

A meeting of the Board of Selectmen was held on October 23, 2008, in the Lower Conference Room of the Town Office Building, 26 Bryant Street, Dedham, Massachusetts. Present were:

James A. MacDonald
Michael L. Butler
Carmen DelloIacono
Sarah MacDonald
Paul Reynolds

Mr. MacDonald called the meeting to order at 7:00 p.m.

EXECUTIVE SESSION-- Mr. MacDonald announced that the Executive Session, originally posted on the agenda for this evening, was cancelled.

DEDHAM CITIZENS' OPEN DISCUSSION

Sam Celata, 42 Stoughton Road, asked permission to speak with the Board of Selectmen. Mr. MacDonald granted permission. Mr. Celata congratulated the Town Administrator and Board of Selectmen relative to the Town reaching a AA+ Credit Rating from AA. On another matter, Mr. Celata had concerns relative to communication with the Selectmen and other Town Committees. Mr. Celata asked the Board if they would assist him in setting up a meeting with the Town Administrator, Council on Aging, Library Trustees and abutters of the Main Library. Mr. MacDonald reminded Mr. Celata that he asked him to speak with William Keegan, Town Administrator, at the Board's last meeting. Mr. MacDonald asked Mr. Celata to contact Mr. Keegan to set up a meeting. Mr. Keegan suggested he call in the morning.

Russ Poole, 4 Hillside Road, asked permission to speak with the Board of Selectmen. Mr. MacDonald granted permission. Mr. Poole thanked the Board for providing him with a dollar figure relative to the Adult Zone litigation. Additionally, he thanked the Board for informing the public at the recently held Finance Committee Meeting. Mr. Poole commented that this action went a long way in his mind to support the openness and transparency the Board is trying to project. On another matter, Mr. Poole asked Mr. Keegan, Town Administrator for an update on the Street Lighting Program. Mr. Keegan stated that the Town was approved for financing this past week. Additionally, he is waiting for a contract to sign and the Town will be ready to go.

OFFICIAL SWEARING IN OF FIREFIGHTERS THOMAS J. DEVER AND NICHOLAS A. FOSS

Mr. MacDonald introduced and welcomed Fire Chief James Driscoll. Chief Driscoll thanked the Board for inviting the Fire Department to the meeting this evening. Chief was please to be here, this evening, and introduced the two newest members of the Fire Department.

Chief Driscoll introduced Firefighter Thomas Dever—he commented that Tom was assigned to Engine Company #2, Group #2, located at the Central Fire Station. Chief informed the Board that Firefighter Dever has lived most of his life in Dedham, attended Dedham schools and is a 2002 graduate of the Blue Hills Regional Technical School. After graduation from high school, Firefighter Dever enlisted in the National Guard as a Military Policeman—he served eleven months in Iraq. After he was honorably discharged from the service in January, 2006, Firefighter Dever enrolled as a student at Massasoit Community College and took the Firefighters' examination and was on the waiting list. Chief went on to say that Thomas was very fortunate to be appointed to the Dedham department in March 19, 2007. Shortly thereafter, Firefighter Dever was enrolled in the Brookline Fire Academy and completed his course of training. He then returned to the Dedham Fire Department. After approximately one month, he was ordered to return to active duty again. Firefighter Dever was sent on a 400-day deployment. During that time, he was sent on a second tour of duty in Bagdad, Iraq. Chief stated that Thomas came back to the Dedham Fire Department on September 8, 2008, and has settled into his present assignment. Chief informed the Board that during his time in the military, Firefighter Dever was awarded the Bronze Star, Purple Heart, Combat Action Badge, National Defense Service Medal, Two Iraq Campaign Medals and the Good Conduct Medal. Chief stated that he was very pleased to have Tom as a member of the Dedham Fire Department.

