COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
807 Mill River Southfield Road, Mill River, MA 01244-0099
Phone: 413-229-8116 Fax: 413-229-8253

Minutes
Design Review Committee
September 15, 2026 4:00 p.m.

Members Present: Chuck Loring, Chair
Mark Carson
Robert Hartt
Maggie Arian (Zoom)

Others Present: Dan Pallotta, Project Manager
Tim Widman, EDM
Edward Daniels, EDM
Meaghan Tuttle
Mari Enoch, Town Administrator
Tara White
Marc Trachtenberg

Chuck Loring called the meeting to order at 4:02 pm. Tim Widman was granted permission to record the meeting.

Discuss Town Hall Renovations with Project Manager and Architect

Dan updated the Committee on the outreach thus far. Two newsletters have been distributed via the town email distribution list and there is a constant contact email set up for questions and comments. Meaghan of P3 will receive emails and funnel them to the correct respondents. Dan will bring any questions that need to be answered by the Committee to Committee meetings. Questions and answers may be printed in subsequent newsletter. In addition, P3 is setting up a website for the project. Meaghan will have a draft to show the committee on September 29.

Dan reported that the engineers will be coming to the next Committee meeting to discuss MEP (mechanical, electrical, plumbing) options with options for HVAC to follow. Once HVAC, mechanical, electrical, plumbing, and civil engineering are worked out, the Committee will get a first cost estimate number in mid-November. The OPM and architect will look at the estimate and make sure they agree on the estimates all the way through.

Tim reported that the public information session went well and he gathered the following feedback: general positive reaction to reinstating the two tone color from the historical image, strong support for bringing offices upstairs, and a desire to bring historical society displays downstairs and into the entry. Additionally, there was a positive response to the lower level multi-purpose room. There were questions about drainage, parking, and entry. Overall, there

was a positive response to the direction the project was going in. There is a need to continue a clear process for public input and design selection.

As of now, the team is exploring raising the entry approximately three feet so it is level with the parking lot. That will allow for a slight slope away from the building. It was noted there may be Conservation Commission permission required.

Tim and Edward went over further revisions to the schematics of the upstairs and downstairs. It was noted there will need to be structural columns in the multi-purpose room. If an additional mezzanine/attic space is contemplated upstairs over the offices, there are structural implications and reinforcement required. Of the three previously presented options for upstairs (central axis hallway, racetrack hallway along the edges, and the hybrid/office cluster), the Committee agreed the best option of the three is the hybrid.

There was a discussion about the idea to add mezzanine/storage space above the offices upstairs. Bob noted that it would probably be cost prohibitive and it wasn't in the original program.

EDM also presented an option proposed by Tara that had a central hallway and a slightly smaller meeting room. This would allow all offices to have a window, whereas the current office cluster does not give all offices a window. The disadvantage of this design was that it significantly altered the atmosphere of the meeting room, causing it to lose its presence as the centerpiece of the building. It was noted that the offices that did not have windows would have glass walls which would pull in the natural light of the large windows. Dan also noted that in all likelihood windows would not be operational due to energy code.

The Committee agreed as a group that the hybrid/office cluster schematic was the preferred choice and EDM should continue to develop it. Mari noted that when possible, connecting doors should be added to adjoining offices.

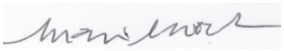
Marc Trachtenberg asked if the new email address that all questions are to be addressed to is subject to open records request. Dan said he wasn't sure but there was no reason to hide anything and there would be no reason not to make that information available. Marc then asked if anybody can ask questions or if one had to be a town resident. Mari asked specifically if one had to be human being as Marc had a bot that was asking her questions and requesting all communications. Bob asked why Marc felt he had to use a bot ask questions instead of having conversations with the Committee during the meetings. Marc explained that he was trying to understand the process as he is building an AI service that supports making decision and he was using this project as a petri dish. Bob said he personally does not want to be an AI petri dish for Marc. He encouraged Marc to submit his questions to the committee and they will be responded to. Marc then asked what budget the Committee is shooting for. Bob noted that until they know what the project is they don't know what grants are available. He knows that there is a limit to what taxpayers will pay. Marc also requested that there be outreach to the young people in town as we are building the town hall for them.

Review and approve previous meeting minutes

Mark made a motion, Chuck seconded it, and it was so voted to approve the minutes of September 1, 2026 as presented.

There being no further business, a motion was made by Chuck, seconded by Mark, and so voted to adjourn the meeting at 5:16 pm.

Submitted by,



Mari Enoch

Approved on: September 29, 2026
Documents:
EDM slide presentation "Town Hall Renovation Sept 15"
Minutes of September 1, 2026