



TOWN OF DEDHAM

MEETING NOTICE

POSTED:

TOWN CLERK

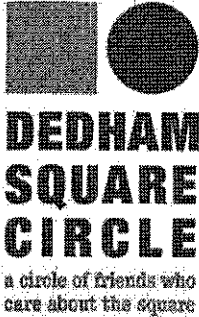
POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A SECTION 20 AS AMENDED.

Board or Committee:	Board of Selectmen
Location:	O'Brien Meeting Room, 26 Bryant St., Dedham
Day, Date, Time:	Monday, November 20, 2017 at 6:30 p.m.
Submitted By:	Nancy Baker
Date:	November 16, 2017

AGENDA

6:30 p.m.	Pledge of Allegiance
6:35 p.m.	Dedham Citizens - Open Discussion
6:40 p.m.	Discussion & Vote Re: 2017 Dedham Square Holiday Stroll & Approval of Holiday Free Parking for December
6:45 p.m.	Discussion & Vote Re: Black Friday Openings for Toys R Us & Best Buy
6:55 p.m.	Discussion & Vote Re: Contract Extension for Town Manager
7:00 p.m.	Ames Building Project-Authorize Town Manager to Pursue Compliance with Project Schedule - Discussion & Vote Old/New Business*

**This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair that could be raised during the Public Comment period by other members of the Committee, by staff or others.*



Dedham Square Circle
P.O. Box 593
Dedham Square, MA 02027
www.dedhamsquarecircle.org
dedhamsquarecircle@gmail.com
617.968.3040

November 9, 2017

Dennis Teehan, Jr.
Chairman
Board of Selectmen
26 Bryant Street
Dedham, MA 02026

Dear Chairman Teehan,

I am writing on behalf of the Dedham Square Circle to request that a portion of Dedham Square be closed to vehicular traffic from 5-8:30 p.m. on the evening of Friday, December 1, 2017 for the Annual Dedham Square Holiday Stroll and Tree Lighting. This is the same request that has been approved by the Board of Selectmen for this event for the last several years.

Over 1,000 people from Dedham and surrounding communities are expected to come to the Square for the festivities on the night of the Stroll. It's a wonderful community-building event at which all the family-friendly entertainment and activities in the Square that night are free. The Stroll is a big night for the Square's merchants as well.

In order to ensure public safety and enjoyment, we are requesting that the following streets be closed during the event:

- High Street from the intersection at Washington Street down to the intersection at Harris Street.
- Eastern Avenue from the intersection at High Street up to the entrance of the Keystone Lot, across from CVS.

In addition, we are requesting that a portion of the Keystone Lot be closed to traffic and parked cars that evening. As the town's Christmas tree is in the corner of the parking lot closest to the Eastern Avenue and High Street intersection, we want to keep the surrounding area free of cars and request that the first three rows of parking spaces on this side of the lot be blocked off. Allowing pedestrians to walk freely in this closed off section of the lot and on the sections of street mentioned above will create a more inviting,

safer, and enjoyable community event. Again this year we will work with Chief D'Entremont and the Dedham Police Department to plan for police details in the Square that night.

I would also like to request that signage to promote the Stroll be erected one week before the event in the following public locations and taken down immediately following the event:

Sandwich Board Signs:

- Corner of Common St. and Bridge St.
- Corner of High St. and Harris St. in Dedham Square Crossing
- On the grass in front of Town Hall
- Corner of High St. and Eastern Avenue
- Corner of High St. and Washington St.

Banner:

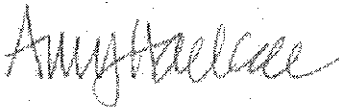
- To be hung on the fence atop the granite wall at the edge of the Keystone Lot.

Lastly, in order to ensure public safety and enjoyment of the Stroll we are asking for permission to keep any street vendors, representing companies not located in the Square, in a specific area during the event. I am referring to the vendors who sell novelty items such as balloons, plastic toys, noise makers, glow sticks, etc. In prior years we have had several of them pushing large heavy carts through a very crowded and condensed area filled with young children. These vendors also block visibility of the street entertainers, community groups and the tree lighting, and their sales tactics can often be aggressive. We are requesting that the street vendors be only allowed to have their carts in the following areas:

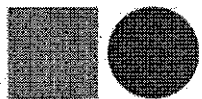
- Behind the crosswalk which extends across High Street from the Keystone Lot to Ron's Ice Cream, on the side of the crosswalk on which the Deli After Dark is located.
- Behind the crosswalk which extends across Eastern Avenue from the Keystone Lot to Big Bear Cafe, on the side of the crosswalk on which CVS is located.

