

**TOWN OF DEDHAM  
450 WASHINGTON STREET  
DEDHAM, MASSACHUSETTS**

**MINUTES OF THE SELECT BOARD MEETING  
VIA TELECONFERENCE  
JANUARY 7, 2021, 7:00 P.M.**

**BOARD MEMBERS:**

Dennis Teehan	Chair
Dimitria Sullivan	Vice Chair
James A. MacDonald	Member
Sarah MacDonald	Member
Kevin R. Coughlin	Member

**TOWN OF DEDHAM STAFF:**

Leon Goodwin	Town Manager
Nancy Baker	Assistant Town Manager

Minutes prepared by Cassidy Civiero of Minutes Solutions Inc. from an audio recording.

**1. CALL TO ORDER**

The Board spoke the pledge of allegiance. Chair of the Select Board, Dr. Teehan, called the meeting to order at 7:00 p.m.

**2. DEDHAM CITIZENS – OPEN DISCUSSION**

Mr. Tom Polito stated that he has complained to the Town for several years that the owner of The Blue Bunny in Dedham Square continues to violate the Town by-laws. Mr. Polito stated that Public Works, the Building Department, and Zoning have spoken to the owner, as they continue to put items on the sidewalk. By-law Sections 33 and 36 can be enforced by police and zoning officers; however, the owner puts the items outside again after those officials depart. Mr. Polito stated that there must be more enforcement, including fines, to ensure this owner follows the rules.

Mr. Goodwin confirmed that the by-law prohibits items on the sidewalk except sandwich board signs, and that this matter could also potentially present an ADA access issue.

*ACTION – Mr. Goodwin will speak to the Building Commissioner and Zoning Enforcement to communicate with the business owner of The Blue Bunny.*

Mr. Arthur Freitas stated that there was another motor vehicle accident in his neighborhood just prior to Christmas 2020, wherein a van was destroyed. Mr. Freitas stated that there is no place to park in the area and many of his neighbors have moved out of the area as a result. Mr. Freitas stated that UPS has 18-wheelers coming down the street at 6:00 a.m.

*ACTION – Mr. Goodwin will follow up on whether a letter was sent with a request that the trucks approach the UPS building at an alternate angle. Mr. Goodwin will add this as an agenda item to be discussed at the Board meeting in two weeks, at Dr. Teehan’s request.*

**3. CONSENT AGENDA**

The following items were on the consent agenda: approval of drainlayers and acceptance of gifts.

**A motion was made by Ms. MacDonald to approve the consent agenda as presented, which includes the acceptance of gifts for the Dedham Youth Commission, and approval of drainlayer licenses for F.E. French Construction, JET Excavation, RJV Construction, and Welch Corporation. The motion was seconded by Ms. Sullivan. A roll call vote was taken:**

<b>Dennis Teehan</b>	<b>Yes</b>
<b>Dimitria Sullivan</b>	<b>Yes</b>
<b>James A. MacDonald</b>	<b>Yes</b>
<b>Sarah MacDonald</b>	<b>Yes</b>
<b>Kevin R. Coughlin</b>	<b>Yes</b>

**Motion passed unanimously, 5-0.**

**4. INTRODUCTION OF VETERANS SERVICE OFFICER, DIRECTOR OF FINANCE, AND MANAGEMENT INFORMATION SYSTEMS DIRECTOR**

Mr. Joe Hamilton, Veterans Service Officer, stated that he is honored to be present and excited to work on this new Town Hall alongside the veterans. Dr. Teehan stated that it is an honor to have Mr. Hamilton serving both the Town and the veteran population. Mr. Goodwin added that Mr. Hamilton is a marine veteran who has become a trusted and quick member of the team.

Ms. MacDonald thanked Mr. Hamilton for his work on moving the veteran’s monument at the Town Hall and asked which area Mr. Hamilton is most excited about for his new position. Mr. Hamilton responded that, being a marine combat veteran and having grown up Dedham, he is excited to give back to the community, especially the veterans.

Mr. Coughlin, Ms. Sullivan, and Mr. MacDonald welcomed Mr. Hamilton to his role as Veterans Service Officer. Dr. Teehan stated that the men and women coming home from the Afghanistan War have faced tremendous challenges, and there are veterans who require assistance across the country who have served admirably during a critical time.

