



Connecticut DOT

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Office of Engineering

Date: August 13, 2020

ENGINEERING BULLETIN

Engineering Administrator

Virtual Public Information Meeting Guidance

The intent of this engineering bulletin is to ensure that all of the Office of Engineering is following consistent guidance on project related Virtual Public Information Meetings (VPIM) in a continued effort to communicate and gather input from the general public and project stakeholders across Connecticut.

Background and Authority

As of March 14, 2020, per Governor Lamont's Executive Order no.7B, [PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND RESPONSE – FURTHER SUSPENSION OR MODIFICATION OF STATUTES](#), the requirement to make project documents available at public view locations/physical locations and the state requirement to hold in-person open meetings have been suspended.

As a result, the Department developed the referenced modification to the Public Involvement Procedures (PIP) Manual entitled "[CTDOT Public Involvement Update Due to Coronavirus](#)" to allow for virtual public meetings enabling continued project delivery. The Department's Office of Engineering, in order to comply with the PIP guidance, has developed a template package for Virtual Public Information Meetings (VPIM).

For State-administered contracts, designers are instructed to use the [Public Information Meeting Master Package \(VIRTUAL PIM\)](#) for all VPIMs. The file is located within the "Common Forms" subfolder of the Office of Engineering SharePoint page. The master package template contains instructions, guidance, and templates for the development of:

- Public Meeting Notice
- Calendar Event Webpage

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Title

- Press Release
- VPIM Confirmation Letter to Municipality
- Advertisement
- Pre-Meeting VPIM Project Webpage
- Post-Meeting VPIM Project Webpage

The template should be considered boilerplate language, and edits to the template language should only occur where indicated within the individual templates listed above.

For Municipally administered contracts, designers are instructed to have their municipality follow the VPIM guidance at the link below:

<https://portal.ct.gov/-/media/DOT/documents/dhighwaydesign/Public-Involvement-Guidelines-w-UPDATED-7152020.pdf>

The Department's management of the VPIM process may evolve over time and additional guidance and/or template modifications may be made as necessary.

For examples of past VPIMs, designers should reference the [Department's Virtual Public Information Meeting library](#).