



**Municipal Building Committee – City Hall Redevelopment
Senior Center Cafeteria, 7 Washington Street, Malden, MA
Tuesday, January 21, 2020 @ 4 PM**

Committee Members in Attendance			Others in attendance		
√	Gary Christenson, Chair	Mayor	√	Nelson Miller	Bldg. Commissioner
√	Eric Rubin	Pub. Facilities Dir.	√	Andy Vo	Hill Int. (Sr. Proj. Mgr.)
ABSENT	Barbara Murphy	2016 Council Pres.	ABSENT	Joe Marshall	Flansburgh (Architect)
ABSENT	Craig Spadafora	Council Pres. Appt.	ABSENT	Jorge Cruz	Flansburgh
√	Ryan O'Malley	Ward 4 Councillor	√	Steve Winslow	Councillor-At-Large
√	Debbie Burke	MRA Director			
√	Ron Hogan	Mayor's Appt.			
√	Kathleen Manning Hall	Clerk <i>Non-voting mem.</i>			

MINUTES

- Roll Call of Committee members.** Meeting was called to order at 4:05 PM. Clerk called the roll and there was a sufficient quorum.
- Review and Approval of December 23, 2019 Minutes.** *Motion by Ron Hogan to approve the Minutes of December 23, 2019, seconded by Eric Rubin and approved unanimously.*
- Project Timeline.** The building is progressing towards completion. The first-floor tiling is currently being installed. Furniture will start being delivered at the end of February. The proposed move-in schedule will begin to be organized.
- Conference Room Naming.** Traditionally conference rooms are identified by room number – we now have an opportunity to name them in a number of ways.
 - There were suggestions to perhaps name rooms for city neighborhoods such as Edgeworth or Linden, or even to name one after an elected city official.
 - Suggestion made by Ron Hogan to name the small conference room behind the Chamber as “Council President’s Conference Room” as the one in the Mayor’s office will be named “Mayor’s Conference Room.”
 - Discussion ensued as to the merits of all these suggestions. Committee members should think about the options and be prepared to decide on this by the next meeting.
 - The Council Chamber in the old City Hall building was named for Councillor Herbert Jackson and the new one will be named for him as well.

5. Signage Languages.

- Ryan O'Malley would like eight languages to be included on signage for all departments in the new building so as to appear more welcoming. He also believes that restroom signs should contain all the languages. He researched languages spoken in Malden using community data surveys by the Census Bureau and the School Department based on languages spoken at home. Ryan read letters into the record in support of this initiative from GMAACC Vice President Diana Jeong and Councillor Debbie DeMaria. Ward 3 Councillor Amanda Linehan voiced support but has not yet sent a letter. He proposes that signage contain the following languages:

English
Spanish
Portuguese
French Creole
Italian
Chinese
Vietnamese
Arabic
Braille

- Discussion ensued about whether this is necessary since the kiosk in the main lobby will be for use by visitors and will have information in many different languages. Ryan believes that people will not utilize the technology and will just look for signs. He also has concerns about kiosk technology staying up to date, current and utilized. Signs are more permanent.
- Discussion ensued that too many signs may cause confusion and ultimately a disservice. Additionally, no other public buildings in the city have signs other than in English.
- Suggestion was made to include fewer languages and enable signs to be switched out if population changes, but which languages should be included?
- *Motion by Ryan O'Malley to table the signage conversation until the next meeting; seconded by Ron Hogan.* Ron wanted to make sure that the Committee feels comfortable moving forward with base signage package and all are in favor. *All in favor of tabling the signage conversation; motion passes unanimously.*
- *Motion by Ryan O'Malley that IT Director Anthony Rodrigues attend the next MBC meeting and provide a demo of the main lobby kiosk, or to explain how far along he is in the process. Seconded by Debbie Burke; all in favor, Motion passes unanimously.* Ryan would like to establish a deadline by which Anthony must provide a kiosk demo if it is not ready by the next meeting.

6. Approval of Payment of Invoices.

- Requisition No. 10 by General Contractor M. O'Connor in the amount of \$782,442.56. *Motion to approve payment made by Eric Rubin and seconded Debbie Burke. All in favor, Motion passes unanimously.*

- Invoice from Hill for the month of December for project management services in the amount of \$13,245. *Motion to approve payment made by Eric Rubin and seconded Debbie Burke. All in favor, Motion passes unanimously.*
- Three invoices by Flansburgh for construction management services: \$2,730 for Vericom; \$1,029 BDA Signal tests; and \$11,475 for Flansburgh. *Motion to approve payment made by Eric Rubin and seconded Debbie Burke. All in favor, Motion passes unanimously.*
- Two invoices submitted by Commissioning Agent CES Consulting in the amount of \$2,101 and 1,260.60 (for the months of October and December). *Motion to approve payment made by Eric Rubin and seconded Debbie Burke. All in favor, Motion passes unanimously.*
- Invoice by Signet Technology for key card access in the amount of \$89,905.52. *Motion to approve payment made by Eric Rubin and seconded Debbie Burke. All in favor, Motion passes unanimously.*

7. New Business. No new business.

8. Next Meeting. Ron would like to meet sooner rather than later, hopefully in a couple of weeks.

Motion to adjourn at 4:52 PM by Eric Rubin and seconded by Ryan O'Malley. All in favor, meeting adjourned.