Meeting Minutes
Medford Comprehensive High School Building Committee Meeting
September 10, 2026 at 7 p.m. at MHS Library & on Zoom

I. Roll call

Voting Members:
13 Present
Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Liz Mullane, Aaron Olapade, Maria D'Orsi, Luke Preisner, Tracy Keene
2 Absent
Nicole Morell & Brian Hilliard
Non-Voting Members:
6 Present
Lisa Miller, Kim Clinton, Dr. Kim Talbot, Dr. Laurie Hodgdon, Will Pipicelli, Paul Ruseau
4 Absent
Bob Dickinson, Fiona Maxwell, Phillipe Santos, Chad Fallon

II. Approval of Meeting Minutes
A. Meeting Minutes from August 25, 2026 Full Committee Meeting

Motion to Approve Meeting Minutes as amended with a decision about parking increasing to 500 spots included in the discussion about parking by Luke Preisner, second by Maria D'Orsi
12 in the Affirmative
Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Liz Mullane, Aaron Olapade, Maria D'Orsi, Luke Preisner
0 in the Negative
2 Absent
Brian Hilliard and Nicole Morell
1 Abstain
Tracy Keene
Motion Approved

III. Approval of August 2026 Project Invoices
A. Budget to Date Summary

LeftField shared that $226,378 of the $3,000,000 funds for feasibility study currently remains uncommitted. There has been a total of $536,186 reimbursed by the MSBA to date. This is 33.52% of the $1,599,600 anticipated reimbursement from the MSBA.

B. Total August Invoices = $115,000
    1. LeftField = $25,000
    2. SMMA = $90,000

Motion to Approve August 2026 Project Invoices by Ken Lord second by Dr. Suzanne Galusi

13 in the Affirmative

Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Liz Mullane, Aaron Olapade, Maria D'Orsi, Tracy Keene, Luke Preisner

2 Absent

Brian Hilliard and Nicole Morell

Motion Approved

IV. Design Updates

The project team presented the evolution of design thinking, including the upcoming timeline of design input and modeling.

V. Project Efficiencies

A. Food Service & Dining

The 3 lunch seatings are required by the MSBA and sets the NFA for the cafeteria. MHS currently has 2 lunch periods and will need to revise the schedule and related operations to have 3 lunch periods. A new schedule will need to be made, but those changes will not be made at this time. Cafeteria space is reimbursable. No potential efficiencies were noted for the Dining & Food Service space category.

Paul R asked about the use of the quiet space in the cafeteria. Principal Cabral clarified that a School Adjustment counselor currently oversees the responsible use of the space.

Aaron O asked what the scramble service space is. The architects clarified that is akin to a large area in a college, where some food is pre-packaged, some is fresh, some is similar to a single line. The scramble service area is reimbursable up to 600 ft.

Luke P raised that the serving area is 4x the reimbursable amount. Chair Graham asked if shrinking the size or returning to the traditional line serving area is functional in serving food and size of space. Architects clarified that they do not put line servery in the cafeteria, and that reducing the size is not preferred for safety reasons and returning to a line would continue the

problems currently existing where students receive their food with less than half the lunch period left.
Luke asked at kitchen size being 600ft bigger than reimbursable costs. Architects said that it is that size based on the expected equipment going into the kitchen. Dishwashing space, currently at 450ft in the project scope, is also not reimbursable but was included as a factor for sustainability and is bigger due to equipment recommended.
Lisa M asked if cafe/snack shops are reimbursable and about its use in a media center. Architects said yes, and that it's quite vibrant in other school communities such as Waltham. Said its usage depends on building and district usage. Dr. Galusi said that the space was included in visioning sessions.
Maria D'Orsi, member of Mass Library Association, said that librarians across the commonwealth support libraries being a welcoming space for students to eat. Ability in current MHS is limited due to carpet. Creates barriers during testing for students who need to eat.

Motion to approve food services space recommendation of no reduction by Dr. Galusi, seconded by Marta Cabral
12 in the Affirmative
Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Liz Mullane, Aaron Olapade, Maria D'Orsi, Tracy Keene
1 in the Negative
Luke Preisner
2 Absent
Brian Hilliard and Nicole Morell
Motion Approved

B. MEEP

MEEP Preschool classroom spaces totaling 13,200 nsf (but not furniture, fixtures, and equipment for these rooms) are reimbursable by the MSBA, as is typical for reimbursement policy. The remainder of the MEEP and Shared ECC spaces are allowable by the MSBA, but will not be reimbursable.

Recommendation from the project team is to reduce the quantity of Evaluation/Observation Rooms from (2) to (1), and eliminate the Play Room and the (2) Breakout Rooms from the MEEP program, for a total reduction of 1,050 net square feet. The reduction of the Evaluation/ Observation room quantity aligns the number of these spaces with the planned staffing model. The Play Room and Breakout Room spaces were reviewed by MEEP and District leadership and were determined to not be necessary for the delivery of curriculum.

