

Pioneer Valley REGION TRANSPORTATION PLANNING PROGRAM Public Participation Plan

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Prepared by the
Pioneer Valley Planning Commission

For the Pioneer Valley
Metropolitan Planning Organization,
Massachusetts

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Prepared in cooperation with the Massachusetts Department of Transportation (MassDOT), the U.S. Department of Transportation - Federal Highway Administration, the Federal Transit Administration, and the Pioneer Valley Transit Authority.

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Public Participation Plan for the Pioneer Valley Transportation Planning Program

What is the Public Participation Plan?

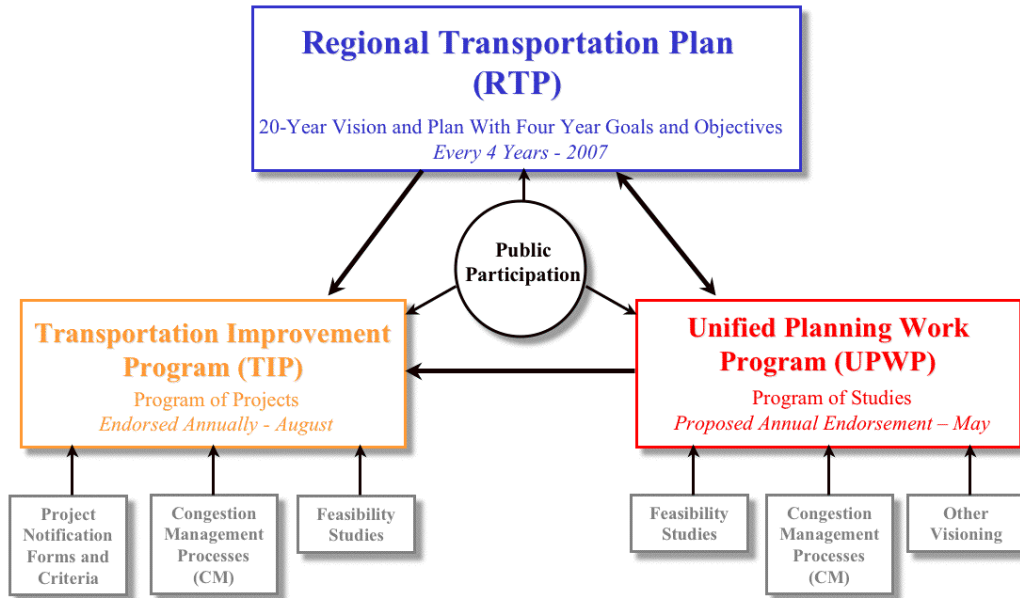
The Public Participation Plan (PPP) established the process for public involvement in and awareness of the activities of the Pioneer Valley Metropolitan Planning Organization. The Pioneer Valley Metropolitan Planning Organization (PVMPO) is a regional body made up of nine voting members that meet five to ten times annually. The Pioneer Valley Metropolitan Planning Region includes the forty three cities and towns in and around the lower Connecticut River Valley in western Massachusetts. The PVMPO and their staff work to establish priorities for the funding of transportation studies, projects and programs related to the region's bridge and roadway network, public transit, rail, bicycle and pedestrian needs, and aviation related projects and programs.

The PVMPO's **Public Involvement Statement** summarizes the goals of this plan:

The Pioneer Valley Metropolitan Planning Organization (PVMPO) has a proactive public involvement process that provides complete information, timely public notice, and full public access to PVMPO activities at all key stages in the decision making process. The PVMPO involves the public early in the planning process, and actively seeks out the involvement of communities most affected by particular plans or projects. The Region's transportation plans and programs are developed in a manner that assures that the public, and affected communities in particular, are consulted and afforded ample opportunity to participate in the development of such plans.

1. **ACTIVITIES SUBJECT TO PUBLIC PARTICIPATION.** PVMPO shall provide early and continuing public involvement opportunities throughout the transportation planning and programming process. Transportation
 - A. Planning Activities. Special emphasis shall be given to engaging the public in planning studies that form the basis for later programming decisions. Planning activities include corridor studies and special regional studies, environmental assessment studies, and development of the Pioneer Valley Regional Transportation Plan. These activities offer the public the earliest opportunity to participate in the development of project proposals that might eventually be programmed for funding. Thus, PVMPO shall involve the affected community through methods such as local advisory committees, public information meetings, consultation with stakeholders, and newsletters.
 - B. Programming Activities. Opportunities for the public to participate shall also be provided through the project selection, programming, and project development phases. These activities include the selection of projects, and the adoption or amendment of Transportation Improvement Program (TIP). PVMPO shall make an effort to involve the affected community through methods such as consultation with representatives to the Joint Transportation Committee, local advisory committees, public information meetings, consultation with stakeholders, and newsletters.

Relationship of PVMPO Transportation Plans and Programs



2. **DEFINITION OF PUBLIC & STAKEHOLDERS.** PVMPO shall make an effort to inform and engage both the general public and stakeholders as appropriate.
 - A. General Program. As part of its general planning and programming process, PVMPO will try to involve as broad a cross-section of the population and the region as possible. However, we recognize there are certain segments of the population and certain organizations that either have a special interest in transportation or that we have a special obligation to reach out to. In this regard, we will try to involve the following: citizens, member municipalities, affected public agencies, public and private providers of transportation, providers of freight transportation services, representatives of users of public transportation, users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, senior citizens, and other parties who have expressed an interest in the process.
 - B. Pioneer Valley Regional Transportation Plan or Transportation Improvement Plan. When developing a new or making a major modification to an existing Pioneer Valley Regional Transportation Plan, or Transportation Improvement Plan the PVMPO will consult "as appropriate" with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. This consultation will help PVMPO achieve its related goal of promoting consistency between planned transportation improvements and state and local planned growth and economic development patterns.
 - C. Special Studies. For special studies and corridor studies that PVMPO conducts, it shall make an effort to identify and involve persons and groups that might be affected by potential changes to the particular transportation service or facility under review, in addition to those engaged through the general planning process. Examples include neighborhoods associations, residents and businesses within the study area.

- D. Consultation and Discussion with Special Groups – Environmental Justice (EJ). PVMPO shall also make a special effort to seek out and consider the needs of groups or communities traditionally not well served by existing transportation systems. These include, but are not limited to low-income households and minority households. To assure adequate participation of these groups, PVMPO will be proactive in seeking representation from low-income or minority individuals, or representative low-income or minority groups and consult and discuss the PVMPO's transportation planning programs and products.

It is sometimes necessary to conduct an outreach effort to EJ communities, beyond that which is normally expended. At a minimum, PVMPO shall identify groups that it needs to involve, add them to the appropriate mailing lists, and define methods for engaging them in relevant programs or projects. This requirement for special outreach efforts shall apply to both sections A and B above.

PVMPO efforts in this regard shall be consistent with the Environmental Justice Executive Order (EO 12898) dated February 11, 1994, and other related guidance from the Federal Highway Administration and Federal Transit Administration. This effort will also be consistent with the Environmental Justice Action Items identified in the Regional Transportation Plan (endorsed by the PVMPO February, 2007) The Environmental Justice recommendations of the RTP have been incorporated into this public participation plan and are included in Appendix A. Appendix A has been updated with this Public Participation Plan to reflect accomplishments in PVMPO's outreach to environmental justice communities.

- E. Outreach to Special Groups – Persons with Limited English Proficiency (LEP). PVMPO shall also make a special effort to seek out and consider the needs of individuals or communities with Limited English Proficiency.¹

The PVMPO will engage persons with LEP with regard to regionwide planning activities such as the adoption of the Regional Transportation Plan, Unified Planning Work Program, transit studies, or an updated TIP, the PVMPO will make outreach to Spanish-speaking residents a more routine undertaking. Meeting notices will be available upon request in Spanish, with an opportunity to request translator services highlighted in the notice. Important reports will be summarized and translated into Spanish upon request.

With regard to special activities focused on a specific neighborhood or corridor, maps depicting the distribution of non-English speaking persons will be consulted at the beginning of any such project to determine what, if any, special outreach in any language other than English should be undertaken. If it is determined that a special outreach is warranted, PVMPO will consult with neighborhood groups such as ethnic and religious associations to determine the best method for reaching and involving those non-English speaking residents.

PVMPO efforts in this regard shall be consistent with the signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" dated August 11, 2000, and other related guidance from the Federal Highway Administration and Federal Transit Administration.

¹ Federal regulations define Persons with Limited English Proficiency as individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit in federally funded programs and activities

- 3. ADEQUATE TIME FOR PUBLIC COMMENT.** PVMPO shall allow reasonable time for public review and comment at key decision points. These include, but are not limited to, action on the Pioneer Valley Regional Transportation Plan, Unified Planning Work Program and the Transportation Improvement Program (TIP). Minimum notification periods shall be as follows:

Amendments to PVMPO's Public Participation Plan – 45 days
Adoption of the TIP & major TIP amendments – 30 days *
Adoption of the UPWP & major UPWP amendments – 30 days
Adoption of Pioneer Valley Regional Transportation Plan &
major amendment – 30 days

Joint Transportation Committee, JTC Subcommittee, PVMPO meetings – 7 days

* While a minimum public comment period of 30 days has been established for the TIP, and major TIP amendments, the MPO may, at their discretion, vote to abbreviate the public comment period under what they (the MPO) consider to be extraordinary circumstances. Under no circumstances will this period be less than 15 days. All comments received during the abbreviated comment period will be taken into consideration by the MPO before making a recommendation.

The MPO may extend the public participation period and provide an additional opportunity for comment when the revised document differs substantially from the version that was made available to the public or when public comment raises new material issues which interested parties could not have reasonably foreseen. Under these circumstances the PVMPO has the sole discretion to determine justification for an extension. When the action to extend public comment on the TIP is approved, the MPO will re-advertise a public notice on the proposed TIP amendments and schedule an additional public meeting followed by an additional abbreviated 15 day comment period. Adjustments, defined as minor alterations to major documents, are not considered amendments and will not be re-advertised.

- 4. METHODS OF NOTIFYING THE PUBLIC.** PVMPO shall use appropriate methods to notify the public of its activities and of opportunities for public involvement. Determination of which methods to use must be done for each individual planning project or study. However, the minimum requirements are listed below.

