

CONNECTICUT DEPARTMENT OF TRANSPORTATION

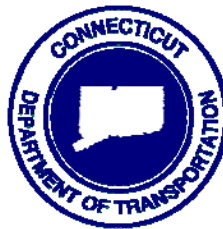
NEW HAVEN-HARTFORD-SPRINGFIELD LINE

COMMUTER RAIL SERVICE

**NEPA/CEPA – ENVIRONMENTAL ASSESSMENT /ENVIRONMENTAL
IMPACT EVALUATION**

PROJECT NO. 170-2296

**COORDINATION
AND
PUBLIC OUTREACH PLAN**



**Prepared by:
Wilbur Smith Associates**

November 7, 2008

Table of Contents

1.0	Purpose of the Coordination and Public Outreach Plan.....	1
2.0	Background.....	1
3.0	EA/EIE Scoping Meetings.....	2
4.0	Participating and Cooperating Agencies.....	3
4.1.	Lead Agencies.....	3
4.2.	Cooperating Agencies.....	3
4.3.	Steering Committee	3
5.0	Public Outreach Completed for the Implementation Plan Study.....	4
5.1.	Implementation Plan Steering Committee.....	4
5.2.	Implementation Plan Website.....	4
5.3.	Implementation Plan Steering Committee Meeting.....	5
5.4.	Implementation Plan Public Meeting and Public Input.....	5
6.0	EA/EIE Study Public Outreach Program.....	5
6.1.	Introduction.....	5
6.2.	Elements of Public Outreach	6
6.3.	Dedicated Stakeholder Meetings (Task 3D).....	6
6.4.	Project Website.....	6
6.5.	Meeting Summary.....	7
6.6.	Cable Television.....	7
6.7.	Newsletters.....	7
7.0	Purpose and Need	8
8.0	Alternatives Considered.....	8
9.0	Environmental Review Scope.....	8
10.0	Methodologies.....	9
11.0	EA/EIE.....	9
12.0	Review and Comment.....	9
13.0	Selection of the Preferred Alternative.....	9
14.0	Finding of No Significant Impact/Record of Decision (FONSI/ROD)	10
15.0	Project Schedule and Timeframe	10
	List of Acronyms	11

Appendix A - Public Locations Where the EA/EIE is Available

Appendix B - Steering Committee

Appendix C - Public Outreach Work Scope

Appendix D - General Mailing List

Appendix E - Local Officials

Appendix F - Task 3K Cable Television Stations

Appendix G - Milestone Schedule

**Connecticut Department of Transportation
New Haven, Hartford, Springfield
Commuter Rail Service
NEPA/CEPA – Environmental Assessment and Finding
Of No Significant Impact/Environmental Impact Evaluation
Project No. 170-2296**

Coordination and Public Outreach Plan

1.0 Purpose of the Coordination and Public Outreach Plan

The Coordination and Public Outreach Plan for the New Haven, Hartford, Springfield Commuter Rail Environmental Assessment is intended to document the process by which the Connecticut Department of Transportation (ConnDOT) will include the Steering Committee, cooperating and participating agencies, regional and local interested parties, the general public, and Federal Railroad Administration (FRA), as the lead federal agency, regarding the Environmental Assessment (EA) for Project No. 170-2296. This Plan will establish a framework for regular communication among all of the agencies involved in the EA process. This Plan will establish a time frame for the project and the public outreach framework for the project, it will identify the participating and cooperating agencies for the project, and it will establish a method for involving the public. This Plan is a living document and can be modified throughout the progression of the EA process. This Plan is available electronically on the project website at www.ct.gov/dotinfo and in hard copy format at various libraries included in Appendix A.

While the coordination plan addresses the Federal EA compliance with the National Environmental Policy Act (NEPA), the document will also comply with the Connecticut Environmental Policy Act (CEPA).

2.0 Background

In 2003, ConnDOT began a feasibility study for the implementation of commuter rail service between New Haven, Hartford, and Springfield, Massachusetts. In addition to serving commuters traveling between the towns and cities along the corridor, the service could provide a connection to Bradley International Airport, multiple links to Amtrak Intercity service and a direct link to the existing Metro North and Shore Line East Commuter Rail in New Haven. The corridor was identified as a key component in meeting the goals of improving and sustaining the regional economic viability and improving regional livability in the Capitol Region Council of Government's (CRCOG) Regional Transit Strategy (RTS). This corridor was further recognized by the Connecticut Transportation Strategy Board (TSB) as an important first step in implementing a statewide strategic plan, and funding was allocated to undertake the implementation study.