As always, thank you for your consideration of our requests. We hope that you and members of the Board of Selectmen will join us for the festivities December 1st.

Sincerely,



Amy Haelsen
Executive Director



DEDHAM SQUARE CIRCLE

a circle of friends who
care about the square

Dedham Square Circle
P.O. Box 593
Dedham Square, MA 02027
www.dedhamsquarecircle.org
dedhamsquarecircle@gmail.com
617.968.3040

November 9, 2017

Dennis Teehan, Jr.
Chairman
Board of Selectmen
26 Bryant Street
Dedham, MA 02026

Dear Chairman Teehan,

For the last several years, upon request from the Dedham Square Circle, the Board of Selectmen has voted to make parking free in Dedham Square every day during the month of December. This gesture has been very well received by residents and visitors to the Square who find it more convenient to visit our downtown during a very busy time of year. It is also greatly appreciated by the Square's merchants as it provides an added incentive for people to visit our downtown to patronize the local businesses which depend on steady sales during the holiday season to carry them through the slower winter months.

The area for which we are requesting free parking throughout the month of December includes:

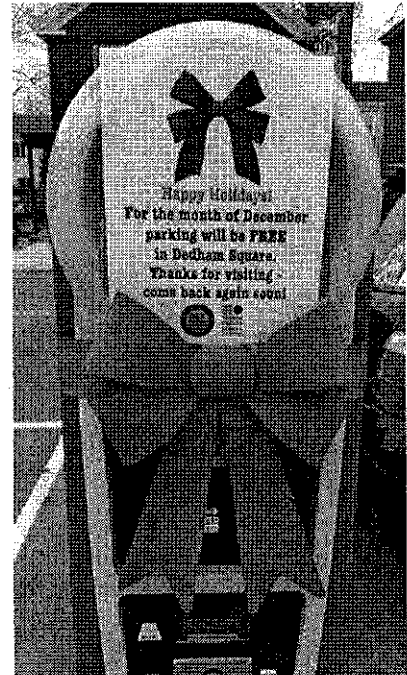
- High Street from Ames Street to the Clock Tower at Harris Street
- Eastern Avenue from High Street to Providence Highway
- Washington Street from Bryant Street to Harris Street

If you should approve our request, Dedham Square Circle will post decorative signage, as shown above, on every parking kiosk throughout the Square to inform the public of the free parking.

Thank you for your consideration of our request.

Sincerely,

Amy Haelsen
Executive Director



TOWN OF DEDHAM BOARD OF SELECTMEN
Special Event Retail Opening Questionnaire

Date: 11/8/17

STORE NAME: Best Buy

STORE ADDRESS: 700 Providence Highway Dedham, MA 02026

NAME & TITLE OF PERSON SUBMITTING REQUEST: Bryan Baker Operations Manager

TELEPHONE NUMBER: 781 956 2539 E-MAIL: Bryan.Baker@bestbuy.com

1. What permitted date and hours are being requested to open a retail business in Accordance with Town of Dedham by law, Chapter 13, Section 42A?

11/24/17 @ 1:00 AM

2. Will the store close prior to opening under the permitted hours?

Yes

3. How will permitted hours be advertised?

Online, TV, printed ads, storefront.

4. Are customers anticipated to arrive early and wait outside prior to permitted opening? If so, how many customers are anticipated to arrive prior to opening? At what time anticipated are customers beginning to arrive?

Yes, approx. 700+. Anticipated arrival around 10PM on 11/23/17.

5. How will the outside area be illuminated during permitted hours and anticipated time frame when customers may arrive and wait prior to permitted opening?

Building is lined with LED lighting on outside walls. Diesel powered light also ordered.

6. How and where will a line of customers form prior to permitted opening?

Line will form along side of building on sidewalks.

7. Will crowd control barriers be used? If so, where will they be located?

Yes, approx 150 ft across front of store/turning corner

8. How will store personnel manage customers arriving prior to opening under permitted hours?

Tickets handed out to help with crowd control. Customers will enter thru single door in groups of approx 50.

9. How will customers waiting prior to permitted opening be allowed into the store?

Customers let in small numbers at a time.

10. Will restroom facilities be available for customers arriving prior to opening under permitted hours?

No.

11. Are there special promotions being offered in association with permitted opening?

Yes

12. Are there any advertised items in limited quantities?

Yes

13. Are any high demand items advertised?

Yes

14. When will store personnel be on location?

12 AM.

15. What store security personnel will be on location to manage crowds of customers before

And during permitted opening? When will security personnel be on site?

