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To: Board of Selectmen  
From: William G. Keegan, Jr., Town Administrator  
CC: Assistant Town Administrator  
Date: July 24, 2009  
Re: Town Administrator's Report for July 16, 2009

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1. Police Vacancies- during the past month the Police Department has notified our office that several officers will be retiring this month or during the month of August. While a number of different factors have contributed to the sudden increase in retirement actions, the purpose of this update is to notify the Board of my intended actions to fill some of these vacant positions. The process involves several steps as are prescribed through the Civil Service System.
  - The first action is to request a list for vacant openings from Civil Service; I am working with Lt. D'Entremont to take this step at this time;
  - Civil Service mails a list to the Police Department and then mails cards to those on the list to inform them of the openings. Applicants on the list who interested in an opening are then instructed to go to the Police Department to sign the list ( I believe 2 weeks is allowed);
  - Applications need to be processed and background checks need to be conducted;
  - A selection committee is formed;
  - Interviews are conducted;
  - Candidates are selected;
  - A Physical exam, physical abilities test and psychological exam will then need to be performed for each candidate;
  - The Candidates list is finalized and returned to Civil Service for certification (this could take a few weeks);
  - An application would then need to be made to an authorized police training academy (if needed);

Generally speaking, this is the process. If candidates were selected from a rehire list (police officers who have been laid off from their previous jobs), it is unclear if a new physical exam or psychological exam would be needed or if additional police academy training is required. This would largely depend on how long the officer has been out of work before they were re-hired.

There may be other options available to consider and we are working with the Civil Service Commission to identify what those options might be. With respect to filling vacancies we are currently anticipating 8 vacancies and that the current plan would be to fill 4 of those vacancies at this time. I continue to remain cautious but cognizant of the need to balance budget limitations with community needs. That is why I am not moving to fill all vacancies at this time.

2. Legacy Place- this past week we have seen Legacy Place move closer toward completion. I want to alert the public to the fact that LL Bean will be the first store to open on the site and is expected to open its doors on July 24. Additional stores will open for business in August (next month) with the entire complex to be fully operational in October of 2009. Some restaurants are not expected to open until 2010 but there will certainly be a wide array of choices for customers to enjoy. We have been meeting weekly with Legacy Place Management and our inspectional teams to determine if there are any last minute issues for us to collaborate on. So far the process has been relatively smooth but the lines of communication remain open to address issues as they may arise.

3. Police Chief Mike Weir – I am pleased to report that Chief Weir is progressing well from his recent illness. We continue to wish him the best and hope to see him back at the helm in the near future.

4. Fire Chief Jim Driscoll- has announced to me this week that he intends to retire on August 28, 2009. Chief Driscoll has been the Acting Chief and the current Chief of the Department since 2001. I appreciate all the service he has given to the Town and for his contributions to the Dedham Fire Department. Most of all I wish him and his wife the very best in his retirement from the Town. I am still awaiting formal notification from Civil Service regarding the status of the candidates for Chief Driscoll's replacement. If this matter is not resolved by the time of the Chief's retirement, it would be my intent to appoint an Interim Chief of the Department as is prescribed by the Civil Service Rules and Regulations.

5. Final State Aid Amounts- On June 30<sup>th</sup> of 2009 the Town was notified of what the State was going to allocate in State Aid to the Town during Fiscal Year 2010. The overall net reduction to the Town in State Aid for Fiscal 2010 was **\$1,705,693** or a 27% reduction over Fiscal Year 2009's initial State Aid amount. The Town will have to make adjustments to our budget to balance our funds in the Fall of 2009. We have been working on a plan to address these reductions for the past several months based on the information coming out of Boston. In short, we are not surprised by the number though we are concerned that this may not be the final reduction for Fiscal Year 2010 unless State revenue conditions improve significantly over the short term.