Mr. Bassem Awad, Management Information Systems (MIS) Director, stated that it is a great honor for him to be part of the staff in Dedham. He is looking forward to working with the Town to bring new ideas and software that make it easier for residents to perform their day-to-day duties.

Ms. Sullivan and Mr. Coughlin welcomed Mr. Awad to his role as MIS Director. Ms. MacDonald stated that Mr. Awad has many challenges and opportunities ahead. She asked for his thoughts about Dedham’s infrastructure compared to other communities that he served. Mr. Awad responded that the other communities he served had the network structure inside one building as a Cloud system; however, most of the IT work in Dedham is outsourced to another vendor.

This is challenging as he needs to obtain all documentation from them to take on their responsibilities.

Mr. MacDonald welcomed Mr. Awad and stated that having an IT professional on staff is extremely important for the community, especially as remote work has become the norm. Dr. Teehan stated that over his seven years on the Board, the Town's use of technology has been a challenge and moved slowly. Dr. Teehan added that the Town is lucky to have someone with Mr. Awad's skill level and qualifications to take the necessary steps forward.

Mr. John Arnett, Director of Finance, stated that the last few days have been a whirlwind of knowledge. It has been great to learn the financial history and strength of the Town. Mr. Arnett hopes to continue on with the strong financial underpinnings of Dedham. Mr. MacDonald welcomed Mr. Arnett and stated that the Town is proud of its AAA bond rating. Ms. MacDonald welcomed Mr. Arnett and stated that Dedham is in a strong position and has been for many years.

Ms. Sullivan and Mr. Coughlin welcomed Mr. Arnett to his role as Director of Finance. Dr. Teehan stated that the Board has worked very hard over the last seven years to manage the Town's finances. The work done in the Finance Department is very important to the decisions made by the Board. Dr. Teehan added that the Board always strives to keep taxes low for residents, and that the Board and Mr. Arnett will work together to continue this legacy.

**5. REQUEST FOR CHANGE OF MANAGER FOR PMA BEVERAGE SERVICES II, INC. D/B/A HILTON DEDHAM, 25 ALLIED DRIVE**

Mr. Ron Hadar stated that there has been a personnel change at Hilton Dedham. The former Manager went to a new position and Ms. Grace Alexander has been named the new Manager on the certificate. Ms. Alexander is on the executive team and has a long resume of food and beverage experience.

Ms. Alexander stated she has worked in hotels since she was 14 years old, and it is hoped that Hilton Dedham will be re-opening the Spring of 2021. Ms. Alexander will be training staff prior to the opening, ensuring they are TIPS certified, and action plans will be developed to serve alcohol.

Mr. MacDonald welcomed Ms. Alexander. He is glad to see someone with so experienced working at Hilton Dedham. Mr. MacDonald referenced the history of alcohol service with Hilton Dedham, and it was comforting to hear Ms. Alexander speak about proper training for staff to prepare for a Spring 2021 opening. Mr. MacDonald added that Ms. Alexander should speak to the police officer who oversees alcohol, and that the Town will perform compliance checks in 2021.

Dr. Teehan stated that there were problems at Hilton Dedham a few years ago and he encourages Ms. Alexander to stay on top of everything. Dr. Teehan added that he looks forward to the ongoing relationship with Hilton Dedham and Ms. Alexander in the coming years.

**A motion was made by Mr. MacDonald to approve the change in Manager from Mr. Bryan Smith to Ms. Grace Alexander for PMA Beverage Services II, Inc. d/b/a Hilton Dedham, 25 Allied Drive. The motion was seconded by Ms. MacDonald. A roll call vote was taken:**

**Dennis Teehan                      Yes**

Dimitria Sullivan	Yes
James A. MacDonald	Yes
Sarah MacDonald	Yes
Kevin R. Coughlin	Yes

Motion passed unanimously, 5-0.

**6. ADOPTION OF UPDATED POLICIES & PROCEDURES FOR POLICE DEPARTMENT**

Dr. Teehan stated that the Board agreed to defer this item to the next meeting to allow more time for a presentation to be prepared.

**7. RESERVATION OF PARKING SPACE IN KEYSTONE LOT**

Mr. Goodwin stated that available parking continues to be a concern near the new Town Hall and the Public Safety Building being constructed. As a result, 25 reserved parking spaces in the Keystone Lot are being sought. There are 30 parking spaces along Washington Street in front of the new Town Hall; two are accessible. There were over 50 spaces at the rear of the site; however, many spaces will be lost due to ramp construction and the construction fence placement. There will be around 67 parking spaces on the Town Hall site next week, with three accessible spaces.