- A. Schedule of Meetings. For committees with regularly scheduled meetings (Joint Transportation Committee) the annual schedule of meetings shall be filed with each town clerk's office at the beginning of the calendar year.
- B. Meeting Notices. A notice of each committee or subcommittee meeting shall be filed with every town clerk's office. The notice shall include a statement, in Spanish, that translator services may be requested in advance. For studies or committees that involve only a few towns, the notice shall be filed only in the town halls of the affected communities. If a predetermination is made that the study or committee may affect a significant non-English speaking population, the meeting notice will include a statement, in that language, that translator services may be requested in advance.
- C. Public Comment. Every meeting conducted by PVMPO will include on the agenda an opportunity for public comment as part of the "other business" agenda item.
- D. Mailing Lists. PVMPO shall maintain mailing lists for each committee or study. Notices of meetings shall be sent to all persons on the mailing list. Anyone may request that his or her name be added to a particular mailing list, by indicating the

appropriate list and providing a regular mail address.

- E. PVMPO Website. PVMPO shall maintain a calendar of meetings and activities on its website. The website shall also include copies of appropriate reports and plans that individuals can read online or download to their own computer. Draft documents will be made available on the PVMPO website in advance of any decision to be made by the PVMPO. The pvpc.org web has been designed to comply with accessibility standards. MPO notices and transportation documents will be posted in an HTML format and meet the accessibility standards of the World Wide Web W3C Consortium (WWW.W3.org) and be compatible with text reading software. Most images on the site are accompanied by a brief alt-text tag that identifies the image or its function. Hyperlinks are written so that they make sense when read out of context and tables include a summary that provides information about table's contents.
- F. Legal Notices in Newspapers. Anytime PVMPO initiates a formal public comment period, notice of the opportunity to comment shall be posted in a legal ad in the area's major daily newspaper; and other local, minority, or alternative language newspapers as appropriate.
- G. Interested Parties. PVMPO shall mail meeting notices to persons who have expressed a special interest in PVMPO's overall transportation program, or specific studies. PVMPO shall add persons who have expressed such an interest to the appropriate PVMPO mailing list.
- H. Additional Methods. PVMPO shall give consideration to alternative methods of involving the public appropriate to the project. Such methods may include, but are not limited to newsletters, advertising in minority and alternative language newspapers, distributing information through public libraries and community groups (especially those serving EJ and LEP communities, the elderly and persons with disabilities), presentations at Chamber of Commerce meetings, Rotary Club meetings, public surveys, attendance at public functions, using local government cable access stations, using open house format meetings, involving focus groups for specially selected topics, preparing press releases, and holding events at public locations. Libraries for distribution may include the following locations:

West Springfield Public Library
200 Park Street
West Springfield, MA 01089

Emily Williston Memorial Library
9 Park Street
Easthampton, MA 01027

Agawam Public Library
Reference Desk
750 Cooper Street
Agawam, MA 01001

Jones Library
Reference Desk
43 Amity Street
Amherst, MA 01002

Porter Memorial Library
Reference Desk
Main Street
Blandford, MA 01008

Chicopee Main Library
Reference Desk
Market Square
Chicopee, MA 01013

Holyoke Public Library
Reference Desk
335 Maple Street
Holyoke, MA 01040

Hubbard Memorial Library
Reference Desk
24 Center Street
Ludlow, MA 01056

Monson Free Library
Reference Desk
2 High Street
Monson, MA 01057

Forbes Library
Reference Desk
West Street
Northampton, MA 01060

Plainfield Library
Reference Desk
Main Street
Plainfield, MA 01070

Springfield Library and Museums
Reference Desk
220 State Street
Springfield, MA 01103

Library Department
Reference Desk
Main Street
Ware, MA 01082

Westfield Athenaeum Library
Reference Desk
6 Elm Street
Westfield, MA

South Hadley Public Library
Bardwell Street
South Hadley, MA 01075

5. **MEETING LOCATIONS.** All meetings will be scheduled at convenient and accessible times and places. Regularly scheduled meetings of the Joint Transportation Committee and PVMPO are normally held during normal business hours at the Pioneer Valley Planning Commission, 60 Congress Street, Springfield, MA (a handicap and transit accessible building). Sufficient notice will be given to the public and interested citizens when occasional modifications to this schedule are necessary. Scheduling of public information meetings held for special planning studies, both time and place, will be determined based on the suggestions of appropriate stakeholders.
6. **VISUALIZATION.** In an effort to better describe each plan or program under consideration by the citizens and interested groups, PVMPO will employ appropriate visualization techniques. These techniques will often include handouts, maps and graphics on presentation boards, and/or electronic presentations (such as PowerPoint.) When available and appropriate, PVMPO may also use visualization software, transportation models, and animation.
7. **DOCUMENTATION OF PUBLIC COMMENT & RESPONSE.** PVMPO shall document public comments received during the course of a study or an amendment of the Pioneer Valley Regional Transportation Plan, UPWP, or TIP. PVMPO shall also document how it responded to public comments.
 - A. Comments Received. Documentation of comments may be accomplished in a manner appropriate to the project and the nature of the comments. Documentation may consist of meeting minutes, a file of letters, or a special memo that summarizes the comments. A written summary is preferred at key points in the decision-making process: when members of the relevant study committee must decide to narrow the range of alternatives, select a preferred alternative, or make a decision of similar nature. The written summary of comments made at public information meetings

shall be given to the committee members prior to any committee action.

- B. Response to Comments. PVMPO shall provide a descriptive summary of how it responded to significant public comments during the development of a plan or document such as the TIP. The summary may be produced as a separate report or included as a short section in the final plan or document.

8. ADOPTION OF A “FINAL” TRANSPORTATION PLAN. The following describes the minimum public involvement program required during the review of a draft Pioneer Valley Regional Transportation Plan, or a draft of a major amendment to the Plan. These steps must be taken before PVMPO acts to adopt the draft document as the final Plan.

- A. Legal Notice. A legal notice, summarizing opportunities for commenting on the draft Transportation Plan or draft major amendment, shall be printed in the Springfield Republican and other local newspapers as appropriate, in English and in Spanish. The legal notice will appear a minimum of 30 days in advance of the PVMPO’s action to endorse the document and shall include a statement that translator services may be requested in advance. The notice shall also be submitted to the offices of every town clerk in the Region.
- B. World Wide Web. The draft Transportation Plan itself (or draft major amendment) and the legal notice, or a more lengthy notice if appropriate, will be made available on the PVMPO website a minimum of 30 days in advance of the final decision by the PVMPO. The final Plan will also be posted to the PVMPO website as soon as possible after the plan’s endorsement, and made available there at least until an updated or new Plan is adopted.
- C. Comment Period and Public Meeting. PVMPO shall allow a minimum of 30 days for public comments and shall hold a public information meeting prior to completion of the 30-day public comment period. Opportunity for public comment on the plan shall also be provided at every Joint Transportation Committee and PVMPO meeting during the comment period.

The MPO may extend the public participation period and provide an additional opportunity for comment when the revised document differs substantially from the version that was made available to the public or when public comment raises new material issues which interested parties could not have reasonably foreseen. Under these circumstances the PVMPO has the sole discretion to determine justification for an extension. When the action to extend public comment on the RTP is approved, the MPO will re-advertised a public notice on the proposed RTP changes and schedule an additional public meeting followed by an additional abbreviated 15 day comment period. Adjustments, defined as minor alterations to the document, are not considered amendments and will not be re-advertised.

- D. Summary & Disposition of Comments. A summary of significant comments and the disposition of the comments shall be provided in the final document.

9. ADOPTION OF A TRANSPORTATION IMPROVEMENT PROGRAM (TIP) The following describes the minimum public involvement program required during the review of a draft Pioneer Valley TIP or the draft of a major amendment to this document. These steps must be taken before PVMPO acts to adopt a draft document as the final or the official endorsed document.

- A. Legal Notice. A legal notice, summarizing opportunities for commenting on the draft TIP or draft major amendment, shall be printed in the Springfield Republican and other local newspapers as appropriate, in English and in Spanish. The notice shall include a statement that translator services may be requested in advance. The notice shall also be posted in the offices of every town clerk in the Region.
- B. World Wide Web. The draft TIP (or draft major TIP amendment) and the legal notice, or a more lengthy notice if appropriate, will be made available on the PVMPO website a minimum of 30 days*. The final TIP and UPWP will also be posted to the PVMPO website as soon as possible after its adoption, and a current version made available there at least until a new TIP is adopted.
- C. Comment Period and Public Meeting. PVMPO shall allow a minimum of 30 days* for public comments and shall hold a public information meeting during the public comment period. Opportunity for public comment on the TIP shall also be provided at every Joint Transportation Committee and PVMPO meeting during the comment period.
- D. Summary & Disposition of Comments. A summary of significant comments and the disposition of the comments shall be provided in the final document.

* While a minimum public comment period of 30 days has been established for the TIP, and major TIP amendments, the MPO may, at their discretion, vote to abbreviate the public comment period under what they (the MPO) consider to be extraordinary circumstances. Under no circumstances will this period be less than 15 days. All comments received during the abbreviated comment period will be taken into consideration by the MPO before making a recommendation.

The MPO may extend the public participation period and provide an additional opportunity for comment when the revised document differs substantially from the version that was made available to the public or when public comment raises new material issues which interested parties could not have reasonably foreseen. Under these circumstances the PVMPO has the sole discretion to determine justification for an extension. When the action to extend public comment on the TIP is approved, the MPO will re-advertise a public notice on the proposed TIP amendments and schedule an additional public meeting followed by an additional abbreviated 15 day comment period. Adjustments, defined as minor alterations to major documents, are not considered amendments and will not be re-advertised.

Development of the Transportation Improvement Program (TIP) is a requirement of the Metropolitan Transportation Planning Process as described in the Metropolitan Planning Final Rule 23 CFR 450 section 324. This regulation developed by the Federal Department of Transportation defines the Transportation Improvement Program as:

“A staged, multiyear, intermodal program of transportation projects which is consistent with the metropolitan transportation plan.”

The Pioneer Valley TIP is a four-year schedule of projects identified by year and location complete with funding source and cost. The TIP is developed annually and is available for amendment and adjustment at any time. Each program year of the TIP coincides with the Federal Fiscal Year calendar, October 1 through September 30. All TIPs and amendments are consistent with the goals and objectives of the Regional Transportation Plan for the Pioneer Valley Region.