ConnDOT, in coordination with a Steering Committee, and with the support of the Transportation Strategy Board, completed the New Haven-Hartford–Springfield Commuter Rail Implementation Study in June of 2005.

The existing rail corridor, owned by Amtrak, which operates intercity service, is 62 miles long with 24 miles of double track (10 miles in MA), 38 miles of single track, and 54 at-grade crossings. There are nine passenger stations (eight are served by Amtrak) – New Haven (2), Wallingford, Meriden, Berlin, Hartford, Windsor, Windsor Locks, and Springfield. Four freight carriers also use the line.

The Study’s final report recommended a start-up commuter rail service with potential to phase-in additional components from a menu of options, over time, as demand requires. The start-up commuter rail service consists of:

- Bi-directional service, New Haven to Springfield, Monday-Friday at 30 minute peak period schedule
- A minimum of 18 miles of additional tracks (double-track)
- Supplement and adjust existing Amtrak service as agreed is necessary
- Add North Haven, Newington and Enfield stations
- Enhance Windsor Locks station with a bus connection with BDL Airport
- Modify local bus services to connect with passenger stations
- High Level platforms and grade-separated passenger facilities at all stations
- Integrate Rail Freight

Throughout the progression of the Implementation Plan study, federal, state, regional, and local agencies, as well as the general public, were given the opportunity to participate in the identification and development of alternatives to the project. The Final Report is available on the ConnDOT website at www.ct.gov/dotinfo, on the project website at www.nhhsrail.com, as well as available in hardcopy format for public inspection at ConnDOT’s Office of Intermodal Planning, 2800 Berlin Turnpike, P.O. Box 317546, Newington, CT 06131-7546.

3.0 EA/EIE Scoping Meetings

An Agency Scoping Meeting will be held in December 2008 to present the results of the Implementation Study and the alternatives recommended for consideration in the Environmental Assessment/Environmental Impact Evaluation, and to update the Agencies on technical information developed to date.

ConnDOT and Wilbur Smith Associates (WSA) have distributed the Scope of Services to State and Federal agencies.

Four Public Scoping Meetings are scheduled in December, following the Agency Scoping Meeting. The Public Meetings will be held in Springfield, Hartford, Windsor, and North Haven.

4.0 Participating and Cooperating Agencies

4.1. Lead Agencies

FRA, as the lead Federal agency for this project, will be responsible for making certain decisions as specified in Section 6002 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU). In addition, FRA has an overall responsibility for facilitating the expeditious completion of the environmental review process, reviewing and accepting the Environmental Assessment / Finding of No Significant Impact (EA/FONSI), and ensuring that ConnDOT complies with all requirements. ConnDOT will act as Joint Lead Agency for this project and will coordinate with the Connecticut Office of Policy and Management (OPM) regarding CEPA compliance, and the State of Massachusetts for MEPA compliance.

4.2. Cooperating Agencies

Cooperating agencies are those Federal, State, or local government agencies that have jurisdiction by law or special expertise regarding the environmental impacts involved in the proposed transportation project. Cooperating agencies will be asked to review and comment on technical reports and draft chapters of the Draft EA and FONSI in their respective fields of expertise. A letter was sent to the agencies requested to be Cooperating Agencies for this project on April 17, 2008 and include the following:

- Connecticut Office of Policy and Management
- Connecticut Department of Environmental Protection
- Connecticut State Historic Preservation Office
- Massachusetts Highway District 2
- Massachusetts Executive Office of Transportation and Public Works
- Massachusetts Department of Environmental Protection
- Massachusetts Department of Housing and Community Development
- Massachusetts Historic Commission
- U.S. Fish and Wildlife
- U.S. Environmental Protection Agency Region 1
- U.S. Army Corps of Engineers
- Federal Transit Administration

