COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
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Minutes
Design Review Committee
August 18, 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
Edward Daniels, EDM
Mari Enoch, Town Administrator
Tara White
Marc Trachtenberg

Chuck Loring called the meeting to order at 4:00 pm.

Discuss Town Hall Renovations with Project Manager and Architect

Dan spoke about outreach. He presented the Committee with the first two newsletters to be distributed to the public. The first introduces the P3/EDM team. The second addresses the programming. Mark asked that the Committee be allowed to review the communications before they are sent out. Dan said he would hold off on distributing until the Committee had a chance to comment. P3 will work on branding for project identity and consistency.

Tim and Edward of EDM presented the program, both in written narrative and graphic form. The draft program calls for the following: Seven offices assigned to Town Clerk, Town Administrator, Administrative Assistant, Collector/Treasurer, Accountant, Assessors, and a flex office for Board of Health, Conservation, and Building; meeting room (for Boards and Committees), flex small meeting room/work space; a large multi-use space communal area with flex office and table & chair storage; shared spaces distributed over two floors: vestibule/lobby, waiting area, breakroom/kitchenettes, print center, IT closet, storage/vault, janitor's closet, electrical room, historical display, restrooms, and stair and elevator. The program will remain fluid and will evolve throughout the design.

EDM then presented three schematic options illustrating how the program would fit in the following scenarios: Elevator within the existing footprint of the building vs. in an addition; addition central vs offset; upstairs central halway vs. circulation on perimeter (to preserve the windows). Components from each of the options could be mixed and matched with others. The schematics illustrated how the various options impacted the overall size of usable space. For example, if the elevator were to be inside the footprint, then meeting space, communal space,

and storage space would need to be reduced. The options were presented as discussion tools rather than fixed proposals. The intention was for the Committee to identify priorities and areas requiring future development. The Committee provided feedback on the options and expressed the desire for flexibility, confirmed the need for storage, and stressed the importance of an attractive and clear entrance and arrival area. There was consensus that an addition is needed to fit the desired program and a central, symmetrical addition is the preferred direction. There was continued discussion of a lift vs elevator and the general sense is that an elevator is preferred.

The Committee asked EDM to incorporate the feedback and continue to develop two approaches. It would like to see sections and 3D images to understand the spatial character of the offices and large meeting room upstairs particularly as they relate to the tall windows and high ceiling in existence now. There will be more discussion on the degree that the renovation should and is able to preserve the feel of the great hall and tall windows.

Review and possible vote on Program

Dan said an official vote was not necessary but wanted to the Committee to come to a consensus on the program as it was presented. The Committee agreed that program presented aligns with the direction it would like to pursue.

Discuss next steps

The Select Board will hold an evening public informational session at a date to be determined in early September. It will be held at the fire house. Barbara suggested it be a joint session hosted by both the Select Board and the Design Review Committee.

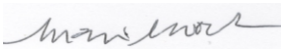
Review and approve previous meeting minutes

Barbara made a motion, Chuck seconded it, and it was so voted to approve the minutes of July 21, 2026 as amended.

Barbara made a motion, Chuck seconded it, and it was so voted to approve the minutes of August 4, 2026 as presented.

There being no further business, a motion was made by Barbara, seconded by Mark, and so voted to adjourn the meeting at 5:36 pm.

Submitted by,



Mari Enoch

Approved on: September 1, 2026

Documents:
EMD Program draft narrative
EDM Program draft program presentation dated Aug 4, 2026
EDM Program schematic with three options dated Aug 12, 2026
Minutes of July 21, and Aug 4
Newsletters #1 (introduction) and #2 (programming)