The voting members of the Pioneer Valley Metropolitan Planning Organization consist of the

following officials or their designee or alternate:

- the Secretary of the Mass DOT
- the Administrator of the Mass DOT Highway Division
- the Chairman of the Pioneer Valley Planning Commission
- the Chairman of the Pioneer Valley Transit Authority Advisory Board
- the Mayors of two of the following three (3) urban core cities within the Pioneer Valley region:

Holyoke

Chicopee

Springfield

- the Mayor or a Selectman of one of the following four (4) cities and towns outside of the three core cities within the Pioneer Valley region:

Agawam

Southwick

Westfield

West Springfield

- the Mayor or a Selectman of one of the following five (5) cities and towns within the Pioneer Valley region:

Amherst

Easthampton

Hadley

Northampton

South Hadley

- a Selectman of one of the following fourteen (14) suburban and rural towns within the Pioneer Valley region:

Belchertown

Brimfield

East Longmeadow

Granby

Hampden

Holland

Longmeadow

Ludlow

Monson

Palmer

Pelham

Wales

Ware

Wilbraham

- a Selectman of one of the following seventeen (17) suburban and rural towns within the Pioneer Valley duly elected as prescribed under the provisions of this MOU document:

Blandford

Chester

Chesterfield

Cummington

Goshen

Granville

Hatfield

Huntington

Middlefield

Montgomery

Plainfield

Russell

Southampton

Tolland

Westhampton

Williamsburg

Worthington

In addition, the Joint Transportation Committee (JTC) Chairman, and one representative each from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Chair of the Infrastructure Committee of the Western Massachusetts Economic Development Council (EDC), the five (5) alternate community MPO representatives, and one

representative each from both the MassDOT Highway Division District One and District Two Offices shall be considered ex-officio, non-voting members of the Pioneer Valley MPO. Alternate members shall be additional chief elected officials from each of the above-cited categories of communities and he/she shall be eligible to attend, participate and vote at MPO meetings in the event that the primary member cannot attend.

As the lead planning agency for the MPO, the PVPC accepts the responsibility for developing the TIP and UPWP in a cooperative process with other members of the MPO and the general public. The final TIP and UPWP is voted on for endorsement at a formal meeting of the MPO. The endorsed TIP project listing is included in the State Transportation Improvement Program verbatim and requires endorsement by the Secretary of Transportation and Public Works.

The MPO relies on a transportation advisory committee (JTC) to carry out the cooperative process during TIP development. The Joint Transportation Committee (JTC) is a group of community appointed officials, MPO member representatives, public and private transportation providers, citizens, and special interest groups and agencies. The JTC establishes and recommends to the MPO procedures for submitting, prioritizing and selecting projects for the TIP. PVPC staff provides the technical support to conduct the TIP development activities for the JTC.

Below is a general outline of steps taken during the TIP development process.

1. Project proponents (communities, MPO members, agencies) submit projects through the process outlined in Chapter 2 of the Massachusetts Project Development & Design Guidebook (2006)
2. Projects are prioritized based on an evaluation criteria by MPO staff, JTC representatives, and MassDOT Highway Division District staff, and MassDOT staff at a posted meeting open to all.
3. The State (thru MassDOT) provides funding targets for the Pioneer Valley Region.
4. JTC reviews and recommends project priorities on the TIP to the MPO
5. Draft TIP project listings are prepared by the MPO staff are distributed for review and comment to MPO members
6. MPO meets to make final decisions on the composition of the TIP and to recommend the Draft TIP for general public release for no less than a 30 day review period
7. Final Draft TIP is distributed for review, consultation and comment in accordance with the adopted Public Participation Plan
8. Public meetings and news releases are conducted to promote public involvement and consultation.
9. Comments are compiled and addressed where appropriate
10. Final TIP developed for the JTC's consideration and their recommendation to MPO
11. MPO meets to vote on endorsement of the TIP
12. Endorsed Regional TIPs are compiled by MASSDOT to create the State TIP (STIP)
13. Secretary of MASSDOT endorses the STIP (on behalf of the Governor) and submits the STIP to federal agencies for review and approval
14. Federally approved STIP is ready for state implementation (project advertisement)

15. Amendments and adjustments to the TIP are made on an as needed basis with the additional public review and input for formal amendments only.

Project Priority Criteria and Selection. The MASSDOT developed a process and set of criteria to evaluate and prioritize the region's TIP projects which was modified and endorsed by the MPO. All projects included in the TIP are evaluated and assigned a priority value or rating. This process is used as a management tool to identify projects of regional priority and program them accordingly in the TIP based on their level of design readiness.

Program Amendments to the TIP. For the purposes of project selection and programming, amendment to the TIP can be conducted at any time. Amendments require formal MPO action. An amendment to the TIP is defined any change that differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

The public involvement requirements for amendments shall be satisfied by following the standard 30 day procedure* for MPO and JTC Committee meetings. So long as the proposed amendment is listed on the respective Joint Transportation Committee and PVMPO agendas, and those agendas have been sent to the town clerks and respective committee mailing lists and posted on the PVMPO website seven days in advance of the meeting the public involvement requirements for the amendment shall be satisfied.

* While a minimum public comment period of 30 days has been established for the TIP, and major TIP amendments, the MPO may, at their discretion, vote to abbreviate the public comment period under what they (the MPO) consider to be extraordinary circumstances. Under no circumstances will this period be less than 15 days. All comments received during the abbreviated comment period will be taken into consideration by the MPO before making a recommendation.

Program Adjustments to the TIP. Program adjustments can be conducted without formal MPO action. Minor adjustments may include such actions as moving projects between Year 1 and Year 2, and minor fluctuations in project description, costs and funding source. This action can be accomplished through an agreed upon administrative action.

Annual Listing of Projects. An annual listing of projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year shall be made available on the PVMPO website. The listing is developed by the Massachusetts Executive Office of Transportation and will be consistent with the categories identified in the TIP.

9. **PUBLIC INFORMATION REQUIREMENTS FOR THE UNIFIED PLANNING WORK PROGRAM (UPWP)** The following describes the minimum public involvement program required during the review of a draft Pioneer Valley UPWP. These steps must be taken before PVMPO acts to adopt a draft document as the final or official endorsed document.

- A. Legal Notice. A legal notice, summarizing opportunities for commenting on the draft TIP or draft major amendment, shall be printed in the Springfield Republican and other local newspapers as appropriate, in English and in Spanish. The notice shall include a statement that translator services may be requested in advance. The notice shall also be posted in the offices of every town clerk in the Region.

- B. World Wide Web. The draft UPWP will be made available on the PVMPO website a

minimum of 30 days in advance of the final decision by the PVMPO. The final TIP and UPWP will also be posted to the PVMPO website as soon as possible after its adoption, and a current version made available there at least until a new TIP and UPWP are adopted.

- C. Comment Period and Public Meeting. PVMPO shall allow a minimum of 30 days for public comments and shall hold a public information meeting during the public comment period. Opportunity for public comment on the UPWP shall also be provided at every Joint Transportation Committee and PVMPO meeting during the comment period.
- D. Summary & Disposition of Comments. A summary of significant comments and the disposition of the comments shall be provided in the final document.

10. PUBLIC INFORMATION REQUIREMENTS FOR SECTION 5307 GRANTS. The public involvement process adopted by PVMPO for its TIP shall also serve to satisfy the public involvement requirements of the Pioneer Valley Transit Authority (PVRTA) as applicant for regular Section 5307 (FTA Transit Capital) funds. This applies to the PVRTA's annual purchase of replacement vehicles for programs and other major capital purchases. This does not apply to non-routine capital projects that require an environmental assessment or environmental impact statement. For major projects the PVRTA shall conduct its own separate public involvement process.

11. ACCESS TO TECHNICAL INFORMATION. PVMPO shall provide reasonable public access to technical and policy information used in the development of the Pioneer Valley Regional Transportation Plan, the Transportation Improvement Program (TIP), and related studies, plans, and programs

12. REASSESSMENT OF PUBLIC PARTICIPATION PROGRAM. PVMPO shall conduct a review of the effectiveness of the public participation process once every two years to ensure that the process provides full and open access to all. This task will include a review of public participation efforts undertaken, assessing both what worked and what might be improved, and recommendations for future efforts, if appropriate.

A. Appendix A

Environmental Justice and Title VI Certification

Background

The Pioneer Valley Planning Commission (MPO) is required to certify to the Federal Highway Administration and the Federal Transit Administration that their planning process addresses the major transportation issues facing region. This certification assures that planning is conducted in accordance with Title VI of the Civil Rights Act of 1964, and requirements of Executive Order 12898 (Environmental Justice). Under the provisions of Title VI and Environmental Justice PVPC works to assess and address the following:

Civil Rights Act of 1964, Title VI *"No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

Executive Order 12898, Environmental Justice *"Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."*

The U.S. Department of Transportation (USDOT) issued a DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations in 1997. It identifies environmental justice as an "undeniable mission of the agency" along with safety and mobility. USDOT stresses three principles of environmental justice:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Goals of the Pioneer Valley Environmental Justice Plan

The Pioneer Valley Planning Commission has been working together with Pioneer Valley Transit Authority (PVTA), MassDOT, Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on addressing the principles of Title VI and Environmental Justice in the transportation planning process for the Region. The primary goals of the plan include:

Goals related to identifying the Region's Minority and Low-Income Populations:

- Develop a demographic profile of the Pioneer Valley Region that includes identification of the locations of socio-economic groups, including low-income and minority populations as covered by the Executive Order on Environmental Justice and Title VI provisions.

Goals related to public involvement:

Create a public involvement process that identifies a strategy for engaging minority and low-income populations in transportation decision making. And to routinely evaluate this strategy for its effectiveness at reducing barriers for these populations.

Goals related to service equity:

Institutionalize a planning process for assessing the regional benefits and burdens of transportation system investments for different socio-economic groups. Develop an on-going data collection process to support the effort and identify specific actions to correct imbalances in the RTP, TIP and Transit funding.

Minority Populations

Minority persons comprise 21.9 percent of the region's population as a whole. The racial or ethnic groups used in the 2002 census include; White Non-Hispanic, African-American or Black, Hispanic or Latino (of any race), Asian (including Native Hawaiian, & other) American Indian (& Alaska Native), Some other race, Two or More Races. For the EJ tasks minority was defined as **“the population that is not identified by the census as "White-Non-Hispanic."** Of the region's 608,479 residents, 132,982 fall within this definition of minority. (A breakdown of these populations included in Tables 8-1 – 8-3.)

