COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
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Minutes
Design Review Committee
September 1, 2026 4:00 p.m.

Members Present:	Chuck Loring, Chair
	Barbara Marchione
	Mark Carson
	Robert Hartt
	Maggie Arian
Others Present:	Dan Pallotta, Project Manager
	Tim Widman, EDM
	Meaghan Pallotta
	Tara White

Chuck Loring called the meeting to order at 4:01 pm. Tim Widman was granted permission to record the meeting.

Discuss Town Hall Renovations with Project Manager and Architect

Tim Widman presented some draft layout options of the proposed renovations. The basement options illustrated 1) keeping the bathrooms in the same area they are now with a multipurpose space (1,100 sf) which means one has to walk through the multipurpose space to access the bathrooms and 2) moving the bathrooms up toward the main entrance of the building and moving the multipurpose room (1,000 sf) to the back. The second option will require more renovation and reconfiguration while the first option uses more of the existing configuration. The committee seemed to prefer the second option at this time.

Tim spoke to the desire to preserve the upstairs tall windows. He showed illustrations of different type of ceiling drops to maintain the look of the windows from the outside. Alternatively, if the office space was pulled away from the exterior wall, the windows can remain as they are and natural light can be pulled into interior offices. He presented options and renderings showing 1) offices and the meeting room along the sides of the buildings with a central hallway 2) the corridors along the perimeters of the building with all offices pulled to the center and 3) a hybrid of the two with a hallway along the exterior wall on the road side of the building but offices against the exterior wall on the other side. The meeting space area would retain the high ceilings and high windows while the office space would not. This seemed to be the preferred option by the committee at this time, but it did not want to eliminate the first option.

The committee discussed the merits of the options and touched on topics such as storage, light, and capacity of the meeting room.

Tim also showed options for the entry from the parking lot to the addition housing the elevator and staircase. One option shows steps down and a sloped ramp from the parking lot to the addition door. In this option the floor of the addition is level with the current basement floor. The other option is to have a level entry from the parking lot meaning the addition floor is slightly above the current basement level. This would require an additional stop on the elevator (enter at lobby level and go down to basement or up to first floor) and a couple of inside steps from the entry lobby down to the basement level. As the drainage in the parking lot is currently a problem, it was noted that the option chosen must address those drainage issues. The entry that is level with the parking lot requires an extra elevator stop and double elevator door and is the more expensive option. Tim shared renderings of the inside of the addition to illustrate it can look like more than just a lobby with a staircase.

Tim also shared a historic photo of town hall showing that in the past the building was white with green trim and shutters and he encouraged the committee to think about what the look of the addition should be.

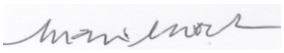
Discuss public outreach and upcoming Public Information Session.
There was a brief discussion about the presentation to be given by Dan and Tim for the upcoming public information session. The committee agreed that Mari, Meaghen (P3), and Melissa (EDM) could approve and send out public outreach materials

Review and approve previous meeting minutes

Mark made a motion, Maggie seconded it, and it was so voted to approve the minutes of August 18, 2026 as presented.

There being no further business, a motion was made by Maggie, seconded by Mark, and so voted to adjourn the meeting at 5:24 pm.

Submitted by,



Mari Enoch

Approved on: September 15, 2026
Documents:
EDM slide presentation "Town Hall Renovation Sept 1"
Minutes of August 18, 2026