Luke P. asked about the demand for Pre-K programming to be in the building project. Dr. Galusi said that a variety of factors, including state demand for universal pre-k, space demands in

neighborhood schools, and ability to meet demands of varying levels of student needs are all factors. Incorporating these classrooms into the project would still not meet the space demands needed for universal pre-k. Currently there are 7 MEEP classrooms across the district, and the project would increase it to 11 additional classrooms at the high school while potentially freeing up space at other schools. The central location will also offer full-day programming as opposed to the current morning/afternoon model which only services students for 2.5 hours.
Paul R. & Libby both noted that incorporating in this project would save costs of potential building projects down the line.
Project team recommends to reduce laundry room from 250 square feet to 100 square feet for a total reduction of 1,200

Motion to keep MEEP programs in current elementary school and eliminate all MEEP spaces in the project by Luke Preisner, seconded by Mayor Lungo-Koehn

2 in the Affirmative

Luke Preisner & Mayor Lungo-Koehn

11 in the Negative by

Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Liz Mullane, Aaron Olapade, Maria D'Orsi, Tracy Keene

2 Absent

Brian Hilliard and Nicole Morell

Motion Does not Pass

Motion to approve MEEP space reduction by 1,200 square feet by Luke Preisner, second by Ken Lord

12 in the Affirmative

Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Liz Mullane, Aaron Olapade, Maria D'Orsi, Tracy Keene

0 in the Negative

2 absent

Brian Hilliard and Nicole Morell

1 Abstain

Luke Preisner

Motion Approved

C. Curtis-Tufts HS Therapeutic Day Program

All of the Curtis-Tufts program spaces are fully reimbursable by the MSBA, pending review and approval of the spaces by DESE at the conclusion of the Schematic Design phase.

The Recommendation from the project team is to eliminate the Games Room and the (2) Breakout Rooms from the Curtis-Tufts High School program, for a total reduction of 600 net square feet. The intended use of the game room spaces can be used in other parts of the Curtis

Tuts space. These program spaces were reviewed by Curtis-Tufts and District leadership and were determined to be unnecessary for the delivery of curriculum.
Aaron O asked if their integration includes Curtis Tufts students following a same schedule or eating lunch/breakfast with MHs students. Dr. Hodgdon said that no plans have been created at this time. The project team said that current design plans would allow for easy access to food service areas for Curtis Tufts programs.
Luke P asked about entrances into Curtis Tufts as it is close to MEEP. Architects clarified that there will be separate entrances for each program, even if they are located on separate floors in similar areas of the building.
Luke P asked about current transportation to school Curtis Tufts. Dr. Hodgdon said that it is similar to MHS students where it includes public bussing, vans, driving cars. Aaron O asked about enrollment, with current enrollment at 16 but space designed for 40. Enrollment depends on IEPs of enrollment. Mayor Lungo-Koehn asked about average historical enrollment. Dr. Galusi said enrollment ebbs and flows, last year it was 21. Has had enrollment of 40. Chair Graham also said that initial enrollment was set at 40 because some students have challenges going to separate buildings, which is what currently exists today.
Paul M. said that current space at Curtis Tufts is 18,000 square feet, and co-locating programming would be 6,000 square feet. Would want to know the cost analysis of refitting the current Curtis Tufts as opposed to including it in the building project. Feasibility of CT conducted by city is due later this fall.
Luke P and the Mayor asked about the size of the classroom size relative to the student population. Dr. Galusi said that students in the program, even if there are less students than in a typical HS classroom, need more space. The Mayor asked for the classroom sizes throughout the building to be explored further.

Motion to approve space recommendation of reducing Curtis Tufts HS Therapeutic Day Program by 600 ft and that exploration of the size of classroom spaces be explored by Mayor Lungo-Koehn, second by Luke Preisner

12 in the Affirmative

Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Liz Mullane, Aaron Olapade, Maria D'Orsi, Tracy Keene

0 in the Negative

2 absent

Brian Hilliard and Nicole Morell

1 Abstain

Luke Preisner

Motion Approved

VI. Upcoming Meetings

A. September 17, Community Forum #6 on Zoom
B. September 22, 2026 - MCHSBC Meeting
C. 10/6/26 MCHSBC Meeting

VII. Adjournment

Motion to adjourn by Ken Lord second by Luke Preisner

13 in the Affirmative

Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Liz Mullane, Aaron Olapade, Maria D'Orsi, Tracy Keene, Luke Preisner

2 absent

Brian Hilliard and Nicole Morell

Motion Approved

Meeting adjourned