Table 8-1 - Pioneer Valley Population by Race

Race	Population	Percent
White alone	499,593	82.11%
Black or African American alone	39,915	6.56%
American Indian and Alaska Native alone	1,493	0.25%
Asian alone	11,095	1.82%
Native Hawaiian and Other Pacific Islander alone	390	0.06%
Some other race alone	42,650	7.01%
Two or more races	13,343	2.19%
Total:	608,479	100.00%

Table 8-2 - Pioneer Valley Non-Hispanic or Latino Population Breakdown

	Population	Percent
Not Hispanic or Latino:	534,070	87.77%
White alone	475,944	78.22%
Black or African American alone	36,774	6.04%
American Indian and Alaska Native alone	1,009	0.17%
Asian alone	10,993	1.81%
Native Hawaiian and Other Pacific Islander alone	210	0.03%
Some other race alone	797	0.13%
Two or more races	8,343	1.37%

Table 8-3 - Pioneer Valley Hispanic or Latino Population Breakdown

	Population	Percent
Hispanic or Latino:	74,409	12.23%
White alone	23,649	3.89%
Black or African American alone	3,141	0.52%
American Indian and Alaska Native alone	484	0.08%
Asian alone	102	0.02%
Native Hawaiian and Other Pacific Islander alone	180	0.03%
Some other race alone	41,853	6.88%
Two or more races	5,000	0.82%

After reviewing three different scenarios, the Environmental Justice target population for minorities was defined by using census block group data: "in which the percentage of minorities is greater than the percentage of minorities in the entire region (21.9 percent)." Other definitions that were explored included: "Any census block group with a minority population greater than 10% above the average for the entire region (any above 31.9%)" and "any census block group with greater than 50% minority population."

Maps of each of these definitions for minority populations in the region were mapped and further evaluated. The data was reviewed at meetings of the Joint Transportation Committee. The "over 50% minority" definition was determined not to be inclusive of minority student populations and areas of strong minority influence. The "10 percent above the regional average" minority definition was more inclusive but fell short of other goal of creating an analysis that would be clear to explain to the public at large as and clear to decision makers using the data for assessment. The "above the regional average" definition was unique in that outlying block groups were included without creating a large geographic area that would rendered subsequent assessments inadequate. The Pioneer Valley Planning

Commission's Joint Transportation Committee formally voted on and approved the "greater than average" definition in January of 2003.

Identification of Low Income Populations

In defining "low income" target populations, PVPC examined six different thresholds used in by similar MPOs. While the term "minority" is clearly defined under the US Census. The term "Low income" is not defined. The definition of "low income" for the purpose is referenced through official federal definitions as "poverty."

Table 1-1 - Low-Income Definitions

Household Size	Federal Poverty Level
1 person	\$8,500
2 persons	\$10,800
3 persons	\$13,290
4 persons	\$17,000
5 persons	\$20,000

The six "low income" definitions included for evaluation included in the Pioneer Valley Region included a broad range of classifications. Each was mapped and reviewed for accuracy and presented to the Joint Transportation Committee for recommendations. The six definitions include:

1. Any census block group where the poverty rate is 10% or more higher than that of the region (above 23.5%)
2. Any census block group where more than half the population lives below the poverty line.
3. Any census block group where the percentage of persons below 150% of the poverty line is more than for the region as a whole (21.3%).
4. Any census block group where the percent of persons below 150% of the poverty line is more than 10% over the average for the region as a whole (above 31.3%).
5. Any census block group where more than half the population lives below 150% of the poverty line.
6. Any census block group where the poverty rate is higher than that of the region (13.5%).

The last definition (#6) provided the best representation of the region. The six definitions were mapped and evaluated based the distribution of the target population and the inclusion of low-income neighborhoods. Of the six only #4 and #6 include low income neighborhoods outside of the region's urban core. To keep the definition of "low income" easy to explain and understand definition #6 was selected by the JTC:

Low-income block group = any block group in which the poverty rate (percent of persons living below the Federal poverty line) is higher than that of the region as a whole (13.5%).

The definition is inclusive of 57,217 people living in 162 block groups and represents 73.7% of the low-income population. The 162 included block groups comprise 36% of the region's total (450). The geography of the low-income population includes the larger urban centers as well as smaller neighborhoods in Westfield and Ware.

Consultation and Active Solicitation of Public Participation

***Strategy:** Make a concerted effort to engage and involve representatives of minority and low-income groups to hear their views regarding performance of the transportation planning process.*

The Environmental Justice program was developed around a public participation process that includes outreach to representatives of the target populations. The Pioneer Valley Planning Commission has an ongoing working relationship with representatives of minority and low-income populations. The Plan for Progress, the Urban Investment Strategy Team, and the Welfare to Work Program and Regional Comprehensive Land Use Plan have created relationships with opened lines of communication into the needs and issues of minority and low-income populations.

In developing the EJ program PVPC started with a review of the existing public participation program. With this document serving as a foundation, staff began actively soliciting participation from representatives of minority and low-income population that had previously not participated in the planning process. Following the guidelines of SAFETEA-LU, PVPC reorganized the public participation process to focus more staff resources towards consultation with organizations representing low income and minority populations and coordinated the transportation outreach into the meetings and schedules of these stakeholders. The goal was to examine all aspects of the transportation planning process and allow PVPC to be actively involved in creating programs and projects that directly addressed the need of these groups that actively serve the populations. The issues and needs identified in this ongoing process are incorporated into projects, programs and specific tasks through the Unified Planning Work Program, Transportation Improvement Program and the Regional Transportation Plan. The Transportation Consultation Stakeholders to date include:

Springfield Education Institutions

Representative from the Massachusetts Career Development Institute (MCDI), Springfield Technical Community College and American International College participated in a transportation stakeholder's assessment of the needs and issues of their students and faculty. The issues included the need for transit service that would allow recent graduates with access to jobs, on-campus parking issues, neighborhood access to transit and issues related to childcare and trip chaining. The group came up with several short term recommendations and agreed to meet again in the future.

The Springfield Health Coalition

The mission of the Springfield Health Coalition is to identify and implement policy and environmental changes to prevent and reduce obesity and early deaths from heart disease, stroke and diabetes in the Greater Springfield area. The Coalition assists in statewide efforts to make the "healthy behavior the easy behavior" in school, worksite, healthcare and community settings. The coalition's efforts target the reduction of risk factors related to chronic diseases mentioned above, which are affecting the residents of Springfield. The Pioneer Valley Planning Commission completed a user survey of the Springfield Riverwalk that identified obstacles and barriers to using the facility.

The Springfield Walks/ Mason Square Partners; Springfield Walks is a collaborative project including Rails-to-Trails Conservancy, Massachusetts Department of Public Health, City of Springfield, Pioneer Valley Planning Commission, Springfield Health Coalition and neighborhood organizations such as the Mason Square Neighborhood Health Center. More than one half of Massachusetts residents are overweight and nearly one in five are obese. Heart disease and stroke are the leading causes of death in Springfield. These alarming statistics led to the formation of Springfield Walks, an initiative to work with community leaders to encourage a more active lifestyle. Walking can significantly reduce the risk of heart disease and stroke. Springfield Walks has been working with residents and organizations on ways to make Mason Square a safe and easy place for walking. The Pioneer Valley Planning Commission's Unified Planning Work Program facilitated this effort with

assistance in public outreach to Mason Square residents, review and comments on the State Street reconstruction project, data collection and mapping of cycling routes, presentation materials for public forums, mapping for the State Street Art Walk and ongoing assistance with funding for related activities.

Target Hunger

Target Hunger is a community organizing project of The Food Bank and two dozen community partners in the Mason Square area of Springfield, with the goal of implementing new solutions to the problem of hunger, which affects 9% of local residents, and create a sustainable model of community food security. Transportation has been identified as a major obstacle in accessing healthy food.

Holyoke Food and Fitness Collaborative

This partnership of organizations is working toward a Kellogg Grant that would incorporate a variety of transportation projects as they relate to public health and safety. Nuestras Raíces, a leader in the Collaborative, is a grass-roots organization that promotes economic, human and community development in Holyoke, Massachusetts through projects relating to food and agriculture

Consultation and Public Participation Action Items for Environmental Justice and Title VI

The specific action items to be completed under this task include the following:

1. The PVPC will continue to solicit input from minority and low income stakeholder groups and organizations regarding transportation planning efforts, including the Regional Transportation Plan and Transportation Improvement Plan and the Unified Planning Work Program.
2. Continue to expand public participation efforts related to the RTP and TIP to include local presentations at special group meetings, neighborhood council meetings and community activities.
3. Maintain a central file to document on-going public outreach efforts to minority and low-income populations. This effort will assist in documenting future activity.
4. Develop a protocol for responding to issues and concerns regarding Title VI.
5. Coordinate a presentation to MPO members regarding Title VI and Environmental Justice.
6. Coordinate efforts on Title VI and Environmental Justice between PVPC, FRCOG and CRCOG.
7. Revise the PVPC Public Participation Plan to include bilingual outreach for all public participation efforts that impact target populations. This effort includes public notices for major planning documents (RTP, TIP, and UPWP) and transit surveys.

Previous work:

In 2002 staff attended training workshops sponsored by FHWA and obtained copies of EJ plans from MPOs of similar size. FHWA's Environmental Justice staff gave a presentation of the EJ program to the Joint Transportation Committee and videotaped a show for web broadcasting on the PVPC's local cable access show "REGION." In the months that followed, PVPC developed a draft scope of work pulling "best practices" from each of the programs reviewed. The Joint Transportation Committee approved the scope of work and reviewed many of the products. PVPC staff presented an overview of transportation planning to the Pioneer Valley Plan for Progress, Urban Investment Strategy Team and followed up on inquiries from local communities on transportation issues and needs in their communities. Demographic data on EJ target populations was used to schedule public outreach efforts in minority and low-income neighborhoods. Public hearings for the Regional Transportation Plans were held in Springfield, Westfield, Amherst, Northampton, Chesterfield, and Ware. With the exception of Chesterfield (a rural community) each RTP public hearing was held in an EJ community.

Equity Assessment Measures

Strategies: Four equity assessment strategies were developed under this task.

Identify the distribution of transportation investments in the region. Evaluate past and proposed funding allocations for TIP/RTP projects for minority neighborhoods vs. non-minority neighborhoods.