Store asset protection team on sight at 12 AM.

16. Will Police Details be requested? If so, how many and what hours?

Yes. Two officers to assist w/ patrol prior to open and initial crowd control.

17. Who will be the store contact in charge of the permitted opening?

Bryan Baker 781 956 2539, Todd Lyons 401 339 8790

18. Are there any anticipated traffic control needs?

No.

****PLEASE PROVIDE COPIES OF ADVERTISING FOR PERMITTED OPENING WHEN AVAILABLE.****

****Please return to : Town Adm. Office, Town Office Bldg., 26 Bryant St., Dedham, MA 02026**

Recommendation to the Board of Selectmen by Police Chief:

Police Chief, Town of Dedham

Date

William Eddy

From: Michael J D'Entremont
Sent: Tuesday, November 14, 2017 10:47 AM
To: William Eddy
Cc: Michael Buckley
Subject: FW: Best Buy Black Friday Questionnaire
Attachments: DOC111417.pdf

Hi Bill,

This is the most concerning location due to the product line that is sold. They generally draw a significant crowd which lines up.

People line up early at Best Buy (q#4). We have seen people there during the late afternoon on Thanksgiving. I would anticipate people on site prior to the 10 pm time estimated on the questionnaire. They need to be ready to manage early line formation. The portable light that was ordered needs to cover the north west (rear rt. 1 side) corner of the building and the rear of the building (q#5). The line can get to the rear of the building. I don't think 150 feet of steel barriers is enough (q#7). I recommend about double this length to include halfway along the side of the building. The number of people allowed into the building at once when the store opens should be a small manageable amount, 25-50 with a couple minutes in between each group (q#9) to ensure an orderly entry within the building capacity. They need security people to monitor the line outside asap. Store personnel outside managing the line/handing out tickets for high demand items should be wearing some type of clothing to identify themselves as store employees (q#8). The earlier security personnel are on scene, the better. We need to know what the detail officer request will be specifically (q#16). We will try to fill early. If we are unable to fill, we will notify Best Buy so that they can have a contingency plan. Merchandise pick-up should be outlined. We had some concerns in the past with merchandise being picked up at the front door with vehicles pulling up and a large amount of pedestrians in the area. They should have a porta-potty on site (q#10). People will be in line for an extended period of time. They also should have a clean up plan for the early am. Trash is often left behind by people in the line.

Thank you,

Michael d'Entremont
Chief of Police
Dedham Police Department

600 High Street

Dedham, MA 02026
Phone 781 751-9304

Fax 781 751-9330

-----Original Message-----

From: William Eddy
Sent: Tuesday, November 14, 2017 10:07 AM
To: Michael J D'Entremont
Subject: Best Buy Black Friday Questionnaire

William Eddy

From: Church, Ezra Dodd <ezra.church@morganlewis.com>
Sent: Tuesday, October 31, 2017 11:41 AM
To: William Eddy
Subject: 2017 Black Friday Hours
Attachments: Scan.pdf

Bill,

Please see the attached request and completed questionnaire for Black Friday hours, submitted on behalf of Toys R Us.

Thank you,

Ezra

Ezra D. Church, CIPP

Morgan, Lewis & Bockius LLP

1701 Market Street | Philadelphia, PA 19103-2921

Email: ezra.church@morganlewis.com

Direct: +1.215.963.5710 | Cell: +1.215.421.0399 | Main: +1.215.963.5000 | Fax: +1.215.963.5001

www.morganlewis.com

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Morgan Lewis

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Ezra D. Church
Partner
215.963.5710
echurch@MorganLewis.com

October 31, 2017

VIA EMAIL (freshideas@dedham-ma.gov; weddy@dedham-ma.gov)

The Honorable Members of the
Town of Dedham Board of Selectmen
Attn: William Eddy
Dedham Town Hall
26 Bryant Street
Dedham, MA 02027

Re: Black Friday Opening Request -- Toys "R" Us/Babies "R" Us

Dear Bill:

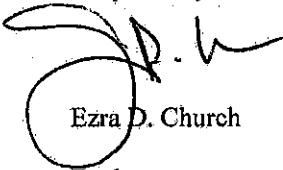
I write on behalf of the Toys "R" Us/Babies "R" Us ("Toys "R" Us") location at 301 Providence Highway. Toys "R" Us seeks a waiver of the Town of Dedham Bylaws, Chapter 13 Section 43A in order to open its store to the public for Black Friday shopping starting at 1:00 a.m. on Friday, Nov. 24, 2017 and continuing through normal business hours on Black Friday.

