

MEETING NOTES



Meeting Date: January 22, 2025
 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
• Brian Black	SMMA – Project Architect
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
Julie Hackett (JH)	Superintendent
Jon Himmel (JH2)	PBC Chair
Kathleen Lenihan (KL)	SBC Chair
<input checked="" type="checkbox"/> Kseniya Slavsky (KS)	SBC Community Representative
Hsing Min Sha (HMS)	SBC Community Representative
• Jonas Miller (JM)	Communications Director
• Daniela Ojeda	Turner Construction
Jamie Meiser	Turner Construction

Item No.	Action Item	Ball in Court
3	Draft a message about enrollment issues and MBTA zoning	K.Slavsky
3	Draft a flyer for the abutter meeting	C.Dell Angelo
3	Project timeline for the community meeting	DWMP

4	Look into ways to set up regular interval community outreach	J.Miller
---	--------------------------------------------------------------	----------

Agenda Item	Description
1	Introduction: Refer to attendees list.
2	Old Business <ul style="list-style-type: none"> - The team discussed updates and potential improvements for their project. M.Burton reported that they were still awaiting comments from the MSBA on the PSR. J.Hackett suggested comparing the actual cost of the high school project to the cost of repairs, to provide a clearer picture for the community. K.Slavsky agreed, suggesting that the update should include new information on incentives and operational cost savings. C.Dell Angelo proposed a plan to communicate with senior groups in town, which J.Miller agreed was necessary due to the different communication preferences of seniors. The team agreed to work on these updates and communications.
3	New Business <ul style="list-style-type: none"> - In the meeting, DWMP discussed the distribution of a flyer sent to the group. C.Dell Angelo confirmed that she had sent it to J.Miller and the group and planned to distribute it to the full Building Committee and other email addresses once everyone agreed. M.Cronin suggested sending it out two weeks in advance. J.Pato and K.Lenihan discussed the flyer's content and distribution, with Lenihan suggesting another every door mailing to the community. J.Miller recommended translating the flyer into five or six languages but noted that the town doesn't have dedicated resources for translation. - They agreed on the need for clear communication about the community meeting's purpose, whether it's for the

	<p>entire community or specifically for abutters. C.Dell Angelo mentioned that the marketing team would work on an abutter meeting flyer to be printed and mailed out. The team also discussed the need for a tentative schedule for future community meetings, which would be discussed further in the next Communications working group call. J.Pato suggested having a flyer available at the current forum with the list of upcoming meetings and sending a mailer to every household in the next few weeks.</p> <ul style="list-style-type: none"> - Key points for the community meeting include: C.Dell Angelo will correct the date on the flyer. The agenda will include an introduction, timeline update, introduction of the construction manager, review of design options, and a community question and answer period. J.Pato and M.Cronin provide details on the agenda items. K.Slavsky will draft a message about enrollment and the MBTA for the website. C.Dell Angelo suggests including an update on the Article 97 timeline. M.Cronin confirms the Select Board voted to postpone the Article 97 process until the fall.
4	<p>General Communications</p> <ul style="list-style-type: none"> - J.Hackett expressed concerns about the need for significant outreach to the Asian population and other community groups, emphasizing the importance of providing accurate information to prevent misinformation. She suggested that the project team should focus less on presenting information and more on listening to the community's concerns. J.Pato agreed, suggesting that the team should reach out to various community groups and cultural organizations. K.Lenihan proposed revisiting the stakeholder engagement letter and connecting with the community coalition. K.Slavsky mentioned a previous meeting and the need for a follow-up session. J.Pato emphasized the importance of clearly communicating the project's status to the community, given the upcoming election season. - J.Miller suggested the idea of a regular newsletter-style communication, possibly piggybacking on Whittier's

	<p>monthly reports. J.Hacket agreed, proposing a more digestible format with bite-sized information and links for further exploration. J.Miller mentioned a Facebook account and a master contact list through Constant Contact for this purpose. J.Hacket also suggested a predictable format like FAQ Friday. M.Cronin proposed a mass mailing to the community in early June, before people scatter for the summer, to update them on the project's progress and what to expect upon return. J.Pato agreed, suggesting a mailer in February to keep people informed and another in June after the design is completed.</p>
5	<p>FAQs</p> <ul style="list-style-type: none"> - Not discussed
6	Close

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