

# MEETING NOTES



Meeting Date: December 20, 2023  
Project Name: Lexington High School  
Project Number: Click or tap here to enter text.  
Subject: Scheduling Working Group Meeting  
Attendees:

- |                                  |  |
|----------------------------------|--|
| Steve Brown <b>(SB)</b>          | DWMP – Sr. Project Manager             |
| Christina Del Angelo <b>(CA)</b> | DWMP - Project Manager                 |
| Rachel Rincon <b>(RR)</b>        | DWMP - Assistant Project Manager       |
| Elias Grijalva <b>(EG)</b>       | DWMP- Assistant Project Manager        |
| Matthew Rice <b>(MR)</b>         | SMMA – Architect                       |
| Mark Barrett <b>(MB2)</b>        | LHS- Public Facilities Project Manager |
| Mike Cronin <b>(MC)</b>          | SBC Vice Chair & LPS Facility Director |
| Jon Himmel <b>(JH2)</b>          | PBC Member                             |
| Kathleen Lenihan <b>(KL)</b>     | SBC Chair                              |
| Dan Voss <b>(DV)</b>             | Sustainable Lexington Committee        |

Action Item	Responsible Party:	Action By:
Provide an update schedule with more detail in the front end	DWMP	M.Burton

Agenda Item	Description
1.	<b>Introduction:</b> Refer to attendees list.
2.	<p><b>Schedule/ Work Plan Review</b></p> <p><b>C.Del Angelo</b> states the workplan was produced by SMMA Team, and DWMP is reviewing the information and incorporating the schedule into our master project schedule.</p> <p><b>JH  </b> reviewed drafted schedule and provides comments.</p> <ul style="list-style-type: none"> <li>• What is the expectation from the consultant team in terms of doing schedules?</li> <li>• Who is responsible for the first draft?</li> <li>• Integrated Design policy = 60 days; current draft schedule shows 120 days</li> <li>• Constraints in this project = MSBA approval meetings</li> <li>• <b>Recommendation:</b> MSBA process is the key; overlay of the Lexington meetings, reports, logic needs to be added.</li> <li>• Suggest making the meeting material available before the next meeting.</li> </ul> <p><b>CA  </b></p> <ul style="list-style-type: none"> <li>• The first draft was produced from SMMA, DWMP is taking SMMA workplan reviewing the logic behind the workplan and incorporating it to a master schedule that is currently being worked on.</li> <li>• We expect early January for this group to review the master schedule.</li> <li>• PDP Owner Decision Matrix – SMMA + DWMP reviewed; broken into sections of who is responsible/ which group needs to approve certain key deliverables.</li> </ul> <p><b>SB  </b></p> <ul style="list-style-type: none"> <li>• The way this schedule is organized is by MSBA deliverables.</li> <li>• Is there a need to divert from the current schedule format?</li> <li>• Schedule will continue to be refined, a working a document.</li> </ul> <p><b>DV  </b></p> <ul style="list-style-type: none"> <li>• Constraints = MSBA meeting dates; hard dates</li> <li>• Town process not a MSBA process. Critical to know which folks need to be reviewing/ engaged to make recommendations. <ul style="list-style-type: none"> <li>◦ Example: Transportation electric bus. Reviewed by sustainable Lexington and transportation committee.</li> </ul> </li> <li>• Would like to see the Financing timeline.</li> </ul> <p><b>MC  </b> rough schedule shows the following:</p> <ul style="list-style-type: none"> <li>• Bidding: Spring 2026; Construction Start: Fall 2026; Move-In Date: 09/2029</li> </ul>
4.	<p><b>Next Meeting</b></p> <p>Schedule doodle will be sent out to the working group to get a sense of people’s availability</p>
5.	<b>Close.</b>

**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.