



# Martha's Vineyard Public Participation Plan (PPP)



**March 2017**

The preparation of this Public Participation Plan was financed in part through funding from the Massachusetts Department of Transportation (MassDOT), and Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), departments in the U.S. Department of Transportation (USDOT), under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the USDOT, USDOT departments, or MassDOT.



**Table of Contents**

- 1. Purpose of the Public Participation Plan ..... 1
- 2. Overview of the Transportation Planning Area..... 1
- 3. Metropolitan Planning Organization (MPO); What is it and Who votes ..... 3
  - A. Transportation Planning Process and Resulting Certification Documents ..... 4
    - 1. Long Range Transportation Plan – plan for 20 years ..... 4
    - 2. The Transportation Improvement Program (TIP) ..... 4
    - 3. The Unified Planning Work Program (UPWP)..... 5
    - 4. Other Transportation Planning Activities ..... 5
  - B. JTC / “MPO” Meetings and Who Votes..... 6
- 4. How to Participate ..... 6
- 5. Title VI Civil Rights Notice of Non-Discrimination and Protection to Beneficiaries ..... 7
  - A. Notice of Non-Discrimination Rights and Protection to Beneficiaries..... 7
  - B. Aviso de Direitos de Não Discriminação e Proteções aos Beneficiários..... 8
- 6. Public Participation Goals ..... 10
- 7. Public Participation Procedures ..... 10
  - A. Public Notice and Location of Meetings..... 11
    - 1. MVC Website ..... 11
    - 2. Meeting Types..... 11
      - Joint Transportation Committee (JTC) Meetings ..... 11
      - Workshops, Public Meetings, or Open Houses ..... 11
      - Public Hearings..... 12
      - Other Meetings ..... 12
      - Project Workgroup Meetings ..... 12
  - B. Public Comments Welcome Anytime..... 12
  - C. Public Notice for Comments on Draft Documents..... 12
- 8. Appendix ..... 14
  - A. Quick Reference Guide for How to be Involved..... 15
  - B. List of MPO Signatories, JTC Members, and MVC Staff ..... 16
  - C. Federal Law Title 23 Section 134 (5)..... 17



## 1. Purpose of the Public Participation Plan

The purpose of this Martha's Vineyard Public Participation Plan (PPP) is to provide information for the public on the transportation planning process for Dukes County and how one may participate. Dukes County, also known as Martha's Vineyard, includes both Martha's Vineyard and the Elizabeth Islands with the Town of Gosnold. Dukes County's seven Towns are: Aquinnah, Chilmark, Edgartown, Gosnold, Oak Bluffs, Tisbury, and West Tisbury.

### Why participate?

It is an opportunity to have local level input into island, state and federal decision-making through the local level discussions and votes on the documents required under federal legislation for the transportation planning process. As residents or visitors in and around the area, whether walking, bicycling, in a car, bus, or boat, one experiences various aspects of the transportation system. Transportation planning includes a review of the system use, issues, and potential solutions; however, user input brings up ideas and issues for consideration. The system improves with input from its users, our public. and public support may also assist in moving a local solution forward within the available limited financial resources.

The PPP outlines the process and opportunities to engage the public, towns, and stakeholders in transportation planning, to provide an overview of the area, the federally supported transportation planning process, or 3-C planning process, certification documents, and related meetings, and includes the federal and state requirements in the Appendix. Comments are welcome at any time and should be directed to the Martha's Vineyard Commission, Priscilla Leclerc, Senior Transportation Planner, at 33 New York Avenue PO Box 1447 Oak Bluffs, MA 02557; email: [leclerc@mvcommission.org](mailto:leclerc@mvcommission.org), telephone: 508-693-3453.

## 2. Overview of the Transportation Planning Area

The Commonwealth of Massachusetts initiated comprehensive planning areas for all parts of the state back in the 1970's, and now considers each regional planning agency as a Metropolitan Planning Organization (MPO), whether the federal minimum population of 50,000 residents is met or not. The Martha's Vineyard Commission receives federal and state funding under contract with MassDOT for transportation planning on the eleven islands of Dukes County: Martha's Vineyard Island and the Elizabeth Islands. The intent is to give people in all areas of the state the ability to participate locally in the transportation planning process.