4.3. Steering Committee

The study team shall consist of WSA and its Project Team, ConnDOT, and FRA. Through regular meetings, the study team will coordinate with and be guided by a Steering Committee. The Steering Committee is listed in Appendix B and includes representatives from:

- Federal Railroad Administration (FRA)
- Federal Transit Administration (FTA)
- Appropriate Connecticut and federal entities:
 - CT Department of Environmental Protection (DEP)
 - U.S. Environmental Protection Agency (EPA)

- CT State Historic Preservation Office (SHPO)
- U.S. Fish & Wildlife Service
- U.S. Army Corps of Engineers (ACOE)
- CT Office of Policy & Management
- Appropriate Massachusetts State Agencies
- Amtrak, Metro North, and the freight railroad operators
- Elected officials (or their representatives) of each community in the Study Area.
- Community/Regional planning organizations in the Study Area.
- I-91 Transportation Investment Area
- Peter Pan Bus Company.

5.0 Public Outreach Completed for the Implementation Plan Study

5.1. Implementation Plan Steering Committee

Previously, for the New Haven-Hartford–Springfield Commuter Rail Implementation Plan study, a committee was established to oversee the study's development and provide information to key decision makers throughout the process. In addition to appropriate ConnDOT staff, the following were invited to participate in the project's Steering Committee:

- A representative from the Governor's Transportation Strategy Board;
- A representative from the appropriate Massachusetts agencies;
- Each of the communities' first official or their representative;
- A representative from each of the regional planning agencies – South Central Regional Council of Governments, Central Connecticut Regional Planning Agency, Capitol Region Council of Governments, and Pioneer Valley Planning Commission.
- A representative from the Federal Transit Administration;
- A representative from Federal Railroad Administration;
- Representatives from Amtrak and freight railroads using the corridor (Guilford Rail Systems, CSX, Connecticut Southern Railroad, and Providence and Worcester Railroad)
- A representative from the appropriate state and federal regulatory agencies including, but not limited to the Connecticut Department of Environmental Protection, US Environmental Protection Agency, Connecticut State Historic Preservation Office, Department of Economic and Community Development, US Fish & Wildlife Service, US Army Corps of Engineers, etc;
- A representative from the I-91 TIA;
- A representative from the Peter Pan Bus Company; and
- Other interested parties such as the national Railroad Passenger Corporation, All Aboard, CT Fund for the Environment, Rideworks

5.2. Implementation Plan Website

A project website was launched and is located at the following address:

www.nhhsrail.com

5.3. Implementation Plan Steering Committee Meeting

A total of four (4) Steering Committee meetings were held on the following dates:

- Steering Committee Meeting #1 - October 16, 2002
- Steering Committee Meeting #2 - March 24, 2003
- Steering Committee Meeting #3 - October 16, 2003
- Steering Committee Meeting #4 - June 30, 2004

Meeting minutes for these meetings can be found at www.ct.gov/dotinfo.

5.4. Implementation Plan Public Meeting and Public Input

A total of ten (10) public information meetings were held in two rounds, as follows:

First round:

- April 29, 2003 - Windsor Town Hall, 275 Broad Street
- April 30, 2003 - 142 East Main Street
- May 6, 2003 - Hartford Union Station, One Union Place
- May 7, 2003 - North Haven, Mildred Wakeley Community Ctr, 7 Linsley Street
- May 22, 2003 - Enfield Town Hall, 820 Enfield Street:

Second round:

- November 3, 2004 - North Haven Recreation Center, 7 Linsey Street
- November 9, 2004 - Windsor Locks Town Offices, 50 Church Street
- November 10, 2004 - Berlin Town Hall, 240 Kensington Road
- November 16, 2004 - Wallingford Town Hall, 45 South Main Street
- November 17, 2004 - Enfield Town Hall, 820 Enfield Street

Comments from the public were solicited from the website, via comment cards at the public meetings and via email to the project team. The Implementation Plan Study Public Outreach Plan successfully received input on the following items:

- Study goals and objectives
- Alternatives for improvement to commuter rail service in the corridor
- Scope of services for the next phase of work

6.0 EA/EIE Study Public Outreach Program

6.1. Introduction

Under NEPA and CEPA, the public must be given an opportunity for input during the EA/EIE environmental review process. The public is encouraged to be involved early and often during project development. Public meetings will be held and the EA/EIE will be made available for public comment as well. A notice will be published in area newspapers in order to notify the public of the availability of the EA/EIE. The notice will indicate where the document can be obtained regarding the project. The public will be

allowed an opportunity to provide input on the Purpose and Need of the project and the range of alternatives considered for the project as well.