Toys "R" Us has sufficient available off-street parking, security, and crowd control plans, and we do not foresee that these extended hours would cause disruption to the nearby streets or traffic. For more information regarding this request and in support of our application, please see the attached Special Event Retail Opening Questionnaire.

Please feel free to contact me with any questions. If it would be helpful, Toys "R" Us is willing to send a representative to the Selectmen Meeting in order to address any questions or concerns.

Thank you for your assistance.

Respectfully,



Ezra D. Church

Encls.

**TOWN OF DEDHAM BOARD OF SELECTMEN
Special Event Retail Opening Questionnaire**

Date: October 31, 2017

STORE NAME: Toys "R" Us/Babies "R" Us

STORE ADDRESS: 301 Providence Hwy., Dedham, MA 02026

NAME & TITLE OF PERSON SUBMITTING REQUEST:

Ezra Church, Attorney, Morgan Lewis & Bockius, LLP;
215-963-5710; echurch@morganlewis.com

Edward King, District Manager, Cell: 201-694-4187

1. **What date and hours are being requested to open a retail business in Accordance with Town of Dedham by law, Chapter 13, Section 42A?**

We request to open from 1:00 a.m. on Friday, Nov. 24, 2017 and continuing through normal business hours with close at 11:00 p.m.

2. **Will the store close prior to opening under the permitted hours?**

Yes, the store will close per normal business hours on Wednesday, November 22, 2017.

3. **How will permitted hours be advertised?**

Store hours will be advertised online, in print, in store, and through TV advertising.

4. **Are customers anticipated to arrive early and wait outside prior to permitted opening? If so, how many customers are anticipated to arrive prior to opening? At what anticipated time are customers beginning to arrive?**

Customers are anticipated to begin arriving approximately one (1) hour prior to opening, i.e. around Midnight. Approximately 500 customers are anticipated.

5. **How will the outside area be illuminated during permitted hours and anticipated time-frame of when customers may arrive and wait prior to permitted opening?**

All exterior parking lot lights as well as exterior building lights will be on at least one (1) hour prior to opening. Customers will be queued in a line outside the building prior to store opening. Police detail will be requested from one (1) hour prior to store opening until four (4) hours after store opening.

6. How and where will a line of customers form prior to permitted opening?

The line will form at the entrance and run the length of the building along the sidewalk. The store manager has been trained with respect to crowd control and safety measures.

7. Will crowd control barriers be used? If so, where will they be located?

Yes, crowd control barriers will be utilized and will be set up outside the entrance.

8. How will store personnel manage customers arriving prior to opening under permitted hours?

Starting at Midnight, store management along with hourly team members will be specifically scheduled to work line control to ensure that customers are safe and in control. Police detail will be utilized for one (1) hour prior to store opening and four (4) hours after store opening. Communication tools are provided to hourly and management team members to ensure guest communication is maximized.

9. How will customers wait prior to permitted opening be allowed into the store?

Customers will be queued into the store in groups of 50 until the building reaches maximum capacity as established by the fire department and which is clearly posted in the entrance vestibule. Upon maximum capacity, customers will be permitted to enter as an equivalent number of customers exit the building to ensure a safe environment for all customers.

10. Will restroom facilities be available for customers arriving prior to opening under permitted hours?

Restroom facilities will be available on an emergency basis for those customers arriving one (1) hour prior to store opening.

11. Are there special promotions being offered in association with permitted opening?

Yes, there are special promotions being offered through the Toys "R" Us weekly circular.

12. Are there any advertised items in limited quantities?

No, there are no items with limited quantities anticipated. However, customer demand may exceed projected sales.

13. Are any high demand items advertised?

Yes, there are several high demand items identified.

14. When will store personnel be on location?

Store personnel will be on location beginning at, but not before, Midnight, Nov. 23, 2017.

15. What store security personnel will be on location to manage crowds of customers before and during permitted opening? When will security personnel be on site?

Asset Protection Specialists will be on site beginning one (1) hour prior to store opening and through the balance of the day.

16. Will Police Details be requested? If so, how many and what hours?

Police detail will be requested from one (1) hour prior to store opening until four (4) hours after store opening.

17. Who will be the store contact in charge of the permitted opening?

Edward King, District Manager

18. Are there any anticipated traffic control needs?

None at this time.

