

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

**MINUTES OF THE SELECT BOARD MEETING  
VIA TELECONFERENCE  
APRIL 1, 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
Jason Mammone	Director, Engineering Department (until 7:37 p.m.)
John Sisson	Community Development Director (until 9:00 p.m.)

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

**1. CALL TO ORDER**

The Board recited 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**

Dr. Teehan apologized for a resident not being able to speak at the open discussion portion of a recent meeting. Dr. Teehan is under no legal obligation to allow a robust discussion; however, he feels the open discussion is important. Going forward, Dr. Teehan will allow the first five people that raise their hands to speak for two minutes each. If a resident addresses a member of the Select Board or a Dedham Staff member directly, said member will have the opportunity to rebut.

Mr. Brian Keaney stated that the Town has voted on several occasions to have all Boards hold a public open discussion portion during their meetings. Dr. Teehan responded that this was reviewed by Council and does not supersede the State open meeting law.

Mr. Keaney stated that he filed an open meeting law complaint in February 2021 and there was to be a period of 14 days for the response. This is the Board's fourth meeting since that complaint was filed and the deadline has been missed. Mr. Keaney inquired why neither the complaint nor a review of the Select Board's previous minutes is on the agenda for this meeting.

Dr. Teehan responded that the Board has emphasized this over the last few weeks. Mr. Goodwin added that Town Council met to discuss the complaint and are preparing a written response; however, this complaint was discussed verbally at the previous meeting. The

requested minutes requested are now catalogued and almost all the content would be redacted. Mr. Keaney does not want the redacted minutes; however, a response is still required.

Mr. Goodwin will implement a policy going forward to put a greater emphasis on timeliness for reviewing and posting of the minutes. Open meeting law does not have a legal requirement on the timeline, but Mr. Goodwin will aim for draft minutes to be available five business days following a meeting, to be approved at the next meeting. The Select Board has proposed to outsource some minutes with a company who will turn around the minutes within five business days. Dr. Teehan requested that special emphasis be put on the minutes being completed as soon as is possible.

Mr. Brian Keaney inquired whether minutes reviewed by the Select Board will include the executive sessions.

### **3. INTRODUCTION OF HUMAN RESOURCES DIRECTOR GAYLE MCCRACKEN**

Mr. Goodwin introduced Ms. Gayle McCracken, the new HR Director. Ms. McCracken is from the Wellesley Public School System and has a significant amount of HR experience in both the public and private sectors. She has already made a large impact in her few weeks in the position.

Ms. McCracken stated that she is happy to be here and is very familiar with Dedham. She worked in HR for the town of Canton and several hospitals, with a community focus. Ms. McCracken will be involved in diverse hiring, succession planning, and performance management.

The Board welcomed Ms. McCracken to her position as HR Director.

### **4. AMENDMENTS TO TRAFFIC CALMING POLICY 43: HEAVY COMMERCIAL VEHICLE EXCLUSION (HCVE)**

Ms. Sullivan stated that, following many discussions, the Transportation Advisory Committee (TAC) drafted an FAQ regarding truck bans/exclusions. Mr. Mammone presented the proposed FAQ, which was discussed with Town Council and describes what a Heavy Commercial Vehicle Exclusion is and what it allows. The FAQ will be posted on the Town's website, and questions from residents will be added to the existing FAQ. The FAQ has hyperlinks to additional resources.

Truck classifications are determined by the Federal Highway Administration (FHWA). Mr. Mammone presented a chart of vehicles outlining which are exempt and which are not. Excluded vehicles must be given an alternate roadway. The approved routes are included on the website.

If residents wish to have a study performed in their area, the TAC can facilitate investigation of traffic volume and perform exclusion reviews based upon recommendation from the Select Board. The Traffic Calming Policy must be amended for TAC to be able to evaluate these situations. Heavy commercial vehicles do not belong on residential streets unless there is no other way to their destination or if the business they are visiting is on that roadway. The TAC will also consider reviewing collector roadways that serve schools, as semi-tractor trailers should not be travelling in areas where children are walking to and from school.

