "Transportation for Individuals With Disabilities"³;
 4. Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and

² Public Law 101-336, 104 Stat. 327, as amended.

³ 49 CFR parts 27, 37, 38.

5. Provide for the involvement of local, state, and federal environment resource and permit agencies as appropriate. These agencies include those responsible for land use management, natural resources, environmental protection, conservation and historic preservation. The discussion of potential environmental mitigation shall be developed by the CCMPO in consultation with land management, wildlife, and regulatory agencies at the federal, state, and tribal levels.

Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) requires involving the community, particularly those with disabilities, in the development and improvement of public services and capital facilities. Meetings and hearings must be held in ADA-compliant buildings. Special accommodations such as qualified readers or interpreters, provision of or modifications to audio/visual aids or documents, or other visual, hearing, or mobility assistance must be made to assist those with disabilities to participate in meetings, planning, and programming activities.

Environmental Justice

Presidential Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low-Income Populations, was signed into law in 1994 and reinforced the non-discrimination requirements of Title VI of the Civil Rights Act of 1964. The Environmental Protection Agency defines Environmental Justice as the “fair treatment of people of all races, cultures and income with respect to the development, implementation and enforcement of environmental laws, regulations, programs and policies.” Fair treatment means that no racial, ethnic or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from the operation of industrial, municipal, and commercial enterprises and from the execution of federal, state, local, and tribal programs and policies. Together these two laws promote fair treatment of all people during all of the CCMPO’s planning projects.

State

The Vermont Public Records Law is rooted in the Vermont Constitution, Article 6, Chapter 1. The details of the law are available at Title 1 V.S.A. § 316-320. The law provides for inspection of public records in a timely way, a process for denying a records request, and a process for appealing that denial. The CCMPO Board and staff are committed to both the spirit and letter of this law.

The Vermont Open Meeting Law, Title 1 V.S.A. § 310-316, defines open meetings, public notice requirements, right of the public to speak, executive sessions, meeting minutes, and enforcement provisions. Again, the CCMPO Board and staff are committed to both the spirit and letter of this law.

Public Participation Process

Public participation is a dynamic activity that requires commitment at all levels of the organization. To ensure that all constituents are provided with substantive opportunities to engage in CCMPO activities, the organization pledges to follow the SAFETEA-LU mandates outlined previously, as well as the principles, goal and objectives identified below.

Principles

The CCMPO commits to the following principles in all of their public participation activities:

1. Promote Respect
 - All citizens and the views they promote are respected by the CCMPO.
2. Provide Opportunities for Participation
 - Avenues for participation will be open, meaningful, and organized to allow people to participate comfortably. Needs for accessibility, scheduling, location, information material formats, and language will be addressed.
 - Meetings will be structured to allow informed, constructive exchanges.
 - The direction and effectiveness of the public participation effort will be continually reviewed to ensure active public participation.
3. Be Responsive to Participants
 - CCMPO meetings and events will facilitate discussion that corresponds to participants' level of interest and available time.
 - The CCMPO will fully consider the results of all public participation activities during decision making and document public responses.
4. Offer Substantive Work
 - Public processes will provide purposeful participation, allowing useful feedback and guidance. Effective public participation is a two-way street—public input must come from informed opinions and ideas.
 - A clearly defined purpose and set of objectives are needed for initiating a public dialogue on transportation plans, programs, and projects.
 - Participants will be encouraged to grapple with the many competing transportation interests, issues, and needs in the region.
5. Provide a Predictable Transportation Planning Process
 - The transportation planning process will be understandable and known well in advance, in order to make the process coherent and comprehensible.
6. Outreach & Communication
 - Effective outreach strategies must be tailored to fit the identified audience and the issue at hand. Notification procedures must effectively target the identified audience.
 - Outreach and education will be continuous and repetitive in order to increase public knowledge and participation.
 - Efforts to reach new constituencies will include outreach to low-income, senior, youth, student, minority, refugee, and accessibility-issue communities. These efforts must be tailored to ensure meaningful participation of these constituents.
 - The CCMPO will be mindful of the evolution of communications tools and continue to evaluate new tools to expand outreach methods.
 - Informational materials will be clear, concise, and address participants' questions.

Goal and Objectives

The goal of the CCMPO Public Participation Plan is to describe the policies for providing the public with thorough information on transportation planning services and project development in a convenient and timely manner, and identify opportunities for the public to participate in regional transportation planning and policy projects. The following objectives have been identified to reach that goal:

Objective 1: The CCMPO shall actively engage the public in the transportation planning process according to the policies contained in this Public Participation Plan and following state and federal law.

Objective 2: The CCMPO shall keep the public informed of on-going transportation related activities on a continuous basis.

Objective 3: The CCMPO shall encourage the participation of all area citizens in the transportation planning process.

Objective 4: The CCMPO shall strive to continuously improve public participation.

Objective 5: The CCMPO shall participate in public participation activities for individual transportation improvement projects from the planning phase through construction.

Opportunities for Public Participation

The regional transportation planning process involves a number of activities including the preparation of regional plans, Transportation Improvement Programs, corridor studies, scoping studies, and administrative documents. Public interest will vary considerably based on the project and particular issues. This varied response suggests that the regional public participation process should recognize the differences and provide diverse opportunities for participation.

In order to reach the broadest number of interested parties, the CCMPO will maintain an up-to-date database with contact information for citizens, affected public agencies, representatives of public transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties and segments of the community affected by transportation plans, programs and projects.

In order to maximize participation, public participation meetings will be held at a variety of times and at a variety of venues. For topic or geographically specific meetings, meetings will be held at locations convenient to the group targeted for involvement.

The CCMPO encourages municipalities and state agencies to coordinate their outreach plans, when possible, with CCMPO workshops and meetings to consolidate public participation activities. Streamlining these efforts will enhance public participation, reduce redundant meetings, and lower associated costs.

For monthly Board meetings, Board members and alternates will be sent meeting notification, agendas, and appropriate documents at least one week prior to the actual meeting date, except in the case of special meetings. Board agendas and meeting minutes will be mailed to all town/city managers/administrators, legislators, and others as requested. Information should be available ahead of the meeting and should include: agendas, meeting background information, previous meeting minutes, public notices, public comment period information, and a contact person. Board agendas and meeting minutes should be available for downloading via the CCMPO website.

The Americans with Disabilities Act of 1990 (ADA) requires involving the community, particularly those with disabilities, in the development and improvement of public services and capital facilities. Meetings and hearings must be held in ADA compliant buildings. Special accommodations must be made to assist those with disabilities to participate in meetings, planning, and programming activities:

- Where possible, meetings will be held in places that are convenient to alternative transportation modes.
- Qualified readers or interpreters will be available if requested at least one week prior to the event.
- All public meeting notices should state the following: “For information on accessibility or alternative forms of the agenda, please contact [name, number, email].”
- Identify alternative meeting sites, such as churches, schools, and senior centers to reach traditionally underserved populations.

CCMPO Committee Structure

The CCMPO is made up of 18 municipal representatives (appointed by the communities' legislative bodies) and one member of the Vermont Agency of Transportation (VTrans). Ex-officio, or non-voting members, include: Chittenden County Transportation Authority (CCTA), Chittenden County Regional Planning Commission (CCRPC), Burlington International Airport, Vermont Transportation Authority, the Railroad Industry, and affected federal agencies (Federal Highway Administration and Federal Transit Administration).

Many CCMPO representatives are local elected officials and serve two-year terms with re-appointment in June. The CCMPO has six standing committees that assist the Board of Directors:

1. The **Executive Committee**, composed of the officers of the Board (Chair, Vice-Chair, Secretary-Treasurer), the immediate past Chair, and two at-large members, meets monthly to facilitate the administration of the CCMPO, ensure that policy and planning recommendations are brought before the Board, and confirm that the decisions of the CCMPO are implemented. The VTrans CCMPO Coordinator is a non-voting member of the Committee.
2. The **Transportation Advisory Committee (TAC)** is responsible for recommendations to the CCMPO Board on all transportation plans and programs in Chittenden County. The TAC develops and reviews documents, amendments, and reports. The TAC is made up of a representative from each of the 18 municipalities in the County, and: Burlington International Airport, Campus Area Transportation Management Association (CATMA), Chittenden County Transportation Authority (CCTA), Chittenden County Regional Planning Commission (CCRPC), Special Services Transportation Agency (SSTA), and VTrans. In addition, representatives are appointed by the CCMPO Chair from the following interest groups: Business Community, Disabled Community, Senior Community, Environmental Community, Freight Shippers and Receivers, Pedestrian/Biking Community, Private and Inter-City Bus Providers, Rail Industry, and Trucking Industry.

The TAC establishes subcommittees by topic area (e.g., bicycle and pedestrian) on an as-needed basis to address particular issues as they arise. Subcommittee meetings may either be regularly scheduled or organized when necessary.

3. The **Unified Planning Work Program Committee (UPWPC)** provides recommendations to the Board for the development of the annual work program and budget, known as the Unified Planning Work Program (UPWP). The UPWPC also is also tasked with assisting the Board in developing and modifying appropriate indicators to track progress of the CCMPO in accomplishing its work plan.
4. The **Metropolitan Transportation Plan Committee (MTPC)** provides recommendations to the Board for the development of the Metropolitan Transportation Plan for the region, sometimes known as the Long Range Transportation Plan. The MTPC also assists the Board by providing input to the other standing committees and Board to ensure that recommended activities identified in the MTP are considered in the development of the annual unified planning work program, TIP and other such implementation-related tools of the CCMPO.

5. The **Public Transportation Committee** (PTC) provides recommendations to the Board for the development of a comprehensive public transportation system in the region. This work includes understanding the necessary components of such a public transit system as well as developing funding models and indicators of success.
6. The **Regional Initiatives Committee** (RIC) provides recommendations to the Board for the development and coordination of projects and issues that are of regional significance and/or require the perspective that spans communities.

The public is encouraged to attend Board and committee meetings and/or contact their representatives with their comments and concerns. A public comment period is included in all Board, TAC, and other committee meetings. Board meeting agendas and minutes can be accessed online at www.ccmpto.org/agendas/, and meetings can be viewed on CCTV Channel 17 or online at www.cctv.org/watch-tv/chittenden-county.

Major Activities

All transportation projects funded by federal dollars must be included in the CCMPO's Transportation Improvement Program (TIP), a four-year schedule of projects. The projects must also be in compliance with the CCMPO's Metropolitan Transportation Plan (MTP), which is the County's 25-year blueprint for transportation programs and projects. The CCMPO staff assists communities in identifying transportation needs, solutions, and financing.

The CCMPO's major activities include: Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, Public Participation Plan, Traffic Alert Program, and Special Studies: Scoping, Technical Assistance, Corridor Studies. Public comment procedures are similar across the CCMPO's major activities, and each major project has minimum public participation requirements (described below). Public comments submitted to the CCMPO are considered part of the public record. Summaries of comments received and the CCMPO's responses will be made available to the public and policy makers via the web and in printed format when requested. Summaries of comments or minutes from public meetings are often included in the appendices of plans, policies, and studies.

