**Town of West Hartford**

**Automated Traffic Enforcement Safety Devices (ATESD) Plan & NEPA Documentation for Speed Safety Cameras**

**Public Involvement Plan**

Prepared by VN Engineers

## Introduction

This Public Involvement Plan (PIP) has been developed to ensure robust, transparent, and inclusive engagement throughout the planning and environmental process for the Town of West Hartford's Automated Traffic Enforcement Safety Device (ATESD) Plan. This initiative includes the installation and operation of speed safety cameras, requiring public engagement and documentation consistent with the National Environmental Policy Act (NEPA), Safe Street for All (SS4A) public involvement requirements, CTDOT Public Involvement Procedures (2020), and relevant state statutes.

VN Engineer's team has prepared the PIP and includes provisions for engaging Limited English Proficiency (LEP) populations.

This document outlines the strategies, tools, and schedules for engaging the public and stakeholders and may be updated throughout the project.

## Public Engagement Strategies

To ensure inclusive participation, the following strategies will be employed:

1. Public Information Meeting (PIM) – NEPA Focus)
   The VHB-VN Engineers team will conduct at least one Public Information Meeting consistent with NEPA requirements. This meeting will:
   a. Occur after identification of candidate locations and initial screening results.
   b. Include materials and staff proficient in Spanish to meet LEP requirements.
   c. Be advertised and recorded by West Hartford Community Interactive (WHCI), with the recording posted online.
   d. Be followed by a 2–3-week virtual comment period via email.
   e. Include three staff members (one of whom is Spanish proficient), presentation materials, sign-in sheets, handouts, display boards and meeting summary notes.
   f. This meeting will include one virtual dry run/walk through meeting with town staff a minimum of seven days prior to the scheduled event (separate from regular progress meetings).

2. Public Meeting
   The team will conduct a Public Meeting separate from Council meetings to support Town Council adoption of the ATESD Plan. The meeting will:
   a. Be coordinated in partnership with Town staff for venue, scheduling, and postings.
   b. Include a PowerPoint presentation, sign-in sheets and meeting minutes compliant with CT State Law.
   c. Occur prior to submitting the plan to OSTA.
   d. This meeting will include one virtual dry run/walk through meeting with town staff a minimum of seven days prior to the scheduled event (separate from regular progress meetings).

3. CPED Town Council Meeting.
   The team will participate in one virtual Community Planning & Economic Development (CPED) Committee Meeting, including:
   a. A summary PowerPoint presentation.
   b. One virtual dry run/walk through meeting with town staff a minimum of seven days prior to the scheduled event (separate from regular progress meetings).

4. Virtual Engagement
   a. Manage and respond to a dedicated project email (created by the Town, with Outlook access).
   b. Maintain logs and summaries of all communications for NEPA documentation.
   c. Provide web-optimized content for the Town's project webpage, including all public meeting materials and summary information.

5. Additional Strategies
   a. Stake Holder Working Group: Include town staff, law enforcement, educator and EJ representatives.
   b. School-Based Outreach: via PTAs, newsletters and flyers.
   c. Online Survey: Collecting feedback on camera locations and community sentiment.
   d. Pop-up Engagements: at libraries, markets and events.
   e. Translation & Accessibility: All materials will be ADA compliant and provided in Spanish where applicable.

## NEPA and CTDOT Public Involvement Requirements:

The PIP is designed to comply with NEPA's public engagement requirements[1] and CTDOT's public involvement plan[2]. Under NEPA, public involvement must include early and continuous engagement, meaningful opportunities for public comment, consideration of Limited English Proficiency (LEP) and Environmental Justice (EJ) populations, and documentation of all public input. This PIP address those requirements by conducting an early Public Information Meeting with a Q&A session; followed by a 2-3-week public comment period. LEP needs are met through the inclusion of Spanish-language materials and bilingual staff, while EJ outreach is conducted in coordination with local housing and community organizations.

