# LUNENBURG MUNICIPAL
# BUILDING DESIGN COMMITTEE

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Meeting Minutes
October 5, 2026 5:30pm

**Members Present:** David Blatt, Brian Lehtinen, Matthew Brenner, Anthony Sculimbrene, Laura Brzozoski, Kristina Masaitis

**Members Absent:** Tom Gray, Greg Roy

**Town Employees:** Chris Ruth

**Community Guests:** Glenn Mcleod

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

**Minutes:**
Motion to approve the minutes of the September 21, 2026 meeting made by Matthew Brenner, seconded by Brian Lehtinen and approved unanimously by roll call vote.

**RFP scope, timing, and objectives**

- Chair summarized committee charge and upcoming Select Board warrant preparation for November town meeting; asked whether the committee should submit an article asking for funding at November town meeting.
- Consensus: Too early to put an article on the November 2026 warrant. Reasons cited:
    - Insufficient definition of scope and dollar figure to present to Town Meeting.
    - Need to refine RFP and messaging.
- Action: Chair to draft message to Select Board Chair stating committee's recommendation: defer submitting funding request for November.
- Next target: Spring town meeting (discussion to continue).

**RFP content and programmatic requirements**

- Primary goal for current RFP-like package: narrow required square footage for municipal offices (consolidation of town staff), estimate cost per square foot, and produce a product an architect can use to move into schematic design.
- Key data to gather / include:
    - Town personnel counts: estimated ~30 employees working in Town Hall (figure cited in discussion).
    - Visitor assumption used in planning: up to 10 visitors at a time (committee member suggested 10 might be high but chosen to cover events).
    - Conference/meeting room needs:

        - Smaller conference rooms for Town Hall staff group: several 4–6 person rooms and one 6–8 person room.
        - Ritter group / larger meetings: one large conference room for 12–20 people to accommodate developer/board presentations; preference for locating large room near an entrance so other town offices can be closed off while meetings run.
    - Accessibility: emphasize accessibility beyond mere ADA baseline (accessible routes, entry, restrooms). Committee agreed to highlight accessibility as a priority in the RFP.
    - Public restrooms / ability to open restrooms to public during after-hours events if cost-effective; considered valuable if minimal added expense.
    - Town green / events: discussion of using TC Passios area as primary town green and importance of following the Master Plan; committee recommended RFP include an option to consider flexible front/green-facing design if cost/feasibility allows but TC Passios topic ultimately to be handled separately.
    - Storage and basement use:
        - Interest in making Town Hall basement usable for long-term storage; prior estimate cited: approx. $100,000 to replace Town Hall slab / make basement usable (reference: Taylor & Burns study figure).
        - Concerns raised about archival storage below grade (environmental/health/allergy issues, moisture). Committee discussed fieldstone foundation waterproofing pros/cons; consensus: solution possible but requires engineering input; any waterproofing work should consider foundation breathability; architect/engineer will assess.
    - Mechanical / utility systems: expectation that architect will identify baseline full-service upgrades; mechanical rooms and service upgrades anticipated and will be evaluated during walkthrough.
    - Parking: RFP should define parking needs by employees on-shift + expected visitors; do not require detailed design in initial scope but include parking assumptions and required counts.
    - Annex options: discussion of existing one-story annex vs. replacing with new two-story annex; committee members (Chris) advised that demolition and rebuilding may be more cost-effective than attempting to re-level or dig down under existing annex due to plumbing and slab issues. Committee discussed potential futureproofing (unfinished upper floors) but noted elevator and cost implications.
    - Cost sensitivity: committee emphasized strong desire to minimize cost and avoid “project creep”; RFP should request firm estimates of hours and cost for the study phase rather than prescribing a fixed dollar-limit that might exclude qualified firms.
    - Meeting room scheduling analysis: Chair to request Town Clerk provide calendar of monthly meetings to determine typical simultaneous meeting demand (used to estimate number and size of meeting rooms).
    - RFP product expectation clarified: a holistic package that helps select board convert it to a formal RFP or use as basis for architectural work, including recommended square footage ranges and cost-per-square-foot guidance.

**Committee scope: Town Hall + Ritter building**

- Confirmed scope: Committee will concentrate on municipal functions tied to Town Hall and Ritter (consolidation of municipal staff supervised by Town Manager, select board meeting space, public access). TC Passios / senior housing / community center topics are outside the committee's charge at this time per Select Board direction; committee agreed to remove TC Pasios/housing from current agenda.

**MHP grant / TC Passios discussion**

- Brief discussion: Land use director flagged an MHP grant (housing-focused) that could conceivably relate to TC Passios redevelopment; committee discussed the TC Passios and senior housing are outside the committee's charge following prior Select Board guidance; item to be removed from committee agenda. School Committee representative also requested the property remain available given anticipated MSBA process submission in spring.
- Tony raised that TC Passios is subject to Architectural Preservation District Commission (APDC) review; any demolition must be vetted with APDC prior to Town Meeting action; caution against putting demolition or straw-poll articles on the warrant without APDC review and zoning enforcement officer confirmation.

**Public comment:**

- Glenn Mcleod offered appreciation for committee work and requested that committee analysis inform the public on whether consolidation is viable/cost effective; urged committee to provide clear recommendations on consolidation viability as the committee's work progresses.

The next meeting was scheduled for **October 26, 2026**, at 5:30 PM.

**Motion to Adjourn:**
Motion to adjourn, made by Laura Brzozoski, seconded by Anthony Sculimbrene, approved unanimously.
The meeting adjourned at approximately 6:54 PM.