

Portland North Small Starts Public Participation Plan

March 2008

The Androscoggin Valley Council of Governments (AVCOG) and the Greater Portland Council of Governments (GPCOG) will work with MaineDOT and DMJM Harris Consulting (Consultant) to provide public outreach and technical assistance as appropriate for MaineDOT's Portland North Alternatives Analysis. This document highlights the public participation guidelines and responsibilities for AVCOG and GPCOG.

Description of Outcomes Expected

This Public Participation Plan forms the basic framework for achieving an interactive dialogue between community decision-makers, the MaineDOT, stakeholders, municipalities, AVCOG, GPCOG, and citizens. As a result of this dialogue, the following outcomes are expected:

- Residents of the Androscoggin and Cumberland County become fully aware of the Portland North Small Starts planning process.
- The public participation process engages people of all races, ethnic backgrounds and income levels.
- The public has opportunities to provide their input (both formally and informally) to the MaineDOT, AVCOG, GPCOG, and their towns¹.
- The public has access to all relevant technical information and any analyses performed throughout the planning process.
- The MaineDOT, stakeholders and participating municipalities have input from the broadest range of perspectives and interest in the community as possible.
- Such input is elicited through a variety of means (electronic, printed, and oral) in such a way that it may be carefully considered and responded to in a timely fashion.

Provisions for Open Discussion

AVCOG and GPCOG will ensure that public meetings allow for an open discussion of the relevant issues at hand and to ensure that public hearings allow for appropriate testimony. When public meetings or hearings are conducted, AVCOG and GPCOG will make every effort to ensure those who choose to participate in the planning process have the opportunity to have their opinions heard. To accomplish this, the following actions will be implemented:

- An agenda will be established that clearly defines the purpose of each stakeholder and public meeting, the items to be discussed, and any actions that may be taken. (Agendas will be officially posted and sent to the local media.)
- The scheduled date, time, and place will be convenient to encourage maximum

¹ Staff will also work with MCBDP to ensure participation with Brunswick, Bath and Topsham.

- participation by Androscoggin and Cumberland County residents.
- A clearly identifiable facilitator from AVCOG, GPCOG or MaineDOT will conduct the meeting in an orderly fashion to ensure that all attendees have an opportunity to offer comments, discuss issues or provide testimony.
 - The facilitator will provide opening remarks that clearly outline the purpose of the meeting, describe the procedures attendees should use during the meeting when offering input and describe how the public input will be used.
 - As appropriate, an overview or documents or proposals to be considered will be discussed.
 - All persons attending the meeting who desire to participate should be allowed to do so. However, specific factors, such as the meeting purpose, number in attendance, time, considerations, or future opportunities to participate, may require that appropriate time constraints be applied. These time constraints will be clearly outlined by the facilitator if the need arises.
 - All attendees will be encouraged to sign-in using a provided sign-in sheet.
 - Summaries of the meetings will be transcribed by AVCOG or GPCOG staff and made available as soon as possible following the meeting via the devoted website to the project.
 - Special arrangements will be made under the provisions of the American with Disabilities Act (ADA) with sufficient advance notice.

Opportunity for Written Comments

Detailed comments can sometimes be better expressed through written format. To encourage the citizens of Androscoggin and Cumberland County to comment throughout the planning process, the following steps will be taken:

- All meeting and hearing notices will include the name, address and email address (if applicable) of a person(s) to whom written comments should be sent, along with any deadlines for submitting comments.
- At public meetings or hearings, the facilitator or chair will clearly announce any deadline for submitting written comments, if such comments are allowed subsequent to the meeting or hearing.
- Persons speaking will be encouraged to concisely express their comments and/or provide specific details in written format.
- The AVCOG and GPCOG website will also provide residents with the opportunity to e-mail comments to the appropriate staff members.

Responsibilities of Councils of Governments

Public & Stakeholder Meetings

AVCOG and GPCOG will each hold two (2) public meetings each (for a total of four meetings) to bring attention to the planning effort. A concerted effort in determine best suited and centrally located special event locations will be made by AVCOG, GPCOG, MaineDOT and the Consultant.

