Meeting Minutes
Medford Comprehensive High School Building Committee Meeting
October 27, 2025 at 6:30 p.m. at Medford High School Library & on Zoom

Roll call

Voting Members: 14 Present 1 Absent
Non-Voting Members: 7 Present, 3 Absent

I. Approval of Meeting Minutes from September 15, 2025

Motion to Approve Meeting Minutes from 9/15/25 Full Committee Meeting by Mayor Lungo-Koehn, second by Maria D'Orsi 14/0/1 - Approved

II. Approval of September 2025 OPM Invoice

Motion to Approve September 2025 OPM Invoice by Dr. Suzanne B. Galusi, second by Aaron Olapade 14/0/1 - Approved

III. Designer Selection Panel Meeting #1 and #2 Recap

On September 25, 2025, the DSP ranked the four firms as follows and invited the top 3 firms to interview on October 7, 2025.

1. Ai3
2. SMMA
3. Perkins & Will
4. DLR Group & JLA

After the interviews took place on October 7, the DSP re-ranked the firms. The ranks from the first DSP meeting did not carry over. The rankings for those three firms after the interview were:

1. SMMA
2. Ai3
3. Perkins & Will

IV. Top Ranked Firm: Contract Negotiation Process

Contract negotiations are ongoing with SMMA to finalize a contract.

V. Architect Introduction

SMMA introduced themselves and their experience with high school building projects, specifically those who have a CTE component. SMMA outlined the project timeline of the Feasibility study, including the Preliminary Design Phase, and the Preferred Schematic Report. Medford is currently in the Preliminary Design Phase, which includes Educational Visioning and the Educational Programming Plan. Chairperson Graham noted this Educational Programming Plan has been in the works over the course of the summer from Dr. Galusi and other educational administrators.

SMMA took questions from the committee regarding community outreach and factoring in work that has already been done. SMMA highlighted the conversations that will be held with both structured focus groups and meeting community members where they are. SMMA also thanked the committee for their work so far including choosing a building site and the educational programming. SMMA also answered questions regarding drilling and geothermal considerations when building the project.

A community member asked a question regarding follow-up efforts after a project is completed, where SMMA does a Post Occupancy Evaluation to determine what works and doesn't work. This includes conversations with students, staff, and members of the community who worked on the project.

VI. Feasibility Next Steps

The next steps for the project include Educational Visioning & volunteering for Small Groups.

VII. Adjournment
Motion to adjourn by Emily Lazzaro, second by Libby Brown - 14/0/1 - Approved

Meeting adjourned