

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



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Meeting Minutes November 25, 2024 5:30pm

Members Present: Brian Lehtinen, Michael-Ray Jeffreys, Matthew Allison, Tom Gray, Greg Roy

Members absent: David Blatt, Kristina Masaitis

Town Employees: NA

Community Guests: NA

Meeting called to order at 5:32pm.

The committee reviewed two documents, a prior space needs analysis, and a simplified version prepared for Taylor and Burns Architects. Adjustments included refining square footage allocations and verifying calculations. Departments reviewed included: Tax Collector, including transaction counters. Principal Assessor for staff and records. Town Clerk, administrative assistant, Town Manager, building inspector, director and health agent. Conservation Commission: Consideration for record storage and unique spaces. Historical Commission: for office needs. Accounts payable clerk, accountant, payroll benefits clerk, IT director and staff, select board office, IT Department: allocated for IT equipment and staff. School District Offices. Linear shelf space measurements needed. Creative storage solutions for a revamped Town Hall basement. Bathrooms, break rooms, and occasional office space will require a 3,000 sq. ft. reduction in allocated space. Veteran Affairs, State Rep office. Recreation Director. At 7090 square feet and school offices is 2675 square feet, bathrooms and break rooms need to be added. Next Steps: verify storage needs and measure existing spaces. Add data for conference room requirements based on Town Hall usage. Collaborate with architects on innovative solutions for space constraints.

The committee reviewed two key documents: a prior space needs analysis and a simplified version prepared for Taylor and Burns Architects. Adjustments focused on refining square footage allocations and verifying calculations. Departments and allocations discussed included the Tax Collector, with space for transaction counters, and the Principal Assessor, with allocations for staff and records. Other areas reviewed included the Town Clerk and Administrative Assistant, Town Manager, Building Inspector, and Director and Health Agent. The Conservation Commission's needs were considered, including record storage and unique spaces, as well as the Historical Commission's office requirements. Space for the accounting

and IT staff was discussed, covering the accounts payable clerk, accountant, payroll benefits clerk, IT director, and staff. The Select Board Office and IT Department were also reviewed, with the latter including allocations for IT equipment and staff. The School District Offices were identified as requiring a total of 2,675 square feet.

The committee noted the need for linear shelf space measurements to refine storage planning and discussed creative storage solutions, such as utilizing a revamped Town Hall basement. Bathrooms, break rooms, and occasional office space will require a 3,000 square-foot reduction in allocated space. Other departments reviewed included the Veteran Affairs and State Representative Offices, along with the Recreation Director Office. The proposed addition totals 7,090 square feet, with additional considerations for bathrooms and break rooms. Next steps include verifying storage needs, measuring existing spaces, adding data for conference room requirements based on Town Hall usage, and collaborating with architects on innovative solutions for space constraints.

Motion to adjourn by Matthew Allison at 6:01pm, seconded by Tom Gray, unanimously passed.