Based on the United States Census of Population for 2010, most of the people in Dukes County reside on Martha's Vineyard, with the towns of Oak Bluffs and Edgartown respectively with the most population, and together comprising 52% of the County population. By contrast only 7.6% of the total County population lives in Chilmark, Aquinnah, and Gosnold combined. The Towns of Tisbury and West Tisbury come in third and fourth in total population within Dukes County. The Towns with the most growth from 2000 to 2010 were Oak Bluffs at 22%

# Martha's Vineyard Public Participation Plan

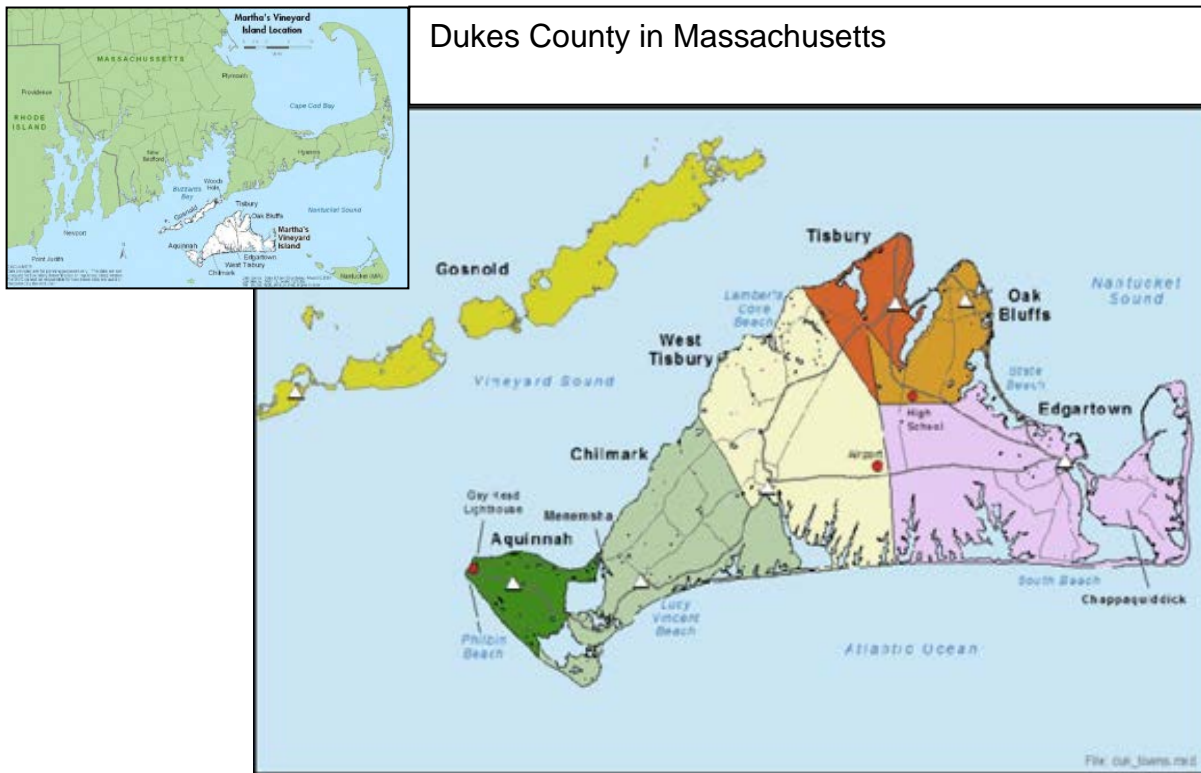


followed by West Tisbury with 11% growth. Housing units are more than the population number according to the 2010 United States Census of Population [17,188 total housing units; total population 16,535], however, most of the units are vacant in the off-season with summer as the peak season.

Martha's Vineyard is an island with six towns, year-round transit service, two ferry ports with year-round ferry service at Vineyard Haven, Tisbury, and a main airport with scheduled commercial flights. The public road network comprises about 177 miles of paved surface roads and about 37 miles of Shared Use Paths. There are many gravel or dirt roadways connecting rural areas to the main roadways. The Martha's Vineyard Transit Authority (VTA) operates twelve fixed route bus services year round, and coordinates with partners on additional transit services for medical appointments on island, and extending off-island to Boston.

Islanders in general may use various modes for trips, and many visitors arrive on the island without a vehicle. The Vineyard Transit Authority (VTA) fixed route bus services carried 1.3 million passengers in Fiscal Year 2015, and VTA services cover much of the island year round.

The ten Elizabeth islands in Dukes County have one Town—the Town of Gosnold. Gosnold is accessed by year-round ferry service between New Bedford and Cuttyhunk Island which



runs daily in season and twice per week in the off season. During the off-season, from mid-October to mid-April, the Cuttyhunk Ferry has one trip each on Mondays and Fridays only between the island and New Bedford. In season the ferry runs daily and may run more than



