

MEETING NOTES



Meeting Date: March 26, 2024
 Project Name: Lexington High School
 Project Number:
 Subject: LHS Communications Working Group Meeting
 Attendees:

<input checked="" type="checkbox"/> Christina Dell Angelo (CA)	DWMP - Project Manager
<input type="checkbox"/> Rachel Rincon (RR)	DWMP - Assistant Project Manager
<input checked="" type="checkbox"/> Mike Burton (MB)	DWMP- Partner
<input checked="" type="checkbox"/> Jacob Greco (JG)	DWMP - Assistant Project Manager
<input type="checkbox"/> Lorainne Finnegan (LF)	SMMA – Principal in Charge
<input checked="" type="checkbox"/> Mark Barrett (MB2)	LHS- Public Facilities Project Manager
<input checked="" type="checkbox"/> Mike Cronin (MC)	SBC Vice Chair & LPS Facility Director
<input checked="" type="checkbox"/> Joe Pato (JP)	Select Board
<input checked="" type="checkbox"/> Julie Hackett (JH)	Superintendent
<input type="checkbox"/> Jon Himmel (JH2)	PBC Chair
<input checked="" type="checkbox"/> Kathleen Lenihan (KL)	SBC Chair

Action Item	Responsible Party:	Action By:
Send abutters map to the team	DPF	M. Barrett
Revise Parent Square group sign up on website	DWMP	C. Dell Angelo
Update postcard/flyer/signs/calendar/website for 5/9 Community Meeting revised date	DWMP	C. Dell Angelo
Revise massing diagrams to include legends in grid layout	SMMA	B. Black

Agenda Item	Description
1.	Introduction: Refer to attendees list.
2.	<p>Community Needing Postcard/Distribution/Agenda</p> <ul style="list-style-type: none"> • MB: Confirm whether we should postpone April 4th meeting to May <ul style="list-style-type: none"> • CD: Shared the agenda for the community meeting: <ul style="list-style-type: none"> ▪ Introductions ▪ Focus group report out ▪ Massing study update ▪ Alternatives review ▪ Schedule update ▪ Public discussion • JH asked if agenda is substantial enough to host the meeting • MB noted we will have cost estimates for the meeting but is hesitant to share as this meeting and will most likely change drastically. The package went to the estimators yesterday and the reconciliation meetings are scheduled for 4/16 and 4/17. • JH would prefer to wait till May when there is more information as leaving the public with more questions than answers is not beneficial. • MC noted some of the agenda is repetitive and believes we should wait for the cost estimate • Possible agenda topics for May Community meeting <ul style="list-style-type: none"> • SSBC job Shadowing Review • Focus Group Report Out • Massing Study Update • Alternatives/Options Review • Cost Estimate Review • Community Survey (FH, Pool, Performing Arts Center) • Public Discussion • JH noted in May, the 9th would work with many schedules <ul style="list-style-type: none"> • MB noted the SBC is accepting the PDP alternatives on 5/13 so having community feedback prior to that would be ideal • JH confirmed the Community Meeting will be 5/9 • JH asked if there is a way to gather/survey the community regarding their input and opinion on the field house, pool, and performing arts center <ul style="list-style-type: none"> • MB noted that there is a software called Thought Exchange to gather data, there is a cost associated with it • JP has concerns with this as the people that attend these meetings are often very motivated and could show a bias in the votes <ul style="list-style-type: none"> ▪ MB noted that this is the pro with Thought Exchange that the survey can be left open for people who do not attend the meeting

	<ul style="list-style-type: none"> • JH is interested in knowing if the additional projects put the LHS project in jeopardy? <ul style="list-style-type: none"> ▪ JP asked would the additional projects (field house, pool, etc..) infringe on the footprint of LHS of the ability for future expansion ▪ MC noted to ask the Designer to leave room for future expansion in the alternatives that include the field house and pool ▪ CD noted this is an MSBA requirement, nonetheless. CD is happy to put together survey data and will investigate the process of Thought Exchange and Mentimeter ▪ Dore & Whittier will review the options and reach back out to the Communications Working Group • Dore & Whittier will update the schedule change where it is shown for the new 5/9 date of the community meeting and create a new postcard/yard signs/flyer • JH asked to have the abutters meeting prior to the 5/9 Community Meeting <ul style="list-style-type: none"> • CD noted it will be conducted sometime in late April, the date is not selected • MB noted the goal for the first abutters meeting is to get to know the team and start communications, we want to hear their concerns. • MB noted that it may be better to have this in May as we will have more information just as we have moved out the community meeting • MC noted that all the parcels were combined to create a better abutter radius <ul style="list-style-type: none"> • MB noted that on most projects 250 feet is used, LHS will have a 1000 feet radius • JH asked for the Community Meeting flyer to have the #4 added so the community knows they did not miss one • MB noted that at the SBC meeting the date change and justification can be brought up for official review and change • CD asked for a distribution list to include for the email blasts to make sure everyone is included as there were concerns that not everyone was receiving it • JH asked for examples of the questions that will be used <ul style="list-style-type: none"> • MB noted that Thought Exchange has an experienced team that will help you create the questions to gain the responses desired • KL is gathering that the community dislikes that there will be fields not available for use during construction. Is there a way to communicate why this is required for the people that are not keen on the process of construction? <ul style="list-style-type: none"> • MC suggested adding a piece to the community meeting to explain why this will be required • JH asked what the goal of the 5/9 Community Meeting will be <ul style="list-style-type: none"> • MB noted the goals will review the updated massing plans and the initial cost estimates • JH asked for a legend to be included with SMMA's grid of massing options as it was difficult to follow
3.	Website Review

	<ul style="list-style-type: none"> • CD noted that the "sign me up" button switched to a "contact us". <ul style="list-style-type: none"> • The "Stay Informed", how people sign up for Parent Square, will be added back to the top tab of the Website • JH asked for it to be added to the documents & SBC meetings tab • KL noted that she was not able to find the updated presentations on the massing studies on the website and requested that the presentations be added to the agenda <ul style="list-style-type: none"> • MB noted that after the meetings conclude the Agenda will be updated or a presentation added • JH noted that the community is used to receiving this in advanced and changes can always be included afterwards • MC noted about creating an LHS project that is separate from the parent square blast so they do not get all the notifications parents of students get <ul style="list-style-type: none"> • KL shared that when you sign up for Parent Square you check the boxes for the updates you want so the citizens can choose and not have all of them • CD shared she moved the "Stay Informed" to the top banner <ul style="list-style-type: none"> • JH noted to not include the other options for blasts and to keep it project specific (remove the DEI group and the LCE group) • KL noted that Existing Conditions report does not need its own tab and can go in the documents tab <ul style="list-style-type: none"> • JP shared that having it easily available may be important
	<p>Close</p> <ul style="list-style-type: none"> • MB noted having another one of these working groups two weeks prior to the Community meeting will be beneficial for finalizing the flyer/send outs • JH will be responsible for reporting out to the SBC at the next Coordination meeting

Sincerely,

DORE + WHITTIER

Jacob Greco
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