

## **Town of West Hartford**

### **Automated Traffic Enforcement Safety Devices (ATESD) Plan & NEPA Documentation for Red Light Running Cameras**

#### **Public Involvement Plan**

#### **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 Red Light Running Automated Traffic Enforcement Safety Device (ATESD) Plan. This initiative includes the installation and operation of red light running cameras at signalized intersections, requiring public engagement and documentation consistent with the National Environmental Policy Act (NEPA), Safe Streets for All (SS4A) public involvement requirements, CTDOT Public Involvement Procedures (2020) and relevant state statutes.

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)**

The VHB-VN Engineers team will conduct one Public Information Meeting consistent with NEPA requirements. This meeting will:

- a. Occur after identification of candidate locations and initial screening results.
- b. Be advertised and recorded by West Hartford Community Interactive (WHCI), with the recording posted online.
- c. Be followed by a 2–3-week comment period via email.
- d. Include up to three staff members, as well as presentation materials, sign-in sheets, handouts, display boards and meeting summary notes.
- e. The Town will provide sign language interpreters, and language interpretation as needed.

##### **2. Community Planning & Economic Development (CPED) Town Council Meeting**

The team will participate in one virtual or in-person CPED Committee Meeting, which will include:

- a. A summary PowerPoint presentation.

### 3. Town Council Meeting

The team will participate in an in-person Town Council meeting to support Town Council adoption of the Red Light Running ATESD Plan. The meeting will include:

- a. A summary PowerPoint presentation.
- b. Occur prior to submitting the plan to OSTA.

### 4. Virtual Engagement

The team will manage virtual engagement through the duration of the project. This will include:

- 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.

### **NEPA and CTDOT Public Involvement Requirements:**

This PIP is designed to comply with NEPA's public engagement requirements<sup>1</sup> and CTDOT's public involvement plan<sup>2</sup>. 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 addresses those requirements by conducting a 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 sign language interpreters and the availability of additional language interpretation provided by the Town as needed.

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; and 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.

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<sup>1</sup> [National Environmental Policy Act \(NEPA\) Transportation Decision making | Environmental Review Toolkit | FHWA](#)

<sup>2</sup> [ctdot-virtual-public-involvement-occ.pdf](#)

### **Environmental Justice Community Engagement**

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

- Spanish language materials and staff will be available if needed, by request.
- 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:** Public Information Meeting

**Timeframe / Location:** April 28, 2026 – Elmwood Community Center

**Format:** In-person

**Content:** Meeting to present initial screening results and proposed candidate locations for the development of the Red Light Running ATESD Plan. An introduction to the project and overview of project schedule and goals will be included. 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 open for a 2-3-week public comment period following this meeting. The meeting will be recorded and posted on the project website.

**Type:** CPED Meeting

**Timeframe:** May 20, 2026

**Format:** Virtual

**Content:** Give presentation to CPED on West Hartford's Red Light Running ATESD Plan.

**Type:** Town Council Meeting/Public Hearing

**Timeframe:** June 23, 2026 - Town Hall, Council Chambers

**Format:** In-person

**Content:** Give presentation to Town Council and as part of the Town's Public Hearing process on West Hartford's Red Light Running ATESD Plan. Expected to be similar to the 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 Red Light Running 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)
- Promotional flyer to advertise the Public Information Meeting
- 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.