****PLEASE PROVIDE COPIES OF ADVERTISING FOR PERMITTED OPENING WHEN AVAILABLE.** ** Please return to : Town Adm. Office, Town Office Bldg., 26 Bryant St., Dedham, MA 02026 Recommendation to the Board of Selectmen by Police Chief:**

Police Chief, Town of Dedham

Date

William Eddy

From: Michael J D'Entremont
Sent: Friday, November 03, 2017 11:57 AM
To: William Eddy
Cc: Michael Buckley
Subject: FW: 2017 Black Friday Hours
Attachments: Scan.pdf

Hi Bill,

This is the exact same application as last year. Therefore, I offer the same comments below. We did not have any issues with Toy R Us last year. I think the only location with an issue was Sears who had a shoplifter. I'll confirm with the Mall about parking lot lights and find out what security they plan on having on hand. Also below is an e-mail thread related to steel barriers which would be much preferred and the ability to fill a police detail:

This looks to be okay. I do not believe there has been a large early arriving crowd at this location in recent years. I am inquiring with the Dedham Mall to see what their plan is for overnight security and lighting. I would suggest some type of security presence/eyes on the exterior of the store more than one hour prior to the planned opening. Starting at 10 pm might be good. Steel barriers should be used to form lines outside of the entrance. Enough should be in place to gather the anticipated line. We would like a contact number for the manager on duty during this opening please.

E-mail thread from last year:

Hi Bill,

Just a little info to be shared with the BOS in reviewing this request:

1. I can't guarantee that we will be able to fill the police detail request. We will try, but probably won't know for sure until within 24 hours or so of the scheduled hours. There is no requirement for officers to work private details. In recent years, it has been more challenging to fill these Black Friday details. I know the law indicates "there can be no work on the premise" prior to 12 am on Friday. I am not certain that this applies to security monitoring the exterior of the building if the decision is made to hire a private security company. Toys R Us will probably have some people showing up earlier than 11 pm. Recently there has not been many showing up early at this location. Last communication I had with Mall Mgmt was that they had not finalized what security staff they would have on hand or when.
2. I looked on line and called one company and was told they still have some steel barriers available for Black Friday: http://www.rentnational.com/in-dedham_ma-rental_service_areas.aspx. In the past Toys R Us has used the same type of barrier as you see at movie theaters. Steel barriers are what I would recommend to do this correctly. Again, we have not seen a large crowd queueing at this location in recent years.

Thank you,

Michael d'Entremont
Chief of Police
Dedham Police Department
600 High Street
Dedham, MA 02026
Phone 781 751-9304
Fax 781 751-9330

From: Church, Ezra Dodd [<mailto:ezra.church@morganlewis.com>]
Sent: Monday, November 07, 2016 10:34 AM
To: Michael J D'Entremont; William Eddy
Cc: cherrell.angervil@toysrus.com
Subject: RE: 2016 Black Friday extended hours - Toys R Us Dedham Mass.

Chief d' Entremont and Mr. Eddy,

Thank you for your response. To follow up on your questions:

1. Regarding security in advance of opening, I understand that the store has requested police detail from 11pm to 7am. We will also have Toys "R" Us representatives at the store to assist with crowd management and other issues starting at Midnight (which is the earliest they can be there under Massachusetts law).
2. We have looked into and been unable to obtain steel crowd control barriers, but the store will use the standard barriers, which were used last year without incident.
3. The contact for this year will continue to be District Manager Edward King. His mobile phone number is 201-694-4187.

Please let us know if you have other questions, and thank you for your courtesies.

Regards,

Ezra

Ezra D. Church, CIPP
Morgan, Lewis & Bockius LLP
1701 Market Street | Philadelphia, PA 19103-2921
Email: ezra.church@morganlewis.com
Direct: +1.215.963.5710 | Cell: +1.215.421.0399 | Main: +1.215.963.5000 | Fax: +1.215.963.5001
www.morganlewis.com

From: William Eddy
Sent: Friday, November 03, 2017 11:42 AM
To: Michael J D'Entremont
Subject: FW: 2017 Black Friday Hours

For your review.

William Eddy
781-751-9103
Town Manager's Office
Town of Dedham
26 Bryant Street
Dedham, MA 02026

From: Church, Ezra Dodd [<mailto:ezra.church@morganlewis.com>]
Sent: Tuesday, October 31, 2017 11:41 AM

To: William Eddy <weddy@dedham-ma.gov>

Subject: 2017 Black Friday Hours

Bill,

Please see the attached request and completed questionnaire for Black Friday hours, submitted on behalf of Toys R Us.

Thank you,

Ezra

Ezra D. Church, CIPP

Morgan, Lewis & Bockius LLP

1701 Market Street | Philadelphia, PA 19103-2921

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