



# **PUBLIC PARTICIPATION PLAN**

## **PUBLIC COMMENT DRAFT**

April 2018

12 Acme Road  
Suite 104  
Brewer, Maine 04412  
207.974.3111  
[www.bactsmmpo.org](http://www.bactsmmpo.org)

**POLICY STATEMENT**

The Bangor Area Comprehensive Transportation System is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants and, to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any BACTS program or activity on the grounds of race, color, national origin, income, sex, age, disability, or limited English proficiency. BACTS assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

BACTS conducts its Title VI/Environmental Justice Program in a team approach involving all BACTS personnel. The Director of BACTS is responsible for BACTS' compliance with the Title VI/EJ implementing regulations.

Inquiries concerning BACTS' policies, investigations, complaints, compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice, may be directed to the Director, Bangor Area Comprehensive Transportation System, 12 Acme Road Suite 104, Brewer, ME 04412, telephone 207-974-3111.

This policy statement must be circulated throughout BACTS and be included by reference in all contracts, agreements, programs and services administered by BACTS.



Robert Kenerson, Jr.  
BACTS Director

September 30, 2017

**TABLE OF CONTENTS**

**I. POLICY STATEMENT..... i**

**II. INTRODUCTION ..... 3**

**II. GOALS OF THE PUBLIC PARTICIPATION PLAN ..... 3**

**III. BACTS METROPOLITAN PLANNING AREA MAP ..... 4**

**IV. KEY PRODUCTS OF THE METROPOLITAN TRANSPORTATION PLANNING..... 5**  
**PROCESS**

**1. UNIFIED PLANNING WORK PROGRAM (UPWP)..... 5**

**2. METROPOLITAN TRANSPORTATION PLAN (MTP) ..... 6**

**3. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)..... 9**

**V. MEMBER ORGANIZATIONS..... 11**

**VI. PUBLIC INVOLVEMENT PROCEDURES ..... 11**

**1. SCHEDULING AND NOTICE PROCEDURES..... 11**

**2. OPEN COMMITTEE MEETINGS ..... 11**

**3. MEETING ACCESSIBILITY..... 12**

**4. PUBLIC OUTREACH STRATEGIES ..... 12**

**VII. INTERESTED AND AFFECTED PARTIES DISTRIBUTION LIST..... 14**

**VIII. ACCESS TO INFORMATION..... 15**

**IX. EQUITY, DIVERSITY AND INCLUSION ..... 15**

**APPENDIX**

**A. COMMENT PERIODS AND MINIMUM PUBLIC NOTICE ..... 17**

**1. COMMENT PERIODS..... 17**

**2. MINIMUM PUBLIC NOTICE ..... 18**

## **INTRODUCTION**

A Metropolitan Planning Organization (MPO) has authority and responsibility for transportation policy-making in metropolitan planning areas. Federal legislation passed in the early 1970s requires that any urbanized area (UZA) with a population greater than 50,000 have an MPO. As the MPO for the greater Bangor UZA, the Bangor Area Comprehensive Transportation System (BACTS) ensures that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive (3-C) planning process. The current BACTS Metropolitan Planning Area map is on the next page.

As is the case with most MPOs, BACTS does not own or operate the transportation system it serves and, therefore, is not involved in implementing the transportation project priorities established. Rather, BACTS serves an overall coordination and consensus-building role in planning and programming funds for projects and operations. BACTS involves local transportation providers in the planning process by including transit agencies, State and local highway departments, airport authorities, maritime operators, rail-freight operators, Amtrak, port operators, private providers of public transportation, and others with an interest in the transportation system within the greater Bangor UZA.

Effective public participation is essential to the successful implementation of any planning program or project. Without the involvement of local citizens, it is difficult to design a program that effectively meets the needs of the public. A proactive public involvement process leads to a transportation system that reflects the needs and values of the community. To that end, BACTS actively seeks to incorporate the involvement of the public in its planning efforts.

