Meeting Minutes
Medford Comprehensive High School Building Committee Meeting
February 23, 2026 at 6:30 p.m. on Zoom

I. Roll call

Voting Members: 14 Present 1 Absent
Non-Voting Members: 8 Present, 2 Absent

II. Approval of Meeting Minutes
   A. Meeting Minutes from February 11, 2026 Full Committee Meeting

Motion to Approve Meeting Minutes by Dr. Suzanne B. Galusi, second by Ken Lord
12/0/3(absent) - Approved

III. Revisit the Alternatives Evaluation Criteria and Comparative Cost

The Project team described the evaluation criteria process that will be used to narrow down the design options to 3-5. This will begin in March and will cover a variety of categories.

Luke Preisner asked if there was a benchmark for the committee to use when filling out the evaluation criteria and what the committee should be measuring against. The project team explained that they are measuring to each other but also to the ed plan and the ed program.

Paul Reseau asked if the project team could evaluate things that are quantitative (cost to taxpayer as an example) for the committee. Committee Chair Graham clarified that the project team was planning on doing that.

Libby Brown asked if there was potential for lots of the options to be very similar and have similar scores. The project team said that will be in the case in some categories, but that other categories will see a differential for the committee.

Luke Preisner asked about the overlap of evaluative materials in other categories. The project team said they'll take a look before finalizing the criteria to the committee.

Paul Ruseau asked about past experience using this tool. Architects have used this in the past and this version is narrowed down from their previous experiences.

Motion to Strike 2.1 (Meets Educational Plan For All Students) by Luke Preisner, seconded by Brian Hilliard - 5/9/1 Motion Fails

Motion to clarify they are classroom spaces in 2.2 and 2.3 by Mayor Lungo-Koehn, second by Luke Preisner - 14/0/1 Motion Approved

Motion to change the word "Adequately" to "Optimal" in 2.2 by Paul Melone, second by Maria D'Orsi (Adequately Sized Spaces) - 14/0/1 Motion Approved

Motion to eliminate 2.4 by Luke Preisner, second by Maria D'Orsi - 7/7/1 Motion Fails

Motion to split 5.1 (Ease of maintenance / maintenance costs) by Luke Preisner, second by Dr. Suzanne B. Galusi - 14/0/1 Motion Approved

Motion for the new category to be named "Magnitude of Maintenance Costs" by Luke Presiner, second by Ken Lord - 13/1/1 Motion Approved

Motion to add a subbullet of "Responsible Stewardship of the Natural Environment" to category 7 by Luke Preisner, second by Brian Hilliard - 13/1/1 Motion Approved

Motion to add a subbullet "Improved On-Site Traffic Circulation" to category 7 by Brian Hilliard, second by Luke Preisner - 14/0/1 Motion Approved

Motion to split 10.2 (Facilitates community use of and access to the pool, gym, and fitness spaces) into three categories "Facilitates community use and access to the pool" and "Facilitates and access to the gym" and "Facilitates community use and access to the fitness center" by Luke Preisner, second by Jenny Graham - 14/0/1 Motion Approved

Motion to add a category "Facilitates community access of Early Childhood Education" & add a category of "Facilitates community access to the Welcome Center" in section 10 by Dr. Suzanne B. Galusi, second by Luke Preisner - 14/0/1 Motion Approved

Motion to add a category of "Facilitates community access to select CTE Spaces" in section 10 by Dr. Suzanne B. Galusi, second by Brian Hilliard - 13/0/2 Motion Approved

Motion to ask the project team to provide the committee with a comparison chart that explains the evaluations criteria for each item and what they are being compared to. Additionally, a motion to ask the project team to create a draft of the evaluation criteria to by Ken Lord, second by Maria D'Orsi - 14/0/1 Motion Approved

IV. Review and Approval to Allow LeftField to Submit the PDP Submission to the MSBA (due 2.25.2026)

Libby Brown asked if there was a way to create high level takeaways from the PDP submission, which is over 2,000 pages. Committee Chair Graham noted that this can be done, and regular project updates can be found in the project website and the Superintendent's Friday Message.

Paul Melone asked how spaces such as hallways or stairways are estimated based on the educational plan, and if those need to be adjusted as the project moves into the next phase. The architect team said that this will be found in the both Preferred Schematic Report and the Schematic Design Phase as the building design gets finalized.

Paul Melone asked if the PDP submission will lock the committee into a square footage, and if that square footage may take away from educational spaces as the design gets finalized later on. The architecture said this is not a concern given the industry standard formula that they use to create these estimations. They also said that this submission will receive feedback from the MSBA as part of the standard process.

Motion to Approve PDP Submission by Ken Lord, second by Libby Brown
13/0/1(absense)/1(abstain) - Motion Approved

V. Adjournment

Motion to adjourn by Luke Preisner second by Dr. Suzanne B. Galusi - 13/0/2 - Motion Approved

Meeting adjourned