



**Green Line Extension  
Design Working Group**

**GROUNDRULES AND PROCEDURES**

**Goals**

The Design Working Group will advise MassDOT on the design of six new stations proposed for the neighborhoods of Brickbottom, Gilman Square, Lowell Street, Ball Square, College Avenue, and Union Square, as well as the relocation of Lechmere Station. Working group members will review and advise on design plans, gather and share local input, and help to plan public design events. The GLX Design Working Group will be a fundamental component of the project's public outreach during the Preliminary Engineering phase. MassDOT is committed to a strong public outreach process that will help create a Green Line Extension that best meets the needs of future riders, the corridor municipalities, and the MBTA.

**Guidelines for Participation**

1. The members of the Working Group applied to participate in the project as community representatives. The meetings will be moderated by a facilitator from the project team. The Working Group meetings will be open to the public, with seating on a first-come/first-served basis. A short public comment period will be set aside at each meeting for comments or questions from observers.
2. MassDOT's Project Manager, Katherine Fichter (or a MassDOT substitute) will co-chair the meetings of the Working Group with a citizen chair, who will be elected by the members. The co-chairs will together seek to achieve consensus on the issues before the Working Group; in the absence of a consensus, the opinions of the parties will be recorded in a written summary and taken into consideration by Mass DOT. All ideas offered by the members of the Working Group will be taken in consideration by MassDOT, as will issues relating to design feasibility, operational needs and challenges, the availability of state and federal funding, and other relevant matters.

3. For the Working Group to be effective and successful, the parties have to take their roles and responsibilities seriously. MassDOT and its consultants commit to the following responsibilities: to schedule meetings on a regular basis that will allow the participants to consider issues and offer timely comments; to consider and respond to these comments and issues; to provide understandable and accurate data and project information; to provide timely notice of meetings, with agendas; and to record and distribute accurate summaries of the discussions. Members of the technical consulting team will participate in the meetings and will serve as a resource to the committee.
4. Members of the Working Group are expected to: learn about the issues relevant to the project; disseminate this information to the segment(s) or interest groups of the corridor municipalities with which they are more familiar; and convey their opinions and those of their communities to MassDOT and the Working Group in a timely manner. In the case of a Public Meeting, the community members will participate and encourage others to learn about the project and share their opinions in writing or at the meeting.
5. All participants are requested to listen to the opinions of others in an effort to ensure a constructive discussion. Personal attacks will not be permitted, either from members of the Working Group or from members of the public who attend the meetings. Individuals who persist in uncivil behavior will be asked to leave.
6. Members of the Design Working Group are asked to make every possible effort to attend the meetings consistently. Anyone who misses more than two meetings in a row will find it difficult to participate in the work of the committee effectively and may be asked to resign from the Working Group.
7. Participants are encouraged to stay focused on and limit the discussion to the issues on the meeting agendas. Issues related to other projects will not be addressed or will be ruled out of order.
8. MassDOT will ask the members to approve the groundrules and will seek the support of the group to enforce them.

MassDOT appreciates the time and effort that individuals commit to this kind of project and thanks them for representing their communities and working to enhance the Green Line Extension design process.