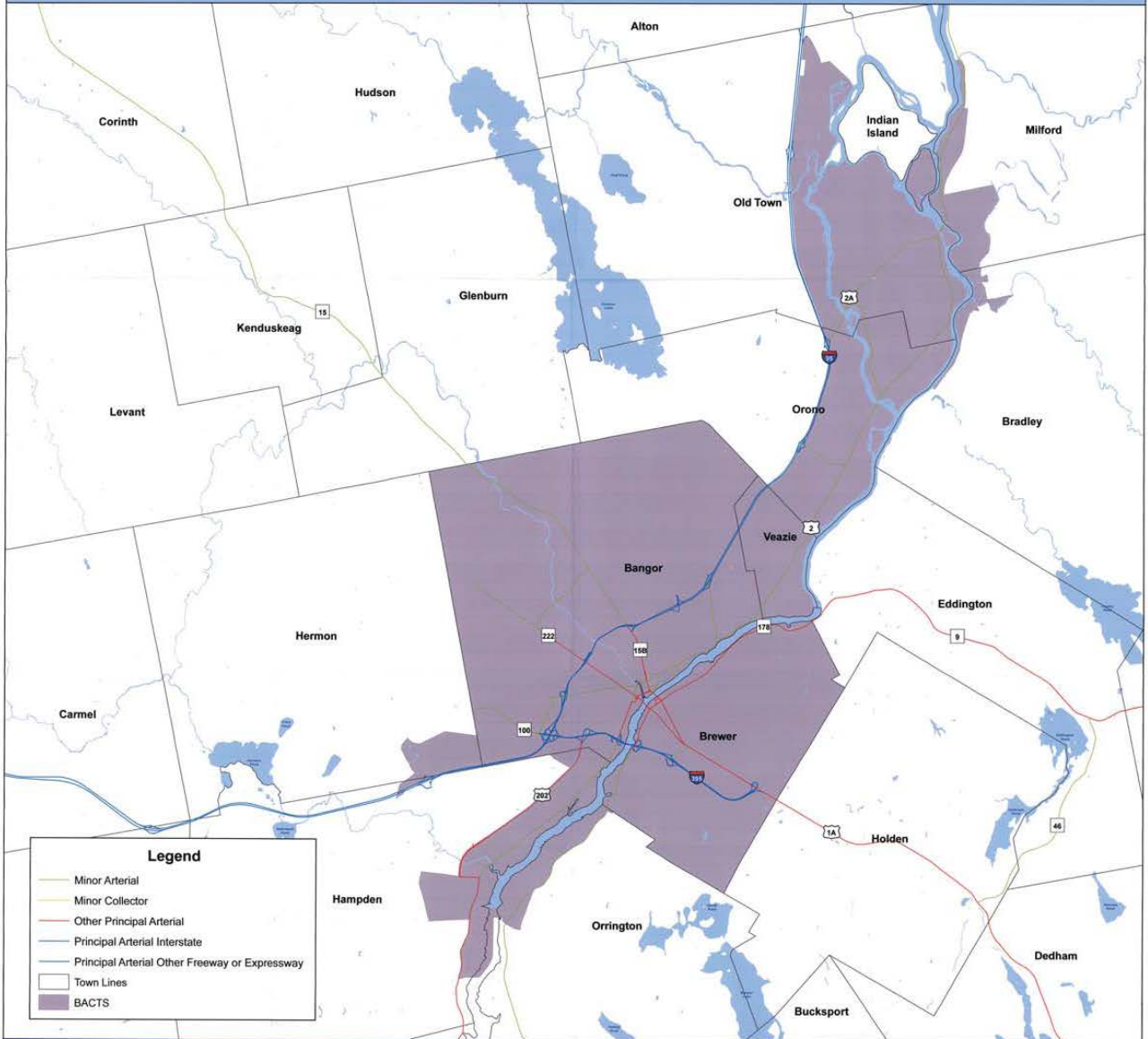
## **GOALS OF THE PUBLIC PARTICIPATION PLAN**

Public participation efforts are intended to include and afford individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. This Public Participation Plan is designed to provide all interested parties, including local public agencies and planning partners, with information on how BACTS engages the public in the transportation planning and programming processes.

BACTS' goals for public participation in the metropolitan planning and programming processes are to:

1. Inform and engage local and state agencies, planning partners and stakeholders in plans and programs.
2. Obtain an understanding of transportation needs and desires.
3. Engage the public in transportation decision-making early and often.
4. Provide the public reasonable access at key decision points during the development of plans and programs.
5. Ensure full and fair participation in the transportation decision making process.

