Meeting Minutes
Medford Comprehensive High School Building Committee Meeting
September 22, 2026 at 6:30 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, Aaron Olapade, Maria D'Orsi,, Nicole Morell, Brian Hilliard, Liz Mullane

2 Absent

Tracy Keene, Luke Preisner

Non-Voting Members:

9 Present

Lisa Miller, Kim Clinton, Dr. Kim Talbot, Dr. Laurie Hodgdon, Will Pipicelli, Bob Dickinson, Phillipe Santos, Chad Fallon, Paul Ruseau

1 Absent

Fiona Maxwell

II. Approval of Meeting Minutes

A. Meeting Minutes from September 10, 2026 Full Committee Meeting

Motion to Approve Meeting Minutes by Ken Lord as amended by Paul Melone to clarify there would be 11 MEEP classrooms located at the Medford High School, second by Aaron Olapade

13 Affirmative

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

0 in the negative

2 Absent

Tracy Keene, Luke Preisner

Motion Approved

Motion to take Project Efficiencies Review out of Order by Ken Lord, seconded by Nicole Morell

13 Affirmative

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

0 in the negative

2 Absent

Tracy Keene, Luke Preisner

Motion Approved

III. Project Efficiencies

A. Core Academic

The project team and Superintendent have been engaging in a second round of programming meetings for all areas of the building. In reviewing the programming for academic spaces, the recommendation is to reduce the General Classroom size from 950 to 900 net square feet for all 48 general education classroom spaces, and the Academic Support Hubs from 475 to 450 net square feet.

No recent project in the surrounding area has classrooms bigger than 900 sq ft. Academic support hubs, viewed as half a classroom space, were also cut to meet the new classroom size recommendation. This will result in additional space savings as typical Special Education classroom sizes that were sized to the module of General Academic Classrooms will also be reduced accordingly.

Libby B asked about classroom size in the classroom. Dr. Galusi said there is a max of 27 but sizes range depending on class.

Aaron O asked for recommendation for pupil to sq recommendation. The project team said science labs are 60 sq ft, but MSBA recommends designing for 23 students per classroom. Their classroom size scope is 850 - 950 sq feet.

Lisa M asked about the current classroom amount. The project team said there are around 63 to 65. Lisa M. also asked about the teacher's shared spaces when not teaching. The project team said the current recommendation of the amount is pulled directly from the MSBA recommendation. The project team did say that when it comes time for design, some spaces may be designed larger than others to reflect distribution across buildings. Lisa M emphasized that transition to shared spaces needs to be considered.

The mayor asked about the breakdown of classroom space sizes. Dr. Galusi said that Salem HS has 900 sq feet with the same max class sizes. The mayor asked discussions of going to 875 or 850 in order to save costs. The project team said that the rationale for 900 was use of a co-teaching model, project-based teaching model and the max class size of 27 where the MSBA

recommends 850 based on a max class size of 23. The mayor asked about the possibility of splitting the amount of classrooms (half at 900, half at smaller sizes) to account for classes with smaller sizes. The project team said that it would create scheduling challenges as well as logistical challenges of building the building in block format. The project team does not have experience building schools with different size academic classrooms.
Lisa M. asked if the 12 lab spaces would be shared as well. The project team said the quantity is driven by the MSBA formula, but two labs share one prep room. Science labs are less likely to be shared than ELA or social studies.
Aaron O asked about the use of large group instruction spaces. The project team is in dialogue with MSBA about making them reimbursable. LGIs are designed to be as flexible as possible. Examples of flexible use include a language lab (previously removed from project), stadium seating (like Black Box theater that was previously removed), guest speakers, model UN meetings, E-Sports team, etc. The room will be set up with an AV. Dr. Galusi said the space was also needed for PD with staff, which has been feedback heard from teachers after PD. Also said that space can be used to pool classrooms in event of staff absences and grade assemblies.
Paul R and Maria D asked about design elements of the LGI spaces. The project team said that they will be designed in similar ways to provide flexibility for multiple spaces. Principal Cabral said the goal is to also use the space as seminar spaces and as instructional spaces.

