



DEBBIE HOFFMAN



OFFICE MANAGER

OVERVIEW

Ms. Hoffman has many years of experience in marketing, public outreach, and meeting planning. She serves as project coordinator for many of FHI's large-scale projects and is the firm's office manager. She has extensive experience in editing/formatting public outreach materials including: ad layout, brochures, postcards, newsletters, posters and meeting materials. Her experience includes finding suitable public meeting places and coordinating mailings and legal ads for these meetings. Ms. Hoffman assists with preparing proposals and the production of deliverables. She creates project sheets, project newsletters, agendas, and comment forms. Ms. Hoffman is also responsible for creating survey forms, inputting data to the survey forms and updating databases.

EDUCATION

- B.S., Elementary and Special Education, Central Connecticut State University, 1974

YEARS EXPERIENCE

- 15 Years with firm
- 16 Years in industry

PUBLIC INVOLVEMENT

Ms. Hoffman's focus and experience is in working with the general public. She is adept at planning and chairing public meetings, organizing events, making presentations, and building and working with effective committees. Ms. Hoffman specializes in creating user-friendly newsletters, flyers, websites, and media releases to inform and involve the public in projects.

TECHNICAL SKILLS

Ms. Hoffman is a skilled user of the Microsoft Office Suite, including Access, as well as Adobe InDesign for graphics and document layout.

COMMUNITY PARTICIPATION

Newington High School - Chairman of Fundraising Event for Senior Night
Newington Junior Women's Club – various committees

PROJECT EXPERIENCE

LAKE CHAMPLAIN BRIDGE | VERMONT AND NEW YORK | 2009-2010

Fitzgerald & Halliday, Inc. (FHI) was selected to lead the public outreach and environmental documentation tasks of a feasibility study for the replacement or reconstruction of the Crown Point Bridge, spanning the southern portion of Lake Champlain between New York and Vermont. Critical to this analysis was the determination of impacts resulting from a new bridge or a rehabilitation of the existing bridge. Ms. Hoffman's role was in relation to the public outreach part of this project. She coordinated public, and stake holder's meeting places, along with creating brochures, newsletters and public information pamphlets to be used at the meetings. She attended the public meeting and assisted in preparing the meeting room, attending to the sign-in sheets, and took photographs. She was also tasked with maintaining a contact database that was used to record comments and responses from the project website and to develop a monthly report.



**NEWHALL NEIGHBORHOOD PROJECT | HAMDEN, CT | 2006-ONGOING**

Fitzgerald & Halliday, Inc. (FHI) was selected in 2003 by the Connecticut Department of Environmental Protection (DEP) to assist the department in the design and implementation of its public involvement program for the Newhall Neighborhood in Hamden. The DEP is the lead agency in resolving issues arising from the discovery of contamination in the Newhall neighborhood. Over 300 homes, businesses, churches, public parks and a school were built over a landfill. The Newhall project is the largest remediation project in the State of Connecticut. Removal of waste fill from properties began in August 2010 and is expected to take 3-5 years to complete. FHI's role is on-going coordination of public involvement activities while DEP oversees investigation and remediation of affected properties. Ms. Hoffman's role includes assisting in the planning, organizing and preparing of visual materials for community meetings. Additionally, Ms. Hoffman has been responsible for establishing a database and maintaining the database for mailing of flyers, newsletters and memos.

US ROUTE 2 BRIDGE IMPROVEMENTS | RICHMOND, VT | 2011

Fitzgerald & Halliday, Inc. (FHI) was selected as part of a design/build team by the Vermont Agency of Transportation to serve as the Public Information Officer for the Route 2 Checkered House Bridge over the Winooski River in Richmond. The 1929 metal truss bridge is listed on the National Register of Historic Places and is a treasured local landmark. As Public Information Officer, Ms. Hoffman's role is to create a contact database to be used to notify residents of weekly updates in the construction of the new bridge and to add names of residents who want to be informed via the website. She also created a flyer to alert residents that construction would begin soon and a link to a website they can access.

ADDITIONAL PROJECT EXPERIENCE

- Buckland Area Study, CT (2006)
- New Haven – Hartford – Springfield Rail Project, CT & MA (2011)
- Mohawk Erie Multimodal Transportation Corridor Study (2010)
- Bi-State Intercity Passenger Rail Study, NY & VT (2011)