# Bangor Area Comprehensive Transportation System (BACTS) Metropolitan Planning Area (MPA) - Boundary 2013



**2013 Metropolitan Planning Area (MPA) Metadata**

**1. Contact Information**

Name: Bangor Area Comprehensive Transportation System  
 Acronym: BACTS  
 Address: 12 Acme Road, Brewer, Maine 04412  
 Telephone: 207.974.3111  
 Fax: n/a  
 Website: <http://www.bactsmo.org/>

**2. Executive Director and/or Transportation Contact**

Name: Rob Kenerson, Director  
 E-mail: [robk@bactsmo.org](mailto:robk@bactsmo.org)  
 Telephone: 207.974.3111

**3. Designation**

Date of Designation: June 2013  
 Areas Served: Bangor, Brewer, Veazie, Hampden, Hermon, Orono, Old Town,  
 Milford, Bradley, Orrington and the Penobscot Nation  
 TMA Status: No  
 2010 MPO Census Population: 61,210

<b>Approved by BACTS Policy Committee:</b>	
<i>[Signature]</i>	7/30/2013
Signature	Date
<b>Approved by Federal Highway Administration:</b>	
<i>[Signature]</i>	1/6/2014
Signature	Date
<b>Approved by Maine Department of Transportation:</b>	
<i>[Signature]</i>	12/11/13
Signature	Date



DISCLAIMER: The Maine Department of Transportation provides this publication for informational purposes only. It is subject to revision and may be incomplete depending upon changing conditions. Reliance upon this information is at the user's own risk. The Department assumes no liability if injuries or damages result from this information.

6. Provide timely and adequate notice to the public about meetings and plans.
7. Seek out and consider the needs of those traditionally underserved by existing transportation systems, who may also face challenges accessing employment and other services, including:
  - a. Low-income households
  - b. Minority households
  - c. Limited-English proficiency populations
  - d. Senior populations
  - e. Zero-car households; and
  - f. Persons with disabilities.

A Notice of Public Comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties* when the Public Participation Plan is revised. A period of at least of 45 days will be provided during which comments may be submitted to BACTS for consideration. BACTS will make available the proposed Plan with a brief description of significant changes on the BACTS website and at the BACTS office.

BACTS staff will compile all relevant public comments, or a summary of similar comments, for consideration and response (if warranted) by the BACTS Policy Committee. BACTS will prepare the final Public Participation Plan after carefully considering all of the comments and input received from the public process. All relevant written or oral comments received on the draft Plan, with Policy Committee response, will be included in the final Plan. Copies of the approved Public Participation Plan will be provided to FHWA and FTA for informational purposes and be posted on the BACTS website.

BACTS will periodically review this public participation plan and the procedures and strategies used to solicit public participation and feedback and ensure a full and open participation process.

### **KEY PRODUCTS OF THE METROPLITAN TRANSPORTATION PLANNING PROCESS**

As an MPO, BACTS performs six core functions:

1. Establish a setting for effective decision-making.
2. Identify and evaluate transportation improvement options.
3. Prepare and maintain a Metropolitan Transportation Plan (MTP).
4. Develop a Transportation Improvement Program (TIP).
5. Identify performance measure targets and monitor whether implemented projects are achieving targets.
6. Involve the public.

BACTS creates plans and policies for transportation at the regional level. The federally required key products of an MPO include:

#### **Unified Planning Work Program (UPWP)**

The UPWP lists the transportation studies and tasks that BACTS staff and member agencies will perform to support the metropolitan transportation planning process. It identifies the funding source for each project, the schedule of activities, and the agency or agencies responsible for each task or study.

The UPWP covers a two-year period and typically includes the following elements:

- Planning data and analysis tasks, such as data collection and trends monitoring, and studies of a variety of demographic, development, transportation, and environmental factors.
- Public outreach activities conducted in accordance with the PPP, including collaborative development of the PPP and periodic evaluation of its effectiveness.
- Preparing the MTP and TIP, including supporting studies and products that will result from these activities.
- Completing of all Federally funded studies, including all relevant State and local planning activities conducted without Federal funds.

BACTS will publicly post their intent to develop the UPWP. This intent to develop the UPWP and a Notice of Public Comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least of ten (10) days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration.