Quantify the frequency of transit service for low-income and minority populations. PVPC will evaluate the level of service (LOS) for transit routes in minority and low-income neighborhoods and compare these to regional averages.

Identify and evaluate the availability of bus shelters for transit routes in minority and low-income neighborhoods and compare these to regional average (including shelter availability)

Travel times to major service centers. PVPC will use the regional transportation model to forecast travel times to hospitals, colleges and universities from minority and low-income populations and compare these travel times to regional averages.

Title VI and the executive orders of Environmental Justice call for programs that quantify the benefits and burdens of the transportation investments and evaluate the impacts for different socio-economic groups. To accomplish this task PVPC worked with the JTC to establish "measures of effectiveness" that would reflect quantifiable transportation expenditures in the Region. These measures were used to evaluate capital expenditures in the Regional Transportation Plan and Transportation Improvement Program and to evaluate transit service. The evaluations provide a barometer of past spending and also assist decision-makers in achieving an equitable balance of funding in future years.

Certification:

The Pioneer Valley MPO has conducted an analysis of the 2007 Pioneer Valley Regional Transportation Plan with regard to Title VI and EJ conformity. The purpose of the analysis is to evaluate the impacts of the transportation planning process on minority and low-income populations. The analysis evaluates efforts to identify minority and low-income populations, develop public participation inclusive of these populations and to identify imbalances that impact these populations. The procedures and assumptions used in this analysis follow FHWA guidance and are consistent with the procedures used by MPOs in Massachusetts and are consistent with Title VI of the 1964 Civil Rights Act, National Environmental Policy Act, Section 109(h) of Title 23, DOT Title VI Regulations, DOT and CEQ NEPA Regulations, Section 1202 of TEA-21, DOT and CEQ NEPA Regulations, Section 1203 of TEA-21, DOT Planning Regulations, Executive Order 12898, USDOT Order 5610.2, FHWA Order 6640.23.

Accordingly, PVPC has found the Pioneer Valley Regional Transportation Plan to be in conformance with Title VI of the Civil Rights Act of 1964, and requirements of Executive Order 12898 (Environmental Justice). Specifically, the following conditions are met:

Conditions Related to Public Involvement:

PVPC has identified a strategy for engaging minority and low-income populations in transportation decision making and to reduce participation barriers for these populations. Efforts have been undertaken to improve performance, especially with regard to low-income and minority populations and organizations representing low-income and minority populations.

Conditions Related to Equity Assessment:

The Pioneer Valley planning process has an analytical process in place for assessing the regional benefits and burdens of transportation system investments for different socio-economic groups. A data collection process is used to assess the benefit and impact distributions of the investments and specific strategies are identified for responding to imbalances.

Appendix B

PIONEER VALLEY METROPOLITAN PLANNING ORGANIZATION (PVMPO) TITLE VI DISCRIMINATION COMPLAINT PROCEDURE

As previously endorsed: September 17, 2009

Title VI of the Civil Rights Act of 1964 and its amendments prohibit discrimination on the basis of race, color, or national origin in programs and activities that receive federal financial assistance. Two Presidential Executive Orders and related statutes further define populations that are protected under the umbrella of Title VI: Executive Order 12898, which is concerned with environmental justice (EJ) for minority and low-income persons; and Executive Order 13166, which is concerned with providing equal access to services and benefits for those individuals with limited English proficiency (LEP).

The purposes of Title VI include preventing the denial, reduction or delay of federally supported benefits to minority and low-income persons; ensuring full and fair public participation in the transportation planning processes of metropolitan planning organizations (MPOs); and ensuring that the policies and programs of MPOs do not have disproportionately adverse effects on minority and low-income persons.

Therefore, to comply with 49 CFR Section 21.9(b), the Pioneer Valley Metropolitan Planning Organization (PVMPO) maintains the following procedure to receive, review, resolve and track complaints related to Title VI.

1. How to Submit a Complaint

Any person who believes that he or she or any specific class of persons has been subjected to discrimination that is prohibited by Title VI of the Civil Rights Act of 1964, its amendments and related statutes, by the Pioneer Valley Metropolitan Planning Organization (PVMPO) in its role of planning and programming federal funds may submit a written complaint. Complaints may be submitted for discrimination on the basis of race, color, national origin or language. Any such complaint shall be submitted no later than 180 days after the date the person believes the discrimination occurred. Written complaints shall be submitted to:

Massachusetts Secretary of Transportation, Chair
Pioneer Valley Metropolitan Planning Organization
c/o Pioneer Valley Planning Commission
60 Congress Street
Springfield MA 01104

Complaints shall be in writing and shall set forth as completely as possible the relevant facts and circumstances surrounding the alleged discrimination. The following information shall be included:

- Name, address, and phone number of the complainant.
- A statement of the complainant, including:
 - The basis of the alleged discrimination (race, color, national origin, or language).
 - A detailed description of the alleged discriminatory act(s).
 - What in the nature of the alleged act(s) led the complainant to feel that discrimination was involved.
 - The date(s) on which the alleged discriminatory act(s) occurred.
 - The name(s) of individual(s) alleged to have participated in the act(s).
- The names of all other agencies or organizations where the complaint is also being filed (if applicable).

- The signature of the complainant and date submitted.

2. Review of Complaints

Upon receipt of the complaint, the PVMPO chair shall direct the PVMPO staff executive director to review it. The PVMPO staff executive director shall provide written acknowledgment of receipt to the complainant within ten (10) business days.

The review may include the gathering of additional information from the complainant and/or the alleged discriminating party or parties.

Upon completion of the review, the PVMPO staff executive director shall submit a report of findings to the members of the PVMPO. If the complaint is found to have merit, the report of the PVMPO staff executive director shall also include proposed resolutions and/or recommended actions, such as:

- Forwarding the complaint to a responsible implementing agency.
- Identifying remedial actions that are available to offer redress.
- Identifying possible improvements to the PVMPO's Title VI processes.

If more time is required for the review, the PVMPO staff executive director shall notify the complainant and PVMPO chair of the anticipated additional time needed.

3. Resolution of Complaints

The PVMPO staff executive director shall submit the report of findings to the members of the PVMPO for discussion and action. A copy of the report shall also be provided to the complainant. The PVMPO shall issue a written response to the complainant describing any action taken. The response shall be issued no later than sixty (60) calendar days after the date on which the complaint was received. If more time is required for action, the PVMPO shall notify the complainant of the anticipated additional time needed.

4. Concurrent Complaints and Appeal

The procedures described above do not in any way abridge the right of the complainant to file concurrent complaints with other state or federal agencies and/or to seek private counsel. The procedures above are part of an administrative resolution process that does not include punitive damages or compensatory remuneration. The complainant has the right to appeal the PVMPO's response by submitting the complaint to the Federal Transit Administration, as described in FTA Circular 4702.1A

(http://www.fta.dot.gov/laws/circulars/publications_4123.html). Notice of this right shall be included in the PVMPO's written response to the complainant.

5. Complaint Tracking

The PVMPO will maintain a log of Title VI complaints received. This log will be available for public review at the offices of the Pioneer Valley Planning Commission, 60 Congress Street, Springfield MA 01104, during business hours.

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Appendix C

DRAFT BYLAWS of the PIONEER VALLEY JOINT TRANSPORTATION COMMITTEE (Ratified on)

1.1 The Role of the Joint Transportation Committee

The Pioneer Valley Joint Transportation Committee (JTC) is the region's transportation advisory group for the Pioneer Valley Metropolitan Planning Organization (MPO). The JTC was established by the 3-C (Comprehensive, and Continuing, Cooperative) Memorandum of Understanding (MOU), which emphasizes a comprehensive, cooperative and continuing process for transportation planning and programming. The committee is designed to assist the MPO in incorporating citizen participation in transportation decisions which provides a mechanism for federal, state, and local input into the regional transportation planning process. Each member community is asked to appoint two representatives (a representative and an alternate) to the committee. The Pioneer Valley MPO also requests that other transportation organizations in the region appoint a representative to the JTC.

The JTC meets monthly on the second Wednesday of the month, all meetings are open to the public and interested parties are encouraged to attend. Meetings are posted on the PVPC website at www.pvpc.org. MPO staff will have an opportunity to comment on individual transportation plans, expectations, and concerns and incorporate them into the regional planning process. The planning program and the various functional elements of the planning process are developed cooperatively with the committee and ultimately reviewed by the committee prior to action by MPO. The JTC is responsible for coordination of all regional transportation related plans and programs in cooperation with PVPC staff.

1.2 Responsibilities of the Pioneer Valley JTC:

The JTC is responsible for making recommendations to the MPO or other entities involved in transportation planning for the region. Each item requiring MPO action is initially referred to the JTC for review and recommendation. The chairperson of the JTC is responsible for transmittal of the JTC recommendation to the 3-C signatories. Dissenting views are reported along with the majority viewpoint. JTC responsibilities are as follows:

- Convene public meetings and hearings to develop, review, and advise the MPO on transportation related items.
- Maintain a diverse interaction from public and private representatives while also providing a forum for discussing transportation matters on a regular basis.
- Review and advise the MPO on the Pioneer Valley Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP).
- Maintain and update basic policies governing the conduct of the 3-C planning process.
- Ensure that the 3-C process is open and broadly participatory.
- Resolve issues and controversies related to the implementation of the 3-C process through consensus building.
- Recommend planning priorities.
- Recommend multimodal transportation project priorities.
- Recommend the implementation of specific programs to the legally established agency.
- Disseminate important legislation to local elected officials and key decision-makers through various community meetings.
- Represent and vocalize the region's issues and concerns at MPO meetings.
- Provide comments for improving the public participation process to better meet the needs of the region.
- Educate the committee regarding the Metropolitan Transportation Planning Process by discussing different topics at each JTC meeting with an open forum for questions and answers

1.3 Composition of the JTC

The JTC formed under provisions out-lined in the Memorandum of Understanding, is the prime policy advisory body regarding transportation planning issues to the Pioneer Valley Metropolitan Planning Organization (MPO). As such, the JTC is composed of the following:

1. One representative and one alternate from each of the 43 communities comprising of the Pioneer Valley Regional Planning district (Voting Members).
2. Staff representatives of the Pioneer Valley Planning Commission (Ex-Officio*).
3. A representative of the MassDOT Highway Division for District One and District Two as appointed by the Administrator of the Highway Division. (one Vote collectively)
4. A representative of MassDOT as appointed by the Secretary of Transportation (Ex-Officio*).
5. Representatives of the other appropriate state agencies as invited by the Secretary of Transportation (Ex-Officio*).
6. A representative of public and private institutions, consumer groups and associations appointed by either the PVPC or by the Administrator of the MASSDOT HIGHWAY DIVISION acting in consultation with the other signatories (Voting Member).
7. A representative of the Pioneer Valley Transit Authority (PVRTA) (Voting Member).
8. A representative of Federal Highway Administration (FHWA) (Ex-Officio*)
9. Airport Representative (Voting Member)
10. Motor coach industry represented by Peter Pan (Voting Member)
11. Rail Freight industry represented by the Pioneer Valley Rail Road (Voting Member)
12. University of Massachusetts (Voting Member)
13. A representative designated by the Massachusetts Bicycle Coalition (MassBike), Pioneer Valley Chapter (Voting Member)

* Ex-Officio members or representatives do not have voting status

1.4 Appointment and Term of Members

1. Voting Community Representatives of the JTC will be appointed by the Chief Elected Official of each community. Designated voting representatives of organizations listed under article 6 of section 1.3 of these Bylaws, will be appointed by the appropriate authority from each organization.
2. Voting members of organizations listed in section 1.3 articles 6, 7,8,9,10,11, and 12 will be appointed by that organization to a term determined by the above mentioned organization
3. The term of each voting community representative will be two years, at which point the PVPC will contact the Chief Elected Official of each Community and will request a written response stating whether that Community will have a new representative or the same representative will continue to serve. The Chief Elected Official may change representatives at anytime via written request.
4. The JTC is required to appoint one voting member to be Chairperson of the JTC. The Committee shall appoint a Chairperson every two years. The Committee may also appoint a Vice Chairperson under the same terms as the Chairperson.

1.5 Subcommittees

To assist the JTC with its actions and responsibilities, subcommittees within the JTC are established on an as-needed basis. These subcommittees meet to discuss specific topics of interest and each provides advice to the larger group. With MPO Staff assistance, these groups study problems and provide information for JTC decision making. These subcommittees are primarily composed of JTC members but may include non-JTC members whose interest and skills will benefit the committee. Current subcommittees include:

- TIP Subcommittee
- Bicycle/Pedestrian Subcommittee.

1.6 JTC Meetings

Meetings are held monthly at the PVPC on the second Wednesday of every month.. All notices shall be written and mailed to all members of the JTC no less than (7) days prior to the day designated for the meeting which is the subject of the notice in accordance with Chapter 397 of the General Laws of Massachusetts (The open Meeting Law).

1. Quorum shall consist of 11 voting community members of the JTC. A lack of a quorum shall not prevent the members of any regularly scheduled meeting from coming to order, making motions, discussing informational agenda items or discussing or passing a motion to continue said meeting at a later date in accordance with Chapter 40B, Section 4, of the General Laws of Massachusetts.
2. Majority vote shall be tallied based upon the majority of JTC members present and voting so long as a quorum for the meeting has been successfully achieved and continues to exist. Each voting representative is entitled to one vote per voting topic, all votes are equal. There will be no proxies.
3. Alternate Community members may attend and contribute to all meetings, but do not have voting powers if the primary member for said Community is present, each community is allowed one vote per voting topic.
4. All procedural questions of the JTC not specifically addressed by these Bylaws shall be resolved in accordance with Robert's Rules of Order (as revised), provided that the rules contained therein are not inconsistent with the Bylaws or special rules of the JTC
5. Ex-Officio members will have equal non voting rights on the JTC.
6. Agendas for regularly scheduled JTC meetings may be changed by the Chair up to 48 hours before the time of the meeting. Public officials may have items placed on the agenda up to Nine (9) days before the meeting.

1.7 Public Participation

The MPO public participation policies will be followed by the JTC

1.8 Ratification of the Bylaws

Ratification of the Bylaws will be by the endorsement of this draft document by the MPO at the August 1, 2006 meeting.

1.9 Amendments of the Bylaws

These Bylaws may be amended by a two-thirds vote of the JTC present and voting at a duly convened meeting so long as the text of the proposed amendment appears in the notice of the meeting and was presented to the Committee at its previous meeting

Amendments to these Bylaws can only be made by a two thirds voting member vote.

1.10 Meeting Cancellation Policy

The PVPC and the Chair of the JTC have the right to cancel a meeting up until two hours prior to the start of said meeting. In the case that a meeting is cancelled all agenda items will be handled at the next scheduled JTC meeting.

Appendix D (Note, the MOU referenced here is in the process of revision as of 3/31/2010 and will be updated in 2010)

Memorandum of Understanding
September 2, 1998 amended on March 18, 2004 and August 1, 2006
MEMORANDUM OF UNDERSTANDING RELATING TO THE
COMPREHENSIVE, CONTINUING, COOPERATIVE TRANSPORTATION
PLANNING AND PROGRAMMING PROCESS AND THE METROPOLITAN PLANNING ORGANIZATION
By and Between the
MASSACHUSETTS EXECUTIVE OFFICE OF TRANSPORTATION
MASSACHUSETTS HIGHWAY DEPARTMENT
PIONEER VALLEY PLANNING COMMISSION
PIONEER VALLEY TRANSIT AUTHORITY

WHEREAS, the Massachusetts Department of Transportation (MassDOT) has the statutory responsibility, under Chapter 6A of the Massachusetts General Laws, to conduct comprehensive planning for and to coordinate the activities and programs of the state transportation agencies; and,

WHEREAS, the Massachusetts Department of Transportation (MassDOT) Highway Division has the statutory responsibility under Chapter 16 of the Massachusetts General Laws for the construction, maintenance and operation of the state roads and bridges and serves as the principal source of transportation planning in the Commonwealth and is responsible for the continual preparation of comprehensive and coordinated transportation plans and programs; and,

WHEREAS, the Pioneer Valley Planning Commission (PVPC) is recognized by the MPO as the officially designated regional planning agency for the Pioneer Valley region and as such has statutory responsibility for comprehensive planning, including transportation planning, as provided for under the provisions of Chapter 40B of the Massachusetts General Laws and, in addition, is comprised of local planning board members and/or designees of the chief elected officials of each of its 43 member local governments; and,

WHEREAS, the Advisory Board of the Pioneer Valley Transit Authority (PVTA) is composed of the chief elected official or designee of 24 cities and towns that have joined to form and manage a regional transit authority under the provisions of Chapter 161B of the Massachusetts General Laws. PVTA has the statutory responsibility for providing mass transportation on an exclusive basis in the area constituting the authority, to provide mass transportation service under contract in areas outside the authority, and to prepare a program for public mass transportation which includes long and short range planning elements together with implementation schedules for mass transportation improvements; and,

WHEREAS, the Massachusetts Department of Transportation (MassDOT), Massachusetts Highway Department (now the MassDOT Highway Division, the PVTA and the PVPC on April 12, 1976 signed a Memorandum of Understanding (MOU) agreeing to work together in undertaking the comprehensive, continuing, and cooperative transportation planning process (3C process), required by the United States Department of Transportation under the provisions of Section 134 of Title 23 of the United States Code, as amended, and those of Section 8 of Title 49 of the Federal Transit Act, as amended, and creating the Joint Transportation Committee; and

WHEREAS, the Governor of the Commonwealth, in response to the provisions of the Safe Accountable Flexible Efficient Transportation Equity Act: Legacy for Users (SAFETEA-LU) signed into law on August 10, 2005 and rules and regulations related thereto, and in view of the responsibility for the transportation planning and programming process of the four parties to this agreement, hereinafter referred to as the MPO, previously designated representatives from these parties to be the Metropolitan Planning Organization (MPO) for the Pioneer Valley region; and

WHEREAS, Section 450.108 of Title 23 of the Code of Federal Regulations provides that, to the extent possible, there be one agreement containing the understanding required by this section with respect to cooperatively carrying out transportation planning and programming among the MPO, State and publicly owned operators of mass transportation services; and,

WHEREAS, the members of the MPO recognize that transportation planning and programming must be conducted as an integral part of and consistent with the comprehensive planning and development process, and that the process must involve the fullest possible participation by state agencies, local governments, private institutions, other appropriate groups and the general public; and

WHEREAS, there is a shared interest and desire on the part of the four signatories to this MOU to expand the membership of the MPO in order to enhance the participation and perspective of the variety of the local governments comprising the Pioneer Valley region.

NOW, THEREFORE, the members of the MPO hereto jointly agree as follows:

The voting members of the Pioneer Valley Metropolitan Planning Organization shall, upon execution of this revised and updated MOU document, consist of the following officials or their designee or alternate:

- the Secretary of the Executive Office of Transportation
- the Administrator of the Massachusetts Highway Department
- the Chairman of the Pioneer Valley Planning Commission
- the Chairman of the Pioneer Valley Transit Authority Advisory Board
- the Mayors of two of the following three (3) urban core cities within the Pioneer Valley region duly elected as prescribed under the provisions of this MOU document:

Holyoke

Chicopee

Springfield

- the Mayor or a Selectman of one of the following four (4) cities and towns outside of the three core cities within the Pioneer Valley region duly elected as prescribed under the provisions of this MOU document:

Agawam

Southwick

Westfield

West Springfield

- the Mayor or a Selectman of one of the following five (5) cities and towns within the Pioneer Valley region duly elected as prescribed under the provisions of this MOU document:

Amherst

Easthampton

Hadley

Northampton

South Hadley

- a Selectman of one of the following fourteen (14) suburban and rural towns within the Pioneer Valley region duly elected as prescribed under the provisions of this MOU document:

Belchertown

Brimfield

East Longmeadow

Granby

Hampden

Holland

Longmeadow

Ludlow

Monson

Palmer

Pelham

Wales

Ware

Wilbraham

- a Selectman of one of the following seventeen (17) suburban and rural towns within the Pioneer Valley duly

elected as prescribed under the provisions of this MOU document:

Blandford	Chester	Chesterfield
Cummington	Goshen	Granville
Hatfield	Huntington	Middlefield
Montgomery	Plainfield	Russell
Southampton	Tolland	Westhampton
Williamsburg	Worthington	

In addition, the Joint Transportation Committee (JTC) Chairman, and one representative each from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Chair of the Infrastructure Committee of the Western Massachusetts Economic Development Council (EDC), the five (5) alternate community MPO representatives, and one representative each from both the Massachusetts Highway Department District One and District Two Offices shall be considered ex-officio, non-voting members of the Pioneer Valley MPO. Alternate members shall be additional chief elected officials from each of the above-cited categories of communities and he/she shall be eligible to attend, participate and vote at MPO meetings in the event that the primary member cannot attend.