Notification to municipalities for public hearings regarding CCMPO major activities will include the full text of the document to be adopted or amended and a public hearing notice. The published notice (in the *Burlington Free Press*) will include the locations where documents are available for public review. At a minimum the locations include the CCMPO office and municipal offices of CCMPO member communities.

Metropolitan Transportation Plan

Federal law and regulations require that metropolitan areas such as Chittenden County develop and periodically revise and update a long-range transportation plan, known as the Metropolitan Transportation Plan (MTP). Table 1 outlines the public participation elements for development of the MTP. The MTP must be fiscally constrained, which means the projected capital and operating costs associated with all the transportation projects and programmatic actions in the MTP cannot exceed the projected level of financial resources available during the life cycle of the MTP. The MTP must have a minimum 20-year time horizon and consider needs and issues across all transportation modes. It must tie the plan for transportation investments to a clear statement of regional goals and priorities. Federal law also requires the MTP to address eight metropolitan

planning factors to ensure that federal funds spent on the region’s transportation system also address national level goals for transportation. Those factors are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase the accessibility and mobility options available to people and for freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

Table 1: Metropolitan Transportation Plan – Public Participation

Metropolitan Transportation Plan	
Participation Element	Method and Timing
Document Availability	Via website, mail (on request), CCMPO office, municipal offices, local libraries
Comment Opportunities	Minimum public comment period of 30 days for initial adoption and revisions. If the final MTP differs significantly from the one which was made available for public comment and raises new material issues, an additional opportunity for public comment shall be made available. Comments can also be made at MTPC, TAC or other committee meetings.
Public Hearings	One hearing prior to adoption by CCMPO Board
Initial Notice Period/Type	15 days prior to hearing, published in <i>Burlington Free Press</i> legal notices and to every town clerk
Amendment Notice Period/Type	15 days prior to hearing, published in <i>Burlington Free Press</i> legal notices and to every town clerk
Evaluation Technique	Number of participants at meetings, number of comments received

Transportation Improvement Program

The Transportation Improvement Program (TIP) is a prioritized, fiscally constrained, multi-year list of federally funded, multimodal transportation projects and operations in Chittenden County. Table 2 outlines the public participation elements for development of the TIP. Under federal law, the TIP must cover at least a four-year program of projects and be updated at least every two years. Projects must be prioritized at the regional level and have clearly identified funding sources. All Chittenden County transportation projects, programs, and operations receiving federal funds must be authorized through the TIP process. The only exceptions are federal airport funds for Burlington International Airport, which are not subject to the CCMPO prioritization process but are listed in the TIP for information and coordination purposes. Documentation of private enterprise participation and financial capacity (as required for Federal Transit Administration Sections 3 and 9 programs) are included in the TIP. The TIP development process must give the public ample opportunities to review and comment in a constructive manner prior to document finalization.

Table 2: Transportation Improvement Program – Public Participation

Transportation Improvement Program	
Participation Element	Method and Timing
Document Availability	Via website, mail (on request), CCMPO office, municipal offices, local libraries
Comment Opportunities	Minimum public comment period of 30 days for initial adoption and revisions. If the final TIP differs significantly from the one which was made available for public comment and raises new material issues, an additional opportunity for public comment shall be made available. Comments can also be made at TAC or other committee meetings.
Public Hearings	One hearing prior to adoption by CCMPO Board
Initial Notice Period/Type	15 days prior to hearing, published in <i>Burlington Free Press</i> legal notices and to every town clerk
Amendment Notice Period/Type	Depending on the project cost and type of amendment, different processes are required. See TIP Amendment Policy adopted February 19, 2003 in Appendix E.
Evaluation Technique	Number of participants at meetings, number of comments received

Unified Planning Work Program

The Unified Planning Work Program (UPWP) defines the regionally agreed upon transportation planning priorities and the roles and responsibilities of various participants in the transportation planning process for Chittenden County. The work elements are to be completed by the end of the organization’s fiscal year (June 30). The UPWP provides an overview of the CCMPO process and describes how all of the municipalities, agencies, partners, stakeholders and other interests involved in the activities of CCMPO work together in a comprehensive, continuing, and cooperative process to meet critical transportation needs of Chittenden County. Table 3 outlines the public participation elements for development of the UPWP.

Table 3: Unified Planning Work Program – Public Participation

Unified Planning Work Program	
Participation Element	Method and Timing
Document Availability	Via website, mail (on request), CCMPO office
Comment Opportunities	Minimum public comment period of 30 days for initial adoption and revisions. Comments can also be made at UPWPC, TAC or other committee meetings.
Public Hearings	One at initial adoption
Initial Notice Period/Type	15 days prior to hearing, published in <i>Burlington Free Press</i> legal notices and to every town clerk
Amendment Notice Period/Type	15 days prior to hearing, published in <i>Burlington Free Press</i> legal notices and to every town clerk
Evaluation Technique	Number of participants at meetings, number of comments received

Public Participation Plan

Under federal law, the CCMPO must actively involve all affected parties in a continuing, cooperative, and collaborative process that provides meaningful opportunities to influence transportation decisions. SAFETEA-LU requires a separate, written plan that details the process for collecting public input on CCMPO documents. The Public Participation Plan (PPP) describes the CCMPO’s policies and guidelines for providing opportunities for the public to be involved in projects and planning activities. Table 4 outlines the public participation elements for development of the PPP.

Table 4: Public Participation Plan

Public Participation Plan	
Participation Element	Method and Timing
Document Availability	Via website, mail (on request), CCMPO office
Comment Opportunities	Minimum public comment period of 45 days for initial adoption and revisions. Comments can also be made at TAC or other committee meetings.
Public Hearings	One at initial adoption
Initial Notice Period/Type	15 days prior to hearing, published in <i>Burlington Free Press</i> legal notices and to every town clerk
Amendment Notice Period/Type	15 days prior to hearing, published in <i>Burlington Free Press</i> legal notices and to every town clerk
Evaluation Technique	Number of participants at meetings, number of comments received

Traffic Alert Program

The Traffic Alert Program provides weekly emails to area media outlets during the summer months to alert the public to construction efforts. This information is also available via the CCMPO’s website (www.ccmpto.org).

Special Studies: Scoping, Technical Assistance, Corridor Studies

These types of studies are specialized and therefore require individualized public participation plans. The following is provided as a means of guiding CCMPO and municipal staff in structuring a Public Participation Plan at the project or study level (see Table 5 for a summary of public participation opportunities for CCMPO policies):

1. Identify and assess stakeholders and their issues: A stakeholder is any person or group that is affected by a planning project, issue, or long-range plan, as well as any person or group who are not aware that they are affected. Stakeholders often include non-governmental organizations such as environmental, health, citizen, neighborhood and civic organizations; traditionally underserved such as the low-income, racial and ethnic minorities and people with disabilities; residents of affected areas; transportation service providers; and government agencies.
2. Define the objectives of your participation effort: Objectives should broadly address stakeholder concerns as well as the planning and project development goals. Objectives can be established as part of the initial phase of public participation activities and will guide the outreach activities.
3. Identify pertinent public participation activities: The “Public Participation Techniques” section is a good starting point as you consider who you are trying to reach; what the

message is that you are trying to convey; what your budget constraints might be; what combination of techniques seem appropriate; and whether or not your activities can be implemented.

4. Evaluate your effort based on the achievement of your objectives: Design milestones during the public participation process. Since issues and concerns change over time, the public participation efforts should reflect those changes and documented during the project.

Table 5: Public Participation Policy Summary

Program Adoption	Public Meetings	Comment Period	Remarks
Metropolitan Transportation Plan (MTP)	Two meetings will be held prior to TAC approval. Public can comment at MTPC, TAC and Board meetings	30 Days	A summary of all oral or written comments will be provided to the TAC and available for public review.
Transportation Improvement Plan (TIP)	Public can comment at TAC and Board meetings	30 Days	
Unified Planning Work Program (UPWP)	Public can comment at UPWPC, TAC and Board meetings	30 Days	When possible, joint public meetings with TAC
Public Participation Plan (PPP)	Public can comment at TAC and Board meetings	45 Days	
Program Amendments	Public Meetings	Comment Period	Remarks
Metropolitan Transportation Plan (MTP)	Public hearing for major amendments	30 Days	No meeting required for minor amendments; public may comment at Board meeting
Transportation Improvement Plan (TIP)	See Appendix E for details	30 Days for major amendments	
Unified Planning Work Program (UPWP)	Public hearing for major amendments	30 Days	No meeting required for minor amendments; public may comment at Board meeting
Public Participation Plan (PPP)	Public hearing for major amendments	45 Days	No meeting required for minor amendments; public may comment at Board meeting

Table 5 continued

Open Meetings	Public Meetings	Comment Period	Remarks
CCMPO Board	Regular meetings are held the third Wednesday of every month (except February, August, December)		
Transportation Advisory Committee (TAC)	Regular meetings are held the first Tuesday of every month		
Public Transportation Committee	Regular meetings are held the fourth Monday of every month		
Executive Committee	Regular meetings are held the first Wednesday of every month		
Bicycle and Pedestrian Committee	Regular meetings are held quarterly		Future meeting dates determined at each meeting

Public Participation Techniques

Public participation is an ongoing activity of the CCMPO. It is also an integral part of one-time activities such as corridor studies and cyclical activities such as the annual Transportation Improvement Program process and Metropolitan Transportation Plan updates. This section contains descriptions of public participation techniques currently being used by the CCMPO. This list will continue to evolve with changes in technology, information distribution techniques, public preferences, and other factors.

Website

The CCMPO website (www.ccmppo.org) provides a wealth of information including the organization's structure, process, and contact information; meeting agendas, minutes, and calendar; information about past and current projects; an electronic document and data library; links to member municipalities and other organizations; draft reports and studies; traffic, bicycle/pedestrian and other count data; and more. The website is maintained and updated regularly by CCMPO staff. Interviewees overwhelmingly reported the CCMPO website as a source of information, including the schedule of meetings and events. Since everyone does not have access to the internet or knows about the CCMPO website, other public participation methods must be used in conjunction with electronic news and updates.

Other Media

CCMPO Board meetings and other special meetings or events are videotaped and broadcast at varied times on local public access channel 17 (CCTV Vermont). These videos are also made available online and can be viewed on demand at: www.cctv.org/watch-tv/chittenden-county.