6.2. Elements of Public Outreach

The New Haven, Hartford, Springfield Commuter Rail Environmental Assessment (EA/EIE) process will involve a public outreach program intended to inform the public and receive any input the public may have regarding this project. The public outreach process contains the following elements that are fully described by Task (3A, 3B, etc.) in the project scope of work and included as Appendix C:

- 3A Public Scoping Meeting
- 3B Public Information Meeting
- 3C Local Official Meetings
- 3D Dedicated Stakeholder Meetings
- 3E Website
- 3F Public Advertisements/Press Releases
- 3G Project Mailing List
- 3H Public Information Video
- 3I Public Hearing
- 3J Display Graphics
- 3K Cable Television
- 3L Newsletters
- 3M Public/Press Response

The subsequent paragraphs of this section clarify the application of the tasks.

6.3. Dedicated Stakeholder Meetings (Task 3D)

Insofar as the project will have the benefit of technical meetings with the agencies and the Steering Committee, plus public input through the Public Official and Public Information Meetings, it is considered redundant to conduct Dedicated Stakeholder Meetings. Therefore, individuals and organizations outside the Steering Committee and Public Official groups will be included in the General Project Mailing List (Appendix D) and will be kept updated and invited to the Public Meetings. The General Project Mailing List will continue to grow through the project as more individuals and organizations request information.

6.4. Project Website

The project website, established for the 2005 Implementation Plan, will continue to be maintained to inform the public of project status and to solicit comments from the public. The website will be updated periodically during the course of the project to provide current project information and to provide users with an opportunity to submit comments. Content on the website will include reports of past meetings, information regarding future meetings, photographs of the project area, current project status, and links to relevant websites. A link to it will be available at the ConnDOT website: www.ct.gov/dotinfo.

6.5. Meeting Summary

ConnDOT will participate in all meetings and will inform all participating and cooperating agencies of the meetings. ConnDOT will review draft materials prior to distribution.

Once the EA/EIE is approved for distribution, ConnDOT will hold public hearings to present the study documentation to the public and receive comments on the findings. These comments will be considered by ConnDOT when preparing the FONSI/Record of Decision and selecting the preferred alternative(s).

The content of the various public meetings will be as follows:

Meeting	Meeting Content
Public Scoping Meeting (4 locations)	Study scope, existing conditions, study schedule, proposed implementation plan, NEPA/CEPA scoping
First Steering Committee Meeting	Study scope, existing conditions, study schedule, proposed implementation plan, NEPA/CEPA scoping
Second Steering Committee Meeting	Station and parking concepts, ridership forecasts, capital and operating costs
Third Steering Committee Meeting	NEPA/CEPA EA/EIE
First Local Officials Meeting Listing included as Appendix E	Study scope, existing conditions, study schedule, proposed implementation plan, NEPA/CEPA scoping
Second Local Officials Meeting	Station and parking concepts, ridership forecasts, capital and operating costs
First round of Public information Meetings (up to 5 locations)	Station and parking concepts, ridership forecasts, capital and operating costs
Second round of Public Information Meetings (up to 5 locations)	NEPA/CEPA EA/EIE
Public Hearings (up to 3 meetings)	NEPA/CEPA EA/EIE

Table 6-1: Public Outreach Meetings

6.6. Cable Television

Cable television stations that will be provided information of upcoming events as well as information of past activities are listed in Appendix F.

6.7. Newsletters

Newsletters will be prepared in English and up to two additional languages as directed by ConnDOT.

7.0 Purpose and Need

The **PURPOSE** for the New Haven-Hartford-Springfield (NHHS) Line Commuter Rail Service project is to improve the existing Springfield rail line between New Haven, Connecticut and Springfield, Massachusetts so that it can accommodate safe, convenient, and reliable commuter rail service line, integrated with a growing freight operation, that serves key destinations within the corridor including Bradley International Airport without significantly harming natural or cultural resources along the corridor or at proposed station locations. This project will also serve as a catalyst to integrate the existing transit system and to enhance regional economic growth and opportunities for transit oriented development around rail stations.

