Meeting Minutes
Medford Comprehensive High School Building Committee Meeting
November 24, 2025 at 6:30 p.m. at Medford High School Library & on Zoom

I. Roll call

Voting Members: 12 Present 3 Absent
Non-Voting Members: 8 Present, 2 Absent

II. Approval of Meeting Minutes from October 27, 2025

Motion to Approve Meeting Minutes from 10/24/25 Full Committee Meeting by Joan Bowen, second by Luke Preisner 12/0/3 - Approved

Motion to Approve OPM October Invoices by Joan Bowen, second by Libby Brown 12/0/3 - Approved

Motion to approve contract with SMMA based on Designer Selection Process

III. **Motion to Approve contract with SMMA by Ken Lord, second by Aaron Olapade** 12/0/3 - Approved

IV. Progress Update
   A. Educational Visioning

Meetings have been happening, including over 50 with all CTE and educational departments. District administration and project partners have shadowed students, will be going on building tours, and sat in on visioning meetings. These meetings were designed to ask educators what their ideal educational spaces would look like.

   B. Progress towards Preliminary Design Program (PDP) deliverable due February 2026

Land and site surveys have begun, including walking throughout the property and finding the boundary of the property. This survey work has begun and is expected to take place until mid-January. Surveyors want to take drone imaging with leaves off the tree and survey land without snow on the ground. Surveyors will be dressed in vests and in pairs. They will also be measuring the sound on the outside and also surveying the building systems inside.

   C. Overall Feasibility Study Timeline

4 Advisory teams including Sustainability, Safety & Security, Exterior & Interior Design, and Educational Planning & Equity. These groups will meet 4 times between December 2025 - September of 2026 and advise the School Building Committee on these focus areas.

Also provided a space summary of what is currently in the high school.

V. Adjournment

Motion to adjourn by Ken Lord, second by Aaron Olapade - 12/0/3 - Approved

Meeting adjourned