Other potential electronic resources being explored are video sharing sites such as YouTube (<http://www.youtube.com/ccmpo>), photo sharing sites such as Flickr

(<http://www.flickr.com/photos/ccmpo/>), online social network sites such as MySpace (www.myspace.com) and Facebook (www.facebook.com), and electronic message boards and mailing lists (commonly known as listserves) such as the locally based Front Porch Forum (www.frontporchforum.com), a neighborhood-by-neighborhood email forum throughout Chittenden County. Video sharing allows the CCMPO to demonstrate transportation projects and topics through video, while the Front Porch Forum provides the opportunity to reach neighborhoods about upcoming meetings and projects and to solicit input from residents. Other electronic mailing lists, such as those of Local Motion and the Burlington Bicycle Council, can be used to target specific interest groups, in this case bicycle/pedestrian advocates.

Master Database

The CCMPO maintains a database of interested individuals, businesses, non-governmental organizations, and federal, state and local agencies, including the groups and other interested parties specified in SAFETEA-LU. The database includes information such as committee membership, mailing information, phone numbers, fax numbers, email addresses and websites. The database is used for maintaining up-to-date committee membership lists, special interest groups and homeowner association contacts. The database is used to establish and maintain a list of email contacts for electronic meeting notification, announcements, and other events pertaining to the transportation planning process and products. The master database, along with electronic message boards and mailing lists (listserves), can be used for targeted outreach to specific groups (e.g., advocacy organizations) or communities (e.g., refugee or low-income populations).

Legal Advertisements

Classified advertisements announcing upcoming public meetings are placed in the region's daily newspaper, the *Burlington Free Press*. Contact information is provided if citizens desire more information. These announcements meet the requirements of the Vermont Open Meeting Law, Title 1 V.S.A. § 310-316.

Informational Brochures

Brochures with general information about the CCMPO are provided at public meetings and other hearings. These can also be distributed at town halls, public libraries, community centers, and other public places.

Display Ads

The CCMPO occasionally publishes ads to promote meetings that are not regularly scheduled, such as corridor study workshops. These are published in selected newspapers in order to reach a larger audience than those that typically read legal notices.

Direct Mailings

Direct mailings are used to announce upcoming meetings or activities or to provide information to a specific group of people, such as those who may potentially be impacted by a project or those with a specific interest in a project.

Press Releases

Press releases are sent to local media to inform the public about projects being undertaken or recently completed, funding opportunities and awards, and updates regarding CCMPO programs and services. Regular mention of the CCMPO in local media outlets reminds citizens of our presence and projects that may impact them.

Project Meetings/Workshops/Open Houses

Public meetings and other similar events are arranged to disseminate information, provide a setting for discussion, and gather feedback from the public. Depending on the type of projects, they are often hosted a number of times to develop planning documents and shape alternatives. These meetings may be held in different formats, including poster sessions, open houses/interaction periods, hands-on activities, formal presentations, question and answer format, brainstorming sessions, small break-out groups, and charrettes. Some projects such as scoping studies follow a prescribed public participation process that includes three public meetings: local concerns hearing; presentation of alternatives; and presentation of the preferred alternative.

Public Hearings

Public hearings are more formal than public meetings and are typically held to solicit comments and feedback on CCMPO projects or issues prior to a decision point. These hearings are often required by law for many projects and documents. Public hearings are notified via general circulation newspapers and include the time, date, and location of the hearing. A minimum period of 15 days will be allowed between notice and hearing dates, while public comment periods will remain open for a minimum of 30 days to allow time for the public to prepare comments for submission to an agency. During this period the CCMPO accepts questions and provides clarification. Subject documents must be available to the public when notice of a hearing is given.

Work Groups

Work groups are assigned a specific task, with a time limit for reaching a conclusion or producing a draft document, subject to ratification by official decision-makers. The membership of these groups often includes local people or representatives from interest groups, appointed by elected officials or agency executives.

Email Announcements

Meeting announcements and supporting information are emailed to interested persons in the CCMPO master database. Email is also used to disseminate project updates, progress or other reports, and to announce funding or other opportunities.

CCMPO logo

A logo representing the CCMPO is used to identify products and publications of the CCMPO. A logo helps the public become familiar with the different activities of the CCMPO by providing a means of recognizing CCMPO products.



Comment Forms

Comment forms are often used to solicit public input on specific issues being presented at a workshop or other public meeting. Comment forms can be very general in nature, or can request very specific feedback.

Surveys and Questionnaires

In-person and telephone interviews, surveys, and web-based questionnaires are sometimes used to gather information from the public about potential new programs and when updating existing programs and services.

Posters and Flyers

Posters and flyers announcing upcoming meetings or other events are distributed to public places such as city halls and town offices, public libraries, community centers, and local businesses. These may also be part of a direct mail campaign to residents and businesses. Content typically includes the date, time, location and brief description of the purpose or project.

Speaking Engagements

CCMPO staff routinely accept invitations from local organizations, municipal boards, schools and universities, and other groups interested in specific projects or general planning issues.

Piggybacking on Other Efforts

CCMPO outreach displays and informational materials are occasionally provided at other public meetings and community events.

Visualization Techniques

Visual media of different formats is used to convey information about the transportation planning process, project alternatives, alternative scenarios, and the TIP. These techniques include computer models, maps, photos, renderings, charts and graphs, and video.

Documentation, Distribution, and Notification

All adopted policy documents that the CCMPO produces are available for public review. Policy documents are prepared in draft form and then published in final form after adoption by the CCMPO Board. The CCMPO will make draft policy documents available at least 15 days prior to public hearings on the subject, and for a minimum public comment period of 30 days. The CCMPO may publish technical and other reports after acceptance by the Transportation Advisory Committee or other committees, as appropriate. These reports will be available upon their completion.

The public may request to view or receive all reports developed and compiled by the CCMPO. Publications may be provided free of charge or for a nominal fee. All publications shall be referenced from the CCMPO website (www.ccmppo.org) and made available for download and printing whenever possible. The CCMPO website is accessible from public libraries with internet access.

Privacy Policy

The following privacy policy is included on the CCMPO's website: "The Chittenden County Metropolitan Planning Organization (CCMPO) takes your privacy seriously. We will not rent or sell your information to third parties. We also promise not to spam your email address. We will disclose personally identifiable information in compliance with a court order. The CCMPO does not use website cookies or share user information with other parties. For performance tracking, however, the CCMPO reserves the right to make available summarized user statistics obtained from our host provider weblogs. The CCMPO will make every reasonable effort to protect user identities and sensitive information. The CCMPO cannot be held liable for compromised records from parties illegally obtaining access to records."

For all public meetings, every sign-in sheet must include the following disclaimer: "If personal information is requested and volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law."

How to Get Involved

Want to get involved in the CCMPO's activities? We periodically arrange public forums, public hearings, and special presentations to Town Selectboards, City Councils and interested civic groups. Our meetings are notified via the *Burlington Free Press* and many local newspapers. CCMPO meetings are videotaped and aired on Channel 17. Copies of videotapes may be viewed at Channel 17 by appointment (862-3966). Streaming video of CCMPO Board meetings can be viewed any time on the Channel 17 website (www.cctv.org/watch-tv/chittenden-county). We also maintain a transportation mailing list for programs and project updates; if you would like to be added to our database, contact us at 802-660-4071 or info@ccmpo.org.

The CCMPO Board currently meets the third Wednesday of the month at 7 p.m., at the CCMPO office (30 Kimball Avenue, South Burlington). The Transportation Advisory Committee (TAC) currently meets the first Tuesday of the month at 9 a.m. at the CCMPO offices. The Executive Committee meets the first Wednesday of every month at 7 a.m. at the CCMPO offices. We recommend confirming all meetings with CCMPO staff or via the website (www.ccmpo.org). All meetings are open to the public and a public comment period is available at all meetings.

Chittenden County Metropolitan Planning Organization (CCMPO)
30 Kimball Avenue, Suite 206, South Burlington, VT 05403
802-660-4071 (phone); 802-660-4079 (fax)
TDD Relay Only: 800-253-0191
www.ccmpo.org; info@ccmpo.org

Our offices are handicapped accessible and can be reached via the CCTA Williston bus line or the University Mall/Airport bus line (a short walk). For details call 802-864-CCTA or visit www.cctaride.org. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

This document, as well as all others by our agency, is available in alternative media formats.

Certification of the Planning Process

The federal government requires that MPOs certify every four years or when a new TIP is adopted that they are in conformance with federal rules and regulations. Further, environmental justice principles require that MPOs make efforts to engage low-income and minority populations in the certification review. Since a new TIP is adopted every year, the CCMPO undergoes an annual self-certification process. As part of the self-certification, the CCMPO will review the public participation process and consider the following items:

- What was the success of specific strategies in attracting the public and associated comments?
- What level of public input was received for various planning products?
- Was public input considered by decision-makers?
- Should any new strategies or adjustments be considered in the following year?
- Are any changes or amendments necessary to the Public Participation Plan document?

To aid in answering those questions, and to evaluate the effectiveness of the CCMPO Public Participation Plan, the following section provides benchmarks for each technique. Understanding the effectiveness of each technique can help CCMPO staff to determine which methods are effective, which could be improved, and which ones should be discontinued.

Evaluating the Public Participation Plan

This Public Participation Plan describes the roles and responsibilities of the CCMPO in meeting federal and state requirements, and in honoring our commitment to involving the public and other interested parties in transportation planning for our region. The Plan also describes the techniques used by the CCMPO to reach and engage the public in its projects and activities. In order to determine the effectiveness of those techniques, a means to evaluate each of them is necessary.

Table 6 identifies evaluation criteria, performance goals, and methods to reach the goals for each public participation technique. There are several ways to determine whether or not those goals have been achieved. Short surveys of event participants, CCMPO contacts, and other members of the public can assess which outreach techniques are effective or ineffective, and why. Analyzing the time spent by CCMPO staff on each technique and their subsequent success rate can help guide decisions on how to improve outreach methods, or which methods are ineffective and should be discontinued. On an annual basis, CCMPO staff and/or a communications consultant will use the following Evaluation Table to track the effectiveness of each public participation technique. A summary report of the results will highlight successful public participation efforts, note areas that could be improved, and offer recommendations that would benefit the public and the organization alike.

Table 6: Evaluation Criteria and Performance Goals for Public Involvement Techniques

Technique	Performance Goal(s)	Evaluation Criteria	Methods to Meet Goal(s)
Public Participation Plan	N/A	No measure – PPP should reflect the practices of the CCMPO	Update every 5 years to incorporate improvement strategies resulting from public participation evaluations
CCMPO Website	Minimum of 90 hits per month, 5% increase in hits per quarter	Number of hits	Use other public participation tools to increase advertisement of the website
Other Media (CCTV, YouTube, Flickr, and others as applicable)	Minimum of 50 hits per month, 5% increase in hits per quarter	Number of hits	Use other public participation tools to increase advertisement of these resources
CCMPO Master Database	Maximum of 2% return rate per mailing	Number of returned items	Make immediate corrections when items are returned
Legal Advertisements	N/A	No measure – required by Vermont Statutes	N/A
Informational Brochures	Brochures available and distributed on request	Calls, letters, etc.; Number of persons reached	Materials should be available at CCMPO public events, town offices, and on request.

