

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

**MINUTES OF THE TOWN GREEN WORKING GROUP MEETING
DECEMBER 5, 2022, 5:00 P.M.**

MEMBERS:

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

GUESTS:

Brady Winsten	Management Analyst, Town Manager Department
Jason Mammone	Engineering Director, Town of Dedham
Doreen Labrecque	Administrative Assistant, Town Manager Department
Rana Mana-Doerfer	Director of Procurement

Minutes prepared by Cassidy Civiero of Minutes Solutions Inc. from a video recording.

1. CALL TO ORDER

Mr. Butler, Chair, called the meeting to order at 5:07 p.m.

2. PUBLIC COMMENT

There were no public comments.

3. RECOMMENDATION FOR DESIGN FIRM AND ALTERNATE FIRM

The four design firms presented on November 29, 2022, and Ms. Mana-Doerfer compiled the subsequent evaluations made by the Group. She presented the results, as follows:

- Brown, Richardson and Rowe, A (Advantageous)
- Greenman Pedersen, A
- Halvorson Design/Tighe & Bond Studio, HA (Highly Advantageous)
- Weston & Sampson, A

The Group discussed the four firms again, and assigned the following rankings:

- Brown, Richardson and Rowe, A
- Greenman Pedersen, HA
- Halvorson Design/Tighe & Bond Studio, HA
- Weston & Sampson, A

The Group resolved to recommend Halvorson Design/Tighe & Bond Studio as the first choice for the design firm and Greenman Pedersen as the second choice.

4. RECOMMENDATION FOR PROCEEDING OR WITHDRAWING FROM THE PARC PROGRAM

Mr. Goodwin has advised that there is still information to collect regarding the 2023 PARC Grant; therefore, a vote will not be taken at this meeting. The schedule would be expedited with the grant, which is \$400,000, with \$36,000 for design and the rest for construction. The Town would be reimbursed 56%. July 1, 2023, is when reimbursable construction costs begin, and this ends June 30, 2024. There would have to be a completed design by June 1, 2023.

The design firms have indicated that the expedited timeline is workable if the Town is able to schedule engagement and approvals efficiently. Mr. Mammone recommended a timeline for each task to June 1, 2023, to see if staff, volunteers, and the public can comply. Mr. Flynn expressed concern that the firm will not be able to look at the site early in the design phase because the building has not yet been demolished.

The Chair noted that the firms indicated that they could assist in finding alternative grants. There should be a discussion with the grant supervisor at the state level. Ms. Porter and Ms. Ikenouye noted that the expedited timeline could impact the ability to get other grants and cost more than the grant is worth. Mr. Polito noted that there is already community engagement to draw from. He added that it is rare for a project with contractors to be finished on time, and June is an unfavorable time to contact contractors for a project commencing in the summer.

Ms. Porter noted that, on the positive side, an expedited timeline would mean less time of vacant space. The economic impact would be more quickly realized. Mr. Pearrow stated that it should be considered what other construction projects are going on in the area during the timeline.

5. SCOPE OF SERVICES TO BE NEGOTIATED WITH THE CHOSEN DESIGN FIRM

- a. **Halvorson Design/Tighe & Bond Studio:** The Group reviewed the scope of services provided by Halvorson Design, which included assumptions around the PARC deadline, had the best community engagement plan, and indicated that the Town would complete the topographical surveys. They specified maintenance costs and suggested wayfinding and pedestrian management plans. They would help with content for the website, but the site would be hosted by the Town or an external firm.

The Group discussed having street-level perspectives for the public engagement portion of the project. The cost estimate for the firm is 10% to 20% of the overall project budget. The project manager would meet weekly on-site with contractors and other stakeholders.

ACTION – Mr. Mammone will consult with the Town on the design, website, signage for the fencing, and community engagement process.

The Group discussed that the Town's website likely does not have the capacity to host the materials for the project. Halvorson Design proposes two community engagement sessions with one additional celebration/wrap-up, which should be sufficient. They propose several meetings with the Group, which the public can also attend if desired.

- b. **Greenman Pedersen:** The Group reviewed the scope of services provided by Greenman Pedersen. They would conduct the topographical surveys, rather than the Town. They would work with the community porch concept, rather than creating their own concept and they propose only two public meetings.

The Group discussed that Greenman Pedersen and Halvorson Design could come in at different price points, and the scope of services could be altered with either. Mr. Flynn noted that the scope of services does not cover the permitting for storm water.

ACTION– Mr. Mammone will ask Greenman Pedersen if they could add a third public meeting, Task 5.0, to their scope of services, and for a cost estimate for additional public meetings.

6. **OLD/NEW BUSINESS**

- a. **Site Walk:** The Chair reported that a site walk was performed with a representative from Verizon, to speak about partnering with the Town as an abutter of the project. It is still unclear who owns the retaining wall. Verizon was asked if the designer would be allowed to include additional plantings or fencing along the parking area, several feet from their property line, and if they would revisit the question of allowing the Town to paint a mural on the wall of their building.

7. **JANUARY CALENDAR**

The Group discussed a kick-off meeting with the chosen firm the first week of January, 2023.

8. **ADJOURNMENT**

On a motion made by Mr. Polito, seconded by Mr. Pearrow, it was voted to adjourn the meeting at 6:56 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 Butler

Chair

Jan 27, 2023

Date