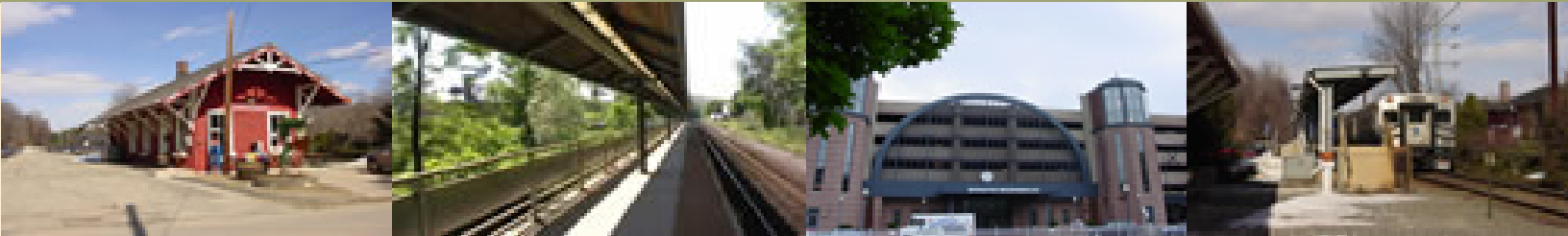


Feasibility Study Danbury Branch Electrification Project No. 302-008



Washington Group International

Integrated Engineering, Construction, and Management Solutions



Task 5: Final Report

Volume 4

Appendix A - Public Outreach Plan

March 2006



Connecticut Department of Transportation

FINAL

PUBLIC OUTREACH PLAN

FEASIBILITY STUDY

DANBURY BRANCH ELECTRIFICATION

PHASE I

STATE PROJECT NO. 302-008

March 2006

Connecticut Department of Transportation

TABLE OF CONTENTS

EXECUTIVE SUMMARY 1

A. INTRODUCTION 2

B. BACKGROUND 3

C. GOALS AND OBJECTIVES 4

 1. OVERALL STUDY GOALS AND OBJECTIVES 5

 2. PUBLIC OUTREACH PLAN GOALS AND OBJECTIVES 6

D. PROGRAM ELEMENTS OF PUBLIC OUTREACH PLAN..... 8

 1. ADVISORY COMMITTEE MEETINGS 9

 2. IDENTIFICATION OF PARTICIPANTS 12

 3. INITIAL OUTREACH..... 13

 4. PUBLIC INFORMATIONAL MEETINGS 14

 5. LOCAL MEETINGS 15

 6. CONTINUING MEANS OF DIALOGUE 17

E. PUBLIC OUTREACH PLAN REPORT 18

EXECUTIVE SUMMARY

The Connecticut Department of Transportation's Feasibility Study for the Danbury Branch Electrification is being accomplished to evaluate the feasibility of electrifying the New Haven Line's Danbury Branch. The scope of the feasibility study, to be conducted in two phases, encompasses more than a simple evaluation of the physical ability to construct the requisite catenary and power supply infrastructure for electrification of the existing diesel-train line. It is also an evaluation with an eye toward an improved mass transit system, since electrifying the Danbury Branch is rooted in the perception that electrification will increase utilization of the Branch, allowing for reduced travel time and more frequent service. These service improvements would place the Branch in a better position to address two regional concerns; automobile congestion in the Route 7 and other adjacent north/south corridors, and the exodus of Connecticut rail commuters to the Harlem Line in New York.

The Feasibility Study's two phases are Phase I – Preliminary Phase, which will review and evaluate the feasibility of electrification, including capital cost estimates, and Phase II – Development of Enhancement Program, which will develop a program of recommended infrastructure enhancements, based on the alternatives analysis conducted in Phase I.

The purpose of this study is to evaluate the feasibility of electrification and certain specific infrastructure and service improvements, such as double tracking, addition of passing sidings and potential technology innovations (equipment) to determine their potential to significantly enhance the Branch's attraction as a competitive alternative to driving in the Route 7 and other north/south corridors or commuting via the Harlem Line. Public participation is crucial to the success of the study, as measured by obtaining support for implementable infrastructure and service improvements and actions to provide efficient, safe, economical and accessible transportation choices for Connecticut businesses, residents and visitors. The results of the study will provide decision-makers with the necessary information to determine how the needs of the Danbury Branch fit in an overall statewide transportation strategy, which must balance needs and funding availability.

