



massDOT
Massachusetts Department of Transportation



Construction Working Group Goals and Responsibilities¹

Goals

The Construction Working Group (CWG) will advise the MBTA on the final design and construction issues associated with six new stations and a maintenance facility 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. CWG members will help the MBTA to plan neighborhood and community meetings on design and construction issues and gather and share local input on these plans. It is anticipated that the CWG will be a fundamental component of the project's public outreach during final design and construction and will advise the MBTA on successful outreach and communication.

Responsibilities

1. MBTA's Margaret Lackner (or a MBTA substitute) will co-chair the meetings of the CWG with a community co-chair, elected by the members.
2. The members of the CWG participate as community representatives. Meetings will be moderated by the community co-chair or a designated facilitator.
3. The MBTA and its consultants commit to the following responsibilities: to provide regular updates through email or an electronic mailing list; to consider and respond to comments and issues raised by the CWG in a timely manner; to provide understandable and accurate data and project information; to provide timely notice of meetings, with agendas; to work with neighborhood representatives in advance of community meetings and introduce them to the communities at public meetings and events to make them recognizable to their stakeholders; to provide materials such as flyers to CWG members to help publicize the meetings; to attend local community meetings and events; to

¹ This group began as the project's Design Working Group and is transitioning to focus on construction issues and impacts as final design nears completion.

describe opportunities for DWG/CWG members to provide feedback; and to record and distribute accurate summaries of the discussions. Members of the technical consulting team will participate in meetings and will serve as a resource to the committee.

4. Members of the CWG 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 the MBTA and the CWG in a timely manner. In the case of a Public Meeting, 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 CWG members or from members of the public who attend the meetings. Individuals who persist in uncivil behavior will be asked to leave.
6. CWG members 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 CWG.
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.

Community Co-Chair Responsibilities

- The co-chair will work with the MBTA to development meeting agendas, and review materials the team is providing for the group's review and comment.
- The co-chair will attend all CWG meetings.
- The co-chair will share information and updates from meetings with the MBTA with the rest of the group through the electronic discussion list.
- The co-chair will assist the group in decision making and developing responses to material presented.
- The co-chair will encourage the participants to focus on agenda items and decision making and supporting the facilitator in advancing those items.
- The co-chair will participate in community workshops and events to the widest extent possible.