

MEETING NOTES



Meeting Date: January 18, 2024
Project Name: Lexington High School
Project Number: Click or tap here to enter text.
Subject: LHS Communications Working Group Meeting
Attendees:

Mike Burton (MB)	DWMP – Project Director
Christina Del Angelo (CA)	DWMP - Project Manager
Rachel Rincon (RR)	DWMP - Assistant Project Manager
Elias Grijalva (EG)	DWMP- Assistant Project Manager
Matthew Rice (MR)	SMMA – Architect
Mark Barrett (MB2)	LHS- Public Facilities Project Manager
Mike Cronin (MC)	SBC Vice Chair & LPS Facility Director
Julie Hackett (JH)	Superintendent of Schools
Kseniya Slavsky (KS)	Community Representative
Joe Pato (JP)	Select Board
Jon Himmel (JH2)	PBC Chair
Kathleen Lenihan (KL)	SBC Chair
Ndu Ofoegbu (NO)	Public

Action Item	Responsible Party:	Action By:
Update Mass Flyer per feedback / Redistribute to group	DWMP	C. Del Angelo
Revise Project Timeline per feed feedback	DWMP	M. Burton
Edit website per feedback	DWMP	R. Rincon
Distribute ariel view pictures to DWMP	LHS	J. Hackett
Confirm Community Meeting No.003 – February 13, 2024	LHS	KL
Review FAQ: General Description	DWMP	C. Del Angelo

Agenda Item

Description

1.	Introduction: Refer to attendees list.
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2.	<p>Community Meeting Flyer / Mass Mailer</p> <p>Feedback on new Community Meeting Flyer format:</p> <ul style="list-style-type: none"> • Speak up Section: <ul style="list-style-type: none"> ○ Delete CA email; public can visit website for comments/questions. ○ Under February 13,2024; insert (log on to the town website to see breakout topics) • Artwork Section: <ul style="list-style-type: none"> ○ Reduce size of artwork ○ Delete student artist name and insert Lexington High School Building Project ○ Switch artwork / LHS location. Artwork on the right and LHS wording on left. ○ Potentially switch artwork for aerial view of the school – JH to provide pictures. <p>MB will adjust based on the comments provided and redistribute to this group.</p> <p>Concerns were shared about February 13, 2024, community meeting being too soon. KL will provide further info if we should hold the date or defer the meeting to March.</p> <p>Feedback Simple Timeline:</p> <ul style="list-style-type: none"> • Slide 2: <ul style="list-style-type: none"> ○ Lower case 'D' on dates and period @ end of sentence. ○ Purple Bubble: Change to Local and Debt Exclusion Votes. ○ Footnote: All dates are subject to change depending on option ○ Potentially add this timeline to the flyer. ○ Add to the project timeline website and be part of the community forum presentation. <p>MB will share this timeline and request the working group for additional comments if any.</p>
3.	<p>Website Review</p> <p>Home Page</p> <ul style="list-style-type: none"> • Potentially insert the QR code on website to access Community No.003 Zoom • Upcoming Meetings: <ul style="list-style-type: none"> ○ Information overload; condensed information. • Add project timeline to header. <p>School Building Committee</p> <ul style="list-style-type: none"> • Change tab name to Documents & SBC Meetings <p>FAQ's</p> <ul style="list-style-type: none"> • Add table of contents • General Description: <ul style="list-style-type: none"> ○ DWMP will review section to see what needs to be updated. <p>Other comments:</p> <ul style="list-style-type: none"> • Remove old twitter logo; Insert new logo. • LPS website tab should change to "Home" leading back to the home page. • LPS Logo should lead back to LPS website not Building project website. • Create an additional tab – contact us for questions/comments.

	<ul style="list-style-type: none"> • Stay in touch button, larger fonts. • Multiple language option to translate. • Reduce/ condense thickness of banners.
4.	Close A doodle Poll will be sent out for days/times availability for next Communication Working Group Meeting.

Sincerely,

DORE + WHITTIER

Elias Grijalva

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.