

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



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Meeting Minutes November 3, 2025 5:30pm

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

Members absent: Kristina Masaitis

Town Employees: Chris Ruth

Community Guests: NA

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

Minutes from October 20, 2025, were reviewed. Motion to Approve: Tony Sculimbrene
Seconded by: Greg Roy. Minutes approved unanimously.

No public comments were offered.

The committee discussed the warrant article for the upcoming November 18 Town Meeting, which lists a potential presentation. Members agreed they are not prepared to present substantive material in November and prefer to wait until the May Town Meeting following additional public hearings, community engagement, and coordination with the Master Plan rollout.

Committee members provided summaries of site visits to Town Hall, the Ritter Building.

Town Hall: Strong historic timbers and good structural character. Distinct contrast between historic framing and nearby modern rooftop equipment. First-floor ceilings perceived as low; committee believes suspended ceilings may hide additional height. Measurements required. Chris and Tony to measure ceiling heights and stair geometry. Basement fieldstone foundation is covered with a waterproofing layer, raising concerns about long-term breathability and moisture trapping. First-floor departmental layout may not require major reconfiguration; ADA access and elevator placement remain major design drivers.

Ritter Building

Building has strong historic character, notable fireplace, and attractive interior spaces. Multiple grade changes and split-level transitions create significant ADA challenges (three-level elevation change).

Structural uncertainty: several interior partitions are non-structural, but at least two major walls appear to be full-height masonry.

Chris to verify load-bearing walls, inspect floor deck (carpet test patch), and confirm whether floors are concrete or wood deck.

Strong consensus that chairlifts are not acceptable. A full multi-stop elevator is required. Elevator siting options discussed (vault conversion, annex, front-of-building, or external shaft).

Seek conceptual options from architect/engineer for elevator placement and circulation.

Committee generally agrees Brooks House is outside the primary scope of LMBDC's current work.

Two paths discussed: Sell as residential with deed restrictions and preservation covenants. Retain as part of a connected municipal/civic campus for long-term strategic value.

Some members prefer selling; others strongly prefer retaining for campus continuity.

Consider recommending formation of a separate committee to study reuse/disposition along with 925 Mass Ave (former gas station).

Review of Taylor & Burns Report and Concept Plans

Chair shared the Taylor & Burns report and existing floor plans for Town Hall and Ritter.

Drawings lacked square footage and full dimensions. These are necessary for space programming and future cost estimation.

Chair to re-circulate report; members to request dimensioned plans.

Moveable-wall conference room concept was discussed; may or may not be sufficient for Select Board meeting attendance levels.

Discussion focused on early conceptual decisions rather than final layouts.

Committee reaffirmed its preference for a full multi-stop elevator.

Elevator location will significantly affect layout, ADA paths, and cost.

Options include: near main public entry, in former vault, in the annex, or as an exterior addition.

Three conceptual approaches:

1. Modify existing annex (raise/lower floors, add a second level).
2. Remove annex and build a new two-story addition matching Ritter architecture.
3. Reconfigure interior to reclaim floor area and improve connection between old and new structures.
- 4.

Concerns: excavation, drainage, retaining walls, potential for a "window well" effect, and parking layout changes.

Any new entry must account for grade transitions and ADA access.

ADA parking locations may need reconfiguration.

Greg to share elevation survey data.

Committee requested a clear program-of-space and adjacency ("bubble diagram") to determine essential vs. desired square footage.

Jennifer and Chris to coordinate bubble diagram and program summary before the next meeting.

Members expressed strong interest in preserving Ritter and keeping municipal offices in the town center. Exploring an off-site new build is not off the table but considered politically and financially unlikely.

Next Meeting Proposed Date: Monday, November 17, 2025 at 5:30 PM

Committee acknowledged conflicts with Town Meeting on the 18th and agreed a shorter meeting on the 17th is acceptable. Chair will confirm and distribute agenda.

Public Comment: None.

Motion to adjourn made and seconded.

Motion to adjourn: Laura Brzozoski, seconded by Anthony Sculimbrene. Vote: Unanimous

Meeting adjourned at 7:11 PM