

# **LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE**



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## **Meeting Minutes October 20, 2025 5:30pm**

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

Members absent: none

Town Employees: Jennifer Warren, Chris Ruth

Community Guests: Renee Emkey

The meeting was called to order at 5:33 PM by David Blatt.

Minutes from September 29, 2025, were reviewed. Motion to Approve: Brian Lehtinen Seconded by: Tom Gray. Minutes approved unanimously.

Public Comment: No public comments were offered.

The committee reaffirmed its goal to design a new Town Hall that consolidates all administrative functions and reflects community pride, historic character, and long-term durability.

Ms. Warren emphasized: A two-story layout with public-facing departments on the first floor and administrative offices on the second. Separate public-facing and administrative spaces. Shared workspaces among land use departments to improve collaboration and efficiency. The need for private meeting rooms for confidential or personnel-related discussions.

Discussion focused on storage and document preservation.

Ms. Warren highlighted the importance of an appropriately sized Town Clerk's vault for vital records and long-term archival storage.

Ms. Warren stressed the value of integrating Planning, Conservation, and Health Departments into a space to promote cross-departmental communication and efficiency.

The committee discussed maintaining separation of Treasurer and Accounting offices to ensure internal controls and accountability, while still allowing for convenient collaboration.

Members emphasized designing spaces with flexibility for future growth, acknowledging the expanding scope of town operations and staffing needs.

The committee agreed on full ADA compliance for entrances, meeting rooms, and facilities. Security features, such as key card access and secure reception areas, were also discussed.

An update on Master Plan was discussed including priority projects include the Town Hall, Ritter Building, and Turkey Hill. Emphasis was placed on helping residents understand the importance and interconnectedness of these municipal projects.

#### Building Tours

Members agreed to conduct building walkthroughs to assess current facility conditions.

- Thursday, October 28 at 5:00 PM
- Tuesday, October 30 at 5:00 PM

The next meeting is scheduled for Monday, November 3, 2025, at 5:30 PM to recap building tours and further discuss design and space needs.

Motion to adjourn: Anthony Sculimbrene. Seconded by: David Blatt. Vote: Unanimous

Meeting adjourned at 7:09 PM