March 23, 2015

Public Involvement Plan

The Public Involvement Plan is designed to elicit detailed and comprehensive comments on the study concept. The Public Involvement Plan includes the forms of communication, the target audiences, and the draft agendas for the organized meetings. The Public Involvement Plan is designed and will be executed to the fullest extent possible for full and fair participation of minority, low-income, and other disadvantaged populations.

Public Participation Principles

The Public Involvement Plan has been developed in consistency with MassDOT's Accessible Meeting Policy Directive, and it will also guide civic engagement for the study by emphasizing the following principles:

The public will learn about or become engaged in the study in a variety of primary ways: Methods will include public informational meetings, Working Group meetings, the study website, local newspapers articles, and study newsletters.

The public shall have access to information about the study: A record of all the study's public informational and Working Group meetings will be kept, such as meeting presentations, summaries and handout material. These documents will be posted on the website in a timely manner and in compliance with Section 508 of the U.S. Rehabilitation Act of 1973 that provides accessible electronic documents to those with disabilities. Additionally, copies of the draft and final report will be available at the local public libraries.

The public shall be presented with clear and accessible information: Information will be clearly written, and technical terms and regulatory procedures will be explained to the extent possible. Language translation will be provided for written materials such as meeting flyers and newsletters/bulletins, as well as at public informational meetings.

The public shall be able to engage with a responsive study team: The public and Working Group will receive sufficient notice of meetings, and all efforts will be made to schedule the meetings at a time and place that is convenient, comfortable, and accessible. Ample time to review any materials will also be provided to the extent possible. All public questions and inquiries will be answered in a timely manner.

The public shall be able to participate in a process that is well coordinated: Good coordination, communication, and collaboration among all involved agencies and community organizations will be provided to the public with the most current and accurate information and material.

All public outreach will be conducted in a manner that is inclusive and sensitive, especially to the needs of identified Environmental Justice and Title VI populations. Meetings will be held in facilities that are ADA compliant and follow MassDOT's Accessible Meeting Policy directive. The Cape Cod Commission's analysis of Limited English Proficiency populations within the study area was utilized to determine language translation needs for publicity materials (press releases and newsletters) and interpretive services at public informational meetings. Cape Cod Commission's analysis conducted for the Cape Cod Metropolitan Planning Organization determined a need for Portuguese and Spanish language translation in the outreach program.

Communications Lists and Forms of Outreach

In consultation with MassDOT, prepare a list of individuals and entities that will receive communications about the project. Send information through multiple levels of communication including:

- Broadcast e-notices [e-mail] of website updates and meeting notices,
- Media notices
- E-mail notices and attachments of project documents, specifically for Working Group members and individuals participating in the Working Group meetings,
- E-mail notices of meetings and project documents to MassDOT Highway Division for coordination.

The public email account and the Working Group e-mail account will be processed through govdelivery.com. Social media will be monitored for trending comments related to the project.

Confirmation of Working Group Members

The consultant and MassDOT will confirm membership of the Working Group, with the options for different levels of membership; full members, with alternate and associate members. The main group of participants to be invited include:

- Legislators: William Keating, Dan Wolf, Marc Pacheco, Robert Hedlund, Therese Murray, Randy Hunt, David Viera, Timothy Madden, Susan Williams Gifford, with additional legislators on the

notification list,
- Massachusetts Department of Environmental Protection,
- Massachusetts Office of Coastal Zone Management,
- Massachusetts Historical Commission,
- Massachusetts Division of Marine Fisheries,
- National Heritage and Endangered Species Program,
- Massachusetts Division of Energy Resources,
- Army Corps of Engineers
- Federal Highway Administration
- Cape Cod Commission,
- Southeastern Regional Planning and Economic Development District,
- Old Colony Planning Council,
- Cape Cod Canal Area Traffic Task Force,
- Cape Cod Canal Region Chamber of Commerce,
- Cape Cod Chamber of Commerce,
- Representatives from the municipalities of Bourne, Sandwich, Plymouth and Wareham (invites to the Boards of Selectmen).