Dr. Teehan stated that clearly there is a strict set of criteria that restricts what can be done about heavy commercial vehicles as outlined in the FAQ. Ms. Sullivan noted that the proposal before the Board tonight will formalize resident requests for traffic studies and bans.

Mr. MacDonald stated that a resident inquired how eligible roads will be identified. Mr. Mamzone responded that alternate route criteria must be met, such as it being located within the Town, and warrants can occur on any public roadway provided it is not a State roadway or numbered route. A map will also be created to show which roadways are eligible.

**A motion was made by Ms. Sullivan to approve the amendments to the Traffic Calming Policy as presented by the Heavy Commercial Truck Exclusion Sub-Committee in a memo dated March 24, 2021. 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.**

**5. PUBLIC HEARING VERIZON NEW ENGLAND RE: BUSSEY STREET POLE(S)**

Mr. Richard Forman stated that this is a petition for one four-inch plastic PPC conduit to be placed from existing utility Pole 22-13 on Bussey Street, 60-feet across the road south-east, ending at the property line of 114 Bussey Street for a new development called Nina Court. The conduit will connect to underground facilities placed by the contractor for that sub-development.

Mr. Keaney stated that he lives in Oakdale but owns 104, 106 and 126 Bussey Street, and his parents own 128 Bussey Street. Mr. Keaney noted that the Town Meeting has voted several times to instruct the Select Board to deny permits to any company or person who owns double poles in violation of State law. Mr. Keaney believes that Verizon has double poles in violation of State law which have not been removed. He inquired how many there are and when they will be removed.

Mr. Forman stated that Verizon is aware of the double pole issue. Mr. Forman is a contractor for Verizon and his company is working on the double wood pole reviews. Verizon is the last utility to be transferred off the old poles for them to be removed when the new poles are implemented. It takes time as multiple utilities must be notified to move their facilities to the new poles.

Ms. MacDonald stated that there is not a single pole that is waiting on Verizon according to the latest double pole report. There are issues with data in the system and she is happy to give Mr. Forman and Verizon the benefit of the doubt in this situation.

Dr. Teehan inquired Mr. Keaney whether the comment he made about double poles a couple years ago was about Verizon or Eversource. Mr. Keaney responded that he believes that comment was regarding Eversource.

Mr. Keaney requested that approval of the permit be deferred by the Board until Verizon returns with a plan to handle the existing double poles. Mr. Keaney added that he does not wish to hold up the project for the Developer; however, the unsafe and unsightly poles must be removed.

**A motion was made by Mr. MacDonald to close the public hearing. 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.**

Ms. Baker noted that the double pole report has data input information that is not getting through the system State-wide. The information received is not accurate in determining if there are Verizon double poles to be removed. Only the next tier of utility provider is notified in each case and Verizon is the last to be notified. Mr. Forman added that this process is not perfect, and it takes a long time.

Ms. Sullivan stated that this is an issue with the double pole report and is not Mr. Forman's issue, therefore she would recommend approval of the permit with the understanding that someone from the Town should provide a comprehensive report and action plan for the double poles.

Dr. Teehan inquired if there is any harm in delaying approval of this permit by a couple weeks. Mr. Forman responded that the only consequence would be holding up the conduit being tied into the telephone pole for the Developer.

Mr. Forman will relay to Verizon that there is dissatisfaction with the double pole issue in the Town of Dedham.

Ms. Baker noted that a larger team of Verizon representatives, along with the other providers involved, can be invited to a future meeting for further discussion on the double pole issue. There is not a sole representative who can accurately speak to this issue.

Dr. Teehan stated that he is willing to support this permit; however, the double pole issue must be added to an upcoming agenda to begin to resolve this issue.

**A motion was made by Ms. Sullivan to approve the petition from Verizon New England to install a conduit on Bussey Street to provide services to new construction. 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>
<b>Kevin R. Coughlin</b>	<b>Yes</b>

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

**6. EAGLE SCOUT PROJECT WITH JON BRIGGS AND BRENDAN STAMM**

Mr. Jonathan Briggs stated that the Dolan Center is under the control of the Select Board, which is part of the reason the Board is involved in this process. The Dolan Center provides opportunities for residents to access nature. Mr. Briggs noted that during the open space planning process it was determined that people would like storage on the river.