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

Enhanced public involvement at every step of the transportation planning process is a key element of the Transportation Equity Act for the 21st Century (TEA-21) amended Title 23 of the U.S. Code, and is incorporated in Connecticut DOT's publication, *A Guide to Public Outreach*. These mandate the need for early and continual community involvement throughout the Feasibility Study and set forth procedures for implementation of a public outreach program within the context of a transportation planning process. The provisions of these guidelines require engaging a broadly-defined, diverse public in the planning process and to provide sufficient information, early in the process, to allow for the public's meaningful participation in the Study. The Study area's two Metropolitan Planning Organizations (HVCEO and SWRPA) also have their own procedures for public involvement in the planning process and the plan developed herein is consistent with these agencies' guidelines. This document outlines the Public Outreach Plan for the Feasibility Study and explains how these procedures will be followed and how public participation will be achieved.

This plan is being prepared in the early phase of the study and is a working document that will be added to, revised, and updated, as appropriate, throughout the conduct of this Feasibility Study for the Danbury Branch Electrification. It includes objectives and approaches, anticipated milestones, and the types of outreach methodologies to involve the public, including informal meetings, open public informational meetings, the use of mailings and print media, and a project website.

A. INTRODUCTION

This Public Outreach Plan describes the comprehensive, early, and ongoing opportunities for involvement of the public throughout the Feasibility Study for the Danbury Branch Electrification. The Public Outreach Plan is designed to educate the public about the planning process and important issues to be addressed by the Study. It will also provide a structured forum for interested residents and other parties to gather information, provide input, share their perspectives, help resolve conflicts and develop ways to manage congestion and improve mobility in this northwest corridor of Connecticut. It is a broad based program, including traditional and innovative methods, to reach out to persons interested in transportation,

transportation providers, freight/rail industries, the business community, elected officials, environmental organizations, interest groups, the transportation disadvantaged, civic organizations, public agencies, residents and affected individuals as well as communities in the study area.

This report contains the work program to be utilized in the Public Outreach Plan. The public participation program as outlined in this plan will be ongoing throughout the Feasibility Study and sufficiently flexible to accommodate contingencies and revisions. This plan is intended to be a working document that will be reviewed by the Study's Advisory Committee and it will be modified, as necessary.

B. BACKGROUND

The Feasibility Study for the Danbury Branch Electrification, Phase I was implemented in March, 2003. The Study provides for the following five tasks to be implemented in a twelve-month period:

Task 1 – Datang sidings and potential technology innovations (equipment) to determine their potential to significantly enhance the Branch's attraction as a competitive alternative to driving in the Route 7 and other north/south corridors or commuting via the Harlem Line. Public participation is crucial to the success of the study, as measured by obtaining support for implementable infrastructure and service improvements and actions to provide efficient, safe, economical and accessible transportation choices for Connect, the two Metropolitan Planning Organizations (MPOs) that have jurisdiction in the study area, and other transportation organizations to serve on an Advisory Committee to guide the Study's conduct and to review and comment on the progress of Study, its tasks, deliverables and approach. It is anticipated that there will be a series of Advisory Committee meetings, at critical milestones in the Study, to provide status reports and present preliminary findings for their review and comment.

It is expected that an initial Advisory Committee meeting, a Study "Kick-Off" Meeting, would be conducted early in the study, targeted for June 2003, following completion of the data collection task (Task 1). The purpose is to present an overview of the feasibility study process,

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

its purpose, preliminary goals and objectives, schedule, expected products, and the public participation process. It is expected that members of the Advisory Committee would be asked to review a copy of this draft Public Outreach Plan. This first meeting would also serve as a sounding board for the first public informational meetings, to present to the Advisory Committee the format and presentation materials which will be utilized for that meeting.

The second Advisory Committee meeting, anticipated to be held in early September 2003, will discuss the results of the data collection task and to review the initial results of the engineering evaluation and improvement strategies that will be considered in Task 2. This second meeting would also serve to establish an initial range of transportation improvement strategies to be considered.

The third meeting, anticipated to occur at the end of October 2003, would be to report on the progress of the Study, the results of the evaluation of alternatives in Task 2, and to review the ridership forecasting process to be conducted in Task 3.

