

# Highway Program Public Process Guidelines

## Highway Projects

Highway Paving: Overlays, Light Capital Paving, Mill & Fill, Ultra Thin Bonded Wearing Course.

Highway Safety & Spot Improvements: Large Culvert Replacement, Slope Stabilization/Protection, Intersection Improvements, Large Culvert Rehabilitation, Drainage Improvements, Safety Improvements, Lighting, Guard Rail Installation & Replacement, Rumble Strip Installation, Roundabout Construction, Traffic Signals, Flashing Beacon.

Highway Construction/Rehabilitation: Highway Reconstruction, Highway Rehabilitation, PMRAP Pugmill, PMRAP Laydown/Surface HMA, New Construction, Full Depth Reclaim.

## Public Process Requirements

Letter to the Municipality only: Any project that does not require ROW and traffic impacts are expected to be minimal.

Letters to Municipality and all property owners: Any project that requires temporary rights only and traffic impacts are expected to be minimal.

Public Meeting(s): Any project that requires permanent rights or traffic impacts are expected to be major.

## Notes/Clarifications

The Taming process is still required for all projects. The Taming process can be a tool to help decide if traffic impacts are expected to be minimal or major.

Letters to property owners should include project description, schedule, and explanation of expected impacts.

Letter to Municipality should include project description, schedule, and explanation of expected impacts. It should also include an offer of public process (attend Selectman's meeting or put on a public meeting), if requested by the Municipality.

Public Meeting shall be one of the following:

- A scheduled evening Public Meeting – ads in the paper, letters to property owners, follow Title VI dissemination process, some way of capturing the minutes (court reporter, etc).
- Attending a scheduled Selectman's Meeting – Selectman's Meeting must be advertised, we must be on their Agenda, follow Title VI process, and have some way of capturing the minutes (usually minutes are taken). Letters should still be sent to property owners.

If a Municipality declines a Public Meeting, a letter should be sent documenting the decline.

If a Municipality requests a public meeting, regardless of the project, we shall make ourselves available in one of the formats listed above.