To accommodate Fire and Town Hall personnel, 82 spots are needed, and this does not account for any public parking. The proposed 25 additional spots would put the overall parking spaces at 92, with approximately ten spaces for the public. Through an agreement with the County, 25 spots were secured behind the Registry Building, which is where the contractors for the project will park.

Mr. Goodwin stated that the proposed 25 spaces in the Keystone Lot are rarely used but are well-lit, and signage could be posted to make it clear that these spots are reserved. The parking lines are already a different color, which would help delineate the spots. There will still be over 100 spaces available to the public in the Keystone Lot.

Mr. MacDonald requested confirmation that the 25 spaces in the Keystone Lot would only be reserved for certain hours from Monday to Friday and would be available on the weekends. Mr. Goodwin responded that Fire personnel must leave their vehicles for 24 hours; therefore, no more than ten of the spaces would need to be reserved at all times.

Ms. Sullivan inquired whether there will be any spaces out front of the Town Hall building that would be reserved for residents to attend to drop off items. Mr. Goodwin responded that visitor spots will be designated, and employees that come and go frequently will not be part of the reserved parking in the Keystone Lot. The inconvenience of walking to and from the Keystone Lot will be spread amongst Town employees equally.

Ms. MacDonald stated that the Town should try to communicate who the merchants are if issues should arise and consider how feedback will be received from residents. Mr. Goodwin responded that the new spaces adjacent to the Public Safety Building are not expected to come online until the Spring 2023; therefore, feedback will be requested as this will take place over a long period.

**A motion was made by Ms. MacDonald to accept the Town Manager’s request and recommendation to reserve the 25 parking spaces in the Keystone Lot, with the intention of revisiting the matter in three months to ensure the process is working effectively. The motion was seconded by Mr. MacDonald. A roll call vote was taken:**

<b>Dennis Teehan</b>	<b>Yes</b>
<b>Dimitria Sullivan</b>	<b>Yes</b>
<b>James A. MacDonald</b>	<b>Yes</b>
<b>Sarah MacDonald</b>	<b>Yes</b>
<b>Kevin R. Coughlin</b>	<b>Yes</b>

**Motion passed unanimously, 5-0.**

**8. PUBLIC SAFETY BUILDING UPDATE**

Mr. Goodwin reported that soil removal and cutting back of the parameters of the site are currently being undertaken. The contractors are creating the worksite that will exist for the duration of the project. There have been some vibrations and banging noises, and monitoring stations will be placed around the parameter to ensure the vibrations remain within industry standards. The adjacent neighborhoods have been contacted to ensure there is a baseline regarding work on other homes in the past for those who are concerned about vibrations or other matters.

Mr. Goodwin stated that drainage will be worked on in the coming weeks and an access way is being created with a ramp that will allow the Fire Department to access the lower bays in the rear of the Fire Station and the mechanic to perform mechanical work. Mr. Goodwin added that progress is occurring quickly, and the site is being kept clean. Every week, three week look-ahead reports are being created and submitted by the contractor.

Dr. Teehan inquired whether the project is currently on schedule and on budget. Mr. Goodwin responded that, so far, the project is slightly ahead of schedule and on budget.

Mr. Goodwin stated that the Board had previously voted to waive the fees for the project and a bid specification was created that stated that building, plumbing, and gas expenses would be waived. The building permit has been issued and that fee has been waived; however, the original vote on the electrical permit could not be located, therefore, the Board must waive the electrical, plumbing and gas fees for this project at this meeting.

Mr. MacDonald stated that he does not remember waiving these fees at a previous meeting; however, he assumes Mr. Goodwin has reviewed these bid documents and verified that the language is specifically included. Mr. Goodwin confirmed that this language is included and there is documentation to this effect.

