

TOWN OF DEDHAM
TOWN GREEN WORKING GROUP
450 WASHINGTON ST.
DEDHAM, MA

MINUTES OF THE TOWN GREEN WORKING GROUP MEETING
AUGUST 25, 2022, 7:00 P.M.

MEMBERS:

Mike Butler	Chair
Jessica Porter	Vice-Chair
Tom Polito	Member
Micah Flynn	Member
Mark Pearrow	Member
Tara Ikenouye	Member

GUESTS:

Brady Winsten	Management Analyst, Town Manager Department
Doreen Labrecque	Administrative Assistant, Town Manager Department
Dennis Sullivan	Dedham TV
Jason Mammone	Engineering Director, Town of Dedham
Rana Mana-Doerfer	Director of Procurement

ABSENT:

Leon Goodwin	Town Manager
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Minutes prepared by Katrina Janeiro of Minutes Solutions Inc., from a video recording.

1. **CALL TO ORDER**

Mr. Butler, Chair, called the meeting to order at 7:00 p.m.

2. **APPROVAL OF MINUTES**

The minutes of the July 15, 2022, have not been received at this time. Item deferred.

3. **PUBLIC COMMENT**

There were no public comments.

4. **REVIEW DRAFT REQUEST FOR QUALIFICATIONS FOR PROJECT DESIGN FIRM**

On a motion made by Mr. Pearrow and duly seconded, it was voted to approve the RFQ as amended below. A roll call vote was conducted. Mr. Polito opposed. Motion carried.

Ms. Mana-Doerfer outlined the draft request for qualifications for the project design firm.

The bid is set to be due October 26, 2022. Mr. Polito brought up concerns regarding the timeline, and Ms. Mana-Doerfer assured the Group that these dates are flexible.

The deadline and process for questions and clarifications were outlined. The Town Green Working Group was tasked with oversight on this project, but the bid itself came from the Select Board.

The Board requested that Mr. Butler's name be added to the front page of the RFQ.

Ms. Mana-Doerfer will provide a template that outlines the four factors to assist the group in rating each proposal; she also explained the review process.

To avoid prohibiting smaller designers from applying, at least two similar example projects will be requested instead of four, and they can be past or current examples. The Group discussed the impact of this change; and Ms. Mana-Doerfer suggested the following wording, "the RFQ demonstrates the offer is efficient and effective design management of at least two to four or more projects of similar size and scope."

It was requested to remove the word "engineer" and replace it with "designer" in the Professional Service Agreement.

Mr. Polito questioned why the design photo is included in this RFQ as it is not representative of this Group or the work they are requesting. The Group decided to remove figure 2 as it is accessible through the link.

Mr. Polito questioned the accuracy of the wording on page six under funding sources, and the Group discussed the rationale behind this phrasing, noting that larger items such as the Community Porch could be privately fundraised. It was discussed that the potential opportunity for a larger contract amount resulting from privately fundraised items will be more desirable to design firms.

Mr. Polito questioned why a traffic study is being completed by this group, as their focus is the park and green space. The Group discussed the purpose of the traffic study as residents will be asking about the impact of the new park on traffic in the area, and the group discussed being proactive rather than reactive on this item. Traffic engineers can project future traffic patterns and impacts based on proposed developments. It was noted that if the proposed traffic study from the designers is not acceptable to the Group, the Group can remove that from the bid and tender their own traffic study. It was noted that a recent baseline traffic study is not available. The Group decided to proceed with the traffic study as outlined in the draft RFQ.

It was suggested that the phrase "sketches are encouraged" be removed from the RFQ as it could discourage design firms from applying.

A typo on page 14 is to be corrected.

5. **SUPPORT OF TOWN MANAGER**

This item was deferred.

6. **DEMOLITION OF EXISTING POLICE STATION, 600 HIGH ST.**

Mr. Mammone explained that the professional services agreement has been prepared for Beta, and a kick-off meeting will take place in early September, 2022, that will prepare for the completion of the demolition bid. The goal is to demolish the building in December, 2022. The area will be filled to ground level and seeded.

7. **FUNDING**

This item was deferred.

8. **NEXT MEETING**

The next meeting was scheduled for September 15, 2022, at 7:00 p.m. to discuss the grading template. The scheduled meeting on October 13, 2022, was moved to either October 27, 2022, or November 3, 2022.

9. **ADJOURNMENT**

On a motion made by Mr. Polito, seconded by Mr. Pearrow, it was voted to adjourn the meeting at 8:30 p.m. A roll call vote was conducted. Motion carried unanimously.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting of the Town Green Working Group. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Respectfully submitted,

Michael Butte

Chair

Nov 4 2022

Date
