A virtual Meeting of the Select Board was held on Thursday May 14, 2020, at 6pm

Present were:

Dennis Guilfoyle - Chair

Dr. Dennis J. Teehan - Vice Chair

James A. MacDonald

Sarah E. MacDonald

Dimitria Sullivan

Meeting brought to order at 6:02 pm

**Pledge of Allegiance** - Led by Mr. Guilfoyle.

**Discussion & Vote Re: Request for Use of Parking Spaces for Halfway Café, 174 Washington St.**

Mr. Grasso asked the Board to approve his request to use the first 2 spots adjacent to 174 Washington Street for curbside pickup.

Ms. MacDonald stated that the recommendation from the Town Engineer also referenced putting a time frame on this. Ms. MacDonald added that the language should state, if we can somehow return to “normal”, the Select Board retains the right to change the parking pattern.

Dr. Teehan moved approval of the request from The Halfway Café’ for a period of 6 months to be revisited after said 6 months; Seconded by Ms. Sullivan.

Mr. Grasso asked if he should contact Joe Flanagan regarding signage.

**On the Vote**:

Ms. MacDonald - yes

Dr. Teehan - yes

Ms. Sullivan - yes

Mr. Guilfoyle, yes

Mr. MacDonald – yes

**Presentation Re: Dedham COVID-19 Relief Fund and Discussion & Vote Re: Authorization for Town Manager to Enter into a Partnership with the United Way Re: Operation of the Fund**

Ms. MacDonald updated everyone as to the make-up of the Task Force and what their first meetings have been like.

**Presentation to Select Board**

**May 14, 2020**

**Dedham COVID-19 Relief Task Force**

**A group of town staff, clergy, representatives from human service organizations and others best positioned to help determine and meet resident’s needs.**

**Tasked with:**

1. **Identifying needs in the community now and as the COVID-19 crisis unfolds**
2. **Making recommendations to the Town Manager and Select Board to launch a Dedham Relief Fund to raise and direct support for residents**
3. **Leveraging community resources and expertise to connect residents with support**
4. **Proposing policy changes or programs that might further support residents negatively impacted by the economic impacts of the COVID-19 pandemic to the Select Board and other governing bodies throughout the town.**

**Members include residents from Dedham Public Schools, various Town Department Heads, Clergy Institutions, etc.**

**Resident Resource Guide**

The Task Force has pulled together a Resource Guide listing organizations or resources in a variety of categories:

* Financial Assistance
* Food
* Housing
* Utilities
* Internet access
* Healthcare or Mental Health
* Domestic Violence
* Substance Abuse
* Childcare
* Legal
* Transportation
* Employment Resources

There are also listings of resources specifically for Senior Citizens & Veterans.

The Guide will be shared in print (via COA with deliveries, via Dedham Food Pantry and where otherwise requested) and regularly updated and posted on the town website and COVID-19 website.

**Resource Line**

The Task Force worked with the Town Manager’s office to launch a Resource Line (781- 751-9126) that residents can call to be connected to resources or get additional case management-type support.

The Resource Line is staffed by Town Staff and answered Monday-Friday from 8:30 to 4:30 pm. A subcommittee of the Task Force is working on protocols, best practices in case management, tracking of requests, etc. and standbys to support staff in this effort.

**Dedham COVID-19 Relief Fund**

The Task Force has been working with the Town Manager’s office and United Way to set up and launch a Dedham COVID-19 Relief Fund, an effort to mobilize resources to provide emergency assistance. The Fund will be managed by United Way and focused on individuals and families who have been financially impacted by this coronavirus pandemic with a focus on our most economically vulnerable neighbors.

Immediate needs (Phase 1) have been defined as access to food and other basic needs. Funds raised will support expanded food distribution at the Dedham Food

Pantry and additional support from Dedham’s St. Vincent de Paul chapters (St.

Susanna’s Church and St. Mary’s Church) at the outset. In the coming weeks and months, community leaders in Dedham will be working with United Way and other local human services agencies to provide deeper financial support to individuals and families in need.

**Dedham COVID-19 Relief Fund**

All donations will be collected by United Way and distributed by established Dedham & Dedham-serving nonprofit organizations with a track record of administering assistance

funds. Those presenting financial hardship resulting from layoffs related to the shutdown will be referred to both the Dedham Food Pantry and St. Vincent de Paul. Anyone may access resources from the Dedham Food Pantry to supplement nutritional needs. St. Vincent will conduct an assessment of need and will begin by distributing gift cards for grocery stores to supplement the needs of households.

Down the road (Phase 2), these funds may pay for rent and other housing needs, additional support for mental health support, utilities, internet connectivity for families with school-aged children, childcare, medications and other basic needs.

**How It Works: Funding Priorities**

* Task Force outlines expected resident needs
* United Way identifies non-profit partners with existing programs to meet those needs
* Existing Dedham non-profits receive funding for specific needs
* Town Manager signs implementation plan that outlines responsibilities of Town & UW
* UW executes contracts (Scope of services) with each Dedham non-profit that outline requirements of funding, reporting, etc.