AVCOG and GPCOG staff will convene up to eight (8) stakeholder meetings over the study period. Staff will work with MaineDOT and the Consultant on the development of a comprehensive stakeholder list. Meeting locations will be in both AVCOG and GPCOG regions, meeting location will determine which agency will take lead in facilitating, organizing, and documenting the meeting.

General Public Relations & Newsletters

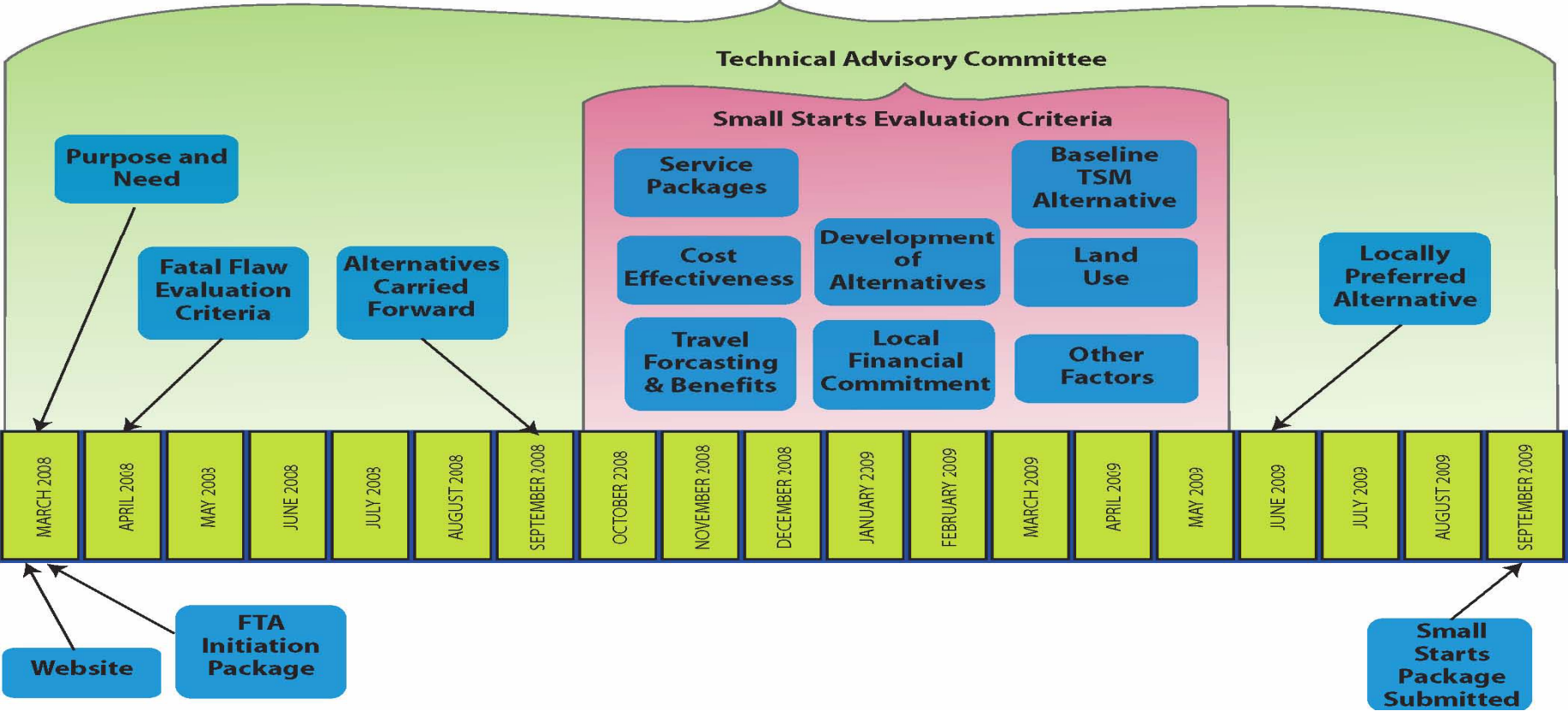
AVCOG and GPCOG will provide *general public relations* throughout the planning process. Each agency will prepare up to four (4) newsletters and distribute to stakeholders, officials, interest groups and the general public as appropriate. Each publication will be designed with MaineDOT and the Consultant to ensure consistency. AVCOG and GPCOG's websites will direct internet traffic to the Portland North Small Starts Alternatives Analysis website which will be part of the larger MaineDOT website..