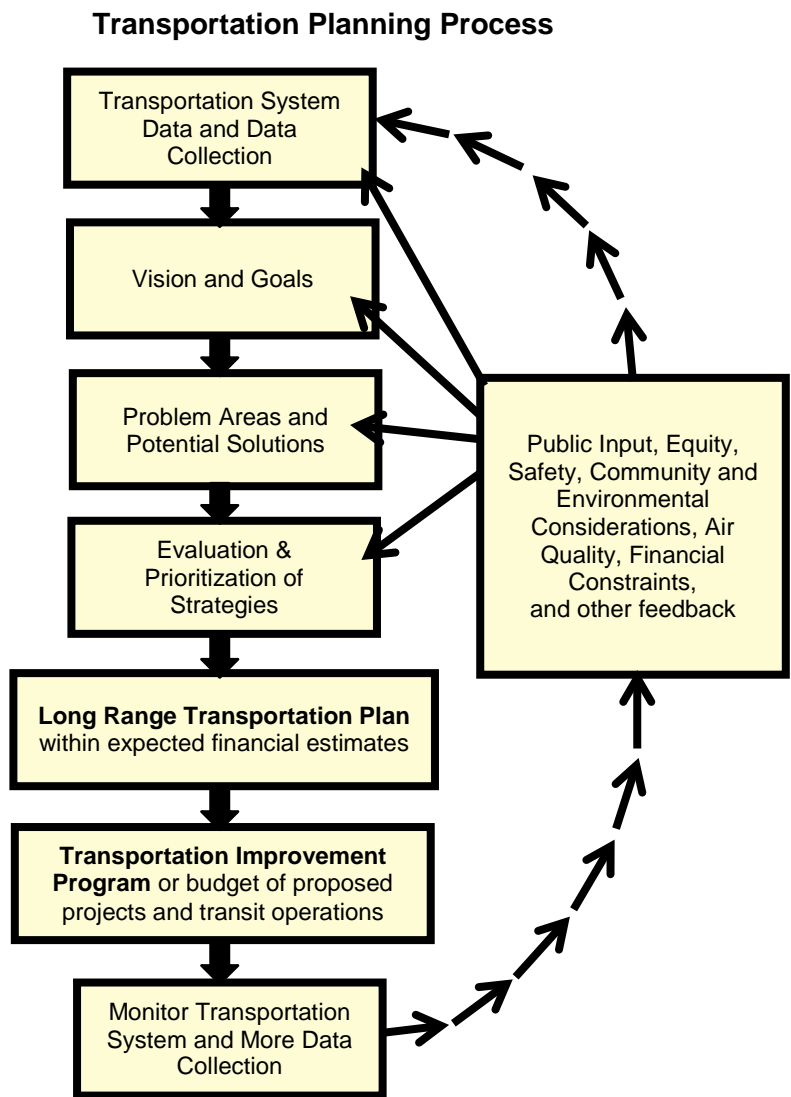
one trip on weekends and holidays. Most of the residents and visitors get around the island by walking or on golf carts. There is also a heliport on the island. In season, Charter boats may be hired to run from Menemsha to Cuttyhunk.

### 3. Metropolitan Planning Organization (MPO); What is it and Who votes

An MPO is a regional transportation planning organization leading a partnership consisting of representatives from local government, regional transit operators, and state transportation agencies. Federal legislation passed in the early 1970s required the formation of an MPO for any urbanized area with a population greater than 50,000. The Commonwealth of Massachusetts also designated rural areas with smaller populations as MPOs for planning purposes to encourage local input across the state.

MPOs were created to ensure that existing and future expenditures for transportation projects and programs were based on a local "3-C planning process":

- Continuing – Planning must be maintained as an ongoing activity and should address both short-term needs and the long-term vision for the region;
- Cooperative – The process must involve a wide variety of interested parties through a public participation process; and
- Comprehensive – The process must cover all transportation modes and be consistent with regional and local land-use and economic-development plans.



Martha's Vineyard MPO is one of the smaller rural designated MPOs for transportation planning purposes in Massachusetts, and the Joint Transportation Committee (JTC) is the body that meets in open public meetings to conduct the MPO business and transportation planning activities.



## A. Transportation Planning Process and Resulting Certification Documents

The transportation planning process is an ongoing process as shown in the graphic. Data is collected on usage, physical, and safety aspects as time and resources allow, vision and goals reviewed, problem area discussions, evaluations of projects and strategies are conducted, and the long range transportation plan is developed.

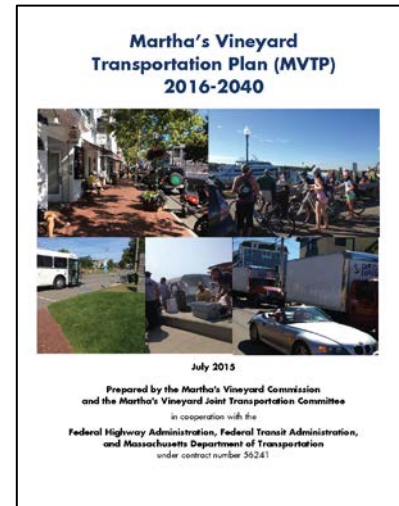
Three principal planning certification documents are developed with the JTC and public on a regular basis; these are:

- 1) long range transportation plan
- 2) Transportation Improvement Program (TIP)
- 3) Unified Planning Work Program (UPWP)

The long range transportation plan is developed once every four years, and both the UPWP and TIP are developed every year. These three documents are required under federal law to be accomplished as part of the 3-C transportation planning process. The Joint Transportation Committee (JTC) has open public meetings on the 3-C transportation planning process and its certification documents, and public participation is welcome.