**How It Works: Dollars**

* Generous donor makes a financial contribution to United Way-Dedham COVID19 Relief Fund
* United Way recognizes donation and puts into fund
* United Way makes weekly contributions to Dedham non-profit organizations per implementation and Scopes of work Plan

**Relief Fund FAQs**

How can residents access support?

Residents who need help can call a new COVID19 Resource Line at 781-751- 9126 to connect to resources. They will be contacted with Financial resources where appropriate an available

What overhead does United Way take to manage the fund?

None. United Way is administering COVID19 funds with no overhead or administrative cut. All gifts are tax deductible and 100% of the proceeds (net credit card fees) will go to individuals seeking assistance via non-profits already working in our community.

How can I donate?

Donations can be made by credit card or through a donor-advised fund online or by sending a check to the United Way of Massachusetts Bay, PO Box 51381, Boston MA 02205-1381. Please make checks out to United Way of Massachusetts Bay and include “Dedham COVID19 Relief Fund” in the memo of the check.

**Next Steps**

Pending the Board’s authorization tonight, the Town Manager will sign the Implementation Plan. A Fundraising Committee will be constituted to begin raising funds. The Task Force will continue to assess needs and improve response for

residents.

Sarah Bartley – United Way

Ms. Bartley stated that they are working with about a dozen Cities and Towns they are working with in addition to launching their COVID19 Family support fund on March 14th.

Ms. Sullivan thanked Ms. Bartley and the United way for their incredible help. Ms. Sullivan also thanked the other volunteers as well as Ms. MacDonald for spearheading this effort.

Mr. MacDonald asked Ms. Bartley to name the top 2 or 3 needs the United Way has seen over the last 9 weeks.

Ms. Bartley answered that the United Way has a 211 number for a call center. Ms. Bartley stated that they have received 60,000 calls as of 2 weeks ago. The callers are asking how they can apply for unemployment and other benefits.

Ms. Bartley informed all that they received many calls regarding the eviction and foreclosure moratorium.

Mr. MacDonald moved to authorize the Town Manager to execute a contract with the United Way concerning the administration of a fund for those residents of Dedham hit hard by COVID19, this contract should include any appropriate legal terms, scope of services. Etc., like previous agreements; seconded by Dr. Teehan.

**On the Vote:**

Ms. MacDonald - yes

Dr. Teehan - yes

Ms. Sullivan - yes

Mr. Guilfoyle, yes

Mr. MacDonald – yes

**Continued Discussion (& Vote) Re: Essential/Non-Essential Meetings**

Mr. Goodwin stated that he has heard from many residents that the remote meetings make it easier to attend and participate. Mr. Goodwin informed all that over 40 people attended the last meeting. Mr. Goodwin added that many residents say it is easier to attend the virtual meetings. Mr. Goodwin also stated that technology makes it harder for some residents to participate. Mr.

Goodwin stated that he did a lot of research and spoke with other Towns and other Town Manager’s as well as KP Law. Mr. Goodwin stated that there are some Towns that have completely banned all meetings except for what they deem essential; Board of Health, Select Board and Town Counsel.

Mr. Goodwin stated that the best course is to have the SB recommend a pause, as Town Counsel stated that even if the SB were to vote for a pause/prohibition on meetings it would not necessarily apply to all Boards and Committees. Mr. Goodwin suggested that the SB recommend a 2 week pause of non-essential meetings. Mr. Goodwin’s recommendation is to switch to ZOOM for the virtual meetings.

Mr. Goodwin stated that he is strengthening the partnership with Dedham TV to make sure that all meetings can be live streamed.

Dr. Teehan asked Mr. Goodwin if the non-essential meetings really need to take a 17 day pause.

Mr. Goodwin stated that he hopes that the pause would give us time to get everybody up to speed and trained on ZOOM.

Dr. Teehan agreed with Mr. Goodwin that ZOOM needs to be pushed out in a timely but thorough way.

Mr. MacDonald stated, if you do not have to meet and it is not a major Board, then we would like you to consider not meeting. Mr. MacDonald added that this should be a consistent, single recommended procedure for electronic meetings. Mr. MacDonald continued, saying that his recommendation is to get the Chairs of all these committees to put some recommendations out to everybody.

Ms. Sullivan stated that meeting protocols and procedures are agreed upon by all the Boards. Ms. Sullivan agreed that the meetings should be in the evening, after 6pm.

Ms. MacDonald Stated that she is 100% against pausing meetings. Ms. MacDonald added hat the Town has always had Boards that meet during the daytime, the Town has always had more than 1 meeting on a given night.

Dr. Teehan asked Mr. Goodwin if essential and non- essential meetings have been defined.

