

MEETING NOTES



Meeting Date: July 10, 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 (CA)	DWMP - Project Manager
<input checked="" type="checkbox"/> Mike Burton (MB)	DWMP- Partner
<input checked="" type="checkbox"/> Jacob Greco (JG)	DWMP - Assistant Project Manager
Lorraine Finnegan (LF)	SMMA – Principal in Charge
<input checked="" type="checkbox"/> Anoush Krafian (AK)	SMMA – Assistant Project Manager
Mark Barrett (MB2)	LHS- Public Facilities Project Manager
<input checked="" type="checkbox"/> Mike Cronin (MC)	SBC Vice Chair & LPS Facility Director
Joe Pato (JP)	Select Board
Julie Hackett (JH)	Superintendent
Jon Himmel (JH2)	PBC Chair
<input checked="" type="checkbox"/> Kathleen Lenihan (KL)	SBC Chair
<input checked="" type="checkbox"/> Kseniya Slavsky (KS)	SBC Community Representative
<input checked="" type="checkbox"/> Hsing Min Sha (HMS)	SBC Community Representative
<input checked="" type="checkbox"/> Jonas Miller (JM)	Communications Director

Action Item	Responsible Party:	Action By:
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Input from the working group on potential Community Meeting questions	Communications Working Group	J.Pato

Agenda Item	Description
1.	Introduction: Refer to attendees list.
1.	<p>Review progress on action items from 6/26 and 6/27 FAQ sub-group meetings</p> <ul style="list-style-type: none"> • J.Pato noted that at the previous subgroup meetings many topics were delegated for assignment. Pato created a spread sheet to track these items, who is responsible, and the specific action items progress. This spread sheet and draft items can be found in the public folder linked to the agenda • J.Pato tasked J.Miller with incorporating the draft responses into the new formatted FAQs • J.Pato noted that there was a large amount of action items, and the majority of the sub-groups is complete. • K.Slavsky asked how the process of editing works <ul style="list-style-type: none"> ◦ J.Pato noted these are live documents and there is previous versions saved automatically. Only the author and J.Miller should be making edits; other members can leave comments at free will. • K.Slavsky also asked how we know final documents are ready to be published <ul style="list-style-type: none"> ◦ J.Pato noted the author (subject matter expert) and J.Miller should have finale say • J.Pato noted each item should have a header (labeled with DRAFT), the author, and the most recent date. • H.M Sha is very interested in reading all these items as well but starting the discussion about the community meetings should be priority <ul style="list-style-type: none"> ◦ J.Pato noted he will run through these items briefly as they are not all in the same format as discussed • J.Pato reviewed the shorter Central Office Memo • J.Pato shared the existing conditions report

	<ul style="list-style-type: none"> ○ J.Miller noted this version has a shorter version at the top of the page with extra detail at the bottom ○ K.Lenihan noted bullet points are great for usage, extra detail can always be linked ○ J.Pato asked for M.Cronin to include a private party report that happened in the 2000's reviewing the cost to upgrade the auditorium <ul style="list-style-type: none"> ● M.Cronin noted he is not familiar with this but will look into it ○ K.Slavsky noted that when sharing estimates the numbers should be rounded as a practice ● H.M Sha noted his suggestion is to have the top three points right at the top of the page ● J.Pato shared the abbreviated ed plan <ul style="list-style-type: none"> ○ J.Miller sent J.Hackett an email with possible edits to help condense this
2.	<p>Review 7/8 SBC discussions and assign tasks for additional collateral development</p> <ul style="list-style-type: none"> ● K.Slavsky noted that it is becoming clear that the design and OPM team are doing exactly what they are supposed to do. The members of the community that are active in this project are in a different place entirely. Slavsky noted they are focused on the project as a whole and if it should happen. She stated that it needs to be discussed how to approach this as it is not necessarily the work of the OPM and designer to do. <ul style="list-style-type: none"> ○ J.Pato noted he sent out a request to all stakeholders for a summit to discuss the project as a whole and if the town can pursue it. ○ J.Pato said regarding the community proposals SMMA has provided responses to this that were great but did not resonate with the community ○ K.Lenihan noted that there is a lack of understanding on how education has changed and how Lexington High School is not adequate

3.	<p>Planning for 8/14 and 9/18 public meetings</p> <ul style="list-style-type: none"> • J.Miller noted that involving students more on sharing how their desire for a new school would be beneficial • H.M Sha said we have to focus more on how we are structuring the panel. Sha shared how there should be large topics introduced by panel members to help control the topics and pacing of the event. • J.Pato said the group should focus on what topics we should be focused on. Pato noted previously the idea was to let the community bring the topics to the panelist. • K.Slavsky noted that starting with cost is the most important but will take too much time <ul style="list-style-type: none"> ◦ J.Pato noted that the September meeting is supposed to be the one focused on cost • H.M Sha stated that the August meeting could be used to help handle smaller topics with a more dedicated audience • M.Cronin noted a moderate and strict time slots for mic times is required or it will not be successful • J.Miller shared that from a communication standpoint the August meeting should be focused on informing the community of what we do know and not deal with topics that have no answers at this point of the project. • H.M Sha noted that the goal created a month ago was not to share or inform but was to hear from the community on their strong interests and how the project team is here to listen to them. Sha noted that the goal is to establish trust and make people feel heard. <ul style="list-style-type: none"> ◦ Pato noted it is also to share how this is an integrated process. • K.Lenihan said in regarding to the cost an important aspect the community is asking is why this high school costs so much more than other high schools • K.Slavsky asked if this is going to be a panelist discussion or a listening session (similar to public comment). Slavsky noted the latter may be better to let the community express their opinions, even longer time for each person may be better. <ul style="list-style-type: none"> ◦ H.M Sha thinks this is not a listening session as this has already been tried in every meeting it is not working. Having a conversation about what everyone wants to say is better and will help make the community hear back from the SBC and project team.
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	<ul style="list-style-type: none"> • K.Lenihan shared how a town meeting is structured the answering of a question does not take away from the person's time to ask a question. Everyone has to be treated the same at this meeting in regard to time allotted. <ul style="list-style-type: none"> ◦ J.Pato agrees. Pato noted we may need to limit the amount of questions asked or just allow one question with a follow up
	<p>Close</p> <ul style="list-style-type: none"> • J.Pato asked for everyone to provide input on what type of questions could be asked and who would be asking them.

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