Technique	Performance Goal(s)	Evaluation Criteria	Methods to Meet Goal(s)
Display Ads	Minimum of 15% of meeting attendees/survey respondents indicated that they saw the ad. Ad formats may be modified based on specific comments received	Calls, letters, etc.; Number of persons contacted	Pursue publication in a prominent location in the paper. Increase the size or modify the layout to make ads more visible
Direct Mailings	Minimum of 15% of meeting attendees/survey respondents indicated that they received the mailing -OR- Reaches a minimum of 85% of persons that <i>are affected by a project</i>	Calls, letters, etc.; Number of persons contacted	Increase/Decrease mailing list to more accurately target affected areas. Use the most up-to-date information from the Chittenden County Property Appraiser to maintain the mailing list
Press Releases	No standard. Format may be modified based on specific comments received	Calls, letters, etc.	Encourage publication of press releases by keeping the media informed
Project Meetings/ Workshops/Open Houses	3-5% of affected population (based on study area) in attendance	Calls, letters, etc.; Attendance	Schedule at convenient times and locations. Hold multiple workshops. Use other tools to increase awareness
Work Groups	N/A. These meetings are held at the request of affected groups	Calls, letters, etc.; Met the expectations of the group	CCMPO staff and any consulting staff should be available in a timely manner to hold small group meetings regarding any CCMPO activity or issue. The meeting should be formatted to provide specific information requested by the group and should highlight issues that are of interest to the group

Technique	Performance Goal(s)	Evaluation Criteria	Methods to Meet Goal(s)
Email Announcements	Minimum of 5% of meeting attendees/survey respondents indicated that they saw the announcement	Calls, letters, etc.; Number of persons reached	Increase email list by advertising the availability of email announcements using other public participation tools
CCMPO Logo	Recognition of the logo	Calls, letters, etc.; Number of persons contacted	The CCMPO logo should be used on all CCMPO products and publications, and on materials for all CCMPO sponsored activities
Public Hearings	3-5% of affected population (based on study area) in attendance	Calls, letters, etc.	Schedule hearings at convenient and accessible times and locations. Use other public participation tools to increase awareness of hearings
Comment Forms	60% of meeting attendees filled out form -OR- 2% of visitors to a website submitted a form -OR- 20% of mail recipients return the form	Calls, letters, etc.; Number of persons contacted	Encourage responses by explaining the importance of receiving comments in order to improve the planning process
Surveys and Questionnaires	60% of contacted persons participate in the survey -OR- 20% of mail recipients return the survey	Calls, letters, etc.; Number of responses	Encourage responses by explaining the importance of receiving feedback to improve the planning process
Poster and Flyers	Minimum of 15% of meeting attendees/survey respondents indicated that they saw a poster	Calls, letters, etc.; Number of persons reached	Increase distribution to common area visible to the general public
Speaking Engagements	Minimum of 5 presentations per year	Number of requests	Make speaking availability known to agencies, groups, classes, etc.
Piggybacking on Other Efforts	Participation in a minimum of 5 events not hosted by CCMPO	Calls, letters, etc.; Attendance	CCMPO staff should be aware of and responsive to opportunities

Interviews with Staff, Board, Committee Members, and Others

To gain a better awareness of the CCMPO public participation process, to explore successes and challenges, and to identify methods to reach underserved populations, interviews were conducted with 20 people, including CCMPO staff, Board members, TAC committee members, and others. A summary of interview responses to each question is provided in Appendix D. This section highlights some of the key findings.

The 2003 Public Participation Plan recommended the establishment of a Citizen Participation Committee to review and evaluate public participation efforts in order to provide a feedback loop to staff and consultants. This committee was formed but dissolved after a few months due to lack of direction and duties. As part of the interview process for this Plan, people were asked if having a citizen involvement oversight committee would be helpful. More than 25 percent of interviewees believe that there are currently too many committees and finding people to serve on yet another would be difficult. Three respondents did not favor the formation of a new committee if it was simply an attempt to show an effort at improved public participation. Most interviewees offered a number of stipulations: that the committee would need a purpose; if it would help lines of communication across groups; or it could form on an as-needed basis, be part of the TAC, or exist as a Board subcommittee. Based on these responses, it seems like an oversight committee may not be the best method to monitor the CCMPO's public participation process.

Respondents offered a number of suggestions about how the CCMPO could improve public participation. Many were supportive of the CCMPO website and the organization's use of local newspapers in reaching a broad audience. Others identified traditional methods (e.g., radio, surveys, fliers, mailing lists, and newsletters) to keep the public informed and engaged in CCMPO activities. In the past the CCMPO published a newsletter, but this was discontinued due to lack of interest. This technique could be revived, however, if there was adequate demand from the public, agencies, and others.

About two-thirds of respondents do not think the CCMPO takes adequate steps to reach all socio-economic groups, while less than one-quarter of respondents believe the organization does. Respondents indicated that other interested parties are included in public participation efforts through groups such as the Transportation Advisory Committee, the Chamber of Commerce, the GBIC, and other groups—mainly because they are interested and organized. Other respondents identified groups that are not involved, such as trucking and rail interests, youth, and Vermont Businesses for Social Responsibility. There were not many suggestions on ways to reach out to these types of groups except to contact them earlier in the projects and to talk to the groups directly.

In general, interviewees offered some specific suggestions to increase the effectiveness of the CCMPO's public outreach:

- Keep website up-to-date
- Create the ability to comment online
- Go directly to the towns and people affected by CCMPO projects

Response to Public Input

This section includes the timeline for updating the Public Participation Plan and identifies opportunities for public comment. Comments from the public and the CCMPO Board are also listed along with CCMPO responses *in italics* to each comment.

Project Timeline

Date	Action
July 2007	Investigated SAFETEA-LU regulations and other MPO plan examples
August- November 2007	Conducted interviews with CCMPO staff, board members, Transportation Advisory Committee members, and Vermont Agency of Transportation staff
May 6, 2008	Draft presented to TAC
July 16, 2008	Draft presented to Board; public hearing warned
July 24, 2008	Member municipalities notified of the public hearing and public comment period
July 28, 2008	45-day public comment period began
August 2008	Targeted outreach to 40 individuals, agencies, organizations, and others
September 17, 2008	Public hearing held; CCMPO Board adopted plan, with approved changes

Public Comments:

Specific:

1. Pg. 4, Americans with Disabilities Act – Define “Special Accommodations” in the last sentence and in other places where needed. Examples of special accommodations can be found in the bullet points on page 7.
This change has been made.
2. Pg. 4, next to last and the last paragraph, 1st sentences. Change VT Statutes Annotated reference to this structure: Title 1 V.S.A. § 310-316.
This change has been made.
3. Pg. 7, 1st paragraph, 1st sentence – add “scoping studies” to the list.
This change has been made.
4. Pg. 7, 5th paragraph, 2nd sentence – add “town” to the “city managers” references to read “town/city managers/administrators”
This change has been made.
Pg. 8, #3 – add “and Budget” to the reference to the UPWP. Also clarify the 2nd sentence to reflect what the UPWPC has done during past two years.
This change has been made.
5. Pg. 8, #4, last paragraph – add “unified planning” to the reference to “annual work plan” so it reads “annual unified planning work plan”
This change has been made.
6. Pg. 9, 1st paragraph – also reference that Board meetings can be viewed on Channel 17.
This change has been made.

7. Pg. 10, 11 & 12, Tables 1, 2 & 3 – add that the public can comment on these projects through the CCMPO TAC or other committees such as UPWPC.
This change has been made.
8. Pg. 13, Table 5, Program Amendments – review the CCMPO Bylaws and clarify the role of public in amendments. For example, no public meeting is needed to amend the UPWP but the CCMPO Board must take action.
This change has been made.
9. Pg. 14, Website – add “draft reports and studies and traffic count data” to the list of information available on the CCMPO website.
This change has been made.
10. Pg. 14, Other Media – explain what the “Front Porch Forum” is.
This change has been made.
11. Pg. 15, Master Database – add “NGO’s” to the list of groups.
This change has been made.
12. Pg. 16, Project Meetings/Workshops/Open Houses – add note that some processes such as “Scoping Studies” have a pre-prescribed public participation process that includes three public meetings (e.g., local concerns, alternatives presentation and preferred alternative).
This change has been made.
13. Pg. 16, Surveys and Questionnaires – add “telephone interviews” to the list of survey types.
This change has been made.
14. Pg. 18, How to Get Involved – add CCMPO Executive Committee schedule since they are open to the public.
This change has been made.
15. Pg. 20, Table – add targeted outreach to specific interest groups via specific outreach efforts to NGO’s member listserves (e.g., Local Motion, Burlington Bicycle Council).
This change has been made in the “Other Media” category of the Public Participation Techniques chapter rather than the table.
16. Pg. 31, Accessibility – add an alternate definition for “Accessibility” as it relates specifically to ADA.
This change has been made.
17. Pg. 32, CATMA – add American Red Cross to the list and remove reference to Trinity College.
This change has been made.
18. Pg. 34, FTA Section 5307 - FTA Section 5317 – include “public transit” in each of these definitions.
These changes have been made.
19. Pg. 36, LRTP – add “planning” to the 2nd sentence of the definition to read “A long range planning document required...”
This change has been made.
20. Pg. 36, LTAP – add to this definition “In Vermont, the Vermont Local Roads Program at St. Michael’s College serves as the statewide LTAP.”
This change has been made.
21. Pg. 38, PDT – add the following to this definition so that it more accurately reflects the purpose of the PDT:
“Comprised of various VTrans division heads, FHWA, the host municipality(ites) and the RPC/MPO who review and make specific design recommendations about transportation projects that meet the following criteria:
 1. Construction Cost of \$1.5 million or more;
 2. Requires the purchase of right-of-way.

- This change has been made.*
22. Pg. 38, PE – add “scope” so it reads “project scope and design is determined”
This change has been made.
23. Pg. 40, EH – also mention that the Enhancements Program is also often referenced by the acronym “TE”.
This change has been made.
24. Pg. 40, TIP – add the following to the definition: “The TIP is integrated in the annual VTrans Statewide Transportation Improvement Plan (STIP).”
This change has been made.

General:

Where possible, clarify and specify efforts to engage activists and advocates for marginalized groups such as low-income and vulnerable populations (including but not limited to refugees). For example, on page 7 include a provision that language interpretation can be made available for non-English speakers (as many of the incoming refugee populations in Chittenden County are).

Language has been added to page 4 and page 7 noting that “qualified readers or interpreters” can be provided with advance notice. Also, the following has been added under Public Participation Techniques, Master Database: “The master database, along with electronic message boards and mailing lists (listserves), can be used for targeted outreach to specific groups (e.g., advocacy organizations) or communities (e.g., refugee or low-income populations).”