Collaborative Efforts

AVCOG and GPCOG will work with MaineDOT and the Consultant on varying aspects of the process. Each agency will assist and provide feedback to MaineDOT and the Consultant via conference calls, meetings, and the review of materials.

Portland North Alternatives Analysis - Stakeholder List			Portland North Alternatives Analysis - Stakeholder List		
Stakeholder	Title	Affiliation	Stakeholder	Title	Affiliation
Andresson, Christopher	Manager	Vermont Transit	Moulton, Nate	Office of Freight	MaineDOT
Butler, Peter	Federal Transit Administration	FTA	Nadeau, Phil	Chairman Lewiston Auburn Transit Committee	Lewiston-Auburn City Hall
Cabana, Deborah	Town Manager	Gray	Nixon, Carla	Town Planner	Cumberland
Charette, Christine	Town Manager	Town of Durham	O'Brian, Marika	Event Coordinator	Pinelands
Christian, Patrick	Executive Director	Western Maine Transportation Services, Inc.	Olmstead, Dale	Town Manager	Freeport
Cloutier, Rick	Auburn Lewiston Municipal Airport	Manager	Page, Gordon	Vice President, Director of Passenger Operations Maine Eastern Railroad	MERR
Crain, William	Selectmen	Pownal	Perez, Tracy	Bureau of Transportation Systems Planning	MaineDOT
Davis, Wayne	Train Riders Northeast	Chairman	Poore, Nathan	Town Manager	Falmouth
Denekas, Craig	Vice President	Libra Foundation	Price, Anna	Bureau of	MaineDOT
Duncan, Jay	Vice President	DMJM Harris	Quinn, Patricia	Executive Director	NNEPRA
Duncan, John	Executive Director	PACTS	Robinson, Jamie	Safety & Training Manager	SLR
Emerson, Dawn	Town Planner	Yarmouth	Roy, Ron	Bureau of Transportation Systems Planning	MaineDOT
Fink, David	President	PAN AM Railways	Schaffner, Rebecca	Town Planner	New Gloucester
Garrish, Don	City Manager	Brunswick	Shane, William	Town Manager	Cumberland
Goss, Ray	General Manager	SLR	Sleeper, Bruce	Train Riders Northeast	Attorney
Gosselin, Lucien	Executive Director	Lewiston-Auburn Economic Growth Council	Smith, Laurie	Acting City Manager	City of Auburn
Gray, Joseph	City Manager	Portland	Stearns, Amanda	Town Planner	Falmouth
Hasselmann, Mark	Right of Way and Environmental Coordinator	FHWA	Theborge, George	Gray Contract Planner	Gray
Jaegerman, Alex	Chief Planner	Portland	Thompson, Robert	Executive Director	AVCOG
Kahn, Robert	Train Riders Northeast	Architect	Thorpe, Robert	President	Lewiston-Auburn Railroad Company
Knapp, Danna	Maine Operations Manager	Concord Coach	Tupper, Nathaniel	Town Manager	Yarmouth
Kulow, Rosemary	Town Manager	New Gloucester	Welzel, Conrad		Maine Turnpike
LaBonte, Jonathan	Maine Turnpike Authority	MTA	Willauer, David	Planning Director	GPCOG
Larson, Donna	Town Planner	Freeport			
Mann, Chris	Bureau of Transportation Systems Planning	MaineDOT			
Monroe, Jeffrey	Director	Portland			
Morrison, Charles	Executive Director	Androscoggin County Chamber of Commerce			

Stakeholder Involvement



PORTLAND NORTH SMALL STARTS ALTERNATIVES ANALYSIS

TIMELINE