### 1. Long Range Transportation Plan – plan for 20 years

The long range transportation plan is the policy and visioning document of the MPO. This document results from regional and statewide collaboration and consensus on a region's transportation system and serves as the defining vision for the region. The document also contains an estimate of financial resources or budget to align estimated funding with top priority projects. The long range transportation plan also guides and shapes the actions an MPO undertakes as they fulfill the region's visions and objectives. This 20-year transportation plan is developed every four years by the MPO, and the latest version was endorsed in July 2015: **Martha's Vineyard Transportation Plan for Federal Fiscal Years 2016-2040.**



### 2. The Transportation Improvement Program (TIP)

The TIP is an opportunity to implement improvements to the transportation system and to keep ongoing operations funded.

The TIP is a program of transportation projects, capital improvements, or operations that are eligible for federal surface transportation funds or state funding that are estimated to be available for Martha's Vineyard transportation system. The TIP covers four or five years of transportation system operations and improvements for transit, roadway, or bicycle-pedestrian projects within estimated highway and transit funds. Transit funds from the TIP include a portion of operating funds and capital purchases, e.g. purchase of a new bus. "Highway" projects, where 80% of the funding is from the United States Department of Transportation (USDOT) Federal Highway Administration (FHWA) may include construction /

## Martha's Vineyard Public Participation Plan



reconstruction of a pedestrian, bicycle, or roadway facility; highway funds may also be transferred to transit use, e.g., to buy a bus.

The TIP document is for programming operations, maintenance, and construction projects, within potentially available financial resources for the federal aid eligible transportation system components. The TIP criteria are used to select and prioritize projects and include the following:

- Promote greater roadway, bicycle and pedestrian safety.
- Favor the use of alternative modes of transportation, other than the private automobile.
- Reduce traffic congestion with physical improvements, particularly at the most problematic locations.
- Respect and reinforce the scenic, historic, and natural values of the Vineyard.
- Preserve existing infrastructure.

The Joint Transportation Committee (JTC) reviews projects and uses the TIP criteria to prioritize the list as necessary to align projects within available TIP funding.

Design of individual TIP projects is a separate process typically directed and paid for by the project proponent. MassDOT reviews the project design plans and holds a formal 25% design level public hearing in the Town of the project location.

First year TIP projects need to be “ready to go” in the next federal fiscal year beginning on October 1, and then these first year projects are able to move forward. For example, for a roadway project to be “ready to go”, it must be 100% designed, submitted to and reviewed by MassDOT, all permits in place, and Plans, Specifications, and Estimates (PS&Es) submitted to be ready to advertise for construction. The projects in the TIP are aligned by TIP year with potential funding, however, no funds are obligated for a project until the project is advertised by MassDOT for construction. For example, a TIP year 2020 project must be ready to advertise in Federal Fiscal Year 2020, that is between October 1, 2019 and September 30, 2020. If a project is listed in the first year and then is not ready to advertise, Martha's Vineyard may lose the funds that were estimated for the region that year.

The TIP is prepared annually in Massachusetts, and is required to be updated once every four years by federal law.

### **3. The Unified Planning Work Program (UPWP)**

The UPWP outlines the transportation planning tasks to be performed by MVC staff and others for Martha's Vineyard and Dukes County, and is prepared annually. The UPWP tasks include transportation planning, data collection, collaboration with towns, Martha's Vineyard Transit Authority, other local entities, other regions, state, and federal partners.

### **4. Other Transportation Planning Activities**

Martha's Vineyard has a history of caring about its environment and its people, and the Island Plan process proposed additional measures to manage growth to keep Martha's Vineyard “as a special and distinctive place in the world.” With that background for a basis and sustainability in mind, MVC staff continues to encourage alternate mode usage. MVC staff participates in local, island-wide, statewide, and national meetings and discussions on



transportation activities, needs, and efforts for improvements. Topics explored range from moving the paint to create a slightly wider shoulder, assessing sidewalks for healthy living, retaining existing low volume roadway cross sections, assisting in bicycle and pedestrian path development, crash experience and potential safety improvements, and review of many proposed development projects.

### **B. JTC / "MPO" Meetings and Who Votes**

Each MPO across the state has a voting membership, and on Martha's Vineyard, the voting members of the Joint Transportation Committee (JTC) are the decision-makers for the ongoing process. The JTC was created in 1979, along with the official signatories of the MPO (then called the Committee of Signatories) through an agreement with MassDOT (then the Executive Office of Transportation and Construction and the Commonwealth of Massachusetts Department of Public Works). The transportation planning process and documents are also presented at the MVC meetings, and the local signatures for main document endorsement are the Chairmen of the MVC and Vineyard Transit Authority (VTA). The MassDOT signatories are the MassDOT Secretary / Chief Executive Officer and the MassDOT Highway Administrator.