Include specific efforts to reach advocacy and service organizations, or to have them make representative statements at hearings. Groups to consider include the Refugee and Immigrant Service Providers Network organized by the State Refugee Resettlement Coordinator, the Association of Africans Living in Vermont, and the Bosnia-Herzegovina American Association of Vermont.

The following has been added under Public Participation Techniques, Master Database: “The master database, along with electronic message boards and mailing lists (listserves), can be used for targeted outreach to specific groups (e.g., advocacy organizations) or communities (e.g., refugee or low-income populations).”

Appendix A – include both acronyms and words as part of glossary. For example, ITS should also be listed separately as Intelligent Transportation Systems.

A list of acronyms has been added to Appendix A, and acronyms are included after the respective term in the glossary list.

Evaluating the Public Participation Plan – Table 6

CCMPO Website – references number of hits – Consider monitoring the website traffic in more detail so that the number of hits can be tracked for specific sections of the website, not simply the entire website. This would allow the CCMPO to evaluate the extent to which the public is accessing a particular document, survey, video, etc.

While Table 6 does not state as such, the CCMPO has the capability to monitor website traffic for most webpages and to track the number of downloads for reports and other documents/resources. We can monitor website traffic to determine which webpages are most commonly used and to help us plan web improvements and outreach to inform our communities of our online resources. The Performance Goal of a Minimum 90 hits per month is for the entire website and can be adjusted to reflect a more realistic or ambitious goal as needed.

Project Meetings/Workshops/Open Houses – 3-5% of affected population in attendance. That performance goal seems ambitious, especially for multi-community or regional projects. Perhaps the CCMPO has experience that suggests the performance goal is achievable, so this comment is simply offered as a question about whether than performance benchmark is achievable.

We adapted the evaluation chart from another MPO and we may find that these goals are too ambitious; if so, we can adjust them to reflect more realistic goals.

Other media approaches – The Other Media item isn't clear in terms of what websites are being referenced. Also the evaluation goals and criterion are not as clear as the Other Media description in the public participation techniques section (Page 14).

A better description of the referenced websites has been included in the Public Participation Techniques section text. The goal of Minimum of 50 hits per month, 5% increase in hits per quarter may be too ambitious if each Other Media item is evaluated separately; if so, we can adjust the goal to be more realistic, or consider using the 50 hits goal as a total of all Other Media items.

Expand list of interested parties – by type of plan – who will be contacted

The Interested Parties identified in Appendix C are those required by federal regulations in SAFETEA-LU to be involved in transportation planning projects. Appendix C is provided as a reference but does not reflect the extent of the CCMPO's public outreach and involvement to other groups. Additional interested parties are identified throughout the Public Participation Plan (e.g., Principles section, number 6: "Efforts to reach new constituencies will include outreach to low-income, senior, youth, student, minority, refugee, and accessibility-issue communities. These efforts must be tailored to ensure meaningful participation of these constituents.")

Also, page 3, 4th bullet – "Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households;"

The reference to "representatives of the disabled" is somewhat narrow, i.e., there are other special interest groups that could be specifically targeted including advocates for seniors, affordable housing providers, services for lower-income Vermonters, etc.

These groups are included in the Principles section, number 6 ("Efforts to reach new constituencies will include outreach to low-income, senior, youth, student, minority, refugee, and accessibility-issue communities.") as well as in the description of the groups to be included in the CCMPO Master Database list in the Public Participation Techniques section. A new group, nongovernmental organizations, was added to the groups to be included in the Master Database based on other public comment.

Also, page 3, 4th bullet – "Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households;"

The reference to "representatives of users of public transportation" is vague. Since public transportation users represent a wide spectrum, it might be appropriate to include some examples of those groups (i.e., schools and colleges, social service agencies, public and nonprofit housing organizations, etc.)

These groups are included in the Principles section, number 6 ("Efforts to reach new constituencies will include outreach to low-income, senior, youth, student, minority, refugee,

and accessibility-issue communities.”) as well as in the description of the groups to be included in the CCMPO Master Database list in the Public Participation Techniques section. A new group, nongovernmental organizations, was added to the groups to be included in the Master Database based on other public comment.

Also, page 3, 4th bullet – “Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households;”

CCMPO Board comments:

1. p. i – Update the list of board members to reflect recent changes
The list has been updated.
2. p. 14 – clearly state that these techniques are evolving
The following has been added to the Public Participation Techniques introductory paragraph: “This list will continue to evolve with changes in technology, information distribution techniques, public preferences, and other factors.”
3. p. 17, Documentation, Distribution, and Notification, first sentence – change sentence to read “All adopted policy documents that the CCMPO...”
This sentence has been changed.
4. p. 20, Table 6 – correct misspelling of “Involvement”
This change has been made.
5. The word “all” is used throughout the document – make sure that word is appropriate in each circumstance.
This was investigated and no changes were necessary.

References

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Appendix A: Terms and acronyms

AADT Annual Average Daily Traffic	LOS Level of Service
AASHTO American Association of State Highway and Transportation Officials	LRT Light Rail Transit
ADA Americans with Disabilities Act of 1990	LRTP Long Range Transportation Plan
AIP Airport Improvement Program	LTAP Local Transportation Assistance Program
ANR Vermont Agency of Natural Resources	LTF Local Transportation Facilities
ATMS Advanced Traffic Management System	MOU Memorandum of Understanding
ATR Automatic Traffic Recorder	MPO Metropolitan Planning Organization
BIA Burlington International Airport	MSA Metropolitan Statistical Area
BR Bridge Program	MTP Metropolitan Transportation Plan
CAAA Clean Air Act Amendments of 1990	MTS Metropolitan Transportation System
CATMA Campus Area Transportation Management Association	NAAQS National Ambient Air Quality Standards
CBD Central Business District	NEPA National Environmental Policy Act
CCMPO Chittenden County Metropolitan Planning Organization	NHS National Highway System Program
CCRPC Chittenden County Regional Planning Commission	NOx Nitrogen Oxides
CCTA Chittenden County Transportation Authority	PDT Project Definition Team
CMAQ Congestion Mitigation and Air Quality Improvement Program	PE Preliminary Engineering
CMS Congestion Management System	PFC Passenger Facility Charge
CO Carbon Monoxide	PL Funds Planning Funds
CON Construction	P&R Park and Ride facility
DSS Decision Support System	ROW Right Of Way
EH Transportation Enhancement Program	RSMS Road Surface Management System
EIS Environmental Impact Statement	SAFETEA-LU Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
EPA Environmental Protection Agency	SIP State Implementation Plan
FAA Federal Aviation Administration	SOV Single Occupancy Vehicle (driver only)
FHWA Federal Highway Administration	SSTA Special Services Transportation Agency
FRA Federal Railroad Administration	STIP Statewide Transportation Improvement Program
FTA Federal Transit Administration	STP Surface Transportation Program
FY Fiscal Year	TA Technical Assistance
HAL High Accident Location	TAC Transportation Advisory Committee
HOV High Occupancy Vehicle	TAZ Traffic Analysis Zone
HRT Heavy Rail Transit	TCM Transportation Control Measures
HTF Highway Trust Fund	TCSP Transportation, Community and System Preservation Program
HTF Highway Trust Fund	TDD Telecommunications Display Device
IM Interstate Maintenance Program	TDM Transportation Demand Management
ISTEA Intermodal Surface Transportation Efficiency Act of 1991	TE Transportation Enhancement Program
ITS Intelligent Transportation Systems	TEA 21 Transportation Equity Act for the 21st Century
JARC Job Access and Reverse Commute	TIF Tax Increment Finance district
	TIP Transportation Improvement Program

TMA Transportation Management Association
TOD Transit Oriented Design
TPI Transportation Planning Initiative
TSM Transportation Systems Management
UPWP Unified Planning Work Program
USDOT United States Department of Transportation
USEPA United States Environmental Protection Agency

UTMS Urban Traffic Management System
V/C Ratio Volume to Capacity Ratio
VHT Vehicle Hours of Travel
VMT Vehicles Miles of Travel
VOCs Volatile Organic Compounds
VTA Vermont Transportation Authority
VTR Vermont Railway
VTrans (or VAOT) Vermont Agency of Transportation

“3C” Process A federally mandated, continuing, comprehensive transportation planning process carried out cooperatively by states and local communities.

Access Management A process that provides or manages roadside access while preserving the transportation functions of the adjoining roadway. Examples include: limiting entrance and exit of traffic on highways; use of medians and turn lanes; placement and timing of signals; and implementation of supportive local ordinances.

Accessibility The facilities and services that make it possible to get to any destination, measured by the availability of physical connections (roads, sidewalks, etc.), travel options, ease of movement, and proximity of destinations.

Accessible Term used to describe a site, building, facility, equipment, controls, other spaces or elements, or portion thereof that complies with the Americans with Disabilities Act of 1990.

Advanced Traffic Management System (ATMS) ITS applications designed to enhance traffic movement usually along transportation corridors.

Airport Improvement Program (AIP) FAA program that assists the development of public-use airports by providing funding for airport planning and development projects.

American Association of State Highway and Transportation Officials (AASHTO) Publishes standards for transportation infrastructure for use throughout the U.S.

Americans with Disabilities Act of 1990 (ADA) Federal legislation prohibiting discrimination on the basis of disability.

Annual Average Daily Traffic (AADT) Data used to represent the amount of traffic occurring on roads. AADT is collected annually for various segments of roadway by the MPO, the Vermont Agency of Transportation (VTrans), some municipalities, as well as consultants.

ArcInfo Geographic Information System (GIS) software for database development and management.

ARCVIEW Windows-based Geographic Information System (GIS) for the layperson to use geographical data.

Arterial A major street or highway. It is a general term which includes expressways, major and minor arterial streets and interstate, state or county highways having regional continuity. It is a road intended to move a relatively large volume of traffic at medium to high speeds.

Attainment Area Air quality designation where measures of selected pollutants do not exceed established (NAAQS) standards.

Automatic Traffic Recorder (ATR) A traffic counter.

Automatic Vehicle Identification (AVI) A type of ITS, AVI generally signifies the recognition and recording of motor vehicles, usually automobiles, as they pass through facilities for automatic collection of tolls, thus eliminating stops.

Bridge Program (BR) Federal funding program for rehabilitation and reconstruction of bridges.

Campus Area Transportation Management Association (CATMA) Organization formed by Champlain College, Fletcher Allen Health Care, American Red Cross, and the University of Vermont to jointly address localized transportation and parking issues.

Carbon Monoxide (CO) A colorless, tasteless gas produced primarily by inefficient combustion of organic fuels in transportation and industrial activities. Overly high levels of CO reduces oxygen in the bloodstream, preventing normal respiration. CO emissions are regulated by the US EPA.

Centerline The middle of a right-of-way, not considering direction or number of lanes.

Central Business District (CBD) Often referred to in discussing movement of people to and from jobs, shopping and residences.