Any public comments received will be compiled and presented to the BACTS Policy Committee for consideration prior to development of the UPWP. The approved UPWP will be posted to the BACTS website and available at the BACTS office.

### **Metropolitan Transportation Plan (MTP)**

The MTP covers a 20-year horizon and must be updated at least every five years. It serves as the region's comprehensive plan for transportation investment to support the safe and efficient movement of people and goods. Federal law requires that the MTP "...include both long-range and short-range strategies/actions that provide for the development of an integrated intermodal transportation system... to facilitate the efficient movement of people and goods in addressing current and future transportation demand."

The MTP is prepared through active engagement with the public and stakeholders using an approach that considers how roadways, transit, non-motorized transportation, and intermodal connections are able to improve the operational performance of the multimodal transportation system.

In developing the MTP, BACTS will consult and coordinate, to the maximum extent practicable, with agencies and officials responsible for other planning activities within the region that are affected by transportation (including MaineDOT and public transit providers, State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements). In addition, BACTS develops the MTP with due consideration of other related planning activities within the metropolitan area, and the process provides for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of Federal Transit Administration (FTA) assistance (under title 49 U.S.C. Chapter 53);
- (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation (USDOT) to provide non-emergency transportation services; and

(3) Recipients of Federal Lands and Tribal Transportation Programs assistance (under 23 U.S.C. 201-204).

Development and updating of the MTP can take several months, if not longer. Throughout the long range planning process, the public will be engaged at key stages of development. Once the revised MTP is in final draft form, a comment period of thirty (30) calendar days will be provided for public review. If the final MTP differs significantly from the version that was made available for public comment, a second public comment period of at least ten (10) calendar days will be held before final approval by the BACTS Policy Committee.

*Public Notification of Metropolitan Transportation Plan Development*

BACTS shall provide notice to the public of the intent to develop or update the MTP at the start of the development process. This notice will be posted on the BACTS website and sent to those on the list of *Interested and Affected Parties*. BACTS shall also attempt to reach those interested in the Plan's development by using various public outreach strategies which may include, but are not limited to social media posts, newsletters, news releases, and public service advertisements.

The public notice shall include at least the following information:

- A brief description of the planning process tied to a schedule for when decisions will be made;
- A brief description of how the Plan may affect the region;
- A description of what opportunities exist for public participation; and
- BACTS contact for obtaining further information.

*Public Forums/Workshops*

At appropriate points during the development of the MTP, BACTS may hold public informational meetings or forums to discuss the various components of the MTP. A public informational meeting will be held to discuss the development of the entire Plan including transportation system deficiencies, alternative solutions, project priorities and other issues deemed appropriate.

Notices of public meetings will be posted on the BACTS website and sent to the list of *Interested and Affected Parties* at least ten (10) days prior to the meeting. BACTS staff will also make an effort to identify any population segment readily affected by system deficiencies and attempt to involve them as an "interested or affected party."

*Public Hearing on Draft Transportation Plan*

Upon completion of the draft MTP, BACTS staff will schedule a public hearing to discuss the content and receive comments from the public. The draft MTP will be available for inspection at the time of the hearing notice on the BACTS website and at the BACTS office. A summary document of the MTP will be made available to the attendees at the meeting. All substantive comments received during the proceedings will be documented by BACTS.

Notice of the public hearing will be posted on the BACTS website and sent to the list of *Interested and Affected Parties* at least ten (10) days prior to the meeting. The public notice will encourage submission of written comments by those unable to attend the hearing. A comment period of 30



days beginning from the date of the hearing notice (and at least ten days beginning from the date of the hearing) shall be provided during which comments may be submitted for consideration by the BACTS Policy Committee.

If a “Major Investment Study” is identified or a “Significant Highway Project” is determined under Sensible Transportation Policy Act (STPA), the BACTS Policy Committee will tailor a specific public involvement strategy after the required interagency consultation process is accomplished. This strategy will engage the public in the consideration of the purpose and need for the major investment as well as development and evaluation of all "reasonable" alternatives.

#### *Preparation of Final Metropolitan Transportation Plan*

BACTS will prepare the final MTP after carefully considering all of the comments and input received from the public process. All relevant written or oral comments received on the draft will be included in the final plan. If the final MTP contains substantive changes from the one that was made available for public comment, or raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts, then BACTS shall provide an additional duly noticed public comment period on the revised draft Plan of not less than ten (10) days.

