

TOWN OF DEDHAM  
TOWN GREEN WORKING GROUP  
450 WASHINGTON ST.  
DEDHAM, MA

MINUTES OF THE TOWN GREEN WORKING GROUP MEETING  
JULY 14, 2022, 7:00 P.M.

**MEMBERS:**

Leon Goodwin	Town Manager (until 7:51 p.m.)
Mike Butler	Chair
Jessica Porter	Vice-Chair
Tom Polito	Member
Micah Flynn	Member
Mark Pearrow	Member
Tara Ikenouye	Member

**GUESTS:**

Mark Reich	Attorney, K-P Law
Jason Mammone	Engineering Director, Town of Dedham
Doreen Labrecque	Administrative Assistant, Town Manager Department
Rana Mana-Doerfer	Director of Procurement

Minutes prepared by Angela Fracassi of Minutes Solutions Inc., from a video recording.

**1. CALL TO ORDER**

Mr. Goodwin, Town Manager, called the meeting to order at 7:00 p.m.

**2. SELECTION OF CHAIR AND VICE-CHAIR**

**On a motion made by Ms. Porter and duly seconded, it was resolved to appoint Mike Butler to the position of Chair of the Town Green Working Group. A roll call vote was conducted, wherein Mr. Butler abstained from voting. Motion carried unanimously.**

**On a motion made by Mr. Polito and duly seconded, it was resolved to appoint Jessica Porter to the position of Vice-Chair of the Town Green Working Group. A roll call vote was conducted, wherein Ms. Porter abstained from voting. Motion carried unanimously.**

**3. INTRODUCTION OF WORKING GROUP MEMBERS**

Mr. Butler invited the Working Group members to introduce themselves. Mr. Polito is a Town Meeting member from Precinct 7 and has been a member of the School Committee and the Select Board, and currently serves on the Board of the Blue Hills Vocational School. Mr. Flynn is a Town Meeting member from Precinct 6 and was a member of the Dedham Square Planning Committee. Ms. Ikenouye is a licensed professional Architect who focuses on restoration and preservation of

historic buildings and has a lot of experience responding to RFPs and RFQs. Serving on the Dedham Square Planning Committee was her first real experience with a town project. She also serves on the Historic Districts Commission. Mr. Pearrow is a Research Engineer at MIT. He has served as a Town Meeting Member for Precinct 6 in the past and his wife is a School Committee member. Ms. Porter is a member of the Planning Board and was the co-Chair i of the Dedham Square Planning Committee. Mr. Butler has been involved with many projects in town over the years including as a member of the Select Board and School Committee and is one of the founders of the Dedham School of Music.

#### **4. DEMOLITION OF EXISTING POLICE STATION, 600 HIGH ST.**

Mr. Goodwin explained that the Town will create an Invitation for Bid (IFB) for the demolition of the police station in December of 2022. The Town had explored the possibility of adding the demolition of the Police Station to the Public Safety Building project but was advised by Town Counsel not to pursue that option. The Police and Fire Departments are expected to move to the Public Safety Building by early November, 2022. Mr. Goodwin explained he expects the Fire Station will be demolished in December of 2022 by Costello as part of the Public Safety Building Project. Mr. Goodwin hopes to demolish the Police Station around the same time. There will be a competitive bid process for the Police Station demolition, and Costello will be invited to bid for that project as well. Mr. Goodwin noted it's possible there will be economies of scale for Costello to do the Police Station demolition at the same time as the Fire Station, but the Town won't know if that's the case until they receive the bids. Prior estimates for the demolition of the Police Station have come in at the \$700,000 range, but they expect that price has escalated a bit since the initial estimates.

Mr. Butler introduced members of the town staff who will be critical to supporting the work of this group over the coming months: Director of Engineering Jason Mammone and Director of Procurement Rana Mana-Doerfer.

#### **4. TRAFFIC STUDY**

Mr. Goodwin noted that the Select Board had included language and funds in the Town Meeting article for the Town Green budget for a professional traffic study to understand existing conditions and infrastructure, and ultimately inform the decision making for a potential Phase 2 to the project that could include the potential of changing curbs, changing parking, and slightly expanding the footprint of the Green. The Working Group discussed when and by whom the traffic study should be conducted. They outlined two possibilities – the traffic engineers could be hired and report directly to the Town Engineer, or the traffic study could be included in the RFQ as a part of the design process which would allow the Designer can work directly with the Traffic Consultant.

