

**DEPARTMENTAL MEETING WITH DASSA HAINES ARCHITECTS**  
**FOR CALDWELL MUNICIPAL OFFICES**  
**Wednesday, December 7, 2023**

A Meeting was held between members of the Borough Municipal Staff, and Dassa Haines Architects on Wednesday, December 7, 2023 at 11:46 at the Municipal Officers Trailer, 24C Smull Avenue, Caldwell, New Jersey.

**PRESENT:** Joe Haines (Dassa Haines Architects), Vikki Edmundson (Dassa Haines Architects), DPW Director, Mario Bifalco, DPW Foreman, Jake Pohlman, Borough Assistant Engineer, Mike DeCarlo, Tax Collector, Brad Taylor, Construction TA and Deputy Clerk, Kim Conlon, Deputy Clerk, Brittany Heun

**OBJECTIVE:** To determine the needs and optimal layout and needs for the operation of the Caldwell Municipal Offices

**Topics Discussed:**

**Tax Office:**

The Tax Collector provided a list of what they would need in their office in the new space.

**Needs of the Tax Collector's Office:**

1. 2 desk spaces with space for 2 monitors on each desk
2. Counter to interact with the public
3. Folding machine
4. 3-4 filing cabinets
5. 1 large printer and

**Needs of the Tax Assessor's Office**

1. 1 desk space with the space for 2 monitors
2. 1 desktop printer
3. 3-4 filing cabinets

**Department of Public Works:**

**Needs for the Department of Public Works:**

1. Slop sink and janitors closet on each floor
2. Storage for files
3. Office space with 2-4 desks
4. Meeting table
5. Mapping cabinet
6. Printer

**Engineering:**

**Needs of the Engineering Department:**

1. 1-3 desks

2. Meeting table
3. CAD Station
4. Plotter machine
5. Large printer
6. Map storage
7. Space for Zoning and Engineering, possibly Planning and Board Engineer
8. Located near the Construction Department

**Construction Department:**

Needs of the Construction Department:

1. At least 11 5-drawer filing cabinets, and 4-4 drawer cabinets. (That is what the department currently has and they are full up. Additional cabinets will be needed and planned for)
2. Map storage
3. Table to review plans
4. 3 desks
5. 1 large printer and 2 desktops
6. Bookshelf/supply closet
7. 10 2-drawer file cabinets
8. Counter space to interact with public

**Clerk's Office**

Needs of the Clerk's Office

1. Counter to interact with public
2. 8-10 file cabinets (preferably 5-drawer)
3. 2 desk spaces
4. Small meeting table
5. Wall space for tack boards
6. Bookshelves to hold books and binders

The meeting adjourned at 12:57pm.

Respectfully Submitted,

Brittany Heun  
Deputy Clerk