

TOWN OF DEDHAM
TOWN GREEN WORKING GROUP
450 WASHINGTON STREET
DEDHAM, MA

MINUTES OF THE TOWN GREEN WORKING GROUP MEETING
JANUARY 26, 2023, 7:00 P.M.

MEMBERS:

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

REGRETS:

Tara Ikenouye	Member
---------------	--------

GUESTS:

Doreen Labrecque	Administrative Assistant, Town Manager Department
Bryan Jereb	Halvorson Design /Tighe & Bond Studio (until 7:58 p.m.)

Rana Mana-Doerfer	Director of Procurement
-------------------	-------------------------

Minutes prepared by Angela Fracassi 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. **PUBLIC COMMENT**

There were no public comments.

3. **REVIEW AND APPROVAL OF PREVIOUS MINUTES**

On a motion made by Mr. Pearrow, seconded by Ms. Porter, it was resolved to approve the minutes of the meetings held on November 3, 2022, November 29, 2022, and December 5, 2022, as presented. Motion carried.

4. **DISCUSSION OF SCOPE AND SERVICES WITH HALVORSON/TIGHE & BOND**

Prior to the meeting, the Working Group members had each given Ms. Mana Doerfer suggested adjustments to the original proposed scope of work in order to reduce expenses while still maintaining the quality and integrity of the project. Mr. Jereb prepared an updated proposal that the Working Group reviewed prior to the meeting.

The Working Group noted that some workshopping, public consultation, and other meetings were removed from the proposal in order to save on costs. They questioned whether the removal of these meetings would compromise the overall quality of the project.

Mr. Jereb clarified that the revised plan presents several opportunities to meet and discuss ideas; however, the sessions would be shorter and must be more efficient than originally planned. It was also noted that the number of proposed designs would be reduced from three to two.

The Working Group requested that the two designs have significant differences. Mr. Jereb explained that he would prefer to have meetings with Town staff and Working Group meetings together; however, other more technical meetings would be with contractors. In addition, the Town and Working Group would not necessarily need to attend those meetings and meeting minutes would be provided.

Mr. Jereb clarified that his staff would be on site throughout the duration of the project to ensure that certain elements of the project are installed or constructed correctly, and that the revised scope of the work reduces but does not eliminate these visits.

After Mr. Jereb departed the meeting, the Working Group discussed how the change in scope and services would affect the price. The original scope of work was priced at approximately \$628,000. With the reduction in scope and services, the revised estimate was approximately \$497,000. The Working Group was confident that the revised scope of work would not negatively affect the quality of the project. The Working Group clarified that the proposal includes both design and construction management.

Ms. Mana-Doerfer reported that grant applications were in progress, and the intention is to work with Halvorson in order to secure further grant funding.

On a motion made by Mr. Pearrow, seconded by Mr. Flynn, it was resolved to approve the updated proposal from Halvorson Design/Tighe & Bond Studio for design and project management, at a cost of \$497,127. A roll call vote was conducted. Motion carried unanimously.

5. UPDATE ON LAND AND WATER CONSERVATION GRANT APPLICATION

Ms. Mana-Doerfer reported that the application has been submitted, and additional documentation was requested, which will be forwarded shortly. The total grant was for \$500,000, and the results of the application will be shared by May 23, 2023.

6. UPDATE ON THE DEVELOPMENT OF THE TOWN GREEN WEBPAGE ON TOWN WEBSITE

Ms. Porter presented a website template offering information for the public about the plans for the Town Green. The website contains information about the Working Group, general information about the project, links to meeting recordings, and would eventually include meeting minutes. Ms. Porter proposed including a contact e-mail and news updates. The Working Group made recommendations for images to include on the site, and expressed satisfaction with the draft.

The Working Group agreed to review the website in more detail and to forward their suggestions to Ms. Porter.

7. UPDATE ON THE DEMOLITION OF THE POLICE STATION AT 600 HIGH STREET

Ms. Mana-Doerfer reported that the proposed cost to demolish the police station at 600 High Street were lower than anticipated, at approximately \$680,000. The original budget (April, 2022) was \$800,000. More recent estimates were about \$1 million. The excess funds may be reallocated for other expenses related to building the Town Green.

8. OLD AND NEW BUSINESS

- a. **Draft Project Update:** ACTION – Ms. Porter and Mr. Flynn will draft a project update for review, for potential release to the public in approximately in two weeks.
- b. **Meeting with Senator Rush and Representative McMurtry:** Senator Rush and Representative McMurtry will meet with Ms. Porter and Mr. Butler on February 8, 2023, in order to discuss potential earmarks for the project.

9. MEETING CALENDAR FOR JANUARY AND FEBRUARY

The Working Group agreed to confirm the date of the next meetings at a later date.

10. ADJOURNMENT

On a motion made by Mr. Flynn, seconded by Mr. Pearrow, it was voted to adjourn the meeting at 8:28 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 L. Butler

Chair

April 3, 2023

Date
