

**Maine DOT Monthly Interagency Meetings**  
**Q&A Fact Sheet**

**Background**

The MaineDOT Monthly Interagency Meeting was established in 1990 as a meeting to discuss project specific permitting issues with state and federal resource and regulatory agencies. Since the meeting's inception it has grown to include planning studies, the National Environmental Policy Act process and review, the Army Corps of Engineers Highway Methodology review, and other state and federal permitting issues. The meeting provides a format for streamlining these processes and allows for early coordination and problem solving.

**Who attends?**

The Federal regulatory agencies: Federal Highway Administration, Federal Transit Authority, Federal Aviation Administration when applicable. U.S. Army Corps of Engineers, Environmental Protection Agency, U.S. Fish and Wildlife Service, and the National Marine Fisheries Service.

The State regulatory agencies: Department of Environmental Protection, Land Use Regulation Commission, Department of Inland Fisheries and Wildlife, Atlantic Salmon Commission, Department of Marine Resources, Maine Historic Preservation Commission, Natural Areas Program.

Project Sponsors/Applicants:

- Maine DOT: Bureau of Planning , Project Development and Maintenance and Operations, Environmental Office, Offices of Freight and Passenger Transportation when applicable.
- Municipal Officials for airports under their jurisdiction
- Consultants for Project Sponsors

On occasion, interested municipal representatives attend when a project of interest in their community is being discussed.

**When/Where are Interagency Meetings held?**

Generally speaking, the interagency meetings are held the 2<sup>nd</sup> Tuesday of every month at MaineDOT in Room 216 (Main Conference Room). On occasion, the meetings are cancelled due to lack of agenda items or attendee conflicts. Changes in schedule are forwarded to an Interagency Contact email list.

**How do I get on the Interagency Contact email list?**

Contact David Gardner at [david.gardner@maine.gov](mailto:david.gardner@maine.gov) or at 624-3100 and ask him to add your name and contact information to the Interagency Contact email list.

**What is the Purpose?**

The purpose is to provide relevant detailed information and data to the Federal and State resource and regulatory agencies to aid in streamlining project reviews through the National Environmental Policy Act, Permitting (including mitigation, standards and conditions), and ACOE Highway Methodology.

The purpose is also to provide the agencies an opportunity to comment, provide advice and guidance to Project Managers at critical steps in the project development process to project sponsors and their representatives.

**How do I get on the agenda?**

Every month an interagency presentation request form is sent to all the MaineDOT Project Managers. It is their responsibility with support from Environmental Office Team Leaders to request time on the agenda (by filling out the request form) to present projects at the Interagency Meeting. Request forms and any other relevant information must be submitted to the Environmental Office Interagency Meeting Manager at least two weeks prior to the regularly scheduled meeting.

Non-MaineDOT Project Managers/Consultants, as for airport projects, must inform their MaineDOT liaison in the Office of Passenger Transportation of their desire to have time on the interagency agenda; the OPT liaison will provide those project managers with the request form which must be submitted along with any other relevant data to the Environmental Office Interagency Meeting Manager at least two weeks prior to the regularly scheduled meeting.

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**How do I prepare?**

The Project Team is responsible for preparing a clear objective for their presentation to the agencies. The Project Team must articulate the project status and present appropriate information/data to reach the goals of their presentation. The Project Team should anticipate what the agencies will need to make decisions or to give guidance. Typically maps, plans, accurate detailed resource data, and power points are some of the tools used for a successful presentation. These types of materials should be sent to the agencies, through the Environmental Office, a week in advance. This allows the agencies to become more familiar with the project and issues.

**What kind of support can be provided from the Maine DOT staff?**

The MaineDOT Environmental Office will help guide all presentations when requested.  
The MaineDOT Project Manager is responsible for requesting agenda time to make interagency presentations and for leading off presentations.  
All consultants must work through the Project Manager for Interagency presentations.

**How are Interagency Meetings recorded?**

The Environmental Office takes notes from the interagency meetings and posts them to the web site. All presentation material is also posted to the web site.

**For more information about the Maine DOT Monthly Interagency Meeting please contact the following MaineDOT Environmental Office Staff at 207-624-3100:**

**David Gardner, Team Leader**  
**Matt Steele, Coordination and Permits Manager**  
**Judy Gates, Assistant Director**

**Interagency Meeting Web Site**

<http://www.state.me.us/mdot/interagency-meetings/interagency-meetings.php>