

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

**MINUTES OF THE TOWN GREEN WORKING GROUP MEETING
NOVEMBER 3, 2022, 7:00 P.M.**

MEMBERS:

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

GUESTS:

Jason Mammone	Engineering Director, Town of Dedham (via teleconference, from 7:38 pm. to 7:42 p.m.)
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 7:04 p.m.

2. APPROVAL OF MINUTES

On a motion duly made and seconded, it was voted to approve the August 25, 2022, and September 15, 2022, meeting minutes, as amended. A roll call vote was conducted. Motion carried.

The minutes were amended to correct the spelling of Brady Winsten's name under Attendees.

3. PUBLIC COMMENT

There were no public comments.

4. DEMOLITION OF EXISTING POLICE STATION

Mr. Mammone reported that Beta has completed the necessary testing and is working on contract documents. Once the tender is sent out, bids will be reviewed, and contracts will be negotiated. The timing will depend on the speed at which the building becomes vacant. Once the building is demolished and the site contractor removes their fencing, a temporary channeling fence will be purchased and updated based on the will of the Town.

5. **REQUEST FOR QUALIFICATIONS FOR TOWN GREEN DESIGNER SERVICES**

The Request for Qualifications (RFQ) was published in early October, 2022, and five design firms responded. Members of the Group have since prepared individual ratings for the firms. Four firms will be selected for a shortlist and brought in to speak. Mr. Polito expressed concern with the firms that propose using many subcontractors. Mr. Pearrow stated that some proposals seem boilerplate, whereas others did their homework. The Chair stated that the site is small but complicated, due to the need for specialists, and there are valuable elements to each proposal.

The Group reviewed the ratings for each firm and agreed on the following final evaluations:

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

The four firms which received a rating of HA will be invited to meet with the Group on November 29, 2022. Questions will be sent out to each firm on November 10, 2022, some specific to the firm and others the same across all firms. Ms. Ikenouye and Ms. Porter volunteered to finalize the questions with Ms. Mana-Doerfer. The Group can also ask questions at the meeting as they arise, based on the presentations. The time for each firm will be a maximum of 40 minutes: 25 minutes to present and 15 minutes for questions. The firm will be selected on December 5, 2022.

ACTION– Ms. Mana-Doerfer will send an email to the Group summarizing the schedule of events for the selection of a green design firm.

ACTION– Ms. Mana-Doerfer will invite the four shortlisted firms to a meeting with the Group on November 29, 2022, and encourage them to bring key representatives who would work on the project should they be selected.

6. **OLD/NEW BUSINESS**

a. **FY23 PARC Grant:** Ms. Mana-Doerfer attended a management workshop related to the PARC grant, which Dedham was awarded in the amount of \$400,000: \$50,000 for the design phase and \$350,000 for the construction phase. The deadlines for the grant are as follows:

- Submission of initial documents by December 1, 2022
- Submission of a full design by June 1, 2023
 - Flexibility is to June 14, 2023
- Construction to commence July 1, 2023
 - Flexibility is to September, 2023
- Construction to be completed by June 1, 2024

If the money is accepted, the deadlines will be tight. The Town can re-apply next year if the funds are rescinded to allow for more time for the project. There was \$1.7 million left in the Early Education Center (EEC) account upon completion of the project. \$1 million will go to Oakdale School, and approximately \$700,000 will go to the Town Green fund, under Article 4.

The Group agreed to rescind the funds from the PARC grant and re-apply next year to allow for enough time for the project. Ms. Mana-Doerfer will also apply to the Land and Water Conservation Fund in 2023.

ACTION – Ms. Mana-Doerfer will investigate why Dedham was not approved for the Land and Water Conservation Fund for the 2022 deadline.

There will be a vote on Article 1 at the Special Town Meeting that the Town is willing to supplement monies to be reimbursed by the state at every \$100,000. Although the PARC grant will be rescinded, it is favorable to have this vote on file. There should be a statement at the meeting that the grant will be rescinded because rushing the deadline costs more and impacts community engagement. The Group will speak with Mr. Goodwin about the recommendation to rescind, to be communicated to the Select Board before Ms. Melissa Cryan from the PARC Grant is notified.

On a motion made by Mr. Polito, seconded by Mr. Flynn, it was voted to communicate to Mr. Goodwin that due to the deadlines, the Group recommends that the FY23 PARC Grant be rescinded and re-applied for during the next round of funding. A roll call vote was conducted. Motion carried unanimously.

ACTION – Ms. Mana-Doerfer will email Mr. Goodwin and Mr. Mammone about the Group's recommendation to rescind the FY23 PARC Grant.

7. NEXT MEETING

The next meetings are scheduled for November 29, 2022, and December 5, 2022.

8. ADJOURNMENT

On a motion made by Mr. Polito, seconded by Mr. Flynn, it was voted to adjourn the meeting at 8:35 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

January 27, 2023

Date