I. Nomination and Election Process for the Six Locally Elected MPO Members

The above-cited community officials shall be elected to the MPO by the Pioneer Valley Planning Commission at a full Commission meeting. The electoral process shall be conducted using a regional caucus approach for each of the five local officials. PVPC will host meetings in each MPO tier to identify and recommend local officials interested in participating on the MPO. The term of office for each community representative to the Pioneer Valley MPO shall be for two years. At the first election, two Selectmen shall be elected for a one-year term, and two for a full two-year term. In the event that a current MPO member from one of the local tiers chooses not to run for reelection or is not reelected to office, the alternate member shall automatically assume the duties of the member. The PVPC will seek to fill any vacant alternate MPO member slot(s) through a search process carried out in consultation with the Joint Transportation Committee (JTC) and ultimately confirmed by an affirmative vote of the Commission. Once the Commission has successfully completed the election process, the proposed new municipal MPO member or members will be brought before the MPO for acceptance by an affirmative vote of a majority of its members.

II. Voting

Votes of the Pioneer Valley MPO, including all those affecting regional certification documents (e.g. the Transportation Improvement Program [TIP], the Regional Transportation Plan [RTP], the Unified Planning Work Program [UPWP], Air Quality Conformity Determinations, compliance with the Americans With Disabilities Act [ADA]), shall be by a simple majority of those MPO members present and voting, provided that one of the state agencies shall be included in the majority vote and at least five (5) members or designee/alternates are present.

III. MPO Chair and Vice-Chair

The Chair of the MPO shall be the Secretary of MassDOT. The Vice-Chair of the MPO shall be either the Chair of the PVPC or the Chair of the PVTA Advisory Board and will be elected for a term of two years by a majority vote of the regional agency and local community members of the MPO. The Vice-Chair is empowered to call a meeting of the MPO with the support of at least three (3) other Pioneer Valley MPO members.

IV. The Objectives of the 3C Process

- A. The 3C process is a comprehensive, continuing and cooperative transportation planning and programming process resulting in transportation plans and programs consistent with the comprehensive planning objectives of the

Pioneer Valley region.

- B. The 3C process is comprehensive, including the effective integration of the various stages and levels of transportation planning and programming for the entire Pioneer Valley region and examining all modes so as to assure a balanced planning and programming effort. There is a simultaneous analysis of various related non-transportation elements, such as land-use, housing, economics, environmental resources and population, in order to assure consistency within an integrated and comprehensive planning and programming process.
- C. The 3C process is continuing, affirming the necessity to plan for both the short- or long-range future, emphasizing the iterative character of the progression from systems planning to project planning and programming and implementation and the necessity for re-evaluating data and plans on a periodic basis.
- D. The 3C process is cooperative, requiring effective coordination among public officials at all levels of government, and inviting the wide participation of all parties, public or private, at all stages of the transportation planning process. A key objective of the process is to resolve transportation issues by providing a forum for the resolution of concerns and disputes. At the same time, the process is not intended to operate, and cannot operate, to dilute the ultimate authority or responsibility of those state, regional or local public officials or agencies who, pursuant to statute or under contract, develop, review and/or implement transportation plans, programs and projects.

V. Functions of a Transportation Planning Advisory Group

In order to accomplish the objectives of the 3C process, the Pioneer Valley MPO has established a special committee known as the Joint Transportation Committee, to serve as the Transportation Policy Advisory Group for the Pioneer Valley region, in accordance with earlier agreements. The primary functions of the Joint Transportation Committee are:

- A. To advise the MPO on matters of policy affecting the conduct of the 3C transportation planning and programming process for the Pioneer Valley region.
- B. To advise the MPO on such regional transportation documents as may from time to time be required by state or federal laws and regulations.
- C. To provide maximum participation in the transportation planning and programming process by providing a forum to bring the MPO together with other public agencies, elected and appointed officials of cities and towns, and citizens concerned with the transportation planning and programming process; thereby facilitating, wherever possible, the consistency of transportation plans and programs for the Pioneer Valley region with the policies, priorities, and plans of affected state and regional agencies, local communities, private groups and individuals within the Pioneer Valley region. The MPO shall annually determine the membership on the Joint Transportation Committee in a manner that will provide for a widely representative viewpoint and ensure a balanced consideration of transportation issues. Consistent with the provisions of this Memorandum of Understanding, the Joint Transportation Committee shall adopt bylaws and other procedures as may be necessary to govern its operation.
- D. To nominate the six (6) local chief elected officials and alternates, recommended to serve as Pioneer Valley MPO members, which will be followed by an election conducted by the Pioneer Valley Planning Commission. Alternates are encouraged to regularly attend Pioneer Valley MPO meetings as ex-officio members in addition to the six (6) primary community MPO members

VI. Functions of the Metropolitan Planning Organization

- A. The MPO shall jointly develop, review and annually endorse as appropriate a Planning Work Program which includes a Unified Planning Work Program; a Transportation Plan; a Transportation Improvement Program, as well as such transportation plans and programs as may from time to time be required by federal and state laws and regulations.

- B. The MPO shall be the forum for cooperative transportation decision-making in the Pioneer Valley region.
- C. In the resolution of basic regional transportation policy, the MPO shall seek and consider the advice of all interested parties.

VII. Operation of the MPO (this section will be revised as in 2010 as part of a revised Memorandum of Understanding for the MPO)

- A. The MPO shall meet in the Pioneer Valley region at least once per year.
- B. The Secretary of the Massachusetts Executive Office of Transportation, or his/her designee, shall chair the MPO. A Vice-Chairman of the MPO shall be elected for a term of two years from one of the two regional agency chairs (either PVPC or PVTA) who serve on the MPO. The Vice-Chairman shall be elected by the regional and local community representatives to the Pioneer Valley MPO.
- C. Either the Chairman or Vice-Chairman can conduct meetings of the MPO.

VII. Responsibilities of Each Signatory

- A. The MassDOT will be responsible for organizing and conducting MPO meetings, including maintaining records, reporting major statewide and inter-regional policies and issues as they develop and generally provide leadership for the MPO.
- B. The Massachusetts Highway Department, through the Office of Planning will be responsible for making appropriate planning funds available to the PVPC by contract to assist in the implementation of the required planning work program as defined in the approved Unified Planning Work Program (UPWP) the Office of Planning will also provide the necessary data, technical support and staff support required to assist in fulfilling the transportation planning needs of the Pioneer Valley region and the Commonwealth.
- C. The PVPC shall be responsible for comprehensive regional planning and shall be the lead-planning agency for the Pioneer Valley region and it's MPO. The PVPC shall maintain qualified transportation planning staff, subject to the availability of funds, and shall be principally responsible for the maintenance of the transportation planning process and for the support and operation of the Joint Transportation Committee and the MPO.
- D. The PVTA, in addition to its statutory responsibility of providing mass transportation, will assist in obtaining and ensuring input and participation in multimodal transportation planning from local elected officials and the general public. The PVTA will actively participate in the 3C transportation planning and programming process and will represent regional concerns relative to public transportation problems and needs.
- E. Each community representative to the MPO shall be responsible for articulating a local government perspective of regional transportation problems and needs for the category of community (i.e. urban core cities, urban centers, suburban towns, or rural towns) for which he/she is elected to represent on the Pioneer Valley MPO.

IX. Effect of the Memorandum

This Memorandum of Understanding grows out of and supersedes the Memorandum of September 2, 1998, and shall become effective upon the date of a majority of the signatures from the MPO members including the Secretary of MASSDOT, the Administrator of Massachusetts Highway Department, the Chairman of PVPC, the Chairman of the PVTA and the four existing community MPO members. -In addition, this signatory sheet-shall become a part of the final updated MOU document. The signatories shall review the contents of this Memorandum every three years at a minimum, and make appropriate changes as may be necessary and are agreed upon by a majority of the MPO members.

X. Concerning Municipal Recognition of this Agreement

The undersigned Signatories to this Memorandum acknowledge the MPO must maintain continuing recognition from the Pioneer Valley region's cities and towns of the purposes, objectives, and functions of the transportation planning and programming process, as well as the mechanisms required to implement this agreement. To help achieve this continuing recognition, the MOU shall be reviewed and reaffirmed once every three years by the members of the Pioneer Valley MPO, with the advice of the JTC. During each review, the document shall be circulated among all mayors, boards of selectmen, and city and town managers-in the Pioneer Valley region for their review and comment.

Appendix E

LEGAL NOTICE

2010 Update to the Pioneer Valley Metropolitan Planning Organization's Public Participation Plan

In accordance with the requirements of the Pioneer Valley Region's Metropolitan Planning Organization (MPO), the Pioneer Valley Planning Commission (PVPC) is holding a public review period for the following document:

The Pioneer Valley Metropolitan Planning Organization's Public Participation Plan (PPP) outlines the public participation process for transportation planning in the Pioneer Valley (Hampshire and Hampden County). The document describes the public review process for transportation planning plans and programs for the region including the Regional Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program and other transportation studies. The PPP works in concert with regional goals and objectives and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The Pioneer Valley PPP plays a role in building a consensus for the future of transportation projects and policies in the region.

Two meetings to solicit public comments on the Draft Public Participation have been scheduled at the following times and locations:

- Wednesday, January 13, 2010 – 10:15 a.m. Pioneer Valley Planning Commission, 60 Congress Street, Springfield, MA 01104
- Wednesday, February 10, 2010 – 10:15 a.m. Pioneer Valley Planning Commission, 60 Congress Street, Springfield, MA 01104

Copies of the Draft PPP are available for public review on-line from PVPC's web page at www.pvpc.org. Hard copies of the document are also available by contacting PVPC directly. Written comments on the plan are encouraged and will be accepted beginning January 6, 2010 and ending February 26, 2010. Interpretive services for the public meetings are available with 72 hour advance notification. Comments may be submitted in person at the public meetings, or in writing to the Pioneer Valley Planning Commission, 60 Congress Street, Springfield, MA 01104, attention: Gary Roux (email: gmroux@pvpc.org).

