



**Municipal Building Committee:
Malden River Works Salt Shed & Boathouse
Minutes**

June 4, 2026

12PM

Virtual Teams Meeting

<https://teams.microsoft.com/meet/26476107111150?p=tcy9yoBIOrkfVDSjS3>

Meeting called to order by Rebekah McPheeters at 12:05PM.

Roll Call

Deborah Burke - Present

Peg Crowe - Present

Amanda Linehan - Present

Nelson Miller - Present

Paul Myers - Absent

Eric Rubin - Present

Stephen Winslow – Absent for roll call, joined later.

Committee to Elect a Chair

- o Amanda nominated Nelson to be the chair of this committee.
- o Peg seconded the nomination and Nelson accepted the nomination.
- o The nomination was put to a roll call vote: All present members voted yes.
- o Nelson noted that Bekah will still facilitate agendas, minutes, and posting meetings.
- o The committee decided to elect a vice chair in the event of Nelson's absence.
- o Deb nominated Eric to be the vice chair of the committee.
- o Nelson seconded the nomination and Eric accepted the nomination.
- o The nomination was put to a roll call vote: All present members voted yes.

Malden River Works Salt Shed & Boathouse Project Updates

Sustainability & Grants Manager Rebekah McPheeters to provide high level project updates.

- Invoices
 - o designLAB invoice for services to April 30: \$63,090.00
 - Schematic design (first 50%)
 - Construction documents
 - Bidding and CA preparation
 - o Invoice for services to May 31: \$63,090

- Schematic design (second 50%)
 - Construction documents
 - Bidding and CA preparation
- o Eric made a motion to approve the invoices for payment
- o Peg asked a question about billing: Will the billing be by phase, and will the amounts be identical every time?
 - Sam (designLAB) noted that designLAB just finished schematic design, which was billed in two parts (first 50% and second 50%), but that the invoices will fluctuate a bit once we get into construction.
 - Nelson requested that Bekah put together a visual for the next call that will show work completion percentages and statuses.
- o Peg seconded the motion to approve the invoices for payment
- o Approval of the invoices was voted on by roll call vote: All present members voted yes.
- At the next meeting, the committee will need to vote to approve the draft minutes from May and June.

Committee to Schedule Call to Review Construction Estimates

- Sam (designLAB) stated that the cost estimates should arrive from their sub at any minute, and he suggested that the committee schedule a follow-up meeting in a week or two to review them.
- Nelson noted that the next scheduled meeting fell on July 2, a City holiday, so it needed to be rescheduled anyways.
- The committee elected to reschedule that meeting to June 17 at 1PM on Teams.

Adjournment

Eric motioned to adjourn and Nelson seconded. The meeting adjourned at 12:23PM.

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