**A motion was made by Ms. Sullivan to waive the electrical, plumbing and gas permit fees for the Public Safety Building. The motion was seconded by Ms. MacDonald. A roll call vote was taken:**

<b>Dennis Teehan</b>	<b>Yes</b>
<b>Dimitria Sullivan</b>	<b>Yes</b>
<b>James A. MacDonald</b>	<b>Yes</b>
<b>Sarah MacDonald</b>	<b>Yes</b>

**Kevin R. Coughlin**                      **Yes**

**Motion passed unanimously, 5-0.**

**9.      TOWN MANAGER'S REPORT**

Mr. Goodwin stated that the Town is recruiting an HR Director. An offer has been made for the newly created Public Information Officer position and Mr. Goodwin hopes that it will be accepted in the coming weeks. The Treasurer Collector and Assistant Treasurer Collector position has been posted for several weeks and there is currently a shortlist for this position.

Mr. Goodwin stated that the budget process has begun, and Departments have submitted capital budgets. The operating budget is due on January 13, 2021 and Mr. Goodwin hopes to have a budget to present to the Board at its meeting near the end of February 2021. There is a better chance of obtaining State and local funding for COVID-19 relief given the recent unification politically that occurred through the Senate elections. CARIS has been extended; therefore, leftover funds can be used for the next fiscal year.

**10.     OLD/NEW BUSINESS**

Ms. Sullivan requested an update on possibly opening a drop-off area for the Endicott Library. Mr. Goodwin responded that the Trustees were aware of this request and are evaluating it.

Ms. Sullivan stated that Department Heads will be visiting at either the next or subsequent Board meeting. If the Board has any questions for the Department Heads, they are encouraged to make Ms. Sullivan or Dr. Teehan aware of this so the Department Heads can speak to these questions in their presentations. Ms. Sullivan stated that it is also hoped that Committees will begin to attend meetings to provide the Board with regular updates.

Ms. Sullivan stated that Town election season is starting, and nomination papers will be available as of January 15, 2021. The annual Town election is April 10, 2021 and nomination papers are due by February 16, 2021.

Mr. MacDonald stated that Dedham Celebrates Martin Luther King Day will be shared on Dedham Cable and social media on January 18, 2021 at 6:00 p.m.

Ms. MacDonald stated that there have been several requests for traffic calming on Washington Street while the State performs work in the area and asked if additional measures will be possible. Mr. Goodwin responded that he met with the DPW Director and Engineering Director, and there is work within the Public Safety Building project that will realign the intersection. Possible traffic calming measures such as textured crosswalks will be investigated shortly due to the construction happening in the area. The police chief can undertake targeted enforcement as necessary.

Ms. MacDonald stated that the State extended additional small business support and she has been working with Mr. Goodwin to communicate to business owners on what is available.

Ms. MacDonald stated that an engaging and well-attended Master Plan Open House was undertaken in December 2020. The second Master Plan Open House will take place January 26, 2021 at 7:00 p.m. Ms. Sullivan asked whether participants must register in advance. Ms.

MacDonald stated that there is pre-read material sent to participants if they register; however, a Zoom link will be available to all.

Ms. Baker acknowledged the passing of Ms. Laura Rutherford, wife of Economic Development Director Mr. John Sisson, and extended her sympathy to the family. Dr. Teehan extended his sympathy for this unfortunate passing and the Board held a moment of silence in her memory.

Dr. Teehan stated that Dedham Square Committee made a great presentation to the Board on January 5, 2021 and there will be a brief follow-up on January 12, 2021. There is no choice but to propose something for the Dedham Square site and there is an opportunity in this process to develop the Keystone Lot. The Keystone Site could be of enormous financial benefit to the Town.

**11. MOVE TO EXECUTIVE SESSION**

**A motion was made by Ms. Sullivan to enter into executive session pursuant to M.G.L. Chapter 30A Section 21(a) Exemption 3 to discuss strategy with respect to litigation, if an open meeting may have a detrimental effect on a litigating position of the public body and the Chair so declares – MPS parking services contract (threatened or imminent litigation). The motion was seconded by Mr. MacDonald. A roll call vote was taken:**

<b>Dennis Teehan</b>	<b>Yes</b>
<b>Dimitria Sullivan</b>	<b>Yes</b>
<b>James A. MacDonald</b>	<b>Yes</b>
<b>Sarah MacDonald</b>	<b>Yes</b>
<b>Kevin R. Coughlin</b>	<b>Yes</b>

**Motion passed unanimously, 5-0.**

Dr. Teehan stated that the meeting would be adjourned following the executive session.

**DISCLAIMER**

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

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Director

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Director

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Date

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Date