

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



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

Meeting Minutes June 15, 2026 5:30pm

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

Members absent: NA

Town Employees: Chris Ruth

Community Guests: NA

The meeting was called to order at 5:32 PM by David Blatt.

Minutes from June 1, 2026 were reviewed.

Motion to Approve: Laura Brzozoski. Seconded by Tom Gray. Unanimously approved, one abstain, Greg Roy.

Public Comments: None

Survey Review — Overview and Process

- Committee intends to review departmental survey responses in detail, refine questions, and request clarifications where needed.
- Two departments still outstanding on survey response (assessor and accountant); Brian will follow up with the town manager to obtain them.

Department-by-Department Findings, Questions, and Actions

Town Clerk

- Current issues: variable daily visitor counts (higher at voting times), limited counter space, need for secure storage/vault, and storage for voting equipment currently held in an enclosed trailer.
- Suggested solutions: shared waiting area for first-floor public-facing offices; small private rooms/conference rooms to serve as temporary voting booths; vault/secure storage either dedicated or shared (town clerk strongly prefers private vault).
- Action items: Determine square footage required to store voting equipment and clarify department interactions/flow with other offices.

Treasurer / Tax / Accounting / Payroll

- Staffing: three full-time in office (one private office, two open workspaces); expect temporary increase (+1) at tax time.
- Needs: more counter space, secure area for cash counting, locked storage for permanent records, cameras currently used and required, digitization concerns (desire to retain paper backups).
- Questions raised: define “vault” and security level required (fire-rated vault vs secure room), quantify storage needs (file cabinets vs cubic feet), clarify frequency/accessibility requirements for stored records, and whether a private room could be shared or must be dedicated for cash handling.
- Action items: Obtain specific quantities (number of file cabinets, cubic feet, square footage) and clarify security requirements & visitor counts.

Human Resources

- Current: one staff person in the town manager area; low public interaction; modest storage needs (personnel files), occasional meetings (up to three people).
- Needs: accessible off-site storage acceptable; confidential meeting space may be shared with town manager. Personnel committee exists on paper but has not been active recently, public meetings generally possible in standard meeting rooms.
- Action: Confirm private meeting space availability and overlap with town manager needs.

Town Manager

- Current: approximately 450 sq ft office + ~120 sq ft storage; many pop-in visitors; requests private meeting space for up to six people and a larger meeting room (12+ seats / up to 20 people) for cross-department meetings and auditors.
- Action: Consider one larger multi-use meeting room in planning; clarify counter/barrier preference for visitor screening.

Conservation

- One staff in office (approx. 187 sq ft), needs counter area, space to spread plans, modest storage (permits).
- Most meetings virtual; limited expected staffing growth.
- Action: Clarify storage types (file cabinets vs flat plans) and interdepartmental workflows.

Planning / Land Use

- Two staff daily; present footprint ~750 sq ft (including a conference room); most records digitized — older records could be offsite; many visitors; need a small conference room (6–8 people) with display/screen for plan review and collaboration across land use, planning, conservation, and building departments.
- Action: Confirm maximum meeting sizes and AV/display needs.

Facilities / DPW / Buildings

- Offices split between Ritter and DPW; primary need: dedicated shop/storage space for equipment and supplies (current storage is ad hoc: trailers, boiler rooms).
- Options: dedicated shop could be on DPW lot or included in any new facility; Brooks House not ideal for shop use. Veterans’ agent (did not respond to survey) requires easily accessible space for seniors and soundproofing for privacy on a single-day weekly schedule.

- Action: Evaluate offsite DPW lot or new building options for shop/storage; follow up for veterans agent needs.

Building Department

- One full-time office person; four field staff; expects to add another building inspector; prefers a conference/display area for plans; records largely digitized; current office ~350 sq ft including counter.
- Storage expressed as cubic feet — committee prefers converting to file cabinets or interpretable measures.

Board of Health

- One full-time staff; shares 179 sq ft, including 14 filing cabinets (paper records); digitization could reduce space needs but has not been completed yet.
- Action: Confirm precise filing cabinet counts and file types; plan for digitization support.

Recreation Department

- One staff in office (20 hours/week) with substantial seasonal/temporary lifeguard staff; main need: public-use spaces (gym, multipurpose rooms) for programs, storage not a major concern.
- Major challenge: lack of suitable indoor space since loss of TCP; existing practice of borrowing school/gym space is becoming unsustainable.

Decisions Needed

- Storage clarity: committee concluded that departments should report storage needs by number/type of file cabinets, flat files, or cubic feet and note frequency/access needs (daily vs monthly) and access proximity.
- Security clarification: for departments handling cash or sensitive records, define requirements for vault/secure room (fire rating, access control, cameras).
- Adjacency and co-location: discuss which departments must be adjacent (e.g., accounting/treasury) and where shared resources (meeting rooms, counters, public waiting areas) can reduce footprint.
- Digitization: many departments are digitizing records, reducing on-site storage if supported by town-wide digital storage and IT planning (server closet vs centralized digital services).
- Meeting spaces: single larger multi-use meeting room (12–20 capacity), multiple small confidential rooms (for private meetings, cash handling, HR), and a land-use conference room with AV for plan review recommended.
- Fiscal constraints and scope: significant concern about funding appetite for new construction; committee emphasized planning for cost-effective options (renovation, re-use of existing space, modest capital projects) and realistic long-term planning (50-year horizon vs piecemeal band-aids).
- Possible near-term alternatives: use of town hall basement for controlled long-term storage; explore DPW lot or dedicated offsite shop; Brooks House unlikely to be cost-effective for shop conversion.

Next Steps and Action Items

- Committee to re-ask select clarifying questions to departments (storage quantified as file cabinets/type; frequency of access; visitor counts; security details).
- Compile existing blueprints and previously collected square-foot data to compare current usable area vs reported numbers.

- Begin consolidating realistic square-footage requirements (including shared meeting rooms, storage, and shop space) rather than forcing fit into current buildings.

Next meeting scheduled: June 29

Public Comments: None.

Motion to Adjourn: Anthony Sculumbrine. Seconded by Tom Gray. Unanimously approved.

Adjourned: 6:53 PM