The **NEED** for the project is based on the current and projected traffic congestion and safety concerns in the I-91 corridor which have resulted from a lack of an integrated transit alternative to automobile usage. The proposed NHHS commuter rail service would provide an alternative mode of transportation in the corridor and could lead to environmental and economic benefits through reduced air pollution from private vehicles (calculated from difference between modeled “No-Build” VMT and “Build” VMT), as well as a more efficient transport of goods and services, and opportunities for Transit Oriented Development.

The Purpose and Need statement will be refined as necessary per agency review comments, and will be incorporated into the environmental document once it is approved.

8.0 Alternatives Considered

The alternatives that will be considered for this study, as defined in the “New Haven – Hartford – Springfield Commuter Rail Implementation Plan” (June 2005) include the following:

- Start-up
- Full Build
- No Build

9.0 Environmental Review Scope

According to the scope of services for this undertaking, the main portions of this project include the following:

- Study Management and Coordination
- Public Outreach
- NEPA, CEPA, and 404 Coordination
- Section 106 Consultation and Section 4(f) Evaluation
- Site Survey & Base Map Preparation
- Data Collection and Evaluation
- Ridership Forecasting

- Operating Plan
- Financial analysis
- Transportation Alternative Development and Evaluation
- Conceptual Engineering and Evaluation
- Economic Development Review
- Draft EA and Public Hearings
- Final EA Preparation
- FONSI

The data used for the preparation of the EA/EIE will include the data that was contained in the Implementation Plan to the greatest extent possible.

10.0 Methodologies

The general steps for impact analyses will include: (1) Identifying the important cause-and-effect relationships between the project activities and impacts to resources, (2) determining the magnitude and significance of the effects over the relevant time frames, based on the resource characteristics from the data collection phase, (3) identifying relevant mitigation measures, either those to be undertaken as project specific actions or those evolving as general or regulatory trends in the affected area; and (4) summarizing any unmitigated adverse impacts and their significance.

11.0 EA/EIE

The EA/EIE must be in conformance with NEPA and CEPA. The EA/EIE will be submitted to the FRA/FTA for their review and approval. A Notice of Availability is published indicating the locations where the document is available and the date, time, and place of the public hearing in accordance with NEPA and CEPA requirements. A 45 day public comment period begins simultaneously with the publication of the document and Notice of Availability.

12.0 Review and Comment

The 45 day comment period for the EA/EIE will begin on the date the document is made available to the public. This date coincides with the Notice of Availability. Copies of the document will be distributed to all Participating Agencies, Cooperating Agencies, and any member of the public who requests inclusion in the distribution. All comments received during this period will be considered for the Finding of No Significant Impact/Record of Decision.

13.0 Selection of the Preferred Alternative

Based upon the input received during the comment period, ConnDOT, FRA, and FTA in consultation with the Army Corps of Engineers (COE) and other agencies, will determine which alternative is to be considered the Least Environmentally Damaging Practical Alternative/Preferred Alternative.

14.0 Finding of No Significant Impact/Record of Decision (FONSI/ROD)

The FONSI/ROD will include a detailed description of the preferred alternative and explain the process by which the preferred alternative was selected. Once the FONSI/ROD is approved by FRA and concurred by the Connecticut Office of Policy Management, copies are made available to all Participating Agencies, Cooperating Agencies, and the general public.

15.0 Project Schedule and Timeframe

A milestone schedule has been prepared that indicates projected dates for all environmental studies and meetings associated with this project. The schedule is included as Appendix G.

