Meeting Minutes
Medford Comprehensive High School Building Committee Meeting
August 25, 2026 at 6:30 p.m. on Zoom

I. Roll call

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

II. Approval of Meeting Minutes
   A. Meeting Minutes from July 22, 2026 Full Committee Meeting

Motion to Approve Meeting Minutes by Ken Lord second by Dr. Galusi 14/0/1 - Approved

III. Approval of July 2026 Project Invoices
   A. LeftField Invoice = $25,000
   B. SMMA Invoice = $90,000
   C. Enviro and Site = $19,354.50
   D. Total = $134,345.50

Motion to Approve July 2026 Project Invoices by Aaron Olapade second by Brian Hilliard 14/0/1 - Approved

IV. MCHSBC Team Updates
   A. Committee Changes, welcomes, and thank yous

Chair Graham thanked voting Members Emily Lazzaro, Joan Bowen, and Marissa Desmond and non-voting member John McLaughlin who are leaving the committee ahead of Schematic Design. They will be replaced by Liz Mullane (City Counsel Rep), Tracy Keene (Community Member) and Jen Belanger (Teacher and Community Member) in voting members, and Kim Clinton (Assistant Superintendent for Special Education and Student Services.

This change was approved by the Medford School Committee during its August 24, 2026 meeting.

Robert Carney 60 Hicks Ave, Unit 6: Thinks that all city council members should have been notified about opening of the city council spot. Chair Graham clarified that all council members were aware of the open position.

V. Report from Sustainability & Systems Advisory Committee

SMMA discussed votes by the School Committee taken place and conversations by the Advisory Committee regarding Sustainability Goals. SMMA also described the sustainable design givens, including green school policy, specialized energy code, and energy goals to earn further reimbursement by the MSBA. Project team also showed again the estimated alternate costs associated with different PV, HVAC System and Mass Timber

VI. Review Project Adjacencies and Related Efficiencies for:

A. MCM

The PSR originally proposed Medford Community Media to be its own space in the building. It is currently a shared space with the Film and TV Production CTE shop at MHS. After collaborative discussions, the recommendation is to eliminate the dedicated space for MCM as defined in the PSR. The MCM will still maintain their own open office space (separate from the CTE classroom and spaces) and editing room, but will not have their own studio and control booth. The plan is to continue to share space with the CTE program, which will be built new and include current technology as feasible.

Kevin Harrington, MCM Director: While the ideal was to have two separate studios, budget and space concerns made this unrealistic. Ability to have entrances separate from academic spaces allows shows and night access to continue. MCM will have a dedicated playback room and editing room. The station posted a message to the community on the station's website.
Luke Preisner: Will space review be measured against tabled April Vote? Chair Graham said yes. Plan is to review spaces systematically, and that anything leftover in October that has not been discussed will be reviewed in October.
Lisa Miller: Current building has direct MCM entrance, proposal does not. Asking for clarification on difference. Project team clarified that the design shown tonight is not the final design, so that while this visual does not have its own door that doesn't mean the end result will not give MCM their own door.
Aaron Olapade: Current model does not allow MCM to use space during the School Day. Will eliminating the dedicated space limit the ability for both to use space. Chair Graham said that goal is to put a partnership agreement in place so that the current collaborative relationship remains in place. Mr. Harrington also said that discussions have been had with CTE teachers to try and figure out how to have students help on public shows during the day, and editing suits will allow further flexibility for members.
Paul Gerety, 40 Cedar Rd: Support the MSBA shared-space model rather than a stand-alone MCM facility however concern has a narrower scope. Treat MCM's space, equipment, and staffing as integral to the Vocational Media program requirements, not a separate line item to trim independently. A properly sized shared space is the right solution. It is cost-effective and accommodates Education and Public Access programming.
Robert Carney: Understands piece by piece of cuts, but wants total figure of cuts to be clarified. Chair Graham clarified that this is for space efficiency.

Motion to eliminate space for the separate studio and control booth for Medford Community Media by Mayor Lungo-Koehn, second by Luke Preisner - 14/0/1 - Approved

B. Community Partner Rentals

Space summary currently provides educational spaces for the Japanese Language School as well as dedicated storage space for other community partners. Recommendation is to eliminate storage space for 910 net square feet. This aligns with school committee vote to discontinue the practice of providing dedicated storage space for community partners, which will not change availability of schools as rental spaces per the rental program. Additional study will be conducted by SC regarding potential to create purpose-built space for non-MPS or non-city programs.

