

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



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Meeting Minutes
June 29, 2026 5:30pm

Members Present: Brian Lehtinen, Tom Gray, David Blatt, Anthony Sculumbrine

Members absent: Laura Brzozoski, Matthew Brenner, Greg Roy, Kristina Masaitis

Town Employees: NA

Community Guests: NA

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

Public Comments: None

Chair distributed and shared a spreadsheet summarizing previous space studies and current needs analysis.

Facilities / Square Footage Analysis

- Current usable office space estimated around 4,225 sq ft; past proposals ranged from ~5,000 to ~5,665 sq ft for office areas.
- Projected office need (excluding meeting spaces, elevators, bathrooms) still ~5,600 sq ft; overall building likely ~8,000 sq ft once shared meeting spaces, elevators, restrooms included.
- Trend identified: over time personnel space requests decreased in many departments; record storage demands drove much variance.
- Building Dept. largely digital; minimal physical record storage required. Some departments report existing large storage areas that may not be necessary.
- Chair will refine staff-by-area allocations and follow up with departments for clarifications.

Space Planning Concepts / Adjacencies

- Bullpen (open/shared workspace) concept broadly favored to increase flexibility, cross-coverage, and staff interaction; recommended for departments with low headcount or intermittent public-facing needs.

- Town Clerk function considered distinct due to high public foot traffic and elected status; recommended to remain prominent/public-facing but could be adjacent to shared counters to allow cross-coverage.
- Suggested clusters: planning, building, board of health, conservation to be collocated for adjacency and shared public counter.
- Recommendation: large transaction counters allowing multiple staff to serve the public; several shared small meeting rooms (4–6 people) plus one larger meeting room for boards/committees (~12–20 people).
- Approximate planning metric referenced: 160 sq ft per person as starting guideline.

Department Feedback / Missing Information

- Several departments (assessors, accounting) have not returned updated surveys; town manager not yet provided clarifying information about storage needs (file cabinets vs. sq ft).
- Chair asked committee to obtain further department input before finalizing allocations.
- Discussion on whether assessors/principal assessor need private offices versus use of small conference rooms with adequate soundproofing.

Design Process and Professional Support

- Proposal discussed to hire an architect/consultant to produce conceptual drawings based on committee square footage numbers. Estimated approach: buy a block of consultant hours (example: 40 hours @ \$150/hr ≈ \$6,000) to generate preliminary concepts.
- Committee members supported engaging a professional (architect or qualified consultant) to create visuals for staff review; some members willing to do a preliminary “paper napkin” layout first.
- Concern raised about procurement/timing. Committee agreed to await Select Board composition.

Ritter Building / Annex Constraints

- Ritter building has multilevel entry and accessibility challenges; creating an ADA-compliant primary entrance and circulation is a significant design constraint and potential cost driver.
- Annex footprint viewed as well-suited to needs but has energy-efficiency and envelope issues (windows, insulation, tall ceilings).
- Unknown subsurface conditions (ledge) on the side near the historical society could affect cost and feasibility of expanding parking or shifting entrances.

TC Passios (Community Building) — Scope Concern

- Some members asserted TC Passios must be included in committee review because it currently houses storage, voting operations, and community activities (teen club, food pantry, senior activities). Concerns raised about town manager’s plan to close TC Passios for safety reasons (mold, asbestos, roof, heating problems).
- Committee agreed TC Passios should be placed on a future agenda to review facility condition; recommended inviting facilities manager to present findings and to conduct a site visit as a committee.
- Debate over town obligations regarding potential school expansion on Turkey Hill / TC Passios site; consensus that a holistic plan for town properties is needed.

Meetings & Next Steps

- Chair will continue refining the spreadsheet, pursue missing departmental surveys, and push town manager for clarifications on storage and staffing data.
- Chair will request the Select Board discuss town buildings at their July 14 meeting; committee members plan to monitor and participate in that discussion.
- Committee to place TC Passios condition review on a future agenda and schedule an on-site review with facilities manager.
- Committee agreed to target July 20 for the next meeting (third Monday), pending Select Board outcomes and additional input.

Other Business

- Discussion of potential interim/alternative community space solutions (example: geodesic dome for gym activities; preliminary cost estimate discussed ~ \$50k for a 30x75 structure).
- Suggestion to consider creating a permanent town building committee to coordinate capital planning across municipal properties (master-plan approach recommended).

Next meeting scheduled: July 20

Public Comments: None.

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

Adjourned: 6:26 PM