Motion by Mayor Lungo-Koehn to accept space recommendation by the project team and to have half the classroom spaces by 850 sq feet and half at 900 sq ft. No second

Motion to approve Core Academic space recommendation reduction by 2,450 square feet by Aaron Olapade, seconded by Brian Hilliard
13 Affirmative

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

0 in the negative
2 Absent

Tracy Keene, Luke Preisner

Motion Approved

B. Special Education (Non-MEEP)

The recommendation is to Adjust Special Education Classroom sizes (including Curtis-Tufts classrooms) from 950 to 900 net square feet, and reduce the Resource Rooms and Special Education Reading Small Group Room accordingly from 475 to 450 net square feet, reduce the Project Transition Workspace/Sensory Room from 475 to 150 net square feet, and eliminate the TLP Office/Small Group Room. These reductions align room sizes with the updated General

Academic Classroom size module, and calibrate the sizes of several program spaces to the planned use of those spaces. Accounting for the addition of (1) BCBA office, these recommendations result in an overall reduction of 1,625 net square feet.

Maria D. asked about smaller interior rooms having windows. The project team said that is the goal, and all spaces in the building that do not have a window will have natural light opportunities.
Lisa M. asked about office spaces for special education staff. The project team said yes they have spaces, and Dr. Galusi clarified that staff were part of the discussions for this space reduction.

Motion to approve Special Education (Non-MEEP) space reduction by 1,625 square feet by Brian Hilliard second by Libby Brown
13 Affirmative

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

0 in the negative
2 Absent

Tracy Keene, Luke Preisner

Motion Approved

C. Medford Academy

The recommendation is to reduce the two Medford Academy classroom sizes from 950 to 900 net square feet, and reduce the Workspace accordingly from 475 to 450 net square feet. These reductions will align the room sizes with the updated General Academic Classroom size module.

Right now Medford Academy has two spaces, one in humanities and one for science & math. Right now they are in two office spaces. Principal Cabral says the program is competency based and helps students earn credit recovery. It is not IEP or special education based. Principal Cabral also said that is designed for students after Tier 1 & Tier 2 supports for students did not work

Kim Clinton clarified that Medford Academy is for students who do not have a disability, while Curtis Tufts as a therapeutic day program is for students who are on an IEP.

Motion to approve Medford Academy space recommendation reduction by 125 square feet by Dr. Galusi, second by Liz Mullane
13 Affirmative

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

0 in the negative
2 Absent
Tracy Keene, Luke Preisner
Motion Approved

D. Ch 74 (CTE Spaces)

The space recommendations for CTE spaces result in an overall reduction of 6,153 net square feet. This does not include all CTE spaces, as some programming meetings still need to be had. Some space efficiencies were identified ahead of the PSR submission.

During this recommendation, the largest reductions were 1,683 sq ft reduction in the carpentry shop (based on current enrollment of students at a certain time in the shop), removal of related classrooms for Public Safety, Biotech, and Graphic Design, 1,406 sq ft reduction in health assisting (based on current enrollment of students at a certain time in the shop), and two shared toilet rooms.

Lisa M. wanted to make sure the space considerations were done with schedule in mind that account for sophomores and A week students present. Director Fallon said yes that was considered in programming meetings with educators and the design team.

Motion to approve Ch 74 CTE Space recommendation by 6,153 square feet by Nicole Morell, second by Dr. Galusi
13 Affirmative
Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Aaron Olapade, Maria D'Orsi,, Nicole Morell & Brian Hilliard, Liz Mullane
0 in the negative
2 Absent
Tracy Keene, Luke Preisner
Motion Approved

E. Lab Spaces (Non-CTE Spaces)

The project team explained the five different classifications and planned usages. Dr. Galusi said the thread for the different spaces is flexibility. Cited examples of new elective offerings such as aviation, robotix360, ap cyber security, and an AI foundations course. Does not want efficiencies to be at expense of educational advancements or opportunities for students.

Dr. Talbot added that the state's new graduation requirements proposal includes AI literacy, and these spaces add opportunities for that learning to be complete.

The recommendation is that no potential efficiencies were noted for the Non-Chapter 74 Lab Spaces space category. The traditional dark room was removed from the Digital Art / Photography Lab as a prior modification. Space in this category is currently below the MSBA Guidelines.

The project team inquired with the MSBA as to whether the Large Group Instruction spaces could be moved from the Core Academic space category to this space category at the end of the Preferred Schematic Report (PSR) phase, and will review feedback regarding this request with the MSBA moving forward.

