

# MEETING NOTES



Meeting Date: December 18, 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
Lorraine Finnegan <b>(LF)</b>	SMMA – Principal in Charge
<input checked="" type="checkbox"/> Anoush Krafian <b>(AK)</b>	SMMA – Assistant Project Manager
Mark Barrett <b>(MB2)</b>	LHS- Public Facilities Project Manager
Mike Cronin <b>(MC)</b>	SBC Vice Chair & LPS Facility Director
<input checked="" type="checkbox"/> Joe Pato <b>(JP)</b>	Select Board
• Julie Hackett <b>(JH)</b>	Superintendent
<input checked="" type="checkbox"/> Jon Himmel <b>(JH2)</b>	PBC Chair
Kathleen Lenihan <b>(KL)</b>	SBC Chair
<input checked="" type="checkbox"/> Kseniya Slavsky <b>(KS)</b>	SBC Community Representative
Hsing Min Sha <b>(HMS)</b>	SBC Community Representative
• Jonas Miller <b>(JM)</b>	Communications Director

Item No.	Action Item	Requested by	Ball in Court
1	finalize the timeline for community meetings and send out options for dates to the group.	Working Group	C.Dell Angelo
1	set up bi-weekly meetings with the group starting from January 8th.	Working Group	J.Greco

1	work on creating a navigation page for the cost estimate documents on the project website.	Working Group	J.Miller

Agenda Item	Description
1.	<b>Introduction:</b> Refer to attendees list.
2.	<b>Abutter Communications/Meetings</b> <ul style="list-style-type: none"> <li>- J.Pato initiated a discussion about the organization of future meetings and broader community engagement. M.Burton updated the team on the progress of the schedule, which is being finalized with SMMA. He plans to review it internally and then distribute it to SBC. J.Pato expressed his goal to facilitate dialogue within the community, distilling key project updates and opportunities for input. K.Slavsky suggested that smaller, virtual group opportunities could increase participation among those who cannot attend large events due to time constraints. The team agreed that a mixture of virtual and in-person meetings would be beneficial.</li> <li>- J.Pato and K.Slavsky agreed to discuss offline the proposal for a sequence of engagements and the role of the SBC or project team in these sessions. M.Burton shared that the team has begun discussions with abutters and plans to have a meeting with them by the end of January, with the aim of having monthly meetings thereafter. M.Burton also expressed concern about the lack of public messaging regarding the upcoming town meeting in March and sought the group's help in starting this messaging. DWMP agreed that the community needs to understand that the proposed land swap is not triggering any difficult elements of Article 97.</li> </ul>
3.	<b>Broader Community Engagement</b> <ul style="list-style-type: none"> <li>- The team discussed the need for a project website update and a detailed infographic to explain the proposed site shift and the</li> </ul>

	<p>process involved. They agreed to review information from SMMA on Article 97 and discuss it in their SBC meeting in January. The Recreation Department was identified as the lead in this process, and the Select Board and school committee were noted as needing to authorize the swap. The team also discussed the need for clear financials and the importance of presenting the information to the Recreation Committee before promoting it to the public. The plan for the next few weeks includes getting on the Recreation Department's docket, bringing financials to the Select Board, and developing a concise infographic.</p> <ul style="list-style-type: none"> <li>- The team discussed the idea of sending a mailer to the public to update them on the project's progress and upcoming opportunities for public engagement. J.Miller suggested that the mailer could be sent in January, even without specific dates for public meetings, as it provided information on how the public could engage with the project team. K.Slavsky agreed but noted that they needed to define the next opportunities for public engagement before sending the mailer. J.Pato suggested that the mailer could go out at the end of January or early February, depending on when they could get all the necessary information together. The team also discussed the content of the mailer, with J.Miller suggesting it could be comprehensive but not overly detailed, and C.Dell Angelo suggesting it could include information on the first community meeting and the timeline and process for schematic design.</li> </ul>
4.	<p><b>New Business &amp; FAQs</b></p> <ul style="list-style-type: none"> <li>- The team discussed the upcoming Select Board meeting on January 13th and the need for approval from the SBC for any expenditure. They also discussed the importance of giving updates on the high school project and the need for activity around Article 97. The team agreed on the need for community meetings and budget summits, with a possible date of January 28th. They also discussed the need for at least two community meetings before the town meeting, with one in January or early February and another in March. The team decided to further discuss these points in their next meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>- M.Burton clarified that the town has already formed an Article 97 Working group, which includes key players. The team agreed that any communications from these groups would be put out by the town and would likely run through the SBC. The plan is for the SBC to receive an early view of the timeline on the 13th to start sketching out plans. <ul style="list-style-type: none"> <li>o J.Pato clarified that the Article 97 Working Group doesn't have decision-making power, and decisions will be made by the various boards involved. K.Slavsky suggested creating cross-communication and liaison reports to facilitate information sharing between meetings.</li> </ul> </li> <li>- J.Pato proposed a change to the presentation of cost estimates on the SBC website, suggesting the creation of a navigation page to make it easier for the public to access the documents. J.Miller agreed to work on this, needing only to know how to label the documents. M.Burton and M.Cronin suggested working offline to help with the navigation, while M.Cronin proposed hyperlinking the cost estimate to the document. J.Miller recommended putting specific information about the chosen design on the webpage and linking it to the full documents and presentation.</li> </ul>
5.	<b>Close</b>

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