

**Green Line Extension Project
Advisory Group**

GUIDELINES FOR PARTICIPATION

The Executive Office of Transportation & Public Works (EOTPW) has invited the communities of Cambridge, Somerville and Medford to designate representatives to an Advisory Group for advancing the extension of the Green Line through the state and federal environmental review processes. The group includes residents, elected and municipal officials and/or their representatives, and other interested parties. EOTPW staff will chair the meetings, and members of the project consultant team, led by VHB and including the Central Transportation Planning Staff, will support the group.

Goals

The primary role of the Advisory Group is to review and discuss key information and options for making the Green Line Extension as successful a project as possible for Cambridge, Somerville, and Medford, as well as the surrounding region. This will include commenting on potential stops and stations, addressing issues of environmental justice, addressing passenger safety and accessibility, and planning for stations and structures that fit in the fabric of the neighborhoods. EOTPW strongly believes that community involvement and input will help define the best project for the region.

Guidelines for Participation

1. The members of the Advisory Group are nominated by the communities at the request of EOTPW. The public is welcome to attend meetings of the Advisory Group as observers. A 10-minute public comment period will be set aside at each meeting for comments or questions from observers.
2. EOTPW's Project Manager will chair the meetings of the Advisory Group. He will seek to achieve consensus on proposals or alternatives; in the absence of a consensus, the opinions of the parties will be recorded in a written summary and taken into consideration by EOTPW. The opinions of the communities are an important element in the process of developing alternatives and will be considered in the context of feasibility, level of technical difficulty, MBTA operational requirements, environmental laws and regulations, and state and federal funding guidelines. EOTPW will weigh the suggestions and opinions of the communities and the individual participants, but it assumes final decision-making with regard to the project.
3. EOTPW 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. All project documents and summaries will be posted on the project website in a timely fashion. Members of the technical consulting team will participate in the meetings and will support the Advisory Group.
4. Members of the Advisory Group are expected to: learn about the issues relevant to the project; disseminate this information to the community or segment of the communities they represent; and inform EOTPW of their opinions and those of their communities 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 parties commit to participate in the Advisory Group process in a productive and good faith manner. All participants are requested to listen to the opinions of others in an effort to ensure a constructive discussion.
6. Members of the Advisory Group are asked to make every possible effort to attend the meetings consistently to ensure the most productive process.
7. Participants are encouraged to stay focused on and limit the discussion to the issues on the meeting agendas. Issues related to other EOTPW or MBTA projects will not be addressed during the course of Advisory Group meetings.
8. The Chairman of the Advisory Group will ask the members to approve these guidelines and will seek the support of the members to enforce them.

EOTPW 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 planning process.