The final MTP shall contain the BACTS Policy Committee responses to all relevant comments received on the draft and if necessary, the final MTP. The final approved MTP will be posted on the BACTS website and will available at the BACTS office for public viewing.

#### *MTP Amendments*

In general, the MTP is updated every five years. Whenever significant action is taken by the Policy Committee or planning regulations call for substantive changes between this time period, an amendment to the MTP may be necessary.

If amendments are warranted, a notice of public comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least ten (10) days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration. BACTS will make available the proposed amendment to the MTP with a brief description or summary of the amendment(s) and supporting documentation on the BACTS website and at the BACTS office.

BACTS will compile all relevant public comments, or a summary of similar comments, for consideration by the Policy Committee prior to approval of the MTP amendment. All relevant comments received will be included in the Plan, as well as the Policy Committee responses to all relevant comments.

The approved amended MTP will be posted on the BACTS website and will available at the BACTS office for public viewing.

## Transportation Improvement Program (TIP)

The TIP identifies transportation projects and strategies covering a four-year timeframe and is updated every year. These projects reflect the investment priorities detailed in the MTP. The TIP lists the immediate program of investments that, once implemented, will go toward achieving the performance targets established by the MPO and documented in the MTP. The TIP is the region's means of allocating its transportation resources among the various capital, management, and operating investment needs of the area, based on a clear set of short-term transportation priorities prepared through a performance-driven process. All projects receiving Federal funding must be in the TIP.

In addition, BACTS shall develop the TIP with due consideration of other related activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of FTA assistance (under title 49 U.S.C. Chapter 53);
- (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the USDOT to provide non-emergency transportation services; and
- (3) Recipients of Federal Lands and Tribal Transportation Programs assistance (under 23 U.S.C. 201-204).

Under Federal law, the TIP must:

- Cover at least four years of investment.
- Be updated at least every four years.
- Remain fiscally constrained so that projects are only included if their full funding can reasonably be anticipated.
- In air quality nonattainment and maintenance areas the projects in the first two years of the TIP are limited to those with available or committed funding. \*
- Conform with the SIP for air quality in nonattainment and maintenance areas. \*
- Report on anticipated progress in meeting performance targets.
- Include projects for which Federal funds were obligated in the prior year.
- Be approved by the MPO and the Governor.
- Be incorporated, directly or by reference and without change, into the STIP.

*\*The BACTS metropolitan planning area is currently in attainment for air quality.*

Public notice of TIP development and opportunity for public comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least 30 days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration. The City of Bangor, as a direct recipient of FTA Section 53 federal funds and public transit provider in the greater Bangor UZA, uses the BACTS TIP public involvement process to satisfy their program of projects (POP) public involvement requirements. Public notices relating to the TIP (and significant amendments of the TIP) shall say, in part, "*public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the POP requirements of the Section 5307 Urbanized Area Formula Program.*"

BACTS will compile all relevant public comments, or a summary of similar comments, for consideration by the Policy Committee prior to final approval of the TIP. All relevant comments received and Policy Committee responses will be included in the final TIP. The approved TIP will be posted on the BACTS website and will be available at the BACTS office for public viewing.

Any substantive change in BACTS' TIP project rating criteria is subject to public review and comment. Amendments to the TIP rating criteria shall be accomplished before the initiation of the TIP development process. BACTS shall notify the public of its intent to update the TIP rating criteria and make supporting documentation available to the public for comment. A period of at least of ten (10) days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration. BACTS will make available the criteria and supporting documentation on the BACTS website and at the BACTS office.

### *TIP Revisions*

In general, the TIP is updated and approved annually. Whenever action is taken at the project level by the BACTS Policy Committee between updates, a revision to the TIP may be necessary. BACTS coordinates with MaineDOT's STIP procedures, policies, and thresholds for revising the TIP. This procedure varies depending on the nature of the proposed change. The degree of MPO, State and Federal action and approval varies based on revision type.

