MEETING NOTES

Meeting Date: February 9, 2024
Project Name: Lexington High School
Project Number: Click or tap here to enter text.
Subject: LHS Communications Working Group Meeting
Attendees:

Christina Dell Angelo (CA)	DWMP **-** Project Manager
Rachel Rincon (RR)	DWMP **-** Assistant Project Manager
Elias Grijalva (EG)	DWMP**-** Assistant Project Manager
Lorainne Finnegan (LF)	SMMA **–** Principal in Charge
Mark Barrett (MB2)	LHS**-** Public Facilities Project Manager
Mike Cronin (MC)	SBC Vice Chair & LPS Facility Director
Joe Pato (JP)	Select Board
Jon Himmel (JH2)	PBC Chair
Kathleen Lenihan (KL)	SBC Chair

Action Item	Responsible Party:	Action By:
Confirm delivery date w/ Lexington Graphics	DWMP	
Provide pictures for project update section of the website	LHS	J.Hackett
Project Updates: Add Existing Conditions photos	SMMA	
Distribute FAQ's responses SMMA provided	DWMP	R. Rincon
Working Group to provide feedback on FAQ responses	LHS	
Website Update & distribute to working group for additional feedback	DWMP	

Agenda Item	Description
1.	**Introduction:** Refer to attendees list.
2.	**Community Meeting Flyer / Mass Mailer**

		CA reviews price breakdown for the Community Mass Mailer Flyer.
		Lex Graphics updated quote:
		      Printing: $3,385.00
		      Mailing: $534.40
		      Postage: $2,738.30
		      <u>Total Cost</u>**: $6,657.70**
		         • (5) days to print
		         • (2) days for distribution
		
		The consensus was to have the mass mailer delivered by **February 27th, 2024.**

3.		**Website Review**
		CA shares updates made to the website.
		  • SBC tab changed to documents and SBC Meeting
		  • Smaller pictures/ fonts throughout
		  • Anticipated project timeline added.
		  • Two weeks look ahead.
		  • Added the Master calendar (updated on a weekly basis)
		  • Contact us tab added on the home menu.
		  • Project Team: SBC & titles, DWMP, SMMA brief narratives
		  • Project Updates: Reformat page.
		     o Focus group, visioning, programming information.
		     o CA request pictures from the Team
		     o CA request existing conditions photos to add to website.
		  • Twitter hasn't updated their logo through Squarespace.
		  • Weglot (Translation): add on feature to translate the website into the (13) different language.
		     o Updated quote pending for this service.
		  • Frequently asked questions:
		     o CA request feedback for the next WG meeting on SMMA response to questions asked by the public.
		  • Contact us request goes to Sara, who distributes the info to the correct person.
		
		Feedback:
		KL |
		     Recommends eliminating Twitter from the website.
		     SBC & Docs Page: Reverse the logic. Most update to info on top
		     Add Tab: Upcoming Meetings and include a stay informed button.
		     Brighten up the home banner.
		     Project Team: potentially add headshots on SBC members.
		
		JP |
		     Home page: currently in Feasibility Phase; Information stays previous phase, needs to change.
		     Project Update: Referring to town meetings insert dates.
		     Contact Us Page: Add a stay inform button.
		     Change banner header to scroll so it stays constant.
		     Replace the image of the field house for the post card.
		     Expand on MEP – Mechanical Electrical & Plumbing
		
		LF |

| | Add existing conditions material under SBC & meetings docs.

JH2 \|
      Insert the image of the postcard on the website to make that connection.
      Project update page: consolidate / downscale the images so less scrolling.
          Add links to documents/videos on each section / focus group/visioning.
      Add acronyms to the FAQ's.
      FAQ: condense wording/ header shorter to see in one screen. |
| | **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.