Mr. Mammone, the Town Engineer, clarified that the information learned in the traffic study will help the Designer create a design for the Town Green that would allow it to flow into a potential Phase 2 should the town decide to pursue that in the future. The traffic study will produce a list of recommendations that could be implemented to improve traffic circulation so the Designer can design the Town Green in a way that will allow those improvements down the road and envision the potential for a Phase 2, without designing that as part of Phase 1. In short, the traffic study

will provide information to help with improvements for future phases, in a way that is more seamless and cost effective.

The Working Group discussed the scope of Phase 1 and a potential Phase 2. The understanding is that the existing Phase 1 budget is \$2.55 million, including the \$50,000 for a traffic study, though it was noted that it's likely there will be additional funds through private fundraising. There was discussion about whether Phase 1 would be limited to the boundaries of the parcel or of the existing curbs, and Mr. Goodwin confirmed that Phase 1 is considered to be within the existing parcel. Members pointed out there may be an advantage to approaching the design boundaries with flexibility given that two existing driveways will be closed as part of the project.

The Working Group discussed the scope for the Traffic Study with Mr. Mammone. Working Group members voiced the need for gathering information from experts to help the Designer and the town make good decisions. The Working Group agreed the funds for the traffic study would best benefit the town if the scope included studying potential changes that could be made in the future to improve circulation and reduce congestion in Dedham Square.

The Group outlined a potential scope for the traffic study: 1) examine existing conditions at the intersection of Washington and High Streets, 2) examine existing conditions at the intersection of High St. and Eastern Ave. 3) understand the impact of changing street parking on High St. and Washington Street from Police use to public use, and 4) evaluate the potential for traffic improvements that could be implemented in a potential Phase 2, using the conceptual design that was provided in the Town Green Report as a basis. Group members stressed the study should include not just vehicular data but also study what is safest for pedestrians. Mr. Goodwin agreed that a traffic study with those components would provide useful information to help make recommendations. The Working Group concluded that these components should be added to the RFQ as a part of the design phase.

## **5. PUBLIC COMMENT**

The Chair opened the floor to public comment or questions. There were none.

## **6. ISSUING A REQUEST FOR QUALIFICATIONS (RFQ), OR A REQUEST FOR PROPOSALS (RFP), FOR PROJECT DESIGN**

Mark Reich from Town Counsel K-P Law presented a summary of the process for issuing an RFQ or RFP for the project design. He explained that in a Request for Proposals, the scope of work is pre-determined, and firms would bid on the scope of work and state a price. In a Request for Qualifications, firms would apply based on their qualifications, and the price would be negotiated at a later date. Mr. Reich explained that the RFQ process would give the Working Group more flexibility in making a selection under procurement laws, and that he recommended the Working Group use that approach for the Town Green project. Mr. Mammone had prepared a preliminary scope of work, a qualifications list, and recommended processes for review and discussion by the Working Group. Mr. Mammone asked the Working Group to add to the draft RFQ so that the final document will reflect the full expectations for the design process.

The Working Group discussed whether language to invite landscape architects should be added to the RFQ, and Mr. Reich explained that as the documents presented were only preliminary, a landscape architect could be added. The Working Group noted that meetings were not included in the scope of work. Mr. Mammone explained that he had provided a starting working document, and the final scope of work would be determined in negotiation with the contractor, once a contractor is selected. The Working Group inquired about evaluating the financial stability of the contractor. Mr. Reich responded that firms will usually find a way to demonstrate their financial stability during their presentations; however, most firms will not provide specific documents as they would then become part of the public record. It was noted that the entire process would be done electronically, and additional information and context for the project could be added to the RFQ via hyperlinks.

The Working Group discussed the importance of public engagement in the design process, and noted that the applicant firms' ability to engage the public should also be taken into consideration. They agreed the RFQ should be revised to include more context about the project and to generate excitement about the project within the design community. Ms. Porter volunteered to provide Ms. Mana-Doerfer with background information regarding the Town Green site analysis and community engagement that had already been done. The Working Group also discussed adding a preliminary schedule and obtaining permits for the scope of work. Ms. Mana-Doerfer outlined a process for Working Group members to provide input for the RFQ prior to the next TGWG meeting in August.

**7. NEXT MEETING**

The next meeting was scheduled for August 25, 2022, at 7:00 p.m. The Working Group agreed to discuss the final draft RFQ at that meeting.


**8. ADJOURNMENT**

**On a motion made by Mr. Polito, seconded by Mr. Flynn, it was resolved to adjourn the meeting at 9:00 p.m. A roll call vote was conducted. Motion carried unanimously.**

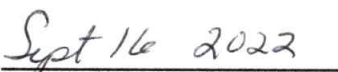
**DISCLAIMER**

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

Respectfully submitted,

  
Chair

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Date

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