

# **LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE**



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## **Meeting Minutes January 22, 2025 5:30pm**

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

Members absent: David Blatt, Kristina Masaitis

Town Employees: NA

Community Guests: Tony Sculumbrine , Renee Embey, Laura Brzozoski, Steve Walker

Meeting called to order at 5:30pm.

No public comments were made at this session.

The architectural firm Taylor and Burns, represented by Robert Taylor, provided a progress presentation and update on the municipal building design project, including site plans, building plans, and rendered perspectives.

Robert Taylor presented the site plan for the new Town Hall and Ritter Building, emphasizing the incorporation of the PACC studio and parking considerations. Discussion included: Two service windows for the accounting and treasurer teams. Centralized office and private meeting spaces for the school department. Secure access and potential card-based entry system for controlled access. Square footage calculations requested for additional review. The basement will have an 11-foot clear ceiling height and insulated, waterproofed concrete slab flooring. HVAC system designed for efficient heating, cooling, and ventilation. Depth anticipated to be around 13 feet below grade. Brief discussion about potential tree removal for a solar canopy in the parking area. Exterior perspective plans were shared, highlighting architectural enhancements and landscaping around Ritter. Resilient flooring, wood wainscoting, and designated areas for artwork display. Accessibility improvements for the 1965 Ritter wing, including a sloping walkway. New elevator installation and reconfigured restrooms. Town Hall exterior renovations, including window replacements and a new single swing door. Appreciation expressed for handicapped accessibility improvements. Concerns were raised over: basement depth and potential groundwater issues. Separation of school and town functions. Additional crosswalk on Route 2A. Short-term (15-minute) parking spaces near entrances. Ace Program Space and Access: concerns raised about the mixing of public and students in shared areas. Clarifications made regarding private reception areas and dedicated card-access

entrances for ACE students. Laundry facilities confirmed in ACE kitchen space. Expected morning traffic flow anticipated to enter from Town Hall side. Public concerns raised about cost and scope of expansion. Alternative suggestions included: utilizing existing structures. Expanding upwards instead of outwards. Architectural team instructed to improve renderings and include basement waterproofing estimates. Plans for a cost estimation review and in-person Select Board meeting discussed. Town Hall Renovations and Challenges: Tony highlighted: cost concerns with demolition and material preservation. Structural integrity of nearly 200-year-old building. Robert Taylor outlined: selective demolition to preserve historical artifacts. Removal of partitions and doors for layout reconfiguration. Separation of inner and outer doors for wheelchair accessibility. Sprinkler system challenges in preserving the tin ceiling. Matthew noted the need to repaint the Town Hall siding, which has gone unpainted for five years.

#### Next Steps and Action Items:

Michael-Ray to distribute black-and-white floor plans to staff for feedback. Robert Taylor to send floor plans and square footage calculations to the committee. Michael-Ray to compile and relay staff feedback to the architectural team by the end of the week. Chris Ruth to continue work on the central and northern wings of the TC Passios building.

Committee to discuss rescheduling the February 17th meeting at the February 3rd meeting. Architectural team to: Incorporate waterproofing into the basement cost estimate. Ensure renovation estimates include preservation of historical elements. Consider solar panels on the rooftops of new structures. Review parking layouts, particularly short-term parking availability. Address potential trip hazards at the Ritter entrance.

No public comment.

Motion to adjourn by Michael-Ray Jeffreys, seconded by Matthew Allison at 7:13pm, unanimously passed.