

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



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Meeting Minutes September 21, 2026 5:30pm

Members Present: David Blatt, Tom Gray, Matthew Brenner, Anthony Sculimbrene, Greg Roy, Laura Brzozoski

Members Absent: Brian Lehtinen, Kristina Masaitis

Town Employees: Steven Wallace

Community Guests: NA

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

Minutes:

Motion to approve the minutes of the August 31, 2026 meeting made by Greg Roy, seconded by Matthew Brenner and approved by roll call vote, Laura Brzozoski abstained.

Public Comments:

There were no public comments.

Town Hall / Ritter space needs discussion

Continue work to develop recommended square footage and next steps for consolidating town administration (town offices) and addressing Town Hall/Ritter building renovations and storage needs.

Tony Sculimbrene reported he started an Excel spreadsheet with figures but did not finish.

TC Passios presented AI-derived high-level sizing assumptions:

Assumed ~30 town employees, ~10 visitors at a time.

AI estimated 150–200 sq ft per staff (resulting staff area ~4,500–6,000 sq ft depending on role).

Visitor/lobby and circulation added; building support/unusable areas ~35% → total building estimate range roughly 6,300 to 8,400 sq ft (wide range acknowledged).

Current occupied office space (per quick tally) ~4,500 sq ft (exclusive of bathrooms/hallways).

Committee observations:

Existing raw square footage may be adequate in total but current configuration/quality/accessibility is the primary problem.

Accessibility is a major challenge across multi-level Ritter and annex configurations; potential solutions include rebuilding annex, relocating annex to School Street side, adding elevator(s), or staged construction (build new annex, move staff, then renovate Ritter). Parking constraints discussed — limited nearby spaces, ADA parking impacts, potential use of School Street side for staff parking and main access.

Consideration of adding unfinished future third story or basement modifications to address storage overflow; uncertainties about cost-effectiveness noted.

PACC (public access cable) studio and office needs: PACC reported two 18x9 offices at Eagle House adequate for offices but they need dedicated studio space; committee agreed to follow up with PAC to clarify needs and permanence of their current locations (TCP / Eagle House / rental studio).

Committee consensus: primary task is to determine square footage requirements (program space) for town administration consolidated in one building; storage quantified separately and included as a defined requirement. Members emphasized that the committee's charter (per prior select board guidance) is to explore consolidating town offices into one location.

Committee members cautioned about public/political perception and funding feasibility; acknowledged changes in select board composition over time. Agreed the select board and town manager are responsible for the public "why" argument, but committee should present clear, well-documented recommendations and scope for consultants.

Consultant/architect engagement:

General agreement that the committee will recommend engaging an architect/consultant to develop conceptual alternatives and tighter square-footage estimates (concept designs tend to provide specific SF per alternative rather than ranges).

Ballpark consultant budget estimates discussed: committee members estimated the conceptual study and alternatives could be in the tens of thousands of dollars (figures cited: \$20K–\$50K; one comment estimated \$50K). Committee recognizes cost could vary; an RFP/scope will better define budget.

Committee agreed the next deliverable should be a detailed scope of work (not necessarily formally termed an RFP initially) to present to the select board and to use as the basis for procurement if approved by the select board.

Interim / smaller projects:

Members raised concern about postponing necessary smaller repairs (e.g., waterproofing Town Hall basement, sidewalk/ramp for ADA access, windows, roof/gutter repairs) while pursuing a long-term plan. Some previously funded items (e.g., sidewalk/access, windows) had partial work completed (roof/gutters done; windows pending due to funding/estimates). Consensus that the committee should identify short-term, cost-effective improvements that fit within a longer-term master plan and that can be undertaken while larger planning proceeds.

Data needed before next steps:

Tighten and agree on program square footage (target range to refine; consensus target currently ~6,300–8,400 sq ft for town offices, exclusive of archival storage).

Quantify existing storage needs: exact number/size of tubs and current storage footprint at TCP/other locations (Chris to inventory and report).

Clarify PACC's current needs (studio vs. offices) and permanence — invite Steve Walker (PACC) to next meeting.

Compile current room/office program requests (departmental space needs) to feed into scope/RFP.

Assess whether basement space at Town Hall can handle archival storage and what finishing costs would be.

The next meeting was scheduled for **October 5, 2026**, at 5:30 PM.

Motion to Adjourn:

Motion to adjourn, seconded and approved unanimously.

The meeting adjourned at approximately 7:02 PM.