The fourth and final Advisory Committee meeting, anticipated to be held in mid-December 2003, would be to discuss the Phase I Final Report and presentation of the report for public input and comments at the second public information meetings.

Depending on the outcome of these second public informational meetings, there would be an “optional” (meaning beyond the scope of work) fifth Advisory Committee meeting at the end of February 2004, at the request of ConnDOT, assuming there are available remaining budgets, to discuss the public comments and to determine the approach to be taken in the next phase, Phase II.

C. GOALS AND OBJECTIVES

The following represents the initial goals and objectives for the overall Feasibility Study for the Danbury Branch Electrification and the Public Participation Program. These goals and objectives will be modified, as appropriate during the early phases of the Study in consultation with the Advisory Committee and the public.

1. Overall Study Goals and Objectives

Goal 1 Create a framework to study and evaluate the feasibility of electrifying the Danbury Branch, allowing for reduced travel time and more frequent service.

Objectives:

- Establish a Feasibility Study for the Danbury Branch Electrification, under the direction of ConnDOT.
- Establish a public participation program.
- Coordinate planning efforts, methods, tools and resources.
- Develop realistic cost estimates for potential improvements.

Goal 2 Develop and maintain public involvement in the feasibility study of electrification of the Danbury Branch and the potential expansion of the line into New Milford.

Objectives:

- Develop and sustain a public involvement program involving the major stakeholders concerned with the study, in particular the Connecticut Department of Transportation and the key members of the Study Advisory Committee to gain support and acceptance of the findings.

Goal 3 Conduct a technical engineering study focused on potential improvement strategies for commuter rail service from South Norwalk to Danbury and its possible extension to New Milford, that includes the following: possible electrification, double tracking, potential of additional passing sidings and innovative technologies (equipment) that could result in increased speed/reduced running time on the Danbury Branch.

Objectives:

- Identify areas of concern and all potential environmental impacts that could result from the construction and operation of these improvements to the Branch.

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

- Evaluate the constraints, including physical, geological and other site conditions, as well as costs and funding/implementation considerations.

Goal 4 Present findings of the technical evaluation of feasibility of Danbury Branch electrification and other specified infrastructure improvements to ConnDOT, the Study Advisory Committee and the public that includes evaluation of costs and benefits of the recommended improvements.

Objectives:

- Prepare a Final Report of Recommendations with the approval of ConnDOT.
- Present Findings/Recommendations of the Report to the Study Advisory Committee and to the public in a public meeting.

2. Public Outreach Plan Goals and Objectives

Goal 1 Establish effective communication with the public.

Objectives:

- Obtain from the Advisory Committee its assistance in steering the technical aspects of the Study and in the identification of stakeholders to be included in the Study.
- Institute a number of methods for two-way communication with the public.
- Establish frequent opportunities for input and review by affected public agencies, representatives of transportation agencies, the business community, private providers of transportation, civic and environmental organizations, citizens and other interested parties.
- Work in a cooperative fashion to respond to inquiries from the public, answering questions/concerns and encouraging the opportunity to provide their input and comments.
- Respond to the public's input, explaining why it was either accepted or rejected.

Goal 2 Encourage early and continuing public participation.

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

Objectives:

- Encourage the participation of a broadly-defined public and to solicit the involvement of different stakeholders.
- Provide sufficient information to the public about the Feasibility Study for the Danbury Branch Electrification to allow for their input to be informed.
- Allow public input to take place early enough in the planning process that it can be assimilated.
- Educate the public about the critical issues associated with electrification and specific infrastructure and service improvements on the New Haven Line's Danbury Branch and its potential to improve mobility and reduce congestion in the Route 7 and other adjacent north/south highway corridors.
- Encourage the public to participate, and take an active role in the planning and decision-making process of the Feasibility Study for the Danbury Branch Electrification.

Goal 3 Present complete information to the public.

Objectives:

- Provide periodic updates to the public concerning the progress and findings of the Study.
- Help the public to understand the technical aspects of the Study.
- Provide ample opportunity for the public to become aware of the alternative infrastructure and service improvement strategies being considered.
- Thoroughly describe the screening and evaluation of alternative engineering solutions to address needed Branch improvements and the associated mobility benefits and cost estimates.

