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To: Board of Selectmen  
From: William G. Keegan, Jr., Town Administrator  
CC: Assistant Town Administrator  
Date: September 24, 2009  
Re: Town Administrator's Report for August 20, 2009

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1. Police Department Vacancies- when I last reported on this we were going to request a list from Civil Service and then determine who would sign the interest statement. At present, we have obtained the list and candidates have been notified of the openings. Candidates are starting to contact the Department to determine their level of interest. If all goes as planned we will fill four of the eight vacancies as soon as permissible but that process, depending on the level of training needed could take as little as 60 days and as much as 120 days to complete. We are taking all appropriate steps to address this situation at this time.
  
1. Fire Chief Retirement- Chief Driscoll will officially retire from the Town on Friday, August 28, 2009. I am working on filling the Chief's vacancy and here are the steps I am proposing to take at this time.
  - I have received the Civil Service Eligibility list and out of the four candidates who took the promotional exam for Fire Chief, only one of the candidates passed the exam. He is Deputy Chief William Cullinane. I have met with Deputy Chief Cullinane this week to provide him with my thoughts about the hiring process at this time. Since Deputy Chief Cullinane is the only candidate eligible for appointment consideration, this creates what is known as "short list" scenario under Civil Service Rules and Regulations. In this situation, the appointing authority has the option to hire the short list candidate or can reject the eligibility list and ask for a new exam.
  
  - Chief Driscoll is scheduled to leave the service of the Town on August 28, 2009, so a decision to appoint a permanent or an acting chief must be made prior to this date to help assure a smooth transition of the

Department's leadership. Based on this consideration I proposing that Deputy Chief Cullinane be named the Acting Chief of the Department for a period of sixty (60) days beginning on August 21, 2009. During that time Deputy Chief Cullinane will be evaluated by a panel of outside experts to determine his management skills and abilities. In addition, the Deputy will provide me with a list of his goals and objectives for the Department if he were to be named the permanent Chief of the Department. Following this sixty day evaluation period, I will then reach a conclusion on how I intend to proceed with this appointment process. In short, I will either move to appoint the Deputy as the new Chief of the Department or I will ask for a new exam process. I have spoken to Chief Driscoll, the remaining Deputies in the Fire Department and with the Fire Union President to inform them of this plan and everyone appears satisfied that this will be fair and reasonable approach to reaching the conclusion to the appointment of the next Dedham Fire Chief.

3. Readville Yard 5 Clean-Up- Based on the Board's request, I sent a letter to Mark Boyle at the MBTA to make sure that there was adequate communication with residents living around the Readville 5 area to indicate the method and means of the Authority plans to dispose of the hazardous materials extracted from the site. Based on Mr. Boyle's letter to the Town, he has represented that the Authority would conduct a public meeting following approval of their work plan by the DEP. He indicated that he thought that this approval process might be forthcoming in the Fall of 2009.
4. Response from MassHighway Regarding the request from the Dedham - Westwood Water District to install redundant water line across Route 128/95- I received a letter from Frank Tramontozzi, Chief Engineer for the Department who indicated a willingness to meet with the Water District to discuss the open-cut method of construction of this new water line. He did express reservations about this approach since the Department has been actively working on the Add-A-Lane project in the area of concern and this project is nearing completion in 2010. Mr. Tramontozzi did ask the District Engineer, Patricia Leavenworth to schedule a meeting on this topic with the Water District's Engineer to discuss all options for getting this work completed as soon as possible. I will be following up with the District Office and the Water District's Office to make sure this meeting is established.
5. Legacy Place- We continue to meet with Legacy Place representative to discuss the progress of the construction and store openings. I will be providing some further information on Thursday Night on how the meeting of Thursday afternoon resulted.