Eagle Scouts need to have a service project, and this would be Mr. Brendan Stamm's. Mr. Stamm stated that the plan is to build three boat racks with a total of 18 boat slots. Additional boat racks could be added as needed. Mr. Stamm presented the proposal for phasing out implementation of the boat racks, including the proposed location and design.

**A motion was made by Ms. Sullivan to approve the Eagle Scout project from Mr. Brendan Stamm at the Dolan Center Launch. The motion was seconded by Mr. Coughlin. 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.**

**7. CANDIDATE STATEMENTS – COMMISSION ON DISABILITY**

Mr. Bruce Barnett provided a candidate statement. Mr. Barnett volunteered for Red Cross in high school and has since found purpose and gratification in working for the benefit of disabled persons, many of whom who have been his patients, colleagues, and friends. As a medical practitioner, Mr. Barnett specializes in the treatment of the elderly and poor and in law school, Mr. Barnett provided free legal services to persons with disability.

Mr. Sullivan inquired whether Mr. Barnett is sitting on any other Town Boards or Committees. Mr. Barnett confirmed that he does not sit on any other Committees.

Ms. Sunshine Millea provided a candidate statement. Ms. Millea is a physical therapist in long-term care facilities and has lived in Dedham since 2000. Ms. Millea is a member of the Dedham Junior Women's Club and has been involved with several of the PTOs.

Mr. Robert Carr provided a candidate statement. Mr. Carr has been disabled for most of his life and has performed disability advocacy throughout that time, including having ramps put into homes. Mr. Carr works well with people and knows how to make buildings more accessible in a timely manner.

Ms. Sullivan inquired whether this would be Mr. Carr's first time sitting on a Town Committee. Mr. Carr confirmed that this would be his first Committee.

Ms. Meghan Young provided a candidate statement. She has albinism and has been legally blind since birth. Ms. Young has over 20 years' experience in technical theatre and production. Many regulations were implemented due to COVID-19 that are unfavorable to those who are

disabled, and there must be people to advocate on this issue. For example, COVID-19 testing was only provided to those who could be in a vehicle, which excluded Ms. Young from being tested.

Ms. Sullivan inquired whether this would be Ms. Young's first time sitting on a Town Committee. Ms. Young confirmed that this would be her first Town appointment.

Dr. Teehan stated that a candidate will be appointed at the next Select Board meeting.

## **8. FISCAL YEAR 2020 EXIT INTERVIEW WITH POWERS & SULLIVAN**

Ms. Renee Davis of Powers & Sullivan presented the results of the audit of the 2020 fiscal year financial statements for the Town. Compliance with allocations for funding from federal and other sources during COVID-19 has been an ongoing conversation and challenge for auditing firms. A comprehensive financial report was submitted to the GFOA on time.

Powers & Sullivan had an unmodified opinion on the Town's financial statements, and the schedule of expenditures of federal awards had no findings or question prompts. There were no weaknesses or deficiencies identified in the Town's internal controls. Overall, it was a clean audit.

Powers & Sullivan had to verify budgetary performance, and most revenue for the Town came in the form of real estate taxes, the majority of which were still collected during COVID-19. The general fund came down slightly because the Town voted to use some of the free cash for other projects. The budget to actual report showed revenues on target. The stabilization funds that the Town has are used to evaluate the AAA bond rating that the Town retains. By 2019, the Town was 82% funded on the pension system.

There are many capital projects ongoing for the Town, which require rigorous accounting practices to ensure financial controls are strong and documented. The new financial team for the Town, including the Treasurer, will be overseeing this.