Motion to eliminate community partner rental space by Dr. Galusi, seconded by Aaron Olapade - 14/0/1 - Approved

C. Community Meeting Space

Space summary currently provides dedicated Community Multipurpose spaces. School & district leadership have reviewed and approved a flexible space sharing a model for these programs. Recommendation is to Eliminate space that would have provided dedicated Community Multipurpose Space and a Language Lab. These program functions will instead be provided by locating the two Large Group Instruction (LGI) spaces next to each other, with an operable partition between them that allows the space to become a larger community meeting space. The LGI spaces will also be in proximity to the Community Entrance so this space can be used by the Medford community during the school day if it is not scheduled for high school use. Support functions will similarly take place in shared facilities vs. in dedicated office and conference spaces. Language Lab functionality will also be provided in the LGI spaces.

Motion to eliminate community multipurpose space, community multipurpose office, community multipurpose conference room, and language lab by Mayor Lungo-Koehn, seconded by Libby Brown - 14/0/1 - Approved

D. Health & PE

Recommendation is to right-size boys & girls locker rooms and eliminate the dedicated Yoga/CPR room. These proposed changes have been reviewed and approved by School and District Leadership, as Yoga and CPR instruction can occur in other spaces, and the desired locker program can still be met using the reduced locker room area.

Motion to right size the locker room spaces and eliminate the dedicated yoga/CPR rooms by Mayor Lungo-Koehn, seconded by Luke Preisner - 13/0/2 - Approved

E. Auditorium & Drama

Current plan is to have the auditorium be 1,000 seats. Recommendation is to reduce the auditorium to 750 seats. This seat amount meets the educational plan and MHS requirements and is fully reimbursable by MSBA. Seating size will allow 2 full classes of students to be in the auditorium at a time.

Paul Melone: Stage size supports multi usage of stage that occurs throughout the district. Keeping stage size large improves acoustic ability. Keeping square footage on stage guarantees space to store equipment and improve musicality. Wants committee to be mindful of keeping space in the building that allows groups to practice on similar size of stage without needing to always use the stage.

Dr. Galusi: District has thriving performing arts program, and keeping size of stage is important to allow accessibility for performances. Thanked Paul M for walks and further information s discussions occurred.

Motion to reduce the seats of auditorium from 1,000 seats to 750 seats by Aaron Olapade, second by Liz Mullane - 13/0/1 1 abstain - Approved

F. Art & Music

Recommendation is to remove the darkroom component of the digital art lab. Envisioned curriculum will focus exclusively on digital photography to align with industry texts.

Motion to reduce digital art/photography lab by 240 sf (removing the dark room component) by Dr. Galusi, seconded by Aaron Olapade - 13/0/1 1 abstain

After factoring in reductions made today, there was a total project reduction of 20,276 gross square feet, with an estimated reduction cost of $22,090,000. Also was a savings on estimated high rise code requirements of $3,700,000 for a total savings of $25,790,000.

The new gross floor area is 588,516 gross square feet, with an estimated total project cost of $768,577,410.

VII. Determine Baseline Size for Auditorium

VIII. Design Updates & Parking Program

The project team did a study on parking on the current site, which comes out to 451 sites. About 88% of spots are in use. When factoring in new enrollment and staffing projections, recommendation is to have 477 spaces on site. SMMA advised that if there was a need to go above 500 spots, there would need to be multi-level parking incorporated into the site design.

Recommendation to approve parking spaces scope of 477 spaces and to authorizing Ken Lord, COO, to formally approve removal of associated parking quantity from the proposed total parking program if the project removes building program by Ken Lord second by Nicole Morell - 13/0/2 - Approved

IX. Upcoming Meetings
   A. September 10, 2026 - MCHSBC Meeting
   B. September 17, Community Forum #6 on Zoom
   C. September 22, 2026 - MCHSBC Meeting

X. Adjournment

Motion to adjourn by Luke Preisner second by Brian Hilliard - 13/0/2 - Motion Approved

Meeting adjourned