Goal 4 Determine public sentiment.

Objectives:

- Ensure interim and final decisions reflect serious consideration of public input.
- Ensure full consideration of all social, economic, and environmental factors.
- Allow citizens and other interested parties the opportunity to present their perspectives so as to understand their concerns, critical issues, and how they view the current and potential transportation system and service.
- Allow the public to suggest appropriate and achievable modifications to the Public Outreach Plan during the course of the Study that would improve its effectiveness.
- Solicit public input in developing general (congestion management) themes that could be included in various advertising campaigns and to promote its vision for the future of the Branch.

D. PROGRAM ELEMENTS OF PUBLIC OUTREACH PLAN

Achieving the goals of the Public Outreach Plan is central to the development of the Feasibility Study for the Danbury Branch Electrification. ConnDOT will take specific actions to inform the public and stakeholders about the Study, its goals, and critical issues. Input will be actively sought in a cooperative effort concerning the best approaches/methods of resolving the issues.

The result will be improved methods of serving Danbury Branch customers. The Public Outreach Plan will include the following:

- a) An Advisory Committee will be formed and periodic meetings will be held to provide technical guidance and directional input. A total of four Advisory Committee meetings are anticipated.
- b) Elected officials' briefings with key U.S. congress members and Connecticut General Assembly's Transportation Committee to provide them with an overview of the Study's activities and to solicit their views and input. Up to four meetings are anticipated.

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

- c) Local informal meetings with transportation planning agencies, the MPOs, transit providers and advocacy organizations, and local elected officials (first elected official) of the cities and towns in the Study area. A total of seventeen meetings are anticipated.
- d) A Study website will be available to the general public so they may have 24-hour access to information on the study, availability of all draft and final reports (which can be downloaded), notification of upcoming activities such as public meetings, Study Team contacts and contact information (mailing address, phone/fax number and e-mail), opportunity to provide e-mail comments and contact the Study Team with their questions and concerns on issues. A draft of the website is shown in attachment.
- e) Media outreach (local newspapers and several newsletters to be distributed on-line and by means of a “seat drop” on all Danbury Branch trains) in informational pamphlet, or fact sheet, explaining the planning efforts, educating the public about important relevant issues and soliciting their direct input.
- f) Public informational meetings, a series of two sets of meetings (at least four meetings) conducted at critical milestones in the Study, to inform the public about the Study and to solicit the participant’s views on current conditions and their vision for the future of the Branch. It is anticipated these meetings would be held in September, 2003 and December/January, 2003/2004.
- g) Press releases and briefings to newspaper editorial boards.

The following specific actions will be accomplished:

1. ADVISORY COMMITTEE MEETINGS

An Advisory Committee will be formed to provide an important means of dialogue between these members with ConnDOT and the Study Team. The Advisory Committee will represent the diverse interests of a number of stakeholders, including elected officials, transportation agencies, city and town governments, transportation commissions, transit providers and transit advocacy organizations, and regional planning agencies. In addition to providing technical guidance to ConnDOT on the study approach, critical issues, and focus of the plan, the Advisory Committee

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

will review and help refine the goals and objectives of the Study. The Advisory Committee will review and comment on technical memoranda, draft and final reports and information presented by ConnDOT, and it will help resolve any critical issues/conflicts identified throughout this process. A list of anticipated Advisory Committee members is presented below:

ANTICIPATED ADVISORY COMMITTEE MEMBERS

CATEGORY	NAME	TITLE	AFFILIATION
<i>U.S. Congress Members and/or their Designee</i>			
	Hon. Christopher Shays	Congressman	U.S. House of Representatives, 4 th District
	Hon. Nancy L. Johnson	Congresswoman	U.S. House of Representatives, 5 th District
<i>Connecticut General Assembly, Transportation Committee Members or their Designee</i>			
	Hon. Jaqueline Cocco	Co-Chair, State Representative	House Democrats, 127 th District
	Hon. David Scribner	Ranking Member, State Representative	House Republicans, 107 th District
	Hon. Biago (Billy) Ciotto	Co-Chair, Chief Deputy Majority Leader	Senate Democrats, 9 th District
	Hon. William A. Aniskovich	Ranking Member, Minority Leader Pro Tempore	Senate Republicans, 12 th District
<i>First Elected Officials from Cities and Towns or their Designee</i>			
	Judith Novachek	First Selectman	Town of Bethel
	Martin J. Foncello, Jr.	First Selectman	Town of Brookfield
	Robert Gambino	Mayor	Town of New Milford
	Natalie T. Ketcham	First Selectman	Town of Redding
	Rudolph P. Marconi	First Selectman	Town of Ridgefield
	Paul F. Hannah, Jr.	First Selectman	Town of Wilton
	Alex Knopp	Mayor	City of Norwalk
	Mark Boughton	Mayor	City of Danbury