CTDOT's requirements will be met by ensuring all meeting notices include language assistance and ADA accommodation, offer to mail printed project materials to those with limited internet access, provide a dedicated project email for public comments, record all public meetings and post them online to the project website. CTDOT's voluntary Title VI outreach survey will also be distributed via the project website and promoted during meetings. These components will ensure compliance with all standard regulations for public involvement.

## Environmental Justice Community Engagement

CTDOT Title VI mapping indicates Spanish-speaking LEP population in West Hartford. As part of this PIP:

- Spanish language materials and staff will be available at all major engagement events.
- Outreach will include the West Hartford Housing Authority, CT Fair Housing Center and local equity-focused groups.
- ADA-accessible formats and alternative engagement methods will be offered.
- Persons with limited internet access or similar needs may request project information be mailed to them by contacting the Town of West Hartford.
- To monitor effectiveness of public outreach and ensure equity in engagement, a voluntary feedback survey will be posted on the project webpage and promoted during public meetings.

## Public Engagement Schedule

**Type**: Vision Zero Advisory Committee Meeting
**Timeframe:** July 23, 2025
**Format:** Virtual/In-Person

[1] National Environmental Policy Act (NEPA) Transportation Decision making | Environmental Review Toolkit | FHWA
[2] ctdot-virtual-public-involvement-occ.pdf

**Content:** Give a presentation to the Vision Zero Advisory Committee Meeting on West Hartford's ATESD Plan. This will be considered a dry run for the public information meeting on the following week.

**Type:** Public Information Meeting
**Timeframe:** July 30, 2025
**Format:** In-person
**Content:** Meeting to present initial screening results and proposed candidate location for the development of the ATESD Plan. An introduction to the project and an overview of the project schedule and goals. This meeting will be open to the public and in person. There will be a Q&A session at the end, and the project email will be displayed for a 2-3-week public comment period following this meeting. The meeting will be recorded and posted on the project website.

**Type:** Public Meeting Virtual Walkthrough
**Timeframe:** July 23, 2025
**Format:** Virtual
**Content:** Meeting to walk through the presentation to be given at the public meeting to present updates to West Hartford's ATESD plan and to make any final changes prior to the meeting.

**Type:** Public Meeting
**Timeframe:** September 3, 2025
**Format:** In-person
**Content:** Give presentation to the public on updates to West Hartford's ATESD Plan and share the selected locations for the camera installation.

**Type:** 1st CPED Meeting Virtual Walkthrough
**Timeframe:** September 17, 2025
**Format:** Virtual
**Content:** Meeting to walk through the presentation to be given at the CPED Meeting and to make final changes prior to the meeting.

**Type:** 2nd CPED Meetings
**Timeframe:** October 15, 2025
**Format:** In-person
**Content:** Give a presentation to CPED on West Hartford's ATESD Plan.

**Type:** Town Council Committee Meeting/ Public Hearing
**Timeframe:** December 9, 2025
**Format:** In-person

**Content:** Give presentation to the Town Council Committee on West Hartford's ATESD Plan. Similar to CPED presentation.

## Documentation and Follow-up

All communications, meetings, and public input will be documented and logged by the project team. A public engagement summary will be included in the final NEPA documentation and ATESD plan.
The team will use a wide variety of methods for advertising public meetings, sharing information with the public and distributing surveys, including:

- Email distribution
    - Via project distribution list and/or Town distribution lists (as applicable)
- Project Website
- Social media (as applicable)
- Other methods may include:
    - Flyers/pamphlets at local public buildings
    - Announcements at other meetings (such as Town Council Meetings)

A dedicated project email address will be used for collecting public feedback, ensuring accessibility and centralized communication. All comments received via this email will be documented for inclusion in NEPA records.

All public meeting presentation materials and recordings will be posted on the Town's project webpage within seven (7) days of the meeting date and will remain available for at least forty-five (45) days.