City and Town Clerks: Please post this notice on the official bulletin board until March 1, 2010 and file in your office pursuant to Massachusetts General Laws, Chapter 39, Section 23, A-C

AVISO LEGAL

Actualización 2010 del Pioneer Valley Metropolitan Planning Organization's Public Participation Plan (Plan de Participación Pública)

De acuerdo con los requisitos del Pioneer Valley Region's Metropolitan Planning Organization (MPO), el Pioneer Valley Planning Commission (PVPC) está llevando a cabo una revisión pública del siguiente documento:

El Pioneer Valley Metropolitan Planning Organization's Public Participation Plan (PPP) contornea el proceso de la participación pública en el planificación de transportación en el Pioneer Valley (los condados de Hampshire y Hampden). El documento describe el proceso de revisión pública de los planes y los programas de planificación de transporte para la región incluyendo el Regional Transportation Plan (plan regional del transporte), el Transportation Improvement Program (programa de mejora del transporte), the Unified Planning Work Program (programa de trabajo para planificación unificada) y otros estudios del transporte. El PPP trabaja en concierto con metas y objetivos regionales y con el acto *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU). El Pioneer Valley PPP desempeña un papel muy importante en la construcción de un consenso sobre el futuro de los proyectos y las polizas del transporte en la región.

Habrán dos reuniones para solicitar comentarios públicos sobre el documento. Las reuniones están planificadas para los siguientes días:

- Miércoles, 13 de enero del 2010, a las 10:15 de la mañana en las oficinas del Pioneer Valley Planning Commission, 60 Congress Street, Springfield, MA 01104
- Miércoles, 10 de febrero del 2010, a las 10:15 de la mañana en las oficinas del Pioneer Valley Planning Commission, 60 Congress Stree, Springfield, MA 01104

Las copias del documento PPP están disponibles para la revisión pública en la página web del Pioneer Valley Planning Commission, www.pvpc.org. Copias del documento en papel también están disponibles; comuníquese con las oficinas del Pioneer Valley Planning Commision para pedir una copia. Los comentarios escritos sobre el documento PPP serán aceptados empezando Enero 6 del 2010 y terminando Febrero 26 del 2010. Los servicios de interpretación estarán disponibles durante las reuniones públicas con 72 horas de solicitud adelantada. Comentarios también se puede someter en persona en las reuniones públicas, o por escrito a el Pioneer Valley Planning Commission, 60 Congress Street, Springfield, MA 01104, atención: Gary Roux (email: gmroux@pvpc.org).

City and Town Clerks: Please post this notice on the official bulletin board until March 1, 2010 and file in your office pursuant to Massachusetts General Laws, Chapter 39, Section 23, A-C

Appendix F

Opportunities for Public Comment – 2010 Schedule

Public outreach efforts related to the 2010 update of the Public Participation Plan are described below. If additional comments are received prior to the expected adoption of the Plan on XXX 2010, those comments will be addressed and documented in the Final Plan.

January 6, 2010:	PVPC MPO meeting, special presentation on the PPP, opportunity for public comment, Pioneer Valley MPO opens Public comment period (minimum 45 days) contingent on incorporation of MASSDOT comments. PVPC 60 Congress Street, Springfield, MA Posting of Draft PPP on PVPC web site
January 7, 2010:	Mailing of Draft PPP to Joint Transportation Committee Notice to Town Clerks
January 8, 2010:	Legal notice: Hampshire Gazette (English) Legal notice: Springfield Republican (English & Spanish) Notice to Town Clerks Notice to extensive special mailing list including environmental and EJ News release to other media
January 13, 2010:	Pioneer Valley Joint Transportation Committee Meeting; special presentation & opportunity for public comment 10:15 a.m., 2 nd Floor, PVPC. 60 Congress Street, Springfield, MA Notice to Town Clerks.
February 10, 2010:	Meeting Notice; Pioneer Valley Joint Transportation Committee and opportunity for public comment on the PPP. 10:15 a.m., 2nd Floor, PVPC. 60 Congress Street, Springfield, MA Notice to Town Clerks. (Meeting Cancelled due to inclement weather)
March 10, 2010:	Meeting Notice; Pioneer Valley Joint Transportation Committee and opportunity for public comment on the PPP. 10:15 a.m., 2 nd Floor, PVPC. 60 Congress Street, Springfield, MA Notice to Town Clerks.
June 22, 2010:	PVPC MPO meeting, presentation on the PPP and opportunity for public comment. MPO approves conditional endorsement of the PPP pending incorporation of MPO comments and consideration for any comments prior to the end of the public participation process. PVPC, 2 nd Floor, 60 Congress Street, Springfield, MA
June 22, 2010:	Public participation period for the PVMPO Public Participation Plan Ends

In accordance with Federal requirements for a minimum a 45-day period for public comments prior

to the adoption or amendment of a public participation plan. The time period from the first notice of opportunities to comment (**January 6, 2010**) on this update of the PVMPO Public Participation Plan until consideration for adoption by the PVMPO on (**June 22, 2010**) was 166 days.

The draft document and a notice of opportunities to comment on the draft Plan was posted to the PVMPO website following endorsement for public comment by the Pioneer Valley MPO on June 22, 2010. A legal notice, officially opening the public comment period, was published in the Springfield Republican and Hampshire Gazette (in both English and Spanish) on January 8, 2010. On January 6 a notice of the opportunities for comment was mailed to the town clerks in the Region; and was either emailed or mailed to more than 120 persons involved in various transportation planning subcommittees at PVMPO, including bike/ped, transit, environmental justice, freight, and human services transportation and other interested parties.

PVPC staff gave a public presentation on the draft document at the January 13 and February 10, 2010 meeting of the Joint Transportation Committee meeting. A similar presentation was given at the January 6, 2010 and June 22, 2010 of the PVMPO. Comments were received and incorporated into the document.

Public comments could also be made at the other MPO meetings.

Comments and Disposition

A summary of the comments received and our disposition of those comments is provided in the following table:

Comment by	Comment	Disposition	Date received
Michael Chong Planning and Environment Program Manager Federal Highway Administration	It is not clear if the PPP states that an additional opportunity for public comment is provided if the TIP or RTP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not have reasonably have foreseen from the public involvement efforts. For example, a public notice for an amendment (or new document) states that there are 5 projects to be added to the TIP, and during the comment period, the total changes to the mix of projects is actually 20 projects. Is there an additional opportunity for public input?	Revisions have been incorporated to allow the public participation period to be extended	2/25/2010
Michael Chong Planning and Environment Program Manager Federal Highway Administration	Appendix D, MOU The text includes both MassDOT and EOT, and you might wait until the MPO reworks the MOU to define the role of all the parties involved in the planning process. You could include a statement that the section will be updated after MPO updates the MOU etc.	A statement has been added to acknowledge the upcoming changes to the MPO. References to EOT have been left as they were pending the updated MOU.	2/25/2010

End of Comment for recent changes to the Public Participation Plan

Endorsement and Adoption

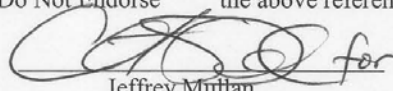
The PVJTC recommended the draft Public Participation Plan to the PVMPO for endorsement. The PVMPO for endorsed the revised Pubic Participation Plan on June 22, 2010
(insert copy of endorsement sheet on the next page)

PIONEER VALLEY MPO ENDORSEMENT SHEET

The signatures below signify that all members of the Pioneer Valley Region's Metropolitan Planning Organization, or their designees, have met on June 22, 2010 and discussed the following item for endorsement: The Public Participation Plan for the Pioneer Valley MPO.

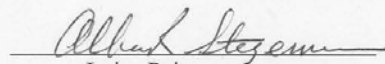
Massachusetts Department of Transportation (MassDOT)

I, Secretary and CEO of the Massachusetts Department of Transportation, hereby
☒ Endorse ☐ Do Not Endorse the above referenced item.

 for 22 Jun 10
Jeffrey Mullin
Secretary, CEO-MassDOT
Date

Massachusetts Department of Transportation (MassDOT)

I, Administrator of the Massachusetts Department of Transportation Highway Division,
hereby
☒ Endorse ☐ Do Not Endorse the above referenced item.


Luisa Paiewonsky
Administrator-MassDOT
06/22/10
Date

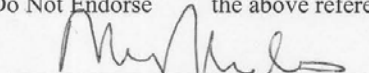
Pioneer Valley Planning Commission (PVPC)

I, Chair of the Pioneer Valley Planning Commission, hereby
☒ Endorse ☐ Do Not Endorse the above referenced item.


Richard Butler
Chair - PVPC
6/22/10
Date

Pioneer Valley Transit Authority (PVTA)

I, Administrator of the Pioneer Valley Transit Authority, hereby
☒ Endorse ☐ Do Not Endorse the above referenced item.


Mary MacInnes
Administrator - PVTA
6/22/10
Date

City of Springfield

I, Mayor of the City of Springfield, hereby

☐ Endorse ☐ Do Not Endorse the above referenced item.

Domenic Sarno
Mayor-Springfield

Date**City of Chicopee**

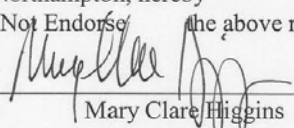
I, Mayor of the City of Chicopee, hereby

☐ Endorse ☐ Do Not Endorse the above referenced item.

Michael Bissonnette
Mayor-Chicopee

Date**City of Northampton**

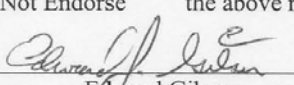
I, Mayor of the City of Northampton, hereby

☒ Endorse ☐ Do Not Endorse the above referenced item.

Mary Clare Higgins
Mayor-Northampton

6/27/10
Date**Town of West Springfield**

I, Mayor of the Town of West Springfield, hereby

☐ Endorse ☐ Do Not Endorse the above referenced item.

Edward Gibson
Mayor-West Springfield

June 27, 2010
Date**Town of Belchertown**

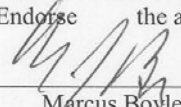
I, Board of Selectmen member of the Town of Belchertown, hereby

☐ Endorse ☐ Do Not Endorse the above referenced item.

James Barry
Selectman-Belchertown

Date**Town of Hatfield**

I, Board of Selectmen member of the Town of Hatfield, hereby

☒ Endorse ☐ Do Not Endorse the above referenced item.

Marcus Boyle
Chair, Selectman-Hatfield

22 Jun 10
Date