The JTC voting members include: one member each from the Town of Aquinnah, Town of Chilmark, Town of Edgartown, Town of Oak Bluffs, Town of Tisbury, and Town of West Tisbury, the County, the Wampanoag Tribe of Gay Head (Aquinnah), VTA staff, and MVC staff. A list of the current JTC Members is included in the Appendix.

JTC meets on the third Wednesday of each month typically, when there is business to accomplish, and all JTC meetings are publicly noticed and open to the public. The JTC usually meets at the MVC Office, 33 New York Avenue, Oak Bluffs, MA, on the third Wednesday morning of each month. A schedule of the JTC meeting schedule is posted at the MVC Office. The JTC meeting notices are emailed, provided online on the MVC website calendar, and posted at the MVC Office.

## **4. How to Participate**

JTC meetings are public meetings which means anyone may attend. Agendas are posted on the website calendar: [www.mvcommission.org](http://www.mvcommission.org). People may sign up to receive JTC agendas via email by request to [Leclerc@mvcommission.org](mailto:Leclerc@mvcommission.org).

Look online at the Martha's Vineyard Commission (MVC) website: [www.mvcommission.org](http://www.mvcommission.org) and choose calendar for the Joint Transportation Committee (JTC). These are public meetings where anyone may attend to listen and speak (through the Chair). The JTC meetings are scheduled for the third Wednesdays of most months, but it is wise to check for the agenda to ensure the meeting has not been cancelled.

Call MVC at 508-693-3453 and inquire when the next JTC meeting is scheduled, or visit the MVC offices to see the posted meeting list and agenda.

Provide your email address and request to receive the transportation agendas.





## 5. Title VI Civil Rights Notice of Non-Discrimination and Protection to Beneficiaries

### A. Notice of Non-Discrimination Rights and Protection to Beneficiaries

#### **Federal protections "Title VI / Non-Discrimination"**

The Martha's Vineyard Commission (MVC) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, the Federal Transit Administration, or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated within MassDOT's Title VI Programs consistent with federal interpretation and administration. Additionally, MassDOT provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

#### **State Nondiscrimination Protections**

MVC also complies with the Massachusetts Public Accommodation Law, M.G.L. c 272 §§ 92a, 98, 98a, prohibiting making any distinction, discrimination, or restriction in admission to or treatment in a place of public accommodation based on race, color, religious creed, national origin, sex, sexual orientation, disability, or ancestry. Likewise, MassDOT complies with the Governor's Executive Order 526, section 4 requiring all programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background.

#### **Additional information**

To request additional information regarding Title VI and related federal and state nondiscrimination obligations, please contact:

Curtis Schroeder, Title VI Coordinator  
Martha's Vineyard Commission  
P.O. Box 1447  
Oak Bluffs, MA 02557  
508-693-3453 ext. 112  
Fax: 508-693-7894  
schroeder@mvcommission.org

or  
Title VI Specialist

## Martha's Vineyard Public Participation Plan



MassDOT, Office of Diversity and Civil Rights (ODCR)  
10 Park Plaza  
Boston, MA 02116  
857-368-8580  
TTY: 857-368-0603  
MASSDOT.CivilRights@state.ma.us

### Complaint Filing

To file a complaint alleging a violation of Title VI or related federal nondiscrimination law, contact the Title VI Specialist (above) within 180 days of the alleged discriminatory conduct.

To file a complaint alleging a violation of the state's Public Accommodation Law, contact the Massachusetts Commission Against Discrimination within 300 days of the alleged discriminatory conduct at:

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place, 6th Floor  
Boston, MA 02109  
617-994-6000  
TTY: 617-994-6196

## B. Aviso de Direitos de Não Discriminação e Proteções aos Beneficiários

### Proteções Federais "Título VI/Não Discriminação"

A Comissão de Martha's Vineyard (MVC) realiza seus programas, serviços e atividades em conformidade com as leis federais de não discriminação, incluindo o Título VI da Lei dos Direitos Civis de 1964 (Título VI), a Lei de Restauração dos Direitos Civis de 1987, e os estatutos e regulamentos relacionados. O Título VI proíbe discriminação em programas que recebem assistência do governo federal, e exige que nenhuma pessoa nos Estados Unidos da América deverá, por motivo de raça, cor ou origem nacional (incluindo proficiência limitada em inglês), ser excluída de participar, ser negada benefícios, ou de outro modo ser sujeitada à discriminação em qualquer programa ou atividade que receba assistência federal. Leis federais de não-discriminação relacionadas, administradas pela Administração Federal de Rodovias, pela Administração Federal de Trânsito, ou por ambas, proíbem a discriminação baseada em idade, sexo e deficiência. Essas categorias protegidas são contempladas dentro dos programas Título VI do MassDOT's, consistente com a interpretação e administração federal. Além disso, o MassDOT fornece um acesso significativo aos seus programas, serviços e atividades a indivíduos com proficiência limitada em inglês, em conformidade com as políticas do Departamento de Transporte dos EUA e orientação da Ordem Executiva federal 13166.

