

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

MINUTES OF THE TOWN GREEN WORKING GROUP MEETING
SEPTEMBER 15, 2022, 7:00 P.M.

MEMBERS:

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

GUESTS:

Leon Goodwin	Town Manager
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

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

On a motion made by Mr. Polito and duly seconded, it was voted to approve the July 14, 2022, meeting minutes as amended. A roll call vote was conducted. Motion carried.

3. PUBLIC COMMENT

There were no public comments.

4. REQUEST FOR QUALIFICATIONS FOR PROJECT DESIGN FIRM

The RFQ was sent to the central register on September 14, 2022, and is set to be published on September 19, 2022; The timeline has been pushed back accordingly.

It was clarified in the RFQ that a baseline traffic study on the current traffic conditions will be completed and overseen by the Town's Engineering Department and shared with the designer for collaborative review. If additional information is required by the designer, the Engineering Department will work with a traffic consultant to inform further work as needed. Once the park is completed, an additional traffic study can be completed to see the actual impact.

The Group discussed the usefulness of the traffic study projecting the impact on traffic with the proposed park design. The Group suggested having three traffic studies throughout the life of the project. There will be a baseline study, an interim study prior to the construction of the park to consider the impact of the diagonal parking spots becoming unrestricted, and a post-completion study. It was discussed that the firm hired to do the baseline study would be the most appropriate to complete both the interim and post-project completion traffic studies.

ACTION – Mr. Mammone is to confirm the cost of the interim traffic study.

The Group reviewed the scoring template and process for reviewing the design bids. Prior to the Group evaluating the bids, they will be previewed to remove bids that did not submit all the required documents.

Designer questions during the bid process will be directed to staff. If input from the Working Group is required, Mr. Goodwin will contact Mr. Butler.

ACTION – Mr. Goodwin is to provide the Group verbiage regarding conflict of interest for their use if they are contacted personally by any of the designers.

5. SUPPORT OF TOWN MANAGER

Mr. Goodwin thanked the Working Group for support throughout the planning of this project. He requested that the Group be the main communication point for the public.

ACTION - If a Group member identifies a grant that would be a good fit for the project, they are to contact Mr. Goodwin.

The Group discussed producing monthly updates for the public that can be issued in the local paper and online. A subgroup will be created to work with the Town Manager's office to produce a communications plan, including potential plans to present at the Annual Town Meeting.

6. DEMOLITION OF EXISTING POLICE STATION

Testing and sampling are underway to ensure all potential complications are included in the scope of work for the tender package. The RFQ for the demolition contract will be finalized in October, 2022.

The existing parking surface will not be demolished in this contract. Currently, the Town is evaluating potential liabilities as to whether the public will have access to the area or if it will be closed off. Any demolished area will be filled and seeded, but the Group discussed ways of discouraging public use such as signage, fencing, or filling the demolished area with crushed

stone to be less appealing but still attractive. The Group stressed the need for the area to look fresh and clean and suggested using the signage to update the public on the progress of the future park.

The Town Manager's office is determining with Beta whether screening and fencing in the demolished area will be included in the scope of work. Surveys for site locations are not included in the Beta contract. Mr. Goodwin has contacted Verizon regarding easements but has not received a response.

Mr. Goodwin confirmed that completing the demolition now will reduce future demolition costs, insurance costs, and reduce liability.

7. FUNDING

Ms. Porter discussed a potential Friends of the Town Green group to assist with private fundraising, but the Working Group would not be eligible to join this group.

ACTION – Member suggestions for the Friends of the Town Green are to be provided to Ms. Porter.

Mr. Goodwin confirmed that a response for the Massachusetts PARC grant is expected to be received in late November, 2022. Currently there are no further grants, but Mr. Goodwin will search for additional grants once a proposal is put together.

ACTION – Mr. Goodwin to provide information for a State earmark to the Group.

Ms. Porter noted that several significant private pledges have been made for funding of the project. The Group discussed fundraising ideas for smaller pledges and local examples of fundraising efforts.

8. NEXT MEETING

The next meetings are scheduled for November 3, 2022, November 10, 2022, November 29, 2022, and December 5, 2022.

9. OLD BUSINESS/NEW BUSINESS

There was no new or old business to discuss.

10. ADJOURNMENT

On a motion made by Mr. Polito, seconded by Mr. Flynn, it was voted to adjourn the meeting at 8:40 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. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Respectfully submitted,

Michael Butler

Chair

Nov 4 2022

Date
