

**Policy: AD-07-05**

**Policy Title: Public Participation**

**Policy Purpose: Set forth procedural guidelines for public participation**

**Implementation Date: 02/02/2007**

**Revision Date: N/A**

## **TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT**

### **PUBLIC PARTICIPATION**

This policy has been created to seek and encourage public participation through a process that includes publicity, scheduled public meetings and public hearings on major programs, services, projects or special events.

Success of the Westfield Public Works Department (WPWD) projects, programs, services and events depends on an understanding of community needs. WPWD seeks and encourages public participation by hosting public meetings for community projects that will impact residents, proper notification of residents, posting details of scheduled public meetings and hearings on the website, and press releases sent to all media for publicity in local newspapers or television.

By using the above stated communication methods, residents become aware of WPWD projects, programs, services, meetings and special events. Awareness increases the public participation, which is essential in understanding community needs.

All of the above stated communication methods are coordinated by the Public Relations Coordinator.



Bruce A. Hauk, Director  
Westfield Public Works Department