Besides information only changes (i.e., typographical/data entry corrections) that does not alter the content of an approved TIP, there are two types of TIP revisions:

#### Amendment

Amendments to the TIP are major changes and therefore, a public involvement process is required to provide reasonable opportunity for public comment. Changes to an approved TIP that require an amendment include, but are not limited to:

- Any change to a project in the current TIP that impacts regional air quality conformity emissions analysis used for the current conformity determination;
- Adding or removing a regionally significant project;
- Adding or removing a non-exempt phase of a project;
- Adding a new project;
- Removing a project;
- Adding a phase to a project that has a substantial cost;
- Making a major change in the scope of a project;
- Including a significant change in project termini; and/or
- Adding statewide projects not specific to a particular locale.

Public notice of TIP Amendment and opportunity for public comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least of ten (10) days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration.

BACTS will make available the proposed amendment(s) with a brief description or summary of the amendment(s) and supporting documentation on the BACTS website and at the

BACTS office. All technical analysis in support of the amendment including any air quality/conformity analysis will be referenced in the public notice and made available to the public for review and comment.

### Administrative Modification

An administrative modification to the TIP is a change that is not significant, and therefore no public involvement process is required. Administrative modifications are submitted to MaineDOT, must be incorporated into the STIP, and require FHWA approval. TIP revisions that are considered administrative modifications include, but are not limited to:

- Moderate changes in the total cost of a project
- Combining or separating two or more projects that are part of an approved TIP
- Combining or separating phases within a project that are part of an approved TIP
- Adding a new phase to a project that is part of an approved TIP that does not have an associated substantial cost
- Making a minor change in the scope of a project, including an insignificant change in project termini; and/or
- Making a change to the project termini with no change in overall project cost.

BACTS will post TIP administrative modifications on the BACTS website and have the document available for public viewing at the BACTS office.

### MEMBER ORGANIZATIONS

By law, an MPO is defined as a policy board comprised of local elected officials. Representatives from local governments and transportation agencies serve on the BACTS Policy Committee. BACTS membership is limited to those municipalities and tribes wholly or partially within the greater Bangor UZA, as defined by the most recent Decennial United States Census, the Maine Department of Transportation (MaineDOT), and transit providers receiving FTA Section 5307 funding for the UZA.

Each Member has the right to appoint one voting Board Member for every three thousand (3,000) people in their UZA with a minimum of one voting Board Member and a maximum of four voting Board Members. MaineDOT also has the right to appoint one voting Board Member.

### PUBLIC INVOLVEMENT PROCEDURES

#### **Scheduling and Notice Procedures**

See Appendix A - *“Chart of Comment Periods and Minimum Public Notice.”*

#### **Open Committee Meetings**

The BACTS Policy Committee is the policy making body, and has the authority to develop, endorse and revise, when needed, the TIP and MTP. The Policy Committee meets at least quarterly, or more frequently as deemed necessary by the Policy Committee Chair. All committee meetings are open to

the public. Notifications, cancellations, and any special announcements for regular meetings conducted by BACTS are posted on the BACTS website and Facebook page.

Meeting notices, agendas and materials are provided to all members of the BACTS Policy Committee at least seven (7) days prior to a scheduled meeting. Meeting notices and agendas for committee meetings are posted to the BACTS website at least seven (7) days prior to a scheduled meeting. Meeting minutes are available on the BACTS website after committee approval.

Opportunity for public input on each agenda item will be given after committee discussion but before voting. Public input must be directly related to the subject of the agenda item and is limited to five minutes per person. The Committee Chair has the discretion to allow additional time for public input or limit public comments when he/she determines comments are redundant.

### **Meeting Accessibility**

The transportation needs and opinions of persons with disabilities shall be included in the transportation planning process. The planning process will be made accessible to such persons by ensuring that all public meetings are held at convenient and accessible locations and times. When possible, public meetings are held at facilities accessible by public transit. Individuals needing special accommodations to participate in meetings or individuals with limited English proficiency should contact BACTS staff at 974-3111 at least three (3) business days prior to the scheduled meeting in order to accommodate their needs.

### **Public Outreach Strategies**

BACTS recognizes public outreach is essential to the planning and transportation programming process and understands a variety of techniques and tools should be used to ensure transparency and increase opportunities for the public to participate. BACTS will track the type and amount of public involvement methods used, and feedback received in developing metropolitan transportation plans and programs.

