Meeting Minutes
Medford Comprehensive High School Building Committee Meeting
August 15, 2025 at 6:30 p.m. on Zoom

I. Roll call

Voting Members: 11 Present 4 Absent
Non-Voting Members: 7 Present, 2 Absent

II. Approval of Meeting Minutes from June 11, 2025

Motion to Approve Meeting Minutes from 6/11/25 Full Committee Meeting by Dr. Suzanne Galusi, second by Libby Brown 11/0/4 - Approved

III. Approval of Project Invoices

Motion to Approve Project Invoices as Amended with Correct Month of July instead of June by Mayor Lungo-Koehn, second by Brian Hilliard 11/0/4 - Approved

IV. Designer Selection Process Update
A. High Level Review of Example Proposal
B. Review Evaluation Materials
C. Questions/Discussion on DSP Process

LeftField Team went over the Designer Selection Process that will begin next month. Over 20 architects have expressed interest in the project. A walkthrough of the building will be happening on August 13. Three members from district will be part of the Designer Selection Panel, joining other MSBA board members. Medford DSP participants will have one month to review the RFP's before the first of two designer selection panels. LeftField also talked about Designer Selection Rating Scale and gave example of Design Proposals.

Luke Preisner asked if this process and documents are public record. Jenny Graham said that they will be public record once the contract with the architect is signed.

Luke Preisner asked about the rating scale that would be used as the committee members read through the proposals. LeftField said that the best way is to review proposals individually then have a group discussion about themes at a full committee meeting. That meeting is scheduled for September 15.

V. Education Plan Update

Work has been ongoing since the end of the 2024-25 school year. Administrators have been providing their input and experience in the creation of the document. Dr. Galusi described how the plan shapes the educational layout and vision of a new building. By department, the document asks what Medford is doing now with the building space vs what Medford would like in a new building. Teacher input will be gathered upon their return to school at the end of August.

VI. Site Selection Matrix

A. Site Options Discussion and Potential Vote: Possible removal of Medford Square and Columbus Park as options; only the Medford High property to remain for the Feasibility Study

LeftField showed a chart of all possible locations discussed throughout the process, including Medford Square, building on the current land of the High School, Playstead Park, Tufts Park, Andrews Middle School, and Columbus park.

Motion to Remove Medford Square and Columbus Park as options for the Feasibility Study by Mayor Lungo Koehn, second by Dr. Galusi 11/0/4

VII. Adjournment

Motion to adjourn by Mayor Lungo Koehn, second by Liby Brown - 11/0/4
Meeting adjourned