Chittenden County Metropolitan Planning Organization (CCMPO) The State's only MPO. Established under federal law and responsible for transportation planning and programming within its jurisdiction.

Chittenden County Regional Planning Commission (CCRPC) The county's comprehensive planning organization. Established under state law.

Chittenden County Transportation Authority (CCTA) The region's public transportation provider.

Clean Air Act Amendments of 1990 (CAAA) Federal legislation that sets allowable levels, known as NAAQS, for various pollutants. Where these standards are not attained, officials must take specified actions within a mandatory time frame or face sanctions such as loss of federal highway funds.

Cold Start The starting of an engine which is significantly below normal operating temperature, of significance in understanding vehicle emissions since the rate and composition of emissions vary with engine temperature. Often the most polluting time of car operation.

Collector An urban street which provides access within neighborhoods, commercial and industrial districts, and which channels traffic from local streets to minor and major arterials. Collectors are typically low volume and low speed streets; however, they sometimes serve local

bus traffic. A road carrying traffic between local streets and arterials where mobility and access are equally important.

Commuter Rail Generally applies to multi-car, high-speed rail transport utilizing exclusive, frequently at-grade, rights-of-way with service between urban areas or between outlying suburbs and the urban core. Usually involves greater distances and fewer stops than those normally found with light and heavy rail transit within urban areas.

Conformity The requirement that the state or metropolitan transportation plan, programs, and projects are consistent with the purpose of the State Implementation Plan (SIP) if the region's air quality violates national standards. The CAAA does not permit federal approvals of funding of any project that does not meet this test.

Congestion Interference of vehicles with one another as they travel, reducing speed and increasing travel time. Measured by a ratio of amount of traffic compared to the amount of traffic for which the road is designed. (See V/C ratio.)

Congestion Management System (CMS) A systematic process for managing congestion and enhancing mobility through alternative transportation strategies and timely information to the traveling public.

Congestion Mitigation and Air Quality Improvement Program (CMAQ) Federal funding program designed to address congestion and air quality issues through capital and operating projects.

Consultation One party conferring with another identified party and, prior to taking action(s), considering that party's views.

Cooperation Actions taken are subject to the concurrence of identified parties.

Coordination Comparisons of transportation-planning materials on one agency with those of other agencies and subsequent adjustment of these materials to reduce omissions, duplications, and conflict.

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

Decision Support System (DSS) Computer assessment tool that examines the relationships between land use and transportation.

Destination The place or zone in which a trip terminates.

Destination Choice An estimate of a trip endpoint determined by a combination of the purpose and origin of the trip. Destination choice is believed to depend on characteristics of the individual (income, auto ownership), characteristics and location of activities at which the trip's purpose can be accomplished, and characteristics of transportation modes connecting the origin to each possible location.

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

Environmental Impact Statement (EIS) Document that studies all likely impacts resulting from major federally-assisted programs. Impacts include those on the natural environment, economy, society, and the built (existing) environment of historical and aesthetic significance.

Environmental Justice The fair treatment of people of all races, cultures, and income with respect to the development, implementation, and enforcement of environmental laws, regulations, programs and policies.

Federal Aviation Administration (FAA) The USDOT agency responsible for aviation related programs.

Federal Highway Administration (FHWA) The USDOT agency responsible for roadway related programs.

Federal Railroad Administration (FRA) The USDOT agency responsible for railroad programs.

Federal Transit Administration (FTA) The USDOT agency responsible for public transportation programs.

Feeder Service Local transport providing passengers with connections to a longer service.

Fiscal Year (FY) The fiscal year for the state and the CCMPO is July 1-June 30, while the TIP and STIP follow the federal fiscal year of October 1-September 30.

Flexible Funds Federal transportation funding that may be used for highway and/or transit.

Formula Grants Funds distributed according to some legislated or regulated scheme.

FTA Section 5307 Grant program for public transit capital and operating assistance in urban areas with populations greater than 50,000.

FTA Section 5309 Grant for public transit capital programs such as buses and bus facilities.

FTA Section 5310 Grant program to states for assisting private non-profit public transit groups in meeting the transportation needs of the elderly and persons with disabilities.

FTA Section 5317 New Freedom Program Grant program to encourage public transit services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the ADA.

Functional Classification The classification of urban roadways by function or purpose. Roadways at the top of the hierarchy serve intercity and other long-distance movement of traffic; roadways at the bottom provide access to land.

Heavy Rail Transit (HRT) Generally applies to higher-speed, multi-car rail transport utilizing exclusive grade-separated rights-of-way in subway tunnels, on the surface, or on aerial (elevated) structures. (See Light Rail Transit)

High Accident Location (HAL) A location on the federal-aid highway system that has experienced a minimum of five accidents over a five-year period and that has an Actual Rate to Critical Rate Ratio (ARCR) of 1 or greater.

High Occupancy Vehicle (HOV) Vehicle carrying two or more people. Roads may have lanes solely for HOV use, such as carpools, vanpools, and buses.

Highway Trust Fund (HTF) A financing mechanism established under federal law to account for tax receipts (primarily from motor fuel taxes) collected by the federal government and dedicated to surface transportation projects.

Home-Based Trip A trip that starts and/or ends at home.

Home-Based Work Trip A trip with one end at work and the other at home.

Hot Spot A location with higher-than-ambient levels of pollution. Hot spots may be attributed to such things as weather patterns, topography, and traffic intensity.

Intelligent Transportation Systems (ITS) The application to telecommunications and/or computing technologies to improve transportation system efficiency.

Intermodal Planning that reflects a focus on connectivity between modes and emphasizes choices, coordination, and cooperation.

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) Federal legislation that introduced a comprehensive approach to transportation problems by emphasizing innovation, intermodalism, and flexibility.

Interstate Maintenance Program (IM) Federal program providing funding for resurfacing, restoring, rehabilitating and reconstructing (4R) most routes on the Interstate Highway System.

Job Access and Reverse Commute (JARC) FTA program providing grants to local governments and non-profit organizations for transportation services connecting low-income persons to employment and support services.

Key Station Plan A document designating critical transit facilities needed to expand accessibility for individuals with disabilities and to meet the Americans with Disabilities Act (ADA) requirements.

Land Use The purpose for which land or the structures on the land are being utilized (e.g., commercial, residential, or retail). Also used as a description of activities found throughout an urban area.

Level of Service (LOS) A measure given to roads and intersections that relates to the frustration experienced by drivers due to congestion. It is expressed from Level of Service "A" (least congested area) to Level of Service "F" (most congested area).

Light Rail Transit (LRT) Generally applies to single- or double-car rail transport that uses mostly mixed, but not usually grade-separated, rights-of-way. LRT is an intermediate-capacity, intermediate-speed mode with service capabilities between heavy rail transit and local bus. Also known as an electric trolley. (See Heavy Rail Transit)

Line Haul Service Transport along a single corridor without branches.

Link An element of a transportation network that represents a segment which terminates in a node at the other end. A link may have a number of attributes, including distances, number of lanes, capacity, and direction, and is often assigned a travel time function to the volume of traffic using the link.

Local Service Transit service involving many stops and low operating speeds with the purpose of picking up or delivering passengers as closely as possible to origins and destinations.

Local Street Street designed to provide access to and from homes and businesses.

Long Range Transportation Plan (LRTP) A long-range planning document required by federal law that identifies facilities and programs that should function as an integrated metropolitan transportation system and includes a financial plan that demonstrates how the long-range plan can be implemented. Federal requirement for MPOs and Agencies of Transportation to undertake every five years and looks out 20-25 years.

Local Transportation Assistance Program (LTAP) Federally funded program to enable local governments to improve their roads and bridges by providing training and information. In Vermont, the Vermont Local Roads Program at St. Michael's College serves as the statewide LTAP.

Local Transportation Facilities (LTF) VTrans program established to assist local governments with project implementation.

Memorandum of Understanding (MOU) A document that describes the terms and conditions of an interagency agreement.

Metropolitan Planning Organization (MPO) Federally established organization responsible for a cooperative, continuous, and comprehensive framework to make transportation investment decisions within their designated area.

Metropolitan Statistical Area (MSA) A Census-defined area based on selected criteria.

Metropolitan Transportation Plan (MTP) A fiscally-constrained blueprint to guide Chittenden County's transportation development and investment for the next 25 years. Per federal law, the MTP is updated every five years to ensure the Plan remains current and effective at achieving regional transportation goals.

Metropolitan Transportation System (MTS) The multimodal network of highways, arterial and collector roadways, transit services, rail lines, Burlington International Airport, and other intermodal facilities critical to the movement of people and goods in Chittenden County.

Mobility The door-to-door experience of traveling or shipping goods throughout our communities and across the region, measured in terms of travel time, comfort, convenience, safety, and cost.

Mode A particular means of transportation (e.g., rail, auto, bike, walk).

Mode Choice A process by which an individual selects a transportation mode for use on a trip chain, given the trip's purpose, origin, and destination; characteristics of the individual; and characteristics of travel by the realistically available modes.

Mode Split The percentage, or share, of trips captured by the various transportation modes.

Multimodal Planning that reflects consideration of more than one mode to serve transportation needs in a given area and is included in the meaning of intermodal.

National Ambient Air Quality Standards (NAAQS) Clean Air Act standards for six criteria pollutants (carbon monoxide, lead, nitrogen dioxide, particulate matter, ozone, sulfur dioxide) from numerous and diverse sources considered harmful to public health and the environment.

National Environmental Policy Act (NEPA) Federal law requiring federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.

National Highway System Program (NHS) Federal program that provides funding for improvements to rural and urban roads that are part of the NHS, including interstate highways and designated connections to major intermodal terminals.

Network A mathematical representation of an area's transportation or communication facilities, comprised of links and nodes.

Nitrogen Oxides (NOx) Precursor emission that forms from high-temperature combustion processes. React with VOCs in the presence of heat and sunlight to form ozone.

Node A point where two links join a network, usually representing a decision point for route choice but sometimes indicating only a change in some important link attribute.

Nonattainment Area A geographic area that the US EPA has designated as not meeting the NAAQS. The Chittenden County area has not been designated as a nonattainment area for any criteria pollutant at this time. (See National Ambient Air Quality Standards)

Off Peak Trips that occur during period of relatively low traffic.

Origin The location or zone at which a trip begins; the place where a trip is "produced."

Ozone A colorless gas with a sweet odor that is not a direct emission from transportation sources, but is formed when VOCs and NOx from car exhausts and some industrial emissions combine in the presence of sunlight. Ground-level ozone is associated with smog conditions and initiates damage to lungs, trees, crops and materials. Regulated by the Clean Air Act Amendments of 1990 (CAAA).

Paratransit A demand-response transportation system catering to special needs populations such as the elderly and disabled.