#### *Website*

The BACTS website, [www.bactsmmpo.org](http://www.bactsmmpo.org), is the primary means by which BACTS makes information available to the public. Interested parties may be directed to the site using traditional media, social media, newsletters, emails and other forms of notification. The website provides public access to a variety of documents, containing both policy and technical information used in the transportation decision-making process.

#### *Public Notices*

Public notices will be posted on the BACTS website and through direct communication (email or postal mail) with all those on the *Interested and Affected Parties* distribution list. Timeframes for providing public comments vary by product, plan and program (see Appendix A *Chart of Comment Periods and Minimum Public Notice*). Any significant public comments, or a summary of similar comments, will be compiled and provided to the Policy Committee for review and response prior to approval of any plan or program. Comments of a substantive nature received during the designated comment period will be addressed and included in the final document.

### *Public Hearings*

Notices of public hearing will be posted on the BACTS website and sent to the list of *Interested and Affected Parties* at least ten (10) days prior to a scheduled public meeting. The notice will encourage submission of written comments by those unable to attend the meeting and detail the public comment timeframe and procedure for submitting comments for consideration by the BACTS Policy Committee.

### *Social Media*

BACTS uses Facebook as its primary social media presence ([www.facebook.com/BACTS-108328035895079/](http://www.facebook.com/BACTS-108328035895079/)). Although BACTS will read and consider all comments made on Facebook, only comments that are submitted in accordance with requirements described in the *Notice of Public Comment* will be part of the official public comment record for a product that is out for public review and comment.

### *News Media*

The BACTS designated newspaper for required legal ads is:

Bangor Daily News  
PO Box 1329  
Bangor, ME 04402-1329

### *Visualization Techniques*

Attempts will be made to incorporate visualization techniques in the metropolitan transportation planning process. Visualization techniques used by BACTS includes, but is not limited to:

- Maps;
- Photographs;
- Charts;
- Graphs;
- Diagrams; and
- Sketches.

BACTS staff will continue to monitor and investigate developing technologies to improve the visualization process.

### *Advisory Boards*

As necessary, BACTS will convene advisory groups in developing plans and in forming recommendations. Advisory boards do not replace public input, rather provide additional resources, perspectives and expertise during the planning process. Individuals invited to be part of an advisory board are designated by the Policy Committee. Members of any such advisory board serve in an honorary capacity and, in such capacity, have no right to notice of, or to vote at, any meeting of the Policy Committee, and shall not be considered for purposes of establishing a quorum.

## *Presentations*

Presentations may be delivered by BACTS staff for various purposes and in various settings (as part of a regular committee meeting, a scheduled public meeting, or by request to a specific organization, agency or group with a specific interest). Whenever possible, presentations will be posted to the BACTS website for access to the general public.

## *Surveys*

Surveys can be an integral part of the planning process. Surveys may be developed and compiled as a means of soliciting feedback for a variety of reasons and may be obtained through different methods (online, paper, telephone, and in-person). Any survey undertaken by BACTS will be posted on the website and compiled results will be shared with the Policy Committee and other stakeholder agencies and organizations.

## **Interested and Affected Parties Distribution List**

In order to promote active, informed public participation in the transportation planning process, a broad range of organizations and individuals are included in the *Interested and Affected Parties* list. Any agency or individual requesting to be included as an Interested and Affected Party will be kept informed during the development of the key products in Section IV.

The BACTS *Interested and Affected Parties* distribution list includes:

- Public Agencies
- Public Transportation Providers
- Public Transportation Employee Organizations
- Port Authority
- Freight Shippers
- Freight Transportation Providers
- Private Transportation Providers (Intercity Bus and Taxi Operators)
- Healthcare Providers
- Housing Authorities
- Economic and Business Development Organizations
- Tourism Organizations
- Lodging Establishments
- Utility Providers
- Transportation Safety Agencies
- Emergency Management, Law Enforcement and Rescue Services
- Airport
- Environmental Agencies and Organizations
- State, County, and Municipal Representatives
- Advocacy Groups
- Schools, Colleges and Universities
- Large Employers
- Organizations representing the interests of vulnerable and traditionally underserved populations (older adults, minority populations, persons with disabilities and economically disadvantaged persons)
- Media Contacts

- Private Citizens

The distribution list is periodically reviewed and updated by BACTS staff to ensure adequate inclusion of agencies and individuals traditionally underserved by the existing transportation system. Any agency or individual interested in the BACTS planning process can request to be added to the distribution list by contacting BACTS staff at [info@bactsmmpo.org](mailto:info@bactsmmpo.org) or 974-3111.