List of Acronyms

ACOE – U.S. Army Corps of Engineers
BDL - Airport network symbol fro Bradley International Airport
CRCOG - Capitol Region Council of Governments
CEPA - Connecticut Environmental Policy Act
ConnDOT - Connecticut Department of Transportation
DEP - Connecticut Department of Environmental Protection
EA - Environmental Assessment
EIE – Environmental Impact Evaluation
EPA - U.S. Environmental Protection Agency
FONSI - Finding of No Significant Impact
FRA - Federal Railroad Administration
FTA - Federal Transit Administration
LEDPA – Least Environmentally Damaging Practical Alternative
MEPA - Massachusetts Environmental Protection Act
NEPA - National Environmental Policy Act
OPM - Connecticut Office of Policy and Management
RTS - Regional Transit Strategy
SAFTEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act – A
Legacy for Users
SHPO - State Historic Preservation Office
TSB - Connecticut Transportation Strategy Board
WSA – Wilbur Smith Associates

Appendix A

Public Locations Where the EA/EIE is Available

Locations Where EA/EIE Documents Will Be Made Available

Location	Address	City	ST	ZIP	Phone
New Haven Free Public Library	133 Elm Street	New Haven	CT	06510	203-946-8130
North Haven Memorial Library	17 Elm Street	North Haven	CT	06473	203-239-5803
Wallingford Public Library	200 North Main Street	Wallingford	CT	06492	203-265-6754
Meriden Public Library	105 Miller Street	Meriden	CT	06450	203-238-2344
Town of Berlin Public Library	842 Worthington Rdg	Berlin	CT	06037	860-828-3344
Newington Town - Public Library, Lucy Robbins Welles Library	95 Cedar Street	Newington	CT	06111	860-665-8700
Hartford Public Library	500 Main Street	Hartford	CT	06103	860-695-6300
Windsor Public Library	323 Broad Street	Windsor	CT	06095	860-285-1910
Windsor Locks Public Library	28 Main Street	Windsor Locks	CT	06096	860-627-1495
Enfield Public Library	104 Middle Road	Enfield	CT	06082	860-763-7510
Springfield City Library	220 State Street	Springfield	MA	01103	413-263-6828

Appendix B

Steering Committee

Steering Committee

For reasons of confidentiality, the names and contact information of the Steering Committee members is not included on the website.

Please use the “Contact Us” page of this website to inquire about a particular organization’s or individual’s participation on the Steering Committee.

Appendix C

Public Outreach Work Scope

TASK 3 PUBLIC OUTREACH

Because of the numerous communities and stakeholders associated with this project, public outreach will need to be focused on particular issues and particular locations. It is anticipated that there will be up to two sets of public information meetings. An initial set of meetings will meet the requirements for NEPA/CEPA Scoping. Subsequent Public Information meetings will be held after the initial corridor analysis and conceptual station and parking concepts have been developed in the EA. The meetings will be held at up to five different locations in the corridor. The Public Information meetings will be general "open house" style with brief presentations. There will also be two rounds of individual meetings with each of the communities' local municipal staff and elected officials. Up to 10 specific stakeholders meetings will be held throughout the study's duration as warranted. Other various outreach techniques will also be used and are highlighted below. In addition one set of Public Hearings will also be held in three different locations following distribution of the draft EA in accordance with the requirements of NEPA/CEPA. The proposed order of these meetings (coordinated with the Steering Committee meetings) is as follows:

Study Scope/Existing Conditions/Schedule/Proposed Implementation Plan -
NEPA/CEPA Scoping:

- Local Officials Meetings #1.
- Newsletter #1.
- Public Scoping Meeting (NEPA/CEPA).
- Steering Committee Meeting #1.

Station and Parking Concepts/Ridership Forecasts/Capital and Operating Costs:

- Local Officials Meetings #2.
- Steering Committee Meeting #2.
- Newsletter #2.
- Public Information Meeting #1

NEPA/CEPA EA:

- Steering Committee Meeting #3.
- Newsletter #3.
- Public Hearing.

NEPA/CEPA FONSI:

- Newsletter #4.
- Public Information Meeting #2.
- Steering Committee Meeting #4.

Following is a detailed discussion of the Public Outreach tasks for this project.

Task 3A Public Scoping Meeting

The purpose of this meeting is to solicit public input into the Scope of this EA, in accordance with NEPA/CEPA. The public will be offered a view of initial alternatives as conceptualized at the beginning of the NEPA/CEPA process. Depending upon issues raised during the scoping meeting, these alternatives may be modified. The scoping

process will conclude after the Scoping Meeting, with alternatives that are carried forward into the EA. It is anticipated that each of these meetings will be attended by up to three members of the Consultant team, along with ConnDOT staff.