Mr. Goodwin stated that he defines essential as either directly related to our response to the COVID 19 pandemic or necessary for the continued operations of the local Government. Mr. Goodwin added that the Select Board should ask people if they could not schedule anything for the next 2 to 2.5 weeks, while we iron this all out.

Mr. Goodwin stated that he is willing to do whatever the Board asks him to do but he feels that it would be best if the Town takes a small pause to get feedback and collaborate to make this a smooth transition.

Ms. Sullivan asked Mr. Goodwin if any Boards have stopped meeting.

Mr. Goodwin answered the Zoning Board has not met but they will begin meeting shortly.

Ms. MacDonald moved that the Town continue to operate as we have and fully support Mr. Goodwin working in collaboration with other Boards and Department Heads to implement the best practices and protocols; seconded by Dr. Teehan.

Mr. MacDonald stated that the goal is for people to be informed. Mr. MacDonald added that if there is a need to hold a meeting, then hold that meeting. If it can wait until after June 1 than wait until after June 1.

Dr. Teehan verified that a yes vote means that we will not pause.

**On the Vote:**

Ms. MacDonald - yes

Dr. Teehan - yes

Ms. Sullivan - yes

Mr. Guilfoyle, yes

Mr. MacDonald – yes

**Update Re: COVID19 Operations Task Force**

* Mr. Goodwin - Task Force meets on Fridays every week
* High School field discussions – trying to keep the track open
* There is signage and information is being pumped out there

**Discussion & Vote Re: Approval of Meeting Minutes (2/13/20)**

Dr. Teehan moved approval; Seconded by Ms. MacDonald.

**On the Vote:**

Ms. MacDonald - yes

Dr. Teehan - yes

Ms. Sullivan - yes

Mr. Guilfoyle, yes

Mr. MacDonald – yes

**Town Manager’s Report**

4 – phased plan from Governor Baker

Phase 4 – the new normal – vaccine (at least 1 year away)

Planning for long haul

Working on revising the FY 21 budget

Operational plans for the next several months

Met with the return to work task force

Will release a return to work plan next week

Focus is on keeping people safe

Praised the HR department for their hard work

Remotely pulled off the open enrollment

HR Department pushing out, via wellness, several health and fitness tips

**Public Comment or Questions**

**Old/New Business\***

Bob LoPorto – 148 Crane Street

Mr. LoPorto asked if the Ames Building was complete.

Mr. Goodwin Stated that they are working on the punch list now and we are aiming on a mid-June occupancy. Mr. Goodwin added that the furniture move starts this Monday and it will be a 2-week job.

Mr. LoPorto asked if the Town was still paying $80,000 a month to the Project Manager?

Mr. Goodwin stated that the number was not $80,000, the contract called for about $10,000 a week. Mr. Goodwin informed all that there was a stoppage in March, where we paid a reduced amount. Mr. Goodwin stated that the OPM on the Ames building will not be the OPM on the combined Public Safety Building. Mr. Goodwin added that they have begun to ask for qualifications for the Public Safety Building OPM.

Mr. LoPorto asked how big the deficit regarding the retirement pension fund is.

Mr. Goodwin explained that the pension fund works on a two year look ahead and the retirement board will have another actuarial assessment this fall or winter. Mr. Goodwin stated that the deficit is the same as it was before. Mr. Goodwin added that the Town’s assessment for this year will not change.

Mr. Goodwin informed all that the fund is very solvent, and nobody needs to worry about not getting their retirement as we are still very well-funded.

Mr. LoPorto asked what impact the Robin Reyes fund’s poor performance has on the new Public Safety building. Mr. Goodwin stated that he and the Interim Finance Director will be putting together a presentation for next week’s meeting, regarding the Reyes Fund.

Fred Civian – 24 Spruce Street – reminded all that some residents will be using their phone to call in to the meeting, so the Platform must be phone friendly.

**Old/New Business continued**

Mr. MacDonald stated that Town Meeting passed a charter amendment to the name from Board of Selectmen to the Select Board. Mr. MacDonald added that it is tied up in legislation.

Mr. MacDonald discussed restaurants moving some seating out of doors and all that goes into doing something like this.

Ms. Sullivan stated that we must get to some other issues besides the pandemic. Mw. Sullivan added that we must keep our eyes on things such as speeding, parking, Town Meeting, voting. etc.

Dr. Teehan informed the Board that last week was National Nurses week and thanked them and all the frontline workers for their bravery.

Mr. MacDonald moved to adjourn the meeting; Seconded by Ms. MacDonald.

**On the Vote**:

Ms. MacDonald - yes

Dr. Teehan - yes

Ms. Sullivan - yes

Mr. Guilfoyle, yes

Mr. MacDonald – yes

The open meeting was adjourned at 7:42pm.

The next Meeting is scheduled for Thursday May 21, 2020. This is to certify that the above is a true and accurate record of the minutes of the Selectmen’s Meeting held on May 14, 2020 which minutes were approved on September 10, 2020.

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Dennis J. Guilfoyle. – Chairman