Ms. Davis presented the comments from the Management Letter as follows:

- There are some credit balances in real estate and personal property taxes. These are negative balances that need to be addressed by the Treasurer Collector's Office.
- There are some things missing from the Town's Deposit and Investment Policy that governmental accounting standards require. This would be an easy policy update that Powers & Sullivan could assist the Town financial department with.
- The Town went through the reconciliation process for performance bonds, and it needs to be determined whether the projects are completed so funds can either be returned to the owner or Town.
- There has been a delay in the posting of Select Board minutes. Powers & Sullivan must have access to these minutes.
- Purchase orders continue to be an issue, as they are sometimes approved after a purchase is made.
- Invoice approvals for department heads continue to be unresolved. The Treasurer Collector's Office will need to deal with old outstanding cheques.
- There is no system in place to verify that the retirement system withholdings are correct.

- The joint Veteran’s Service Office and Parking Clerk Office is a small department, which makes it difficult to have compensating controls in place. It would perhaps be beneficial to have this money collected within a different department.
- It is good that the Town has procurement cards as they come with more control than credit cards. However, someone must monitor them to ensure that all receipts are collected and reconciled to ensure laws are followed. Due to turnover in the financial department for Dedham, there has been a gap in the monitoring process. The oversight process must be put back in place or there must be a policy change to ensure stronger controls of the cards.

The Town spent approximately \$3 million of government funding during 2020, all for the Department of Education. There were no findings on this spending.

Mr. MacDonald stated that he only expects current items to come with the Management Letter in future, as for 2020 there were many items outstanding from previous years and there is a new financial team in place who should resolve all these issues. Mr. MacDonald requested that a status report be provided in six months on the current Management Letter items.

Ms. MacDonald stated that the Town does not have a functioning implementation of Munis. Funds have been budgeted for employee training on Munis. It would be helpful to have a status report on the system by the end of 2021.

**9. PARKING UPDATE, PARKING POLICIES & WARRANT ARTICLE**

Mr. John Sisson stated that the user agreement is in progress with Town Council, and a permit program will potentially be rolled out for residents and/or employees of local businesses in the area to have use of the off-street lots and for them to be regulated. The User Agreement could be voted on by the Board tonight, or it could be deferred until after Town Meeting, as Town Meeting may move forward with adopting the State statute for allowance to perform enforcement with these meters. There will be a period of 20 days’ notice unless the State statute is adopted.

Ms. MacDonald inquired about the updates to Schedule 1, which seem to be in line with discussions on shifting hours of enforcement to make them clearer. Mr. Sisson confirmed that he would appreciate if the Board would consider the Schedule 1 and User Agreement separately.

Ms. Sullivan requested confirmation that the update to Schedule 1 only applies to streets in certain areas and is unrelated to the lots. Mr. Sisson confirmed that the lots would be entirely separate.

**A motion was made by Ms. MacDonald to approve and adopt the amendments to the Town of Dedham traffic regulations including Schedule 1 attached to the packet in the form presented. 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>

**Kevin R. Coughlin                      Yes**

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

Mr. Sisson stated that outdoor dining began today and there are a 12 locations with ten-minute spots under the honor system. The idea is for local businesses to manage the one or two spots in front of their buildings to facilitate curbside pickup, to be launched as a pilot program in four or more spaces. The required signs cost approximately \$116 each.

Ms. MacDonald inquired about the timeline for the pilot program. Mr. Sisson suggested running the program for the same length of time that the outdoor dining is in place. Feedback would be gathered from retailers and merchants, potentially in the form of a survey, and then it could be decided whether to implement the program permanently. The meters could be programmed to control the spots in 15-minute increments with grace periods.

Ms. MacDonald requested that Mr. Sisson consider what is being measured as success for the pilot program, and she suggested that the program should not go to the end of the year without some review and stakeholder outreach.

**A motion was made by Ms. MacDonald to approve the pilot program as outlined for curbside pickup through June 30, 2021, at which time the Board will follow up with Mr. Sisson for an update. 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.**

**10. TRAFFIC REGULATION UPDATE (COLBURN STREET)**

Mr. Goodwin reported that the TAC recently approved an initial evaluation for a portion of Colburn Street, from Curve Street to Maverick Street. Mr. Mammone began data analysis for this section of roadway and discovered that, although there are no parking signs in the area, traffic regulations do not reflect that there is no parking allowed.