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

CATEGORY	NAME	TITLE	AFFILIATION
<i>Representatives from Metropolitan Planning Organizations or their Designee</i>			
	Jonathan Chew	Executive Director	Housatonic Valley Council of Elected Officials (HVCEO)
	Robert Wilson	Executive Director	South Western Regional Planning Agency (SWRPA)
<i>Project Director from ConnDOT or Designee</i>			
	Len Lapsis	Supervising Transportation Planner	ConnDOT
<i>Representatives from Transportation System Providers or their Designee</i>			
	Peter A. Cannito	President	Metro-North
	John Hanlon	President	Housatonic Railroad Co. Inc.
	David Fitzgerald	Director of Operations	Providence and Worcester Railroad Co.
	Robert Hammersley	ConnDOT Liaison	Connecticut Transportation Strategy Board
	Laila Mandour	ConnDOT Liaison	Connecticut Public Transportation Commission
<i>Representatives from Transportation, Bicycle & Recreation Advocacy Groups or their Designee</i>			
	Rodney Chabot	Chairman	Connecticut Rail Commuter Council
	Bill Johnson and/or Robert Rush	Co-Chairmen	New Milford Rail Service Restoration Society
	John Lyons	President/CEO	MetroPool Inc.

A total of four Advisory Committee meetings are anticipated throughout the Study. ConnDOT and/or the Advisory Committee will hold these meetings at project intervals as recommended. The meetings will involve a meeting facilitator who will guide round-table discussions that follow a prepared agenda, organized in advance of the meeting. These meetings will clarify topics and issues and aid decision-making and build support regarding the direction and development of the Feasibility Study for the Danbury Branch Electrification. In particular, the Advisory Committee will provide guidance to ConnDOT on the Public Participation Program

and make recommendations for improvement as appropriate. The Advisory Committee may also be able to provide input on the content of newsletters, media announcements and public meetings that are implemented as part of the Public Outreach Plan.

2. IDENTIFICATION OF PARTICIPANTS

The eventual implementation of the results of the Feasibility Study for the Danbury Branch Electrification has the potential to affect a great many individuals who live, work, travel or spends time in western Connecticut. Therefore, the Public Outreach Plan is designed to encompass a wide array of groups, individuals, and the general public. The following is an initial list that identifies a number of those groups and interests, which should be involved with the Feasibility Study for the Danbury Branch Electrification (the list is neither meant to be exhaustive, nor does it bar any non-listed individual or group from involvement):

- Local government representatives
- Public agency representatives
- Community organizations, civic associations, and individuals, especially those traditionally underserved by current transportation systems
- Public and private transportation providers
- Commuter and alternative transportation advocacy groups
- Transportation Management Associations (TMA)
- Freight service providers, trucking associations and firms, and businesses with large vehicle fleets
- Environmental-concern groups
- Special interest and advocacy groups
- Local business associations and Chambers of Commerce, especially those with a large commuting employee base and those that generate significant goods movement
- Recreation, economic development and tourism groups
- Economic development and social service organizations

- Local media

The above agency/stakeholders and special interest groups will be invited to all public meetings, be provided periodic updates on the status of the Study and, when appropriate, invited to participate in informal meetings and workshops. When appropriate, individuals from these groups with specific expertise may be asked to provide input on issues raised.

ConnDOT will direct the compilation and continual updating of the Study's mailing list. This mailing list will initially consist of individuals from the groups mentioned above as compiled from existing Departmental mailing lists prepared for other studies, available studies of the two MPOs, private sector work in the study area, contact with local planning officials and other transportation agencies, and other existing data sources. ConnDOT may also request the Consultant to add other individuals or groups to the list. Separate categories will be developed for the various participants so that both broad-based and targeted mailings may be possible.