Park and Ride Facility (P&R) A facility that serves as a staging location for travelers to transfer between the auto mode and transit or between the single occupant vehicle (SOV) and other higher occupancy vehicle (HOV or carpools) modes

Passenger Facility Charge (PFC) A surcharge added to the price of an airfare and used for capital improvements at airports.

Peak The maximum trip rate or the duration over which some threshold trip rate is maintained. Also know as “rush hour.”

Person Trip The movement of a person from an origin to a destination. A carpool carrying three people from origin-to-destination make one vehicle trip, its occupants together have made three person trips.

Planning Funds (PL) Funds from the Federal Highway Administration used for planning projects.

Preliminary Engineering (PE) Project development phase in which project scope and design is determined.

Project Definition Team (PDT) Comprised of various VTrans division heads, FHWA, the host municipality(ites), and the RPC/MPO who review and make specific design recommendations about transportation projects that meet the following criteria:

1. Construction cost of \$1.5 million or more;
2. Requires the purchase of right-of-way.

Right Of Way (ROW) Denotes land, or an interest in land, established for transportation purposes.

Road Surface Management System (RSMS) A program which assists local governments in identifying maintenance and repair strategies for roads.

Roundabout Non-signalized circular intersection with specific design and traffic control features to ensure low travel speeds and efficient traffic movement.

Route Choice The process of simulating the sequence of roadways an individual will choose for a trip, given the trip’s origin, destination, and mode.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) This act was passed by Congress in August 2005 as the successor to the Transportation Efficiency Act for the 21st Century (TEA-21).

Scoping A phase in the project development process that identifies issues with the transportation system and develops conceptual solutions.

Shared Use Path A path separated from vehicle traffic by barrier or open space usually on its own right-of-way.

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

Special Services Transportation Agency (SSTA) Chittenden County-based non-profit paratransit provider.

State Implementation Plan (SIP) Clean Air Act plan which identifies how the state will attain and/or maintain NAAQS standards.

Statewide Transportation Improvement Program (STIP) The State's four-year list of fiscally constrained transportation projects planned for implementation statewide.

Sufficiency Rating A measure of road or bridge adequacy. A section of road that is completely adequate in every respect is rated at 100. Any deficiency in the road that affects the structural condition, efficient movement of traffic, or safety reduces the rating as far down as zero.

Surface Transportation Program (STP) Federal program providing flexible funding for projects on any Federal-aid highway, including the NHS, bridge projects on any public road, transit capital projects, and bus facilities.

Tax Increment Finance district (TIF) Locally designated area receiving targeted investments from increased property tax revenue.

Technical Assistance (TA) The CCMPO technical assistance program provides technical support relating to transportation issues for member municipalities and agencies. Services typically provided through this program include: Traffic Counts, Speed Limit Recommendations, Traffic Signal Optimization, Traffic Control Warrant Analysis, Roadway Surface Management Studies, Small Area Transportation Studies, and Safety Studies.

Telecommunications Display Device (TDD) Apparatus that converts telephoned information to visual form on a computer screen. Useful to hearing or speech-impaired individuals.

Traffic Analysis Zone (TAZ) Often derived from Census Blocks, or Block Groups, TAZs represent land use data on housing and employment in the Travel Demand modeling process.

Traffic Calming A combination of measures to reduce the negative effects of vehicle use or to alter driver behaviors.

Transit Generally refers to urban passenger transportation service, (private or public) along established routes with fixed or variable schedules at published fares.

Transit Oriented Design (TOD) High density and mixed use land development around transit system stops.

Transportation, Community and System Preservation Program (TCSP) Federal program that provides funding for planning grants, implementation grants, and research to investigate and address the relationships between transportation, community and system preservation.

Transportation Advisory Committee (TAC) A committee of the CCMPO that makes recommendations on transportation plans and programs to the CCMPO Board of Directors for action.

Transportation Capital Program The annual program/budget devised by the State of Vermont Agency of Transportation to determine and prioritize transportation capital investments statewide and submitted to the legislature for approval. The needs and cost estimates are updated annually in the program. This process is coordinated with the CCMPO through the TIP development process.

Transportation Control Measures (TCM) Actions, which are usually found in a State Implementation Plan (SIP), that improves traffic flow, reduce vehicle use, or decrease congestion with the objective of lessening air pollutant emissions. (See State Implementation Plan (SIP))

Transportation Demand Management (TDM) The general term for strategies that result in more efficient use of transportation resources.

Transportation Enhancement Program (TE or EH) Federal funding program for projects designed to enhance transportation related quality of life.

Transportation Equity Act for the 21st Century (TEA 21) Replaced ISTEA and guides federal expenditures for surface transportation since 1998.

Transportation Improvement Program (TIP) The four-year list of fiscally constrained transportation projects planned for implementation in the region. The TIP is integrated in the annual VTrans Statewide Transportation Improvement Plan (STIP).

Transportation Management Association (TMA) A voluntary association of public organizations, private agencies, and businesses joined to develop cooperative transportation programs in a given area.

Transportation Planning Initiative (TPI) An effort by VTrans to ensure that the public plays a significant role in determining which transportation problems to be addressed and the scale of those improvements.

Transportation Systems Management (TSM) Relatively low-cost improvements to improve transportation efficiency such as ITS applications or roundabouts.

Trip Attraction The process of attracting trips to a zone. It is generally a function of the land uses in a zone.

Trip Distribution The process of determining trip exchanges; the number of trips between each pair of zones.

Unified Planning Work Program (UPWP) The CCMPO's annual work plan that identifies the local and regional transportation planning priorities and activities for each fiscal year.

United States Department of Transportation (USDOT) The federal regulatory agency whose mission is to ensure a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future.

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

United We Ride Federal initiative created by Executive Order #13330 intended to break down the barriers among Federal programs as they relate to transportation to ensure that transportation services are seamless, comprehensive and accessible. Specifically, UWR is tasked with seeking ways to simplify access to transportation services for persons with disabilities, persons with lower incomes, and older adults.

Urban Traffic Management System (UTMS) ITS applications focused on traffic efficiency improvements in an urban area.

Vehicle Hours of Travel (VHT) Transportation performance measure that considers the amount of time trip-making takes.

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

Vehicle Trip An origin-to-destination journey by a single vehicle. A bus carrying 40 people from an origin to a destination makes one vehicle trip, while its occupants make a total of 40 person trips.

Vermont Agency of Natural Resources (ANR) A cabinet-level state agency that oversees environmental issues for the state and is responsible for SIP adoption (T3 VSA, Chapter 51).

Vermont Agency of Transportation (VTrans or VAOT) A cabinet-level agency that sets state policies and plans for all modes of transportation and oversees public transit service, general aviation program, rail and water transport and state/local highway programs (T1 VSA Chapter 55).

Vermont Railway (VTR) A private operating railroad.

Vermont Transportation Authority (VTA) Established by state statute, the VTA shall provide resolution at one time or from time to time, for the issuance of its bonds and notes in an amount necessary to provide sufficient funds for achieving its purposes, including the acquisition, establishment, construction, effectuation, operation, maintenance, renovation, improvement, extension or repair of any transportation facility, the payment of interest on bonds and notes of the authority necessary or convenient to carry out their purposes and powers.

Volatile Organic Compounds (VOCs) A group of chemicals that reacts in the atmosphere with NO_x in the presence of heat and sunlight to form ozone. Examples include gasoline fumes and oil-based paints.

Volume to Capacity Ratio (V/C Ratio) An indicator of congestion levels measured by the number of vehicles per hour (volume) divided by the maximum number of cars the road is designed to handle (capacity).

Appendix B: Federal Regulations on MPO Public Participation Process

Title 23 Part 450.316 Interested Parties, Participation, and Consultation

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public participation efforts;
- (ix) Coordinating with the statewide transportation planning public participation and consultation processes under subpart B of this part; and
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational

purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
- (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- (3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

TITLE 49 PART 613 Planning Assistance and Standards

Subpart A—Metropolitan Transportation Planning and Programming

613.100 Metropolitan transportation planning and programming.

The regulations in 23 CFR 450, subpart C, shall be followed in complying with the requirements of this subpart. The definitions in 23 CFR 450, subpart A, shall apply. [72 FR 7285, Feb. 14, 2007]

Subpart B—Statewide Transportation Planning and Programming

613.200 Statewide transportation planning and programming.

The regulations in 23 CFR 450, subpart B, shall be followed in complying with the requirements of this subpart. The definitions in 23 CFR 450, subpart A, shall apply. [72 FR 7285, Feb. 14, 2007]

Subpart C—Coordination of Federal and Federally Assisted Programs and Projects

613.300 Coordination of Federal and federally assisted programs and projects.

The coordination of Federal and federally assisted programs and projects implementing OMB revised Circular No. A-95, which are set forth in 23 CFR Part 420, subpart C, are incorporated into this subpart. [41 FR 33443, Aug. 9, 1976]

23 USC 134 Metropolitan Planning

(g) Development of Long-Range Transportation Plan.—

(4) Participation by interested parties.— Before approving a long-range transportation plan, each metropolitan planning organization shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to

comment on the long-range transportation plan, in a manner that the Secretary deems appropriate

(h) Metropolitan Transportation Improvement Program.—

(1) Development.—

(B) Opportunity for comment.— In developing the program, the metropolitan planning organization, in cooperation with the State and any affected public transit operator, shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the proposed program.

(4) Notice and comment.— Before approving a transportation improvement program, a metropolitan planning organization shall, in cooperation with the State and any affected public transit operator, provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with reasonable notice of and an opportunity to comment on the proposed program.

23 USC 135 Statewide Transportation Planning

(a) General Requirements

(3) Process of Development.—The process for developing the statewide plan and the transportation improvement program shall provide for consideration of all modes of transportation and the policies stated in section [134 \(a\)](#), and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems to be addressed.

(e) Long-Range Transportation Plan.—

(3) Participation by interested parties.— In developing the long-range transportation plan, the State shall—

(A) provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, private providers of transportation, representatives of users of public transit, providers of freight transportation services, and other interested parties with a reasonable opportunity to comment on the proposed plan; and

(f) State Transportation Improvement Program.—

(1) Development.—

(C) Participation by interested parties.— In developing the program, the Governor shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, private providers of transportation, providers of freight transportation services, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the proposed program.

