



Gary Christenson, Mayor

Municipal Building Committee – City Hall Redevelopment
 Mayor’s Conference Room, 17 Pleasant Street
 Minutes of April 24, 2018 at 3 PM

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| Committee Members in Attendance | | | Others in attendance | | |
|---------------------------------|-------------------------|------------------------------|----------------------|------------------------------------|--------------------|
| ABSENT | Gary Christenson, Chair | Mayor | √ | Nelson Miller | Bldg. Commissioner |
| √ | Ron Hogan | Mayor’s Appt. | √ | Andy Felix | Hill Int. |
| ABSENT | Debbie Burke | Mayor’s Appt. | √ | Joe Marshall, Project Architect | Flansburgh |
| √ | Eric Rubin | Pub. Facilities Dir. | √ | Bruce Danzer | Lab [3.2] |
| √ | Barbara Murphy | 2016 Council Pres. | √ | Jorge Cruz | Flansburgh |
| ABSENT | Craig Spadafora | Council Pres. Appt. | | | |
| √ | Ryan O’Malley | Ward 4 Councillor | | | |
| √ | Kathleen Manning Hall | Clerk <i>Non-voting mem.</i> | | | |

MINUTES

1. **Roll Call of Committee members.** Meeting called to order at 3:09 PM. Clerk called the roll and there was a sufficient quorum.
2. **Review and Approval of April 10, 2018 Minutes.** *Motion by Eric Rubin to approve the Minutes of April 10, 2018, seconded by Barbara Murphy. Minutes of April 10, 2018 were approved unanimously.*
3. **Kickoff Discussion about design process, staff involvement, schedule and next steps.** The purpose of this meeting was to give the Committee an overview and develop a timeline to get Department Heads involved in layout, architecture, and to get a picture the type of feel the building will take on. Project Architect Joe Marshall presented a power point with a general layout of the building and asked for initial feedback. After the floor plan has been laid out, consultants such as electricians, IT, etc. will get involved.
 - a. There are several phases of development (1) schematic (concept), (2) design details, (3) layout.
 - b. Architects discussed vision and goals, planning objectives including engaging the public and supporting the development of the downtown.
 - c. Possible layouts of each of the five floors and department spaces were shown.

- 1st floor – Council Chamber, 311 Desk, three conference rooms, mailroom. Discussion on council chamber needs and also utilizing this space for city events.
 - 2nd floor – Treasurer, Veterans, City Clerk, Assessor, Controller
 - 3rd floor – BOH, PIPS, Engineering, MRA, conference room
 - 4th floor – City Council, Mayor, Legal, conference, room, roof deck
 - 5th floor – IT, Public Facilities, Retirement, HR, Fitness room, locker rooms
 - ARCHIVES – For a variety of reasons, it may make sense to house archives offsite.
 - Restrooms - Each floor has restrooms for employees. The public restrooms will most likely be on the second floor.
 - Kitchenettes – Discussion to have one kitchenette on each floor to include a refrigerator, sink, microwave, coffeemaker, etc. to be utilized by all floor employees and one larger lunchroom at a location to be determined.
- d. Discussion/recap followed suggesting alterations to each of the floors as shown. Suggestions included moving the mailroom to be near Public Facilities; alter layout and position of Council Chamber, moving Veterans to another space, increasing size of Council office. Also questioned was the need for a fitness room and locker rooms – an alternative may be for the City to partner with a local gym facility. The possibility of encouraging a kiosk system that links to all departments was raised.
- e. **Next Steps.** The architects will go back and incorporate the suggested changes and will present a revised design at the next meeting.

4. Next Meeting: Tuesday, May 8th at 3 PM.

Motion to adjourn at 5:19 PM by Eric Rubin and seconded by Ryan O’Malley. All in favor, meeting adjourned.