

# LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



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## Meeting Minutes January 6, 2025 5:30pm

Members Present: Brian Lehtinen, Michael-Ray Jeffreys, Greg Roy, Matthew Allison, Tom Gray, David Blatt, Kristina Masaitis

Members absent: none

Town Employees: NA

Community Guests: Tony Sculumbreine, Laura Brzozoski, Ana Lockwood, Amanda Moore, Caesar Nuzzolo

Meeting called to order at 5:30pm.

No public comments were made.

The project team presented an update on the design and planning for the municipal buildings in Lunenburg. A slide deck was presented to show the most recent updates and design changes for the municipal buildings.

The layout of the municipal buildings has been adjusted, with the new Town Hall now positioned orthogonally to the Ritter building. This alignment has shifted the majority of the program to the back of the building.

Program Adjacency Diagrams were reviewed to show how spaces will be organized both inside and outside. The revised plan maintains many of the relationships from the previous design.

The Town Manager will have a private office, separate from the public transaction counter.

The new Town Hall will contain approximately 10,000 square feet, which is 20% larger than the previous design.

Space Planning: Public-facing offices will include the Treasurer, Assistant Town Clerk, and Register of Voters. Private offices for Parks & Recreation, the Historic Committee, and admin assistants. Transaction counters will be placed in key locations, and a central restroom will be accessible to all. The building layout follows a straightforward cross-shaped plan, which will be easy to navigate. The ACE program will be separated from the Town Hall functions, with a distinct entrance. This ensures the ACE program has its own space, preventing the need for the public to access the program area.

The public can enter through existing doors at the Ritter building, avoiding travel through the new Town Hall.

There will be a clear distinction between public spaces and the ACE program.

New, fully accessible restrooms and an updated elevator will be included on the first floor of the new building.

The new design aims to maintain the architectural integrity of the Ritter building while introducing modern elements in the new Town Hall.

The Ritter building's iconic columns and pediment will be incorporated into the design, preserving its historic charm.

Two initial approaches for the new Town Hall were presented:

A direct mimicry of the Ritter building's style, which was deemed excessive.

A more monumental approach, which lacked cohesion with the existing building.

After feedback, a revised approach included a wraparound porch with a glass-roofed arcade and structural columns, drawing inspiration from First Parish in Concord, Massachusetts.

**Community Feedback:** The public has been encouraged to provide input on the design, especially regarding the wraparound porch, exterior bathrooms, and the vault.

**Committee Feedback:**

Some members expressed preference for more separation between the ACE program and public spaces.

The Town Hall should feature a modernized elevator and accessible bathrooms, while still retaining a historical look from the outside.

There was a suggestion to adjust the superintendent's office window to better match the aesthetic of the rest of the building.

A prominent entrance on School Street was recommended to enhance accessibility.

The design should focus on minimizing architectural "wounds" and should provide an appropriate level of architectural interest at the entrance.

**Revised Plan:** A revised plan incorporating feedback will be presented at the next meeting, including the updated bathroom and elevator locations in the Ritter building.

**Further Input:** The project team will continue gathering input from the department heads and the community.

**Crosswalk and Compliance:** Concerns about the placement of the crosswalk were raised, as it may not comply with traffic control guidelines. Further consideration is required.

In terms of specific design concerns, some committee members suggested that the current window configuration in the Ritter building's superintendent's office should be revised to match the window style used throughout the building. There were also concerns about the size and location of the bathrooms and whether they would be sufficiently private.

The design team will continue to refine the plan based on the feedback received. The next steps include revising the floor plans and exterior designs to address concerns, particularly with regard to accessibility and functionality. A more detailed review of the layout will be conducted, incorporating input from the school superintendent, town manager, and other key stakeholders.

Furthermore, the design will be adjusted to include the requested changes, such as adding doors to separate the ACE program from public areas, revising the elevator placement, and considering alternative solutions for the crosswalk and traffic flow in the area.

Overall, the project is moving forward with strong community engagement and a focus on ensuring that the new town hall and Ritter building addition meet the needs of the town while preserving the historical integrity of the site. The updated design will be shared with the public and relevant departments for further input before the next meeting, where additional refinements will be discussed.

Considerations for signage improvements and entrance accessibility will be addressed. Additional meetings with town officials and the public will be scheduled to refine the proposal. PACC building (separate future vote) is roughly modeled in the background. Presentation will be distributed to department heads for feedback. Meetings scheduled with department heads and historical commission. Revised plan incorporating feedback to be presented at the next meeting.

Motion to approve the minutes from December 2<sup>nd</sup> and 16<sup>th</sup>, 2024 made and seconded, the minutes are approved unanimously.

No public comment.

Motion to adjourn by Greg Roy, seconded by Brian Lehtinen at 8:28pm, unanimously passed.