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Gary Christenson, Mayor

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Municipal Building Committee – City Hall Redevelopment
Senior Center Cafeteria, 7 Washington Street, Malden
Tuesday, May 8, 2018 at 3 PM

Committee Members in Attendance			Others in attendance		
✓	Gary Christenson, Chair	Mayor	✓	Nelson Miller	Bldg. Commissioner
✓	Ron Hogan	Mayor's Appt.	✓	Andy Felix	Hill Int.
✓	Debbie Burke	Mayor's Appt.	✓	Joe Marshall, Project Architect	Flansburgh
✓	Eric Rubin	Pub. Facilities Dir.	✓	Bruce Danzer	Flansburgh
✓	Barbara Murphy	2016 Council Pres.	✓	Jorge Cruz	Flansburgh
ABSENT	Craig Spadafora	Council Pres. Appt.	✓	Mike Carroll	Hill Int.
✓	Ryan O'Malley	Ward 4 Councillor	✓	Brian Hores	Flansburgh
✓	Kathleen Manning Hall	Clerk <i>Non-voting mem.</i>	✓	Anthony Rodrigues	IT
			✓	David Senatillaka	Resident

MINUTES

- 1. Roll Call of Committee members.** Meeting called to order at 3PM. Clerk called the roll and there was a sufficient quorum.
- 2. Review and Approval of April 24, 2018 Minutes.** *Motion by Eric Rubin to approve the Minutes of April 24, 2018, seconded by Barbara Murphy. Minutes of April 24, 2018 were approved unanimously.*
- 3. Schedule Updates.** Topping off ceremony was held today at the JAG construction site as the final beam of steel was added. Contractors are a bit behind but are moving along quite quickly.
- 4. Continued Discussion on Design Development.** Progress on the plans was discussed from 2nd to 5th floors. They are using a modular system of 6.5 x 6.5 squares so that configuration of offices may be adjusted to maximize flexibility. On each floor, the stairs, kitchenettes and restrooms are in the same area. Discussion ensued as to the possibility of shared copiers and printers which must be discussed with department heads.
 - a. Second floor:** City Clerk, Controller, Assessor, Veterans and Treasurer (no conference rooms since there are three on first floor).

- b. **Third floor:** BOH and Inspectors, Engineering/Water, Pips, MRA, shared conference room. Suggestion that BOH should have closed offices due to the fact they conduct immunizations.
- c. **Fourth floor:** Mayor, City Council, Law, shared conference room, roof deck. Suggestions to alter the layout of the city council space.
- d. **Fifth floor:** HR, Retirement, Public Facilities, and mailroom, IT, fitness room and locker rooms.
- e. **First Floor:** Conference rooms will be equipped with audio/visual equipment to enable meeting taping. Artwork and graphics may also tell the City's "story." There will be kiosk areas on the ground level to access other departments. Suggested scenarios to reverse the layout of the council chamber. There was a suggestion to name each of the following conference rooms after neighborhoods in the City.
 - i. Conference Room 1 – Seats 25 - ideal for board or commission meeting space;
 - ii. Conference Room 2 – seats 14-16;
 - iii. Conference Room 3 – easy access to City Council chamber for executive session meetings. Council Chamber opens up to this conference room for large gala/banquets, performances, etc.

5. New Business. No new business.

6. Next Steps.

- a. Flansburgh will send PDFs of the plans as is and then will incorporate suggested changes.
- b. Flansburgh would like to schedule two all-day meetings with the furniture consultant and each department head. They will send us proposed dates.
- c. Flansburgh would like to get feedback from us on revised comments by Tuesday.

6. Next Meeting: Tuesday, May 15th at 3:30 PM.

Motion to adjourn at 4:30 PM by Eric Rubin and seconded by Ryan O'Malley. All in favor, meeting adjourned.