

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



17 Main Street, P. O. Box 135
Lunenburg, MA 01462
978-582-4144 Fax 978-582-4148

Meeting Minutes March 9, 2026 5:30pm

Members Present: Brian Lehtinen, Tom Gray, David Blatt, Greg Roy, Anthony Sculumbrine, Laura Brzozoski, Matthew Brenner, Kristina Masaitis,

Members absent: none

Town Employees: Chris Ruth

Community Guests: NA

The meeting was called to order at 5:35 PM by David Blatt.

Meeting minutes from February 2, 2026 were review and approved 5-0-3 with Greg Roy, Laura Brzozoski, and Kristina Masaitis abstaining.

Public Comments: None

- Committee briefed on town manager and Select Board Chair's guidance: perform thorough due diligence with the following priorities
 1. First preference: evaluate reusing existing buildings (reuse analysis).
 2. If reuse is impractical, evaluate modifications to existing buildings.
 3. If modification is infeasible, develop concepts for a new building (square footage, floors, programmatic needs).

Questionnaire development

General objectives agreed:

- Develop a concise, prioritized questionnaire for department heads covering staffing, space needs, accessibility, storage, technology, public interaction, and future growth.
- Balance gathering accurate information with minimizing staff burden.
- Town Manager to review and distribute questionnaire.

Discussion points and action items:

- Committee agreed questionnaire should rely primarily on short, objective responses using checkboxes, numeric fields, and limited comment sections.
- Proposed categories included staffing, space evaluation, technology, storage,

accessibility, public interaction, collaboration, meeting space, and future growth.

- Dave will revise the questionnaire based on committee feedback and circulate an updated draft. Members will send comments directly to Dave to avoid Open Meeting Law concerns.
- Key data points discussed included staffing levels, remote/in-office work, future staffing projections, adequacy of current space, storage requirements, meeting space usage, workflow patterns, and digitization capabilities.
- Committee emphasized distinguishing secure, archival, climate-controlled, and daily-access storage needs.
- Accessibility beyond minimum ADA compliance was identified as a priority.
- Members discussed minimizing duplication of existing data and reducing workload for department heads by using prior studies where possible.
- Committee discussed current records storage concerns at TCP due to roof/water issues and the need for long-term secure storage planning.
- Discussion also included displaced TCP tenants, PAC/TV space needs, and evaluating whether regional partnerships may be preferable to constructing new specialized municipal studio space.
- Committee noted architectural professionals may be needed to help interpret responses and refine future building program recommendations.

Committee members asked to send feedback directly to Dave (not on an open forum) to avoid open meeting law concerns.

Committee anticipated presenting a final questionnaire-ready draft for approval at next meeting (March 30, 2026).

Next Meeting: Monday, March 30, 2026

Public Comments: None.

Motion to Adjourn: Tom Gray, seconded by Greg Roy. Unanimously approved.

Adjourned: 7:04 PM