

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



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Meeting Minutes August 17, 2026 5:30pm

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

Members absent: Kristina Masaitis, Laura Brzozoski, Greg Roy

Town Employees: NA

Community Guests: NA

The meeting was called to order at 5:34 PM by David Blatt.

Minutes:

Motion to approve minutes of July 28, seconded and approved unanimously.

Motion to approve minutes of August 3, 2026, seconded and approved unanimously.

Public Comments: None

Walkthrough Report (Ritter / TC Passios)

- David Blatt apologized for missing the walkthrough; has visited Brook's House and TC Passios after recent rains.
- Key observations:
 - Significant volume of records stored at TC Passios. Town Manager unable to estimate how much could be reduced by digitization. Need to determine where stored material will be relocated; storage volume described as substantial (estimate: roughly three classrooms, stacks 3–4 feet high in multiple classrooms).
 - Roof condition: Despite leaks, wooden roof deck largely in good condition; minimal decking replacement may be required. Andrew Gillis (architectural preservation commission member/structural civil engineer) concurred that deck appears in decent shape, positive sign for renovation options.
- Discussion: Planning department historically contributed most to paper volume; most planning records (including large plans) can be digitized but require specialized scanning equipment. Digitization funding referenced in capital plan; progress unclear

but funds allocated (fiscal 2026). Need to obtain department-specific retention requirements and frequency-of-access to determine true storage needs.

Space Needs / Square Footage Discussion

- Project scope: Town administration building planning, planning target assumed ~30 employees (conservative planning number) and 10 visitors at peak. Police and Fire excluded.
- Reference document reviewed (Town hall space needs working document):
 - Typical space guidelines: workstation/cubicle 50–80 sq ft; private offices ~100–125 sq ft; public service counter 80–120 sq ft; conference rooms: 20–25 sq ft per person (6-person ~120–150 sq ft; 8-person ~160–200 sq ft). Circulation/support adds ~30–40%.
 - Total building square footage guideline per referenced quick-planning: ~6,300–8,400 sq ft. Ritter current footprint ~5,740 sq ft; adding annex (~1,300 sq ft) could bring total into that range (~7,000 sq ft for two-story annex).
- Staffing assumptions:
 - Current town staffing ~20 (pre-budget cuts); committee used 30 as planning figure (comfortable buffer). Building department may expect personnel change; others mostly stable.
 - Discussion on possible part-time/shared staffing between Ritter and Town Hall as overflow/fill.

PACC (Public Access Cable) Space Uncertainty

- PACC location unclear: currently operating out of "Eagle House" semi-permanently; question whether PACC will need studio/control room space in Town Hall or remain at Eagle House.
- Cable contract renewal/negotiations will affect PACC funding and staffing. Committee recommends PACC provide best-case / worst-case scenarios for future funding and space needs so planning can accommodate likely outcomes. Cable Advisory Committee beginning negotiations.
- Recommendation: Invite PACC/Land Use Director (Steve Wallace) to next meeting to clarify PACC intentions and space requirements.

7. Conference Rooms and Meeting Spaces

- Majority of departments requested small conference rooms (6–8 persons) for typical meetings. A town-level larger conference room desirable for management/all-hands (capable of 18 people; full 30-person meetings likely held in Meeting Hall).
- Proposed distribution:
 - First floor (public-facing): multiple small conference rooms for public interactions (suggested 2–3 six-to-eight person rooms).
 - Second floor (non-public): planning/building to have 1–2 six-to-eight person rooms, plus one larger town conference room.
- Concerns:
 - Balance between providing enough conference rooms for concurrent public-facing needs and avoiding underused rooms that tie up square footage.
 - Need to gather data on meeting frequency, meeting hours/week per department, peak meeting times, and seasonal peaks (e.g., tax payment quarters, dog licensing, early voting) to inform number/size of rooms.
 - Suggestion: collect meeting-hour data from each department using a clear definition of meeting.
 - Consider hybrid approach; allow conference rooms to be convertible to private offices if needs change.

Counter / Reception Layout and Public Flow

- Discussed shared counter model vs. dedicated counters per department:
 - Shared reception/counter for quick acknowledgment and triage recommended; this would minimize need for separate counters for each department.
 - Distinction clarified between counter (transactional) and reception area (triage/referral).
 - Recommendation to conduct a time-and-motion / observational study during peak periods (end-of-quarter, tax season, dog-license season, early voting) to document visitor flows and counter demand. Suggested using temporary staff / students to record flows.
 - Architect/designer to develop optimized counter layout during design phase.

Records Storage & Digitization Strategy

- Confirmed substantial stored paper records at TC Passios; need to determine:
 - Which documents must remain physical by law, and required retention periods.
 - Frequency of access to paper records (to inform on-site vs. off-site storage decisions).
 - Which records are cost-effective to digitize (consider retention horizon, e.g., documents that must be kept only a short remaining time may not be worth digitizing).

The next meeting was scheduled for Monday, August 31, 2026, at approximately 5:30 PM.

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

The meeting adjourned at approximately 6:58 PM.