### Proteções de Não Discriminação do Estado

O MVC também está em conformidade com a Lei de Acomodação Pública de Massachusetts, M.G.L. c 272 §§

92a, 98, 98a, que proíbe que se faça qualquer distinção, discriminação ou restrição na admissão ou tratamento em um lugar de acomodação pública, com base em raça, cor, credo religioso, origem nacional, sexo, orientação

## Martha's Vineyard Public Participation Plan



sexual, deficiência ou antepassados. Da mesma maneira, o MassDOT está em conformidade com a Ordem

Executiva 526, seção 4 do Governador, que exige que todos os programas, atividades e serviços prestados, executados, licenciados, alugados, financiados, regulados ou contratados pelo estado deverão ser conduzidos sem discriminação ilegal baseada em raça, cor, idade, sexo, etnia, orientação sexual, identidade de gênero ou de

expressão, religião, credo, antepassados, origem nacional, deficiência, veterano de guerra (incluindo veteranos da guerra do Vietnã) ou antecedentes.

### Informação Adicional

Para solicitar informações adicionais sobre o Título VI e as obrigações federais e estaduais relacionadas a não discriminação, favor contatar:

Curtis Schroeder, Title VI Coordinator  
Martha's Vineyard Commission  
P.O. Box 1447  
Oak Bluffs, MA 02557  
508-693-3453 ext. 112  
Fax: 508-693-7894  
info@mvcommission.org

Especialista em Título VI  
MassDOT, Office of Diversity and Civil Rights  
10 Park Plaza  
Boston, MA 02116  
857-368-8580  
TTY: 857-368-0603  
MASSDOT.CivilRights@state.ma.us

### Para Apresentar uma Queixa

Para registrar uma queixa com alegações de violação do Título VI, ou leis federais relacionadas à não discriminação, contatar o Especialista em Título VI (acima) dentro de 180 dias da alegada ocorrência da conduta discriminatória.

Para registrar uma queixa alegando a violação da Lei de Acomodação Pública de Massachusetts, contatar a Comissão Contra Discriminação de Massachusetts dentro de 300 dias da alegada ocorrência da conduta discriminatória, contate-nos:

Comissão Contra a Discriminação de Massachusetts(MCAD) One Ashburton Place, 6th Floor  
Boston, MA 02109  
617-994-6000  
TTY: 617-994-6196



## 6. Public Participation Goals

The following public participation goals that MVC staff and MassDOT and its consultants working in the region on transportation planning, projects, and initiatives shall incorporate are:

1) Obtain Quality Input and Participation

All comments are welcome.

2) Establish Communications

MVC strives to communicate regularly and develop trust and partnerships with the public, communities, stakeholders, and state and federal partners, while helping build capacity to provide the public opportunities to provide input.

3) Ensure Accessibility

Every effort will be made to ensure that participation opportunities are physically, geographically, linguistically, and culturally accessible. Anyone that requires assistance to be able to access information and/or participate in transportation planning efforts should contact the MVC at 508-693-3453.

4) Provide Information Online

Every effort will be made to provide current information online related to the transportation planning process, including the latest certification documents and meeting notices.

## 7. Public Participation Procedures

Transportation decision-making and planning processes have requirements in federal and state legislation and follow these procedures, which includes providing the public with opportunities to participate in the decision-making process. This PPP intends to comply with applicable federal and state requirements, and will be reviewed periodically for any necessary changes and updates. The MassDOT Public Participation Plan is online at: <https://www.massdot.state.ma.us/OfficeofCivilRights/TitleVI.aspx>

MVC encourages the public to participate in planning and project related discussions, and will notice the JTC meetings and other MVC staff led meetings where the public may participate. Comments received by MVC will be reviewed and evaluated to the extent they can be useful, relevant, and constructive, and contribute to better plans, projects, programs, and decisions.

MVC encourages participation and makes an effort to have an open public planning process.



## A. Public Notice and Location of Meetings

All people are welcome to the locally held public meetings of the Joint Transportation Committee (JTC). Public notice of Joint Transportation Committee (JTC) meetings day, date, time, and location for the calendar year is made in the late fall of the previous year, and have typically been the third Wednesday of each month at 10:30 am, at the MVC Offices in Oak Bluffs. It is posted and may be adjusted at times as necessary. Specific meeting agendas are sent out about one week prior to the meeting date. The JTC meeting agendas are emailed to the JTC members, Towns, Martha's Vineyard Transit Authority (VTA), Steamship Authority, Dukes County and Martha's Vineyard Airport, MassDOT, the Bicycle Pedestrian Advisory Committee, and Other Interested Parties – and anyone who would like an agenda by email.

