

# MEETING NOTES



Meeting Date: June 5, 2024  
 Project Name: Lexington High School  
 Project Number: Click or tap here to enter text.  
 Subject: LHS Communications Working Group Meeting  
 Attendees:

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

Action Item	Responsible Party:	Action By:
<ul style="list-style-type: none"> <li>M.Cronin to gather the current facility issues with Lexington High School</li> </ul>	M.Cronin	Communications WG

<ul style="list-style-type: none"> <li>K.Slavsky or J.Pato will report out to the SBC</li> </ul>	K.Slavsky/J.Pato	M.Burton
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Agenda Item	Description
1.	<b>Introduction:</b> Refer to attendees list.
1.	<b>Sub-Group Report Out</b> <ul style="list-style-type: none"> <li>K.Slavsky focused on the FAQ as a medium to serve as a script for the short topic videos that J.Miller is going to help record. Slavsky noted that the FAQ should have collapsable layers and add structure to make finding the answers.</li> <li>K.Slavsky noted that there should be another tab for "about the project" that helps provide information that may not actually be a FAQ. A goal should be able to read through the FAQs in at most ten minutes.</li> <li>K.Slavsky noted the FAQ should have larger topics with sub-topics and answers beneath it that can expand to even deeper information if people desire it.</li> <li>M.Burton asked if the sub-group has done anything regarding describing what happens with a failed vote <ul style="list-style-type: none"> <li>K.Slavsky noted that this has not been assigned yet but would be good for the DPF team to pursue</li> <li>J.Pato noted it may not be best to explore this right now</li> </ul> </li> <li>J.Miller shared an example of the organizational structure will work for the FAQs <ul style="list-style-type: none"> <li>K.Slavsky strongly noted that this should be the front page of the website and the project updates right after. FAQs may not even be required.</li> </ul> </li> <li>H.M Sha asked to add a layer for a connection to Thought Exchange</li> <li>M.Burton reminded the working group that decisions cannot be made at these meetings and recommendations must be reported to the SBC. Burton noted that website updates do not require SBC approval.</li> </ul>
2.	<b>Website Review</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>

3.	<p><b>Upcoming Meetings</b></p> <ul style="list-style-type: none"> <li>• July 16th Community Meeting <ul style="list-style-type: none"> <li>◦ K.Slavsky noted that an updated version of the presentation shared to the SBC on the 24th could be very good for a public meeting.</li> <li>◦ M.Burton noted that the project team was told that any numbers presented in the summer will have to be repeated in the fall and that the July 16th would be more of a Q&amp;A</li> <li>◦ C.Dell Angelo asked if the July 16th meeting will be happening <ul style="list-style-type: none"> <li>• J.Pato noted concern on how close the meeting is without a set plan, and we should probably hold off and wait until August, Pato noted how he has heard from the community that they want the SBC more present at the community meetings and not just a report out from the project team.</li> </ul> </li> </ul> </li> <li>• K.Slavsky noted that if a Q&amp;A is that main topic of the August community meeting the scope should not be limited unless it is directly after a certain presentation <ul style="list-style-type: none"> <li>◦ J.Pato noted we can control the questions but can only control what the team has answers to.</li> </ul> </li> <li>• H.M Sha recommends for the August meeting to have a panel discussion format</li> <li>• M.Cronin noted that understating how the reverse 911 system works and if pedestrian items can be added to it. <ul style="list-style-type: none"> <li>◦ J.Miller noted they can send communications through "Code Red" as they did for the Abutter Meetings if signed off by the Town Manager</li> </ul> </li> <li>• C.Dell Angelo asked if a flyer should be made for the August community meeting <ul style="list-style-type: none"> <li>◦ J.Miller noted how useful these could be as Miller is a fan of any printed materials</li> </ul> </li> <li>• K.Slavsky noted that there are many people who have not interacted with the town's public meeting process until this project. It could be useful to create a portal to subscribe to or sign-up to correspondence. <ul style="list-style-type: none"> <li>◦ J.Miller asked if the SBC wants to determine what the primary channel of communication should be as currently there are many different channels being used.</li> </ul> </li> </ul>
	<b>Close</b>

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|  | <ul style="list-style-type: none"><li>• M.Cronin to gather the current facility issues with Lexington High School</li><li>• K.Slavsky or J.Pato will report out to the SBC</li></ul> |
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**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