In addition, the recommendation is to consider participation from:
- Wampanoag Tribe of Gay Head (Aquinnah)
- Massachusetts Maritime Academy
- CCRTA
- GATRA
- Woods Hole, Martha's Vineyard & Nantucket Steamship Authority
- Peter Pan Bus Lines
- Plymouth & Brockton Bus Lines

Working Group Meetings

Working Group meetings will be scheduled at key project milestones with input from the members, and will be conducted by MassDOT Planning and the consultant. Up to eight (8) Working Group meetings are proposed to be scheduled, as needed, with rotating meeting locations within the Upper Cape towns of Wareham, Bourne, Mashpee, Sandwich, and Falmouth.

The first Working Group meeting will be scheduled with an agenda to present and discuss:

- Study Area limits;

- Draft Mission Statement, Project Goals and Objectives;

- Draft Evaluation Criteria for the project alternatives;

- Outline and explanation of current and future project phases; and,
- Working Group comment on these elements.

The subsequent Working Group meetings will have the following agendas:

- Review and discussion of the Final Problem Statement, Mission Statement and Project Goals
- Review of the Project Assessments and Evaluation Criteria
- Review of Preliminary Alternatives and application of Evaluation Criteria
- Recommendations for Advancement of the Project
- Review the results of the Public Informational Meetings

An option includes the formation of subgroups from the membership of the Working Group to focus on specific issues.

Public Informational Meetings

Public meetings will be scheduled and publicized by MassDOT Planning and the consultant. The consultant will prepare draft public notices for MassDOT to review, approve and distribute. The publicity will include notice of the availability of foreign language (at a minimum Spanish and Portuguese) and sign language interpreters, and the ability to provide other accommodations for disabilities and for full and fair accommodation to attract broad participation.

MassDOT and the consultant will conduct public informational meetings at major project milestones. Proposed are four Public Informational Meetings to be scheduled. The Public Informational Meetings will have the overall purpose of responding to public questions and confirmation of the content of the presentation, and will be organized according to the following agendas:

- Presentation of the Problem Statement
- Presentation of the Conditions Assessments
- Presentation of Preliminary Alternatives and Evaluations

- Presentation of the Future Project Schedule with points identified for input and participation

The Public Informational Meetings will be scheduled to present information to the general public between Working Group meetings where the information will be presented and discussed together with review of the results of the Public Informational Meetings.

The Public Informational Meetings will be located at venues within the Upper Cape area of Plymouth, Wareham, Sandwich, Falmouth and Mashpee. Two additional Regional Public Informational Meetings will be held on the Lower Cape [Orleans, Brewster, Harwich, Chatham], and Mid-Cape [Barnstable, Yarmouth, Dennis]. The regional meetings will include presentation of the drafts of the problem statement, condition assessments, preliminary alternatives and evaluations, and future project schedule.

Special Events

Participation in special, open public events that may be scheduled by others during the course of the study would be opportunities for further dissemination of information. These may include special events and summer festivals such as the regional oyster and cranberry festivals, or institutional events where a booth or table could be arranged, or project specific historic events such as the 100th anniversary of the bridges and canal. Up to four (4) events could be planned and included in the work program.

Presentation and Display Materials

The consultant shall be responsible for the preparation of presentation and display materials for Working Group meetings and Public Informational Meetings. These materials shall be prepared one week in advance to allow MassDOT time for review and approval. The consultant will be available one week in advance of the meetings to present presentation materials to MassDOT.

Coordination

The consultant will share materials prepared as part of this study with the MassDOT Highway Division to support the public involvement plan for the traffic improvement project for Belmont Circle (Buzzards Bay Bypass – Routes 6 and 28, Route 25 and Main Street) and attend up to four (4) meetings on this project to provide input and information generated from the Canal study project.

Project Website

Any project website will be created, maintained, and updated by MassDOT. The consultant will provide content data for development of this website from the project tasks including relevant historical documents, task deliverables, and both pre-and post-meeting materials. These will be submitted to the MassDOT project manager for posting on the project website.

The web content provided by the consultant will be presented as Web Content Accessibility Guidelines (WCAG) 2.0 compliant and with each digital file sized at or under 4Mb.

Proposed Project Meetings:

- Working Group – Eight (8) meetings
- Public Informational Meetings – Four (4) meetings
- Regional Public Informational Meetings – Two (2) meetings
- Special Events – Four (4) events
- Highway Division Coordination - Four (4) meetings