Most of the transportation related meetings are held at the MVC Office first floor conference room, which is an accessible location. MVC staff will notice specific JTC meeting agendas one week in advance of the meeting, and individuals needing language assistance or people with disabilities who are requesting accommodation assistance should contact the MVC Title VI Coordinator: Curtis Schroeder at 508-693-3453 extension 112.

### 1. MVC Website

The MVC Website calendar includes the meetings and agendas as public notice. The MVC Website has basic transportation information and the certification transportation documents in Adobe Acrobat format.

## 2. Meeting Types

### Joint Transportation Committee (JTC) Meetings

– conducted by MVC staff

MVC meetings on transportation are typically the open publicly held Joint Transportation Committee (JTC) meetings to present information to the members and all others present and discuss certification document developments, problem areas, issues, or projects. Anyone is welcome to speak at the JTC meetings through the Chair, and JTC members vote on approvals and recommendations on transportation planning process items and certification documents.

### Workshops, Public Meetings, or Open Houses

- conducted by MVC staff and/or MassDOT staff related to transportation planning and projects

Workshops, Public meetings, and Open Houses are held to present information to the public and obtain input. Meetings provide a time and place for face-to-face contact and two-way communication between the public and the MVC staff or MassDOT staff. These are typically less formal than the JTC meetings because there is not committee business but rather more of an open time to brainstorm, collaborate, or just talk about or ask questions about the local transportation system. Sometimes the MVC conducts a quick



informal survey by show of hands during these open meetings on a specific topic to gain direction from community members present.

### **Public Hearings**

- conducted by MassDOT

A public hearing is more formal than a public meeting. The public hearing is an opportunity for members of the public to state their name and make recorded statements of their views during project decision-making. MassDOT holds a public hearing at the 25% design level of a TIP project, and this is an opportunity for the public to comment on the proposed design prior to the completed design, permitting, and construction process.

### **Other Meetings**

- conducted by MVC staff and/or others

MVC staff are also available to attend and present information to people at local meetings, and have presented information to the All Island Selectmen, the All Island Planning Boards, along with other local workgroups and town committees. MVC staff also meet with Town staff and others to discuss programs and projects or provide local information or assistance.

### **Project Workgroup Meetings**

- conducted by lead workgroup member(s) with MVC staff

For a major project in the region, it is recommended to form a workgroup of stakeholders with the Town and MVC included to discuss and comment on a specific project design during its development and continue during construction, as necessary. This has been successful with the Lagoon Pond Drawbridge Committee and is expected to continue to facilitate communications during major project design and construction. The Towns of Tisbury and Oak Bluffs were able to be kept abreast of progress, delays, adjustments, issues, and assisted in informing the public when the drawbridge would be unable to open for the approximately six month period.

## **B. Public Comments Welcome Anytime**

The public is welcome to comment on the transportation system or its components at any time. Email is the best way to comment, and it is helpful if your comments are stated in one page or less and "public comment" is included in the email subject line; comments on transportation may be sent anytime via email to [leclerc@mvcommission.org](mailto:leclerc@mvcommission.org).

## **C. Public Notice for Comments on Draft Documents**

Public notice of the availability of the draft main documents is sent via email to the local members participating on the local transportation committees, the Joint Transportation Committee (JTC), the Bicycle Pedestrian Advisory Committee, Towns, Wampanoag Tribe of Gay Head (Aquinnah), Dukes County, Martha's Vineyard Airport, Steamship Authority, MassDOT, and all others that have requested to be on the email list for transportation information.

## Martha's Vineyard Public Participation Plan



As described in Section 3 under the transportation planning process, the three certification documents regularly developed locally are:

- the Martha's Vineyard Transportation Plan (**MVTP**) or long range plan,
- the Transportation Improvement Program (**TIP**), and,
- the Unified Planning Work Program (**UPWP**)

Draft documents are released by a vote of the Joint Transportation Committee, and a minimum comment period of twenty-one (21) days follows the vote to release for public comment.

The Draft documents are made available online and hard copies may be requested, but there will be a cost to produce.

This Public Participation Plan (PPP) is required to have a minimum of 45 days for public comment from release of a draft document by the JTC. With no major comments in the public comment period, the document will become final following the 45 day comment period.



## 8. Appendix

A. Quick Reference Guide for How to be Involved .....	15
B. List of MPO Signatories, JTC Members, and MVC Staff .....	16
C. Federal Law Title 23 Section 134 (5) .....	17





**A. Quick Reference Guide for How to be Involved**

Look online at the Martha's Vineyard Commission (MVC) website: [www.mvcommission.org](http://www.mvcommission.org) and choose calendar for the Joint Transportation Committee (JTC) public meetings-third Wednesdays of most months and attend to listen and speak (through the Chair).