## **ACCESS TO INFORMATION**

All documents for public review and comment will be posted on the BACTS website. BACTS staff will make printed materials available to the public upon request. When appropriate, a fee may be collected for copies of publications. The fee will cover the cost of production and, if applicable, the cost of mailing the materials. All such materials are available for viewing at the BACTS office at no cost.

## **EQUITY, DIVERSITY AND INCLUSION**

BACTS is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions and ensuring that the public-at-large is afforded access to our programs and services. To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any BACTS program or activity on the grounds of race, color, national origin, income, sex, age, disability, or limited English proficiency. BACTS assures all of its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

BACTS will ensure all individuals have meaningful access to programs and activities by providing reasonable accommodations for persons with disabilities and/or limited English proficiency. Auxiliary aids and/or sign language interpretation services will be provided upon advanced notice. For individuals who speak English less than well, BACTS uses a language card, and LanguageLine Solutions to provide over-the-phone translation services at public meetings. Individuals needing special accommodations to participate in meetings should contact BACTS staff at 974-3111 at least three (3) business days prior to the scheduled meeting in order to accommodate their needs.

The BACTS Title VI/Environmental Justice Non-Discrimination Plan is reviewed and updated annually and submitted to FHWA by October 1 of each year and to FTA at least once every three years. BACTS is also required to submit an annual report of Title VI/Environmental Justice related accomplishments and goals to MaineDOT by August 1. The Plan is available to the public on the BACTS website and at the BACTS office.

Inquiries concerning BACTS' policies, investigations, complaints, compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice, may be directed to:

Executive Director  
Bangor Area Comprehensive Transportation System  
12 Acme Road  
Suite 104  
Brewer, ME 04412  
207-974-3111



## Appendix A

### COMMENT PERIODS AND MINIMUM PUBLIC NOTICE

The following table clarifies the required notice for meetings or public hearings for each of BACTS planning activities. All notices of public meetings and public hearings will be posted to the BACTS website.

#### Comment Periods

<b>Plan or Program</b>	<b>Minimum Official Public Comment Period</b>	<b>Notes</b>
New or updated Public Participation Plan	45 Days	Plan will be reviewed periodically or as deemed necessary through the planning process.
New UPWP	10 Days	Prior to UPWP development
Draft new or updated MTP	30 Days	Comment period is 30 days from Notice of public hearing, and at least 10 days from date of the first public hearing
Final MTP	*10 days	*only if the Final Plan contains substantive changes from the draft made available for public comment, or raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
MTP Amendment	10 Days	
New TIP	30 Days	
TIP Amendment	10 Days	
TIP Administrative Modification	None	
TIP Information Only Change	None	
Project Rating Criteria	10 days	
Other Plans or Programs	TBD	At the discretion of the BACTS Policy Committee.
Title VI/EJ Plan	None	

## Minimum Public Notice

<b>Meetings</b>	<b>Dates</b>	<b>Notice of Meeting</b>	<b>Notes</b>
Policy Committee	At least once each quarter. Usually held the third Tuesday of the Month.	Seven (7) days prior to scheduled meeting	Meetings may be held more often or at different dates and times as deemed appropriate by the Committee Chair.
Municipal Partners Transit Committee	Usually held the first of every odd month.	Seven (7) days prior to scheduled meeting	Meetings may be held more often or at different dates and times as deemed appropriate by the Committee Chair.
Public Hearing		Seven (7) days prior to scheduled meeting	
<p><i>Meetings shall be open to the public in accordance with applicable law; provided however, that the Board shall have the power to go into executive session and exclude the public when authorized under applicable law.</i></p> <p>Opportunity for public input on each agenda item will be given after the Committee discussion but before the vote. Public input must be directly related to the subject of the agenda item and is limited to five minutes. The Committee Chair has the discretion to allow additional time for public input or limit public comments when he/she determines comments are redundant.</p>			