Task 3B Public Information Meetings (2 sets)

The purpose of these meetings is to solicit public input into the development of this project. It is anticipated that there will be two sets of public meetings held throughout the corridor. It is anticipated that these meetings will be held at up to five different locations for a total of up to ten Public Information meetings. These meetings are expected to last up to two hours each. The Consultant will be responsible for scheduling the dates, times and meeting locations, developing handout materials, publishing the public notice and giving the presentation. The Consultant will develop meeting minutes for each of these meetings, as well as provide a copy and summary of the comments received at each meeting. No formal stenographer will be required for this effort. It is anticipated that each of these meetings will be attended by up to three members of the Consultant team, along with ConnDOT staff.

Task 3C Local Officials Meetings

The local officials meetings will be held in each community where an existing station or proposed station is located. The purpose of these meetings is to present station concepts to them and solicit their input into the station design issues. It is anticipated that there will be up to two meetings in each of the following communities for a total of 22 meetings:

- New Haven
- North Haven (with Hamden)
- Wallingford
- Berlin
- Meriden
- Newington (with West Hartford and New Britain)
- Hartford
- Windsor
- Windsor Locks (with East Windsor and Suffield)
- Enfield
- Springfield (with Longmeadow)

The Consultant will be responsible for scheduling the date, time and meeting location, developing handout material, and giving the presentation. The Consultant will be responsible for developing draft meeting minutes from each of these meetings for approval by ConnDOT. The Consultant will distribute the approved meeting minutes to each of the participants. It is anticipated that two members of the Consultant team will attend each of these meetings.

Task 3D Dedicated Stakeholders' Meetings

It is anticipated that additional meetings/presentations to various stakeholders in the study area will be required. These meetings may include but are not limited to the following:

- Local Chambers of Commerce;
- Major employers; and
- Local neighborhood groups.

Up to 10 of these types of meetings will be held during the course of the study. It is anticipated that two members of the Consultant team will attend these meetings.

Task 3E Website

The Consultant for use in this study will continue to host the www.nhhsrail.com website. The Consultant will retain earlier study materials on the website and continue to develop the website and provide a link with the ConnDOT website. Initially the website will be used to advertise upcoming meetings, provide project information (e.g. background and contact information, published reports) and show the methods available to communicate with the study team. As the study progresses, meeting announcements will be updated and relevant information added throughout the process.

Task 3F Public Advertisements/Press Releases

The Consultant shall prepare and publish public notice display advertisements, flyers, and legal notices in both English and up to two additional languages as required by the regional planning agencies. Public advertisements (paid advertisements in newspapers or other media) will be used to advertise the public information meetings. In conjunction with the initial advertisement, a response form (or coupon) will be included for people to be added to the project mailing list. Advertisements will be placed in the Hartford Courant, New Haven Register and other local newspapers of sizeable distribution. The advertisement will also be placed in non-English speaking publications as recommended by the regional planning agencies. The Consultant will be responsible for designing the display ad and paying for its publication and when possible, using local public access television to advertise meetings. ConnDOT shall review all display materials prior to publication. ConnDOT will prepare (with assistance from the Consultant as needed) and publish ConnDOT Press Releases.

Task 3G Project Mailing List

A project mailing list will be maintained throughout the study process and will be built based on the "New Haven-Hartford-Springfield Commuter rail Implementation Study" (June 2005) mailing list and mailing lists obtained from the Regional Planning Agencies. Additionally, a mailing list for the Steering Committee will be maintained.

The Consultant will send (via mailed postcard, fax or email) meeting reminders to each of the Steering Committee members prior to each meeting.

Task 3H Public Information Video

The Consultant shall prepare a Public Information Video to be provided to municipalities, regional planning organizations, libraries, cable television networks and presented at public meetings. Aerial or 3D simulation is not proposed for the video. The Consultant shall develop a script of the subject video in coordination with ConnDOT. Where appropriate, the Consultant will develop graphics for use in the video. A video production company will be used to develop the video to insure high quality production. The development of the video will begin with an initial 5-10 minute video at the beginning of this project to inform about the commuter rail proposal. This video will be added to for a final 15-20 minute video completed for use at the EA /EIE Public Hearing.

