

MEETING NOTES



Meeting Date: January 11, 2024
 Project Name: Lexington High School
 Project Number: Click or tap here to enter text.
 Subject: LHS Communications/Agenda-Setting 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
Lorraine Finnegan (LF)	SMMA – Principal in Charge
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
Hsing Min Sha (HMS)	Community Representative
Kathleen Lenihan (KL)	SBC Chair
Dan Voss (DV)	Sustainable Lexington Committee
Mike Kelly (MK)	
Bob Pressman (BP)	

Action Item	Responsible Party:	Action By:
SBC Presentation slide differentiating visioning, ed planning, ed programming	SMMA	L. Finnegan
Add time durations to the agenda: Example 12:00-12:10PM	DWMP	C. Del Angelo
Send out Calendar Invite for Community Meeting No.003: 02.13.2024	DWMP	R. Rincon
Enhance/Redistribute Mass Flyer Graphics w/ DWMP marketing team	DWMP	C. Del Angelo
Kids at work images to be incorporated into Mass flyer	LHS	M. Cronin
Reply to website comment	DWMP	C. Del Angelo
Statement on Tax implications / Cost for community meeting – Distribute for feedback	DWMP	M. Burton
Schedule Doodle to schedule a meeting specifically for website review	DWMP	R. Rincon
Distribute Monthly Report – SBC, SB, website	DWMP	M. Burton
Updated Project Timeline – Distribute to Group	DWMP	

Agenda Item	Description
1.	Introduction: Refer to attendees list.
2.	<p>Community Meeting Agenda</p> <p>February 13,2024: Proposed Community Meeting Agenda</p> <ol style="list-style-type: none"> 1. Welcome and Introduction– 3 minutes. 2. Student Engagement –10 minutes 3. Visioning & Educational Programming Update – 10 minutes 4. Existing Conditions Assessment Update – 10 minutes 5. Article 97 Update – 5 minutes 6. Website Update – 2 minutes 7. Schedule Update – 2 minutes <ul style="list-style-type: none"> • Initial Design (2 years) • Town Vote • Complete design (2 years) • Construction (3 Years) 8. Breakout Discussion – 60- 90 minutes (facilitator person or zoom) <ul style="list-style-type: none"> • Pool, Field House, Central Offices, Other Land Parcel, Fields, Community Elements of the building, Size of auditorium <p>Meeting Format: Hybrid Meeting; 1st demonstrate the Presentation then break out into different groups to discuss certain hot button topics, (1) member from each table to do the report out.</p> <p>KS </p> <ul style="list-style-type: none"> • Suggest a brief concise statement promising that we care about the cost and more information will be provided as time progresses.
3.	<p>Community Meeting Flyer / Mass Mailer</p> <p>C. Del Angelo shares HMS 8x11 Mass flyer draft. (refer to recording: 29:04)</p> <p>Feedback:</p> <p>KS comments on the Discover portion of the flyer</p> <ul style="list-style-type: none"> • (3) bullets need to be thought out about some more; for example: Design Updates etc. <ul style="list-style-type: none"> • Technical and regulatory documents not necessary • Community meetings are not in our calendars. Recommends someone to send out invites. <p>JH </p> <ul style="list-style-type: none"> • Suggest using Canva to enhance graphics to make it look professional. <p>MC </p> <ul style="list-style-type: none"> • Suggest images of the kids at work <p>JP </p> <ul style="list-style-type: none"> • Get rid of “www” not needed to get to the website.
4.	<p>SBC Meeting Agenda</p> <p>January 22, 2024: Proposed Agenda</p> <ol style="list-style-type: none"> 1. Call to Order 2. Previous Meeting Minutes (2 minutes)

	<ol style="list-style-type: none"> 3. SSBC Update (10 minutes) 4. Design Update (30 minutes) <ol style="list-style-type: none"> a. Existing Conditions Update b. Focus Group Discussion c. Educational Visioning Update d. (other) program spaces (pool, fieldhouse, central offices, community space/welcome center) 5. Ed Programming Update 6. Evaluation Criteria Update (10 minutes) 7. Communication Working Group Update (10 minutes) 8. Article 97 update (5 minutes) 9. Upcoming meeting (10 minutes) 10. Other topics not reasonably anticipated. 11. Public comment (5 minutes) 12. Adjourn <p>Feedback:</p> <p>JH suggest creating a slide explaining the differences of Ed Planning, Ed Programming & Vision Session for the upcoming SBC meeting.</p> <p>HMS comments people want to understand how the feedback being given influences the design decisions.</p> <p>KS comments which meetings address curriculum vs building design.</p>
5.	<p>Website Comment</p> <p>What will this project's impact on the property tax in Lexington?</p> <p>JP </p> <ul style="list-style-type: none"> • Refer to the presentation made in the town meeting as preliminary estimates of what they might be, but we will only know as the project progresses and we know the full scope and price tag. <p>Deep dive into the website; Feedback on website from this group</p> <p>KL </p> <ul style="list-style-type: none"> • Can we have these changes completed by the community meeting on 02.13.2024 <p>Doodle Poll is be sent out to schedule a meeting specifically about the website.</p>
6.	<p>Review Monthly Report</p> <p>Categories</p> <ul style="list-style-type: none"> • Executive Summary • Project Schedule Overview • Tasks Completed • 30- Day Look ahead • Project Budget Overview • Project Photos

	Who should these reports be distributed to? <ul style="list-style-type: none"> • SBC Members • Website • School Committee *Reports will be sent out first week of the month
7.	LHS Project Timeline <u>Prior</u> to Construction (Refer to recording: 50:03) Potential broader timeline for website: <ul style="list-style-type: none"> • Initial Design (2 years) • Town Vote • Complete design (2 years) • Construction (3 Years)
8.	Close A doodle Poll will be sent out for days/times availability for next Communication Agenda Setting 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.