42 USC 2000d - Prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin.

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Appendix C: SAFETEA-LU – Interested Parties by Type of Plan

23 U.S.C. 135 Statewide Transportation Planning		23 U.S.C. 134 Metropolitan Transportation Planning	
(f) LONG-RANGE STATEWIDE TRANSPORTATION PLAN	(g) STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM	(i) METROPOLITAN TRANSPORTATION PLAN	(j) TRANSPORTATION IMPROVEMENT PROGRAM
Citizens	Citizens	Citizens	Citizens
Affected public agencies	Affected public agencies	Affected public agencies	Affected public agencies
Representatives of public transportation employees			
Freight shippers	Freight shippers	Freight shippers	Freight shippers
Private providers of transportation	Private providers of transportation	Providers of freight transportation services	Providers of freight transportation services
Representatives of users of public transp.	Providers of freight transportation services	Private providers of transportation	Private providers of transportation
Representatives of users of pedestrian walkways & bicycle transp. facilities	Representatives of users of public transp.	Representatives of users of public transp.	Representatives of users of public transp.
Representatives of the disabled	Representatives of users of pedestrian walkways & bicycle transp. facilities	Representatives of users of pedestrian walkways & bicycle transp. facilities	Representatives of users of pedestrian walkways & bicycle transp. facilities
Providers of freight transportation services	Representatives of the disabled	Representatives of the disabled	Representatives of the disabled
Other interested parties	Other interested parties	Other interested parties	Other interested parties

Appendix D: Analysis of Interviews for Public Participation Plan

As a part of updating the Public Participation Plan, 20 interviews were conducted with CCMPO staff, board members, Transportation Advisory Committee members, and Vermont Agency of Transportation staff. These interviews provided insight into successful public participation efforts, highlighted areas to be improved, and generated a number of ideas on developing better public participation policies. The following is a brief summary of responses to each question.

Q1: How can the public find out about CCMPO meetings?

Respondents overwhelmingly responded that the public can find out about CCMPO meetings through the web and newspapers (including the *Burlington Free Press* and other local newspapers). The CCMPO mailing list and through the town offices were also mentioned but less frequently, as well as other means (town offices, TV, flyers, CCMPO staff, email, etc.) noted by other respondents. Frequent mention of the web and newspapers could reflect that respondents are aware that these are the primary means used by the CCMPO to advertise meetings, but may not necessarily measure the success of these avenues. These responses do indicate that both electronic and hardcopy notices are necessary to reach a broader audience.

Q2: Are CCMPO meetings held at appropriate times and locations for the public to be involved?

Overall, interviewees reported that the times of CCMPO meetings were appropriate, particularly evening and night meetings, which is when public meetings are typically held. The Transportation Advisory Committee, a standing committee staffed mostly by technical and policy officials, meets on a weekday morning which respondents believe is suitable to paid employees of local towns, agencies, or organizations, but may not accommodate members of the public, senior citizens, or the disabled community. About 25% of respondents indicated that meeting times, whether day or night, will be suitable for some people but not for everyone.

Half of the respondents believe that the CCMPO office is a good location for meetings; it is a central location with plenty of parking. Nearly 75% of respondents, however, also suggest that the CCMPO office is a poor meeting location because public transit is not readily available, biking and walking to meetings are difficult, and it is a difficult location for disabled people to access. Three respondents suggest that meetings should be held within the communities, as was done several years ago when the former CCMPO office space was too small to host meetings. Meetings for specific projects are held in the appropriate community, while general CCMPO meetings are held at the staff offices.

Q3: Are there types of groups that you believe are underrepresented in the CCMPO public involvement process?

Respondents indicated that a number of groups are underrepresented in CCMPO public involvement, including disabled, low income, youth, and the business community. Having an activist who represents a certain group is helpful, but finding and engaging those types of people can be difficult. People with the resources and means are able to attend and participate in meetings, but some groups are not interested or simply cannot participate. Individuals who are not represented by an interest or advocacy group may also be a challenge to reach. A number of other groups, including the rail, truck, freight industries, were identified as underrepresented, but only by one or two interviewees. These groups have members on the Transportation Advisory Committee but are frequently absent from meetings.

Q4: Does the CCMPO make public information adequately available electronically?

More than half of the interviewees believe that public information is adequately available electronically. Nearly half point out that there is a lot of information on the website, while three interviewees add that information is hard to find and three suggest that it could be better. Some respondents expressed concerns that online information is not up to date, is hard to find, or that using online resources eliminates some constituents such as seniors, handicapped, blind, and people without internet access. A challenge identified by respondents is to make the public aware that the website exists.

Q5: How effective is the CCMPO website as part of the public involvement process?

Half of the respondents indicate that the website is good and that it has a lot of current data and information. Four respondents suggest that the website could be simplified or reorganized to make it easier to navigate and find information. Other respondents question whether or not people know the website exists and how often the site is used. Not everyone has access to the internet and therefore it should not be the main outlet for CCMPO news and updates.

Q6A: In your opinion, what public involvement efforts have been successful?

The most common responses are that the UPWP, MTP, and corridor studies and other big projects have been the most successful in terms of public involvement. A number of other projects, such as Safe Routes To School, Way To Go Week, and special projects were identified by a few or individual respondents.

Q6B: In your opinion, what public involvement efforts have been unsuccessful?

There were no standout projects identified as unsuccessful public involvement efforts but rather a collection of projects or meetings identified by one or two respondents each. These include rail projects, Job Access Reverse Commute, Exit 14, Route 2, and CCMPO board and TAC meetings. Some respondents point out that the public is involved in projects too late or that information is either not available or hard to understand.

Q7: What are some additional ways that the CCMPO could recruit public input?

About a third of respondents believe that a dynamic website and newspaper articles and notices are the best way to reach the public. Fifteen percent of respondents also suggested that going to the towns, using TV, and partnering with other organizations would also be effective. A number of other traditional methods were also mentioned, including radio, surveys, fliers, mailing lists, and newsletters, each of which have been used by the CCMPO to some extent in the past and continue to be used when deemed appropriate.

Q8: Does the CCMPO have adequate procedures for including public involvement?

Do you know how to find those procedures?

Slightly more than half of respondents believe that the CCMPO has adequate procedures for including public involvement, while 25% don't know and 20% do not believe the procedures are adequate. A few respondents believe there is room for improvement. To find the procedures respondents suggest the website, the by-laws, CCMPO staff, or the existing public involvement plan.

Q9: How does the CCMPO respond to public concerns and comments?

More than a third of respondents note that responding to public concerns and comments depends on the particular project, or that staff and consultants respond to—or at least consider—each public comment. About a quarter of respondents point out that comments are included in meeting minutes, or in the report or final recommendations, such as in an appendix. It was pointed out that often the public does not demand a response to their comment but rather a simple

acknowledgement that it was received. Only one respondent believed that responses are not offered to comments.

Q10: Does the CCMPO take adequate steps to reach all socio-economic groups, including low-income and minority populations? If not, how can we reach these groups in your community?

About two-thirds of respondents do not think the CCMPO takes adequate steps to reach all socio-economic groups, while less than one-quarter of respondents believe the organization does. Respondents offered many ideas on methods to reach other groups, with nearly a third suggesting working with advocacy groups. Other suggestions include putting notices in local papers, reaching out electronically, going directly to people (such as to workplaces, auto repair shops, shopping malls, individual homes), initiating direct mail campaigns, having giveaways, and simple word of mouth.

Q11: Are other interested parties (for example, the business community, other transportation groups) included in CCMPO's public involvement efforts? If not, how can we reach these groups?

Respondents indicated that other interested parties are included in public involvement efforts through groups such as the Transportation Advisory Committee, the Chamber of Commerce, the Greater Burlington Industrial Corporation, and other groups—mainly because they are interested and organized. Other respondents identified groups that are not involved, such as trucking and rail interests, youth, and Vermont Businesses for Social Responsibility. There were not many suggestions on ways to reach out to these types of groups except to contact them earlier in the projects and to talk to the groups directly.

Q12: Are CCMPO documents available to the public? Where?

Respondents overwhelmingly noted that documents are available to the public, particularly through the CCMPO website. Documents are also available at the CCMPO office library and staff, as well as town offices. Some respondents noted that documents on the website are not easy to find, however.

Q13: Are adequate visual aids used to describe CCMPO planning efforts, including for the MTP and TIP?

Half of the respondents believe that adequate visual aids are used to describe CCMPO planning efforts, while two respondents did not believe visual aids were adequate. Nearly half of the respondents also indicated that the organization could and/or would do more with visual aids.

Q14: Should the CCMPO attempt more public outreach through various forms of media?

Respondents identified and suggested a variety of methods to reach the public, some of which the CCMPO uses (e.g., newspapers, stakeholders (TAC), web, TV, flyers) or tried in the past (e.g., newsletter). Respondents noted that there needs to be a consistent process that makes people feel valued, and three suggested that current CCMPO's efforts are not broad enough.

Q15: Do you believe that the CCMPO is meeting the minimum federal requirements for involving the public in its work?

All but one of the respondents indicated that the CCMPO is meeting or exceeding the minimum federal requirements for involving the public in its work – but some suggested that the requirements may not be very stringent and the CCMPO should strive to reach more of the public.

Q16: Do you think having a citizen involvement oversight committee would be helpful?

When asked if having a citizen involvement oversight committee would be helpful, most interviewees offered a number of stipulations: that the committee would need a purpose; if it would help lines of communication across groups; or it could form on an as-needed basis, be part of the TAC, or exist as a board subcommittee. More than 25% of respondents believe that there are currently too many committees and finding people to serve on yet another would be difficult. Three respondents did not favor the formation of a new committee if it was simply an attempt to show an effort at improved public involvement.

Q17: Would it be helpful for each project to have a specific public involvement action plan?

About a third of the respondents indicated that having a public involvement action plan for each project would be helpful (20% noted that projects are already supposed to have one), while another third suggested that it might be useful but would depend on the project or process; small technical assistance projects may not need the level of public involvement that a corridor study or scoping project warrants.

Q18: For Staff – Have you been keeping a record of public involvement for your projects? Why or why not?

Only one staff member reported that they keep a record of public involvement, while two noted that they could reconstruct it. Public comments and involvement are documented in CCMPO projects.

Q19: For Staff – Are project contractors responsible for public involvement? If so, have their efforts met the public involvement principles of the current public involvement plan?

Staff reported that public involvement efforts by contractors depend on each project and are usually a collaborative effort with the CCMPO and staff from the towns. Responsibilities for each partner are discussed at initial meetings and defined in the project's scope of work, but public involvement varies from project to project and is not consistent with the existing Public Involvement Plan or other protocol.

Q20: For Staff – Would you be able to identify the public involvement steps for your past or current projects?

All but one staff person indicated that they could identify the public involvement steps for their projects, either from memory or by piecing it together from project notes or other sources. The final staff person noted that public involvement depended on the project, and for some projects there may not be public involvement aside from Selectboard or other town meetings open to the public where the project is discussed.

Q21: For Staff – What would be helpful for you to incorporate public involvement in your work?

One respondent noted that public involvement is automatic for each project, but having reminders or a consistent process (e.g., a checklist) would be helpful. While each of the staff interviewed suggested that a formalized process or additional tools or resources would be helpful, a checklist developed as part of the 2003 Public Involvement Plan has not been used by staff, possibly signifying problems with that tool. Two respondents indicated that having a staff resource person with public involvement skills would be helpful.

Appendix E: TIP Amendment Policy

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

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 greater than \$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.