Call MVC at 508-693-3453 and inquire when the next JTC meeting is scheduled, or visit the MVC offices to see the posted meeting list and agenda.

Provide your email address and request to receive the transportation agendas.

Review and comment on draft documents and the transportation system. As stated in this document, MVC staff are happy to take comments at any time on transportation. It is easiest to email comments with "public comment" in the email subject line to Priscilla Leclerc, [leclerc@mvcommission.org](mailto:leclerc@mvcommission.org).

Most of the transportation related meetings are held at the MVC Office first floor conference room, which is an accessible location.

MVC staff will notice specific JTC meeting agendas one week in advance of the meeting, and individuals needing language assistance or people with disabilities who are requesting accommodation assistance should contact the MVC Title VI Coordinator: Curtis Schroeder at 508-693-3453 extension 112.

<b>Certification documents</b>	<b>Main Purpose</b>	<b>Time Frame</b>	<b>Frequency</b>	<b>Discussion and Development of a Draft Document (may vary)</b>	<b>Once a Draft Document is published, the official Public Comment Period</b>
Transportation Improvement Program (TIP)	Align transportation system operations and improvements with estimated funding	4 or 5 years	annually in MA	3-4 months	21 days
Unified Planning Work Program (UPWP)	Outline of planning activities to be performed over the next federal fiscal year	1 year	annually in MA	3-4 months	21 days
Martha's Vineyard Transportation Plan (MVTP) (the Long Range Transportation Plan for the region)	Vision and long range plan for transportation system facilities with financial plan for maintaining and improving the system	20-25 years	once every five years	1 year, but basically ongoing in terms of related safety and other system information	21 days



## B. List of MPO Signatories, JTC Members, and MVC Staff

### Martha's Vineyard Metropolitan Planning Organization (MPO) Signatories

Stephanie Pollack	Secretary of Transportation, MassDOT
Thomas Tinlin	Highway Administrator, MassDOT
James Vercruysse	Chairman, Martha's Vineyard Commission (MVC)
Alice Butler	Chairman, Vineyard Transit Authority (VTA)

### Martha's Vineyard Joint Transportation Committee (JTC)

#### JTC Voting Members

Adam Wilson	Town of Aquinnah
Keith Emin	Town of Chilmark
Stuart Fuller	Town of Edgartown
Richard Combra, Jr.	Town of Oak Bluffs
Ray Tattersall/John Grande	Town of Tisbury
Jennifer Rand	Town of West Tisbury
Leon Brathwaite	County of Dukes County
Durwood Vanderhoop	Wampanoag Tribe of Gay Head/Aquinnah
Adam Turner or appointee	Martha's Vineyard Commission (MVC)
Angela Grant	Vineyard Transit Authority (VTA)

#### JTC Ex-Officio Members (Non-Voting)

Gabriel Sherman	MassDOT
Jeff McEwen	Federal Highway Administration
Mary Beth Mello	Federal Transit Administration
Bridget Tobin	Steamship Authority
David Whitmon	Oak Bluffs (Bicycle and Pedestrian)
Ann Crook	Martha's Vineyard Airport
Pamela Haznar, P.E.	MassDOT District 5
Timothy Kochan	MassDOT District 5
Priscilla Leclerc	Martha's Vineyard Commission
William Veno	Martha's Vineyard Commission

### Staff of the Martha's Vineyard Commission

Adam Turner	Executive Director
Curt Schroeder	Administrator
William Veno, AICP	Senior Planner
Priscilla Leclerc	Senior Transportation Planner
Daniel Doyle	Transportation Planner
Chris Seidel	GIS Coordinator
Paul Foley, AICP	DRI Analyst/Planner
Sheri Caseau	Water Resources Planner
Christine Flynn	Economic and Affordable Housing Planner
Jo-Ann Taylor	Coastal Planner
Donna Stewart	Administrative Assistant



## C. Federal Law Title 23 Section 134 (5)

### §134. Metropolitan transportation planning

(5) Participation by interested parties.—

(A) In general.—Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, 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 a reasonable opportunity to comment on the transportation plan.

(B) Contents of participation plan.—A participation plan—

(i) shall be developed in consultation with all interested parties; and

(ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

(C) Methods.—In carrying out subparagraph (A), the metropolitan planning organization shall, to the maximum extent practicable—

(i) hold any public meetings at convenient and accessible locations and times;

(ii) employ visualization techniques to describe plans; and

(iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information under subparagraph (A).

Title 23 online at:

<https://www.gpo.gov/fdsys/pkg/USCODE-2011-title23/html/USCODE-2011-title23-chap1-sec134.htm>