



**Municipal Building Committee – City Hall Redevelopment  
Outdoor Meeting Space, 215 Pleasant Street, 4<sup>th</sup> Floor  
Tuesday, July 14, 2020 @ 4 PM**

<b>Committee Members in Attendance</b>			<b>Others in attendance</b>		
√	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	Debbie DeMaria	Councillor-At-Large
√	Craig Spadafora	Council Pres. Appt.	ABSENT	Jorge Cruz	Flansburgh
√	Ryan O’Malley	Ward 4 Councillor	√	Vince Dube	Flansburgh
√	Debbie Burke	MRA Director			
√	Ron Hogan	Mayor’s Appt.			
√	Kathleen Manning Hall	Clerk <i>Non-voting mem.</i>			

*Malden resident John Maira was present and taped the meeting.*

## **MINUTES**

1. **Roll Call of Committee members.** Meeting was called to order at 4:07 PM. Clerk called the roll and there was a sufficient quorum.
2. **Review and approval of May 13, 2020 Minutes.** *Motion by Ron Hogan to approve the Minutes of May 13, 2020, seconded by Eric Rubin and approved unanimously.*
3. **Updated Move Schedule.** All 17 Pleasant Street employees have moved into the new building. The City no longer pays rent for the building and all remaining furniture has been sold, recycled or trashed. Several departments such as Fire and the Library took various pieces of furniture. Today the Building Department, Assessor’s Office, the Compliance Office and files of the Legal Department and City Council were moved into the new building. Over the next three weeks the remaining departments at 110 Pleasant Street will move in. The hope is to have all employees situated before reopening to the public. Public facing Departments will have additional glass partitions installed to better separate employees from the public – these have been ordered.
4. **Punch List Items.**
  - a. There are approximately 30 pages of outstanding punch list items which is not unusual in a project of this scope. There are smaller issues such as AC units and furniture that need to be swapped out and touch-up painting, along with larger issues such as the City Clerk’s vault storage problem that needs to be rectified.

There is also a problem with the sign on the front of the building. Contractors are working daily to resolve these issues.

- b. Employees are in the process of receiving building access cards.
- c. Councillor O'Malley asked about putting in a bike storage room in the building, and said he had a recollection of a discussion in a previous meeting. It was suggested that a bike rack should be installed outside. A suitable location for a bike rack will be investigated and further discussed.
- d. Discussion ensued regarding the location for a lactation/privacy room for employees. It must be a windowless space with close proximity to running water. There are several options and this will be further investigated and discussed.

**5. Approval of Payment of Invoices.** The following invoices have been submitted for payment:

- a. Requisitions No. 16 and 17 by General Contractor M. O'Connor in the amount of \$233,515.45 for May and \$168,839.06 for June;
- b. Two invoices by Signet Electronic Systems in the amount of \$12,295.99 for April and \$12,295.99 for June;
- c. Two invoices by Valley for phones and audiovisual programming from March through May in the amount of \$150,062.78 and June for \$126,404.20 (Conference rooms are all set up now for meeting recording);
- d. Two invoices by Flansburgh for construction management services for May in the amount of \$7,650 and June for \$3,825;
- e. Invoice for a Malden Fire Department detail in May for \$408;
- f. Two Invoices by Hill International for Project Management Services in May in the amount of \$12,005 and June for \$12,480; and
- g. Two Invoices by Commissioning Agent Consulting Engineering Services (CES) for May in the amount of \$840 and June for \$5,252.50.

*Motion to approve payment of all aforementioned invoices made by Eric Rubin and seconded by Debbie Burke. All in favor, Motion passes unanimously.*

The following additional invoices for furnishings have been submitted for payment:

- h. Invoice by WB Mason for various products and materials in the amount of \$206,000;
- i. Two invoices by Creative Office Solutions in the amounts of \$42,267.68 and \$248,948.50;
- j. Five Invoices from Environments at Work in the amounts of \$79,316.06, \$108,745.33, \$195,388.77, \$175,019.08 and \$15,738.52; and
- k. Invoice from WB Mason in the amount of \$7,816.

*Motion to approve payment of aforementioned invoices by Debbie Burke. Seconded by Eric Rubin. Question about what WB Mason provided. They provided best prices on some of the chairs, recycling barrels, etc. Question as to whether we have an asset list for all materials in the buildings and we do not. All are in favor of the Motion and it passes unanimously.*

**6. New Business.**

- a. There was an agreement with JAG about the City using up to 60 spots in their garage. We are working to get some of our employees into those spots, however if JAG needs them for their tenants, we will have to find other parking. Public Facilities is working to get employees' parking closer to the building.
- b. Discussion about when the City should reopen to the public and when public meetings should resume – the hope is to reopen in a limited fashion when all employees are moved into the building and when additional glass partitions as well as social distancing signage is installed.

**7. Next Meeting.** t/b/d

Motion to adjourn at 4:39 PM by Eric Rubin and seconded by Debbie Burke. All in favor, meeting adjourned.