3. INITIAL OUTREACH

The Study Team with ConnDOT's approval and participation will conduct initial contact through informal meetings with U.S. Congress members, the Connecticut General Assembly's Transportation Committee, local elected officials and representatives of various transportation and planning organizations. The purpose of these meetings is to provide them with an overview of the study's activities and to solicit their views on current conditions and vision for the future of the Branch.

In addition, the Consultant will develop and maintain a stakeholders mailing list to include key business organizations, labor representatives, municipal officials, regional planning agencies, tourism and economic development organizations, transit providers, Transportation Management Organizations, trucking associations, social service organizations and interested persons identified from previous transportation and planning studies related to the Danbury Branch. An initial contact letter will be mailed to all those on the stakeholder mailing list and will include a description of the Study, its goals and objectives, and information on how interested parties can become involved. A "respond if you are interested" statement will be included in the initial

contact letter. It will also identify the availability of the Study's website, and include its site information (Internet address) so that interested persons can learn about the Study via the Internet.

4. PUBLIC INFORMATIONAL MEETINGS

The emphasis of the Public Outreach Plan is to establish forums of dialogue between the public as identified previously and the Study Team. There are two major milestones in the project at which time ConnDOT will conduct open public information meetings. At least two meetings, expected to be conducted on consecutive dates or within several days of each other, will be held in a location conveniently located within each of the two Planning Regions. Each meeting will have an announced focus, which will be related to the corresponding phase of the work scope. The first series of meetings, anticipated to be held in mid-June 2003 before the end of the public school's year, will be held to provide an overview of its activities and objectives, as well as to obtain a general impression of the region's views on current conditions and visions for the future of the Branch, including potential strategies and actions. These public meetings will be held in one location conveniently located within each area of the two Planning Regions, which cover the Branch's service area. It is anticipated that the first meetings will be conducted like an "Open House" and will focus on providing an educational forum for the public about the study's purpose, as well as provide the public the opportunity to present ideas and become familiar with ways to communicate with the project's staff.

The second set of public informational meetings will be held approximately six months later, or anticipated to be by the end of January 2004, to address Study findings and recommendations in the Draft Report to be prepared at the completion of Tasks 1 to 5. As in the first series of public meeting, these public meetings will be held in one location conveniently located within each area of the two Planning Regions, which cover the Branch's service area.

Suitable facilities will selected for the meeting locations, including centrally-located schools and other community facilities with sufficient sized auditoriums or assembly areas, which are accessible to the physically challenged and can be reached via mass transit. Holding the public meetings in this manner will accommodate community members or groups who have been

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

traditionally underserved or unintentionally circumvented by the planning process in the past (due to scheduling conflicts, lack of public access or traveling distance).

Final Public Outreach Plan for the Feasibility Study, Danbury Branch Electrification, Phase I

In addition, the following strategies will be implemented to aid in public involvement:

- To the extent possible, venues will be selected for public transit accessibility in choosing the best available sites.
- The venues will be accessible to the physically challenged in accordance with ADA requirements.
- Meeting notifications will be sent via U.S. postal mail to everyone on the Study mailing list, as well as via e-mail to those participants that provided their address from the website or previous meetings.
- Meeting notifications will be included in “seat drops” on all Danbury Branch trains once during the week preceding each meeting.
- Meeting notifications will be used to announce and highlight the critical issues and major themes for each of the public meetings.
- Meeting notifications will be published in the Danbury News-Times and the Norwalk Hour twice in the two weeks preceding each meeting.
- Meeting notifications will be posted for 24-hr. public access on the Study website to be established for this feasibility study.
- Reminder telephone calls and/or facsimiles to local officials and organization leaders will be made just prior to the public meetings as a follow-up to the meeting notifications.
- A newsletter will be prepared for each of the public meetings focused on the critical issues and choices that will be needed. Copies of the newsletter will be reproduced for distribution at each of the open public information meetings. Sufficient copies of the newsletter will be maintained for distribution to interested persons at the meeting, as well as multiple copies to be provided to members of the Advisory Committee and at public information repositories to be established for the Study.

