

Meeting Minutes
Medford Comprehensive High School Building Committee Meeting
December 22, 2025 at 6:30 p.m. on Zoom

I. Roll call

Voting Members: 11 Present 4 Absent

Non-Voting Members: 5 Present, 5 Absent

II. Approval of Meeting Minutes from November 24, 2025

Motion to Table Meeting Minutes from 11/24/25 Full Committee Meeting by Mayor Lungo Koehn, second by Ken Lord 10/0/5 - Approved

III. Approval of November 2025 Invoices

Motion to Approve OPM November Invoices by Ken Lord, second by Paul Melone 10/0/5 - Approved

IV. Existing Conditions Update

SMMA gave an overview of the architecture of the building. They noted there was no thermal insulation of the construction, and the majority of the building is original to its opening in 1970 (excluding some CTE spaces, the science labs, and the Medford Community Media space). Water damage was observed in several locations, and original drawings indicate that earthquake, snowdrift, and modern day wind resistance were not considered in the original design. Accessibility issues can be found both exterior and interior, including the stairs, classroom sinks, lack of accessible parking spaces and barriers found in the majority of public entrances. The HVAC system provides unreliable air quality and ventilation. Wifi system is unreliable due to capacity issues and the electrical systems are beyond their usual life expectancy.

The transit and traffic update showed the amount of parking available on the site and the challenges that come with the traffic pattern, including when students and delivery trucks are entering the site at the same time.

V. Space Summary Update

Completed all of investigative data work and analysis, including visioning, educational plan, advisory team meetings, programming meetings, curriculum analysis, and the existing conditions assessment. SMMA provided the existing square footage of different space category types and

how it compares to MSBA/DESE Guideline Areas. SMMA anticipates the CTE spaces growing considerably in space based on their current space relative to the guidelines set forth by DESE and the MSBA.

VI. Advisory Group Update

Meeting number 1 took place last week for all four advisory teams: Sustainability & MEP Systems, Site, Safety & Security, Ed planning and Equity, and Exterior & Interior Designs. SMMA gathered input for them in their notes and will share common themes found in the upcoming meetings held in January.

VII. Adjournment

Motion to adjourn by Ken Lord , second by Mayor Lungo-Koehn- 11/0/4 - Approved

Meeting adjourned