Brian H. asked about height of spaces being considered and if there is a metric being used to track this. The project team said Non-CTE spaces don't have a height requirement, but they are designing the space with flexibility. The project team said that the digital spaces are likely to be a normal height size. Some CTE spaces have height requirements as outlined by DESE.

Motion to approve Lab Spaces (Non-Ch 74 CTE Spaces) recommendation of no reduction by Brian Hilliard, second by Maria D'Orsi
12 Affirmative
Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Aaron Olapade, Maria D'Orsi,, Nicole Morell & Brian Hilliard, Liz Mullane
0 in the negative
2 Absent
Tracy Keene, Luke Preisner
1 Abstain
Mayor Lungo-Koehn
Motion Approved

F. Media Center

The recommendation is that no potential efficiencies were noted for the Media Center space category. Space in this category aligns with the MSBA Guidelines, and was reviewed with District and School leadership to confirm that the area is required to meet the educational plan.

Motion to approve Media Center space recommendation of no reduction by Maria D'Orsi, second by Dr. Galusi
13 Affirmative

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

0 in the negative

2 Absent

Tracy Keene, Luke Preisner

Motion Approved

IV. Pool Review

The project team reviewed what is currently in the scope of the project for the pool. Testing was done while the pool was empty in August. While the pool is in general sound condition, the renovation of the pool will consist of demolition of the existing pool interior finishes (removal of tile), replacing interior finishes, and installing a waterproofing system within the existing concrete pool vault.

The project team presented an additional alternative to the pool, a shallow learn to swim basin. This new basin would be in the existing mechanical room that is a "pinch point" on the site. There would be an additional service design cost of $9,130 for scoping services and an Added Total Project Cost at PSR $7,665,870. The project team said that they checked with the MSBA that it would not be a separate project but would also be no reimbursement.

The New shallow basin addition would partially recreate the "pinch point" in the northeast The corner of the site that was addressed by the demolition of the mechanical room. New shallow basin would reduce the site area available for electrical site equipment, including an emergency generator, transformers and switch box as well as photo-voltaic batteries.

Nicole M. asked if the hours of the pool would be limited to the current pool time. Chair Graham said that while no direct conversations have been held, the majority of the participants would be in school, but space could be offered for instructional purposes.

Libby B noted that the board just removed money from the project, but then to add $7.6m is a lot.

Brian H asked about the usefulness of including it in the project now and then moving it as an add alternate later on. The project team said that it would require two sets of designs, and that it would be included in the project cost even if just an alternate. The project would also pay for soft costs for the scope even if an alternate.

Nicole M. said that the perception of adding costs after lots of working cutting costs may not earn trust from the community.

The mayor agreed with Libby & Nicole that costs of the new basin would be a lot and that the most important part is getting the yes vote.
Lisa M. asked if there would be a new learn to swim program in the Tufts University pool project. Members of the committee believe that it is not included.
Nicole M. asked if a decision needed to be made tonight. Chair Graham said that while it does not, it does need to be made by October 6.
Dr. Galusi asked when the decision of the add alternate needed to be made. The project team said when the bids come in, which is expected in 2028.
Jen. B asked about the current pool schedule and when these classes would be offered.
Brian asked about community demand.
Phil asked about the design cost, which would be roughly $500k-$700k. These would be in the $7.6m estimate.

Cheryl Rodriguez 281 Park St: does not believe that city has capability for fundraising and that additional costs go against community

Motion to eliminate learn to swim basin as a project alternate by Dr. Galusi, second by Nicole Morell
13 Affirmative
Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Aaron Olapade, Maria D'Orsi,, Nicole Morell & Brian Hilliard, Liz Mullane
0 in the negative
2 Absent
Tracy Keene, Luke Preisner
Motion Approved

V. Upcoming Meetings
   A. 10/6/26 - MCHSBC Meeting
   B. 11/16/26 - MCHSBC Meeting
VI. Adjournment

Motion to adjourn by Dr. Galusi second by Jen Belanger
13 Affirmative
Mayor Lungo-Koehn, Dr. Galusi, Jenny Graham, Marta Cabral, Ken Lord, Libby Brown, Paul Melone, Jen Belanger, Aaron Olapade, Maria D'Orsi,, Nicole Morell & Brian Hilliard, Liz Mullane
0 in the negative
2 Absent
Tracy Keene, Luke Preisner

Motion Approved

Meeting adjourned