



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Date: **July 7, 2020**

To: **Local Public Agencies (LPA) & Consultant Community (ACEC)**

From: **Bureau of Planning and Community Assistance**
New Hampshire Department of Transportation (NHDOT)

Re: **Notice #2020-06: LPA Public Meeting Policy relative to COVID-19**

Dear Local Public Agencies (LPA's) and consulting firms interested in working on both Federal and State funded LPA projects. We are writing to provide guidance on conducting public meetings for your State or Federal LPA project during the COVID-19 pandemic.

NHDOT's policy for both the "Local Concerns" meeting (the initial meeting without a solution presented) and the "Proposed Action" meeting (the second meeting to present the results of the engineering study) is for the LPA project to follow the local LPA's guidelines for meetings and social distancing. The LPA can choose the format of the meeting; however, it must be consistent with what the local agency is doing community-wide for public meetings where public input is taken. In addition, if a virtual meeting is held without an "in-person" public meeting offering, then all direct abutters to the project must be notified via certified mail of any "Local Concerns" or "Proposed Action" meetings at least thirty (30) days ahead of time and given a minimum ten (10) day time period following the meeting to submit comments and concerns.

If a Public Meeting for eminent domain purposes is necessary, it is highly likely an in-person meeting will be required – we are currently working on this issue with FHWA and will provide additional guidance at a later date.

Please refer any questions or concerns to either C.R. Willeke or Bill Watson.

C.R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance
603-271-6472
Charles.Willeke@dot.nh.gov

Bill Watson, PE
Administrator
Bureau of Planning and Community Assistance
603-271-3344
Bill.Watson@dot.nh.gov