**A motion was made by Ms. Sullivan to amend Part 1 Schedule 1 of the Traffic Regulations to adopt a no parking any time restriction on the Easterly side of Colburn Street from Curve Street to Maverick Street. 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>
<b>Kevin R. Coughlin</b>	<b>Yes</b>

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



**11. PUBLIC SAFETY BUILDING UPDATE**

Mr. Goodwin reported that the public safety building project continues to go well, and positive feedback was recently received from abutters. The project is now moving to the next phase, where minor excavation will occur, and initial foundation digging will begin on the perimeter of the site. The project is currently on schedule and slightly under-budget.

**12. TOWN MANAGER'S REPORT**

Mr. Goodwin reported that the Town is a part of the *American Rescue Plan Act* and should be receiving approximately \$2.5 million of federal funds. There is an additional \$5 million that will go to the County. There are ongoing discussions with County Officials to speak about allocating funding, as there is \$137 million in total for Norfolk County based on population.

Representatives from Norfolk County are expected to attend an upcoming meeting, potentially on April 22, 2021. The law for classification of expenses is somewhat vague; the revenue replacement appears to be a replacement for business functions rather than lost tax revenues. The difference between sales tax and property tax as pertains to this funding will need to be clarified. The Town will have until the end of calendar year 2024 to use the funds.

Mr. Goodwin reported that the Finance and Warrant Committee continues to meet and work toward recommendations for Town Meeting.

Mr. Goodwin reported that the Town Hall Re-opening Task Force will be formed next week. As the State moving to Phase 4, Town Hall will hopefully re-open with precautions in early May 2021.

Mr. Goodwin reported that outdoor dining began today, and he appreciates the efforts of the Town departments to make that happen.

**13. OLD/NEW BUSINESS**

Mr. MacDonald stated that the Manor Neighborhood Association has been in discussion with the Conservation Commission on what would need to be done to put a parkette playground in the area. Mr. MacDonald stated that it is important that the Select Board go on record supporting the parkette park. The potential cost for the project is not yet known.

Ms. MacDonald inquired whether project costs will be obtained for the Town Meeting in six weeks and whether the entire funding for the project is expected to come from the Town. Mr. MacDonald responded that a number would have to be provided by Town Meeting and is expected to be approximately \$350,000. There was \$25,000 in grant fundraising for the engineering. However, because of the work with ADA and the Conservation Commission, it will be nearly impossible to raise the amount necessary through private donations.

**A motion was made by Mr. MacDonald to take an item not on the agenda. 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>

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

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

A motion was made by Mr. MacDonald to support the creation and building of a parkette park within the Manor. The motion was seconded by Ms. Sullivan. 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.**

Mr. Goodwin will draft a letter expressing Select Board support for the parkette park within the Manor.

Dr. Teehan asked Mr. Goodwin to investigate the possibility of in-person or hybrid meetings beginning in May 2021.

Dr. Teehan had a meeting with the Chairs of the Dedham Square Study Committee as well as Ms. Sullivan and Mr. Goodwin looking at the police station site. The Committee voted to recommend a park on that site. A report is hoped to be distributed to the Board from the Committee in Summer 2021 so the Board can perform due diligence and look at the possibility of demolition and construction for a park at the 2022 Town Meeting.

Dr. Teehan met with the County Commissioner to discuss the stimulus money, and he is expected to attend the April 22, 2021 meeting. A plan will be drafted for the stimulus money to ease the burden off taxpayers.

Dr. Teehan is still working on a statement affirming the Town's values and denouncing racism and is open to further comments on this statement.

Dr. Teehan wished all candidates for the upcoming Town election good luck, as serving on the Boards is a huge commitment and must come from love for and devotion to the community.

**14. MOVE TO EXECUTIVE SESSION AND ADJOURNMENT**

A motion was made by Mr. MacDonald to enter into executive session pursuant to M.G.L. Chapter 30A Section 21(a) Exemption 3 to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares. 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.

A motion was made by Mr. MacDonald to adjourn the regular portion of the meeting at 9:21 p.m. 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. The meeting was adjourned.

**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.

\_\_\_\_\_  
Director

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Director

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Date

\_\_\_\_\_  
Date