5. LOCAL MEETINGS

Throughout the Study, informal meetings will be held with planning and transportation agencies, elected officials of the following cities and towns: Norwalk, Wilton, Redding, Ridgefield,

Bethel, Danbury, Brookfield and New Milford, transit groups, and the other organizations. Up to seventeen meetings will be held on issues of a local nature raised through the Public Outreach Plan, in the form of small, localized public meetings or community workshops. These meetings are to provide study information to these organizations and communities and solicit input on issues, specific topics or tasks. These meetings will be open to the public and guided by a facilitator in an effort to encourage input, keep the meetings focused and provide relevant information.

6. CONTINUING MEANS OF DIALOGUE

It is imperative that a continuous forum for dialogue with the public be established. Therefore, in addition to the actions identified elsewhere in this work program, the following actions will also be taken:

a. Public Outreach Log

The Consultant will maintain a Public Outreach Log throughout the course of the study. The log shall list the date, the participants, and a summary of comments received at all meetings held as part of the Public Outreach Plan. If written comments are received, copies of those comments will become part of the Log. All e-mail comments received via the Study's website shall also become a part of the Log. The Public Outreach Log is to provide comments to ConnDOT and to assist in responding to questions and suggestions.

As may be directed by ConnDOT, the Consultant will be prepared to provide information on the Study and to record questions and input. It is anticipated that the Consultant will respond to the extent possible to all public comment letters and e-mail comments received. Most of the questions/comments should be of a nature that can be readily replied to in a written response. In such cases, form letters will not be sent in response to public comments in letters, but by individualized response letters. E-mails will be responded to immediately with an automatic reply, indicating that their comment was received and will be reviewed, to be subsequently followed up within 3 days with a detailed response, as may be appropriate. The Consultant will provide an e-mail reply, in draft form, then finalized and sent out, responding to the

question/concern within 3 days of its receipt.

The Consultant will refer public official/media inquiries and questions regarding Department policies, plans and activities, other than those related to the Feasibility Study for the Danbury Branch Electrification, to ConnDOT's Project Manager for the appropriate response.

b. Study Website

The Study's website, linked to ConnDOT's home page, will be established with an easily identified address, such as www.DanburyStudy.com. Such an acronym aids in identification of the Study's website to increase its "hits" and facilitate the public's finding of the site. It will also provide a means to publicize meeting notifications and other Study announcements, such as history and background information, study area maps, photographs, contact information, and draft/final report documents. The website will also include a request to be added to the Study mailing list to receive information about the Study, meeting notices and other information to be disseminated to the public.

The website will be established and maintained throughout the Study. In addition to responding to individual questions, comments, and concerns, and obtaining valuable input regarding the Feasibility Study for the Danbury Branch Electrification, monitoring the information provided or questions received through the website can be a method of determining when additional meetings or possible changes to the Public Outreach Plan methodology are necessary.

As there will be approximately six months between the two open public informational meetings, in the interim, to maintain visibility and contact, the website will be used to maintain on-going public and community dialogue. A sample of the website is included in Attachment 1 of this plan.

c. Press Releases/Editorial Boards

Communication with the public will also be maintained via press releases to the media, and periodically meeting with editorial boards. Press releases will be used to announce meeting schedules, agendas, times, and places. Press releases will also be used to announce decisions

based on Study development and community interaction through the Public Outreach Plan. ConnDOT's Project Manager will review press releases before they are released. Also, as opportunities arise, key people from ConnDOT may make themselves available to discuss the Feasibility Study for the Danbury Branch Electrification with various newspaper editorial boards.

E. PUBLIC OUTREACH PLAN REPORT

A Public Outreach Plan Report will be prepared to provide documentation of the public participation process, including meetings, newspaper articles, press releases, newsletters, correspondence, outreach log, and mailing list, and to maintain a chronological record of all significant events. The report will be maintained throughout the study with appropriate contents being added during each study phase.

The contents of the Public Outreach Plan Report will be as follows:

- Copy of this Public Outreach Plan, as adopted and any revisions throughout the Study
- Documentation of all public outreach activities, such as Advisory Committee meetings and other public participation meetings
- Summary of major issues and concerns raised by participants
- Chronology of significant events
- List of correspondence with the public
- Stakeholder mailing list
- Meeting notices, advertisements and press releases (newspaper articles)
- Public Outreach Log, summarizing comments received from the public, including all e-mail comments
- Copy of public participation products (newsletters, correspondence, notices, etc.)