Task 3I Public Hearing

The Consultant shall prepare two sets of all presentation and display materials to be used at up to three (3) Public Hearings, in accordance with NEPA/CEPA and FTA requirements. The Consultant shall participate in the Public Hearing presentations and discussions. The Public Hearings shall consist of an "open house" and "formal" format. It is anticipated that each of these meetings will be attended by up to four members of the Consultant team, along with ConnDOT staff.

Task 3J Display Graphics

The Consultant shall prepare all display graphics needed for Steering Committee meetings, Public Information meetings, Local Outreach meetings, and Public Hearings. ConnDOT shall review all display graphics prior to publication.

Task 3K Cable Television

The Consultant will communicate with and provide study information to local cable television coverage within the study area to facilitate the broadcasting of meeting notices, informational videos, public meeting presentations and discussions.

Task 3L Newsletters

Four newsletters are proposed as part of this project. They will be four sided, 8.5"x11", color newsletters. It is assumed there will be up to 500 newsletters for each of the three mailings. The Consultant will prepare a draft for ConnDOT approval and then upon approval mail the newsletters to each person on the mailing list. Newsletters will be prepared in both English and up to two additional languages as required by the regional planning agencies.

Task 3M Public / Press Response

The Consultant will respond to phone calls and e-mails from members of the public to provide answers to questions generated from the public meetings and website materials. The ConnDOT project manager will be informed of all correspondence with the public. Responses to phone calls and e-mails from the press will be cleared first through ConnDOT before the Consultant will respond.

Appendix D

General Mailing List

General Mailing List

For reasons of confidentiality, the names and contact information of the General Mailing List is not included on the website.

Please use the “Contact Us” page of this website to inquire about a particular organization or individual on the General Mailing List or if you would like to be added to the General Mailing List.

Appendix E

Local Officials

Local Officials

For reasons of confidentiality, the names and contact information of the Local Officials is not included on the website.

Please use the “Contact Us” page of this website to inquire about a particular locality’s or individual’s inclusion in the Local Officials.

Appendix F

Task 3K Cable Television Stations



Per *Task 3K Cable Television*, WSA contacted Kevin Nursick, the ConnDOT Communications representative on August 28, 2008, to ask for contact information for cable television stations in the New Haven-Hartford-Springfield commuter rail study area that could potentially air information, meeting notices, public information video that is being produced for Task 3H, public meeting presentations, etc. Mr. Nursick advised that there are four television stations that ConnDOT typically uses to disseminate information about projects:

1. WFSB-TV-DT Channel 3
333 Capital Boulevard
Rocky Hill, CT 06067
860-728-3333
Newsdesk3@wfsb.com
www.wfsb.com
2. Fox 61 WTIC-TV
20 Church Street
One Corporate Center
Hartford, CT 06103
860-527-6161
www.fox61.com
3. WTNH / WCTX Channel 8
8 Elm Street
New Haven, CT 06510
203-784.8888
news8@wtnh.com
www.wtnh.com
4. NBC 30 Hartford
1422 New Britain Ave.
West Hartford, CT 06110
860-521-3030
www.nbc30.com

Appendix G

Milestone Schedule

Milestone Activity	Milestone Date	Status
Consultant given Notice to Proceed with New Haven, Hartford, Springfield Commuter Rail Environmental Assessment	31-Jan-08	Complete
Project Kick-off Meeting with ConnDOT	18-Jun-08	Complete
Draft Purpose and Need	22-Sep-08	Complete
Draft Public Outreach Plan	15-Oct-08	Complete
Agency Scoping Meeting	2-Dec-08	Complete
Public Scoping Meeting	8-Dec-08	Complete
First Steering Committee Meeting	Spring-09	Complete
First Round of Local Official Meetings	Spring-09	Complete
First Round of Public Meetings	TBA	Pending
Second Steering Committee Meeting	TBA	Pending
Second Round of Local Official Meetings	TBA	Pending
Second Round of Public Meetings	TBA	Pending
Begin preparation of EA/EIE	Summer-09	Pending
Third Steering Committee Meeting	Summer-09	Pending
Publish and Distribute EA/EIE	Fall-09	Pending
Public Hearing	Fall-09	Pending