Chief Driscoll introduced Firefighter Nick Foss—he commented that Nick was a lifelong resident of the Town of Dedham, attended Dedham schools and was a 1997 graduate of Dedham High School. Chief went on to say that after graduation, Nick enlisted in the U.S. Coast Guard, served for four years, and was assigned to several military installations. After Nick was honorably discharged from the service, he worked for a company dealing in home improvement projects. Additionally, he took the Firefighters' Examination during the same time period as Firefighter Dever. Firefighter Foss was appointed approximately one year later—March 31, 2008. Chief Driscoll informed the Board that during his first few months, he served in Dedham and then went to the Boston Fire Academy in early July, 2008—graduating on October 9, 2008. Chief Driscoll informed the Board that during his time in the military, Firefighter Foss was awarded two Coast Guard Special Operations Ribbons, Coast Guard Sea Service Ribbon, Coast Guard Battle E Ribbon and the Good Conduct Medal. Chief Driscoll went on to say that Firefighter Foss is assigned to Engine Company #2, Group #4, located at the Central Fire Station.

Chief Driscoll stated that he is very pleased to have these two people with the department. Chief believes that both men have a good and promising career ahead of them in the Town of Dedham.

Mr. MacDonald asked Nancy Baker, Assistant Town Administrator, to swear in the two firefighters. Mrs. Baker swore into duty both Firefighter Thomas Dever and Firefighter Nick Foss.

Ms. MacDonald thanked both gentlemen for their service to our country and community. Mr. Butler thanked both firefighters for taking on quite a bit of responsibility. Mr. Butler went on to say that it was great to know that there are people joining the Dedham Fire Department with backgrounds of their caliber—he thought it was terrific. Mr. Butler encouraged both men to take advantage of the experience and education of highly-motivated members of the team who will welcome them to the department and do their best to teach them and make sure they have the best equipment available. Mr. DelloIacono congratulated both gentlemen and welcomed them into the family of Dedham Firefighters. Mr. DelloIacono commented to both firefighters that they will have a great Chief in which they will learn a lot. Mr. DelloIacono informed all that Chief Driscoll has put together a fantastic department that protects the citizens of the Town of Dedham. Mr. Reynolds congratulated both Thomas and Nicholas. He went on to say that he does not have enough words to thank both men for what they have done for our country and what they are about to do for the Town of Dedham. Mr. Reynolds expressed his personal gratitude to the Dedham Fire Department for rescuing his niece a fifteen years back. Mr. Reynolds wished both men good luck and added—if there is anything the Board can do to be supportive, please let them know. Mr. MacDonald thanked both gentlemen for their service to our country. He went on to say that it was good to see both men back and wanting to continue their service on a different level with the Town of Dedham. Mr. MacDonald echoed Mr. DelloIacono's comments with respect to Chief Driscoll. Mr. MacDonald informed all that Chief Driscoll just doesn't sit in his office and dictates policy—he is out there and assists his tremendous command staff at incidents. Mr. MacDonald commented that this shows Chief Driscoll leads by example in using his full equipment and knowledge to help out. Mr. MacDonald stated that the Dedham Fire Department is a great tradition and family. Additionally, in Dedham, staff will get the best training, best equipment. He informed both firefighters that it is up to them to utilize their equipment, i.e., turn out gear, breathing apparatus—it is all there for their protection if they need it. Mr. MacDonald informed all that the Town of Dedham keeps their equipment up to date and a tremendous in-house monitoring of the equipment. On behalf of the Board, Mr. MacDonald wished Firefighter Dever and Firefighter Foss a long, healthy and safe career. Mr. MacDonald thanked Chief Driscoll for attending he meeting this evening.

PRESENTATION OF BUCK CONSULTANTS (Actuarial Study)

Mr. MacDonald introduced Mariellen Murphy, Town of Dedham Finance Director. Ms. Murphy introduced to the Board, James Sherman, Actuary, Buck Consultants. Ms. Murphy informed the Board that she has worked with Mr. Sherman relative to the Dedham Retirement Board. Additionally, Mr. Sherman has worked with other Retirement Boards all over the State.

Mr. Sherman gave a presentation to the Board (A full text of the Actuary Report can be found in the Town Administrator's Office). Mr. Sherman went on to say that the reason for him being here and the report goes back to ten years ago when GASB (Government Accounting Standards Board) stated that all cities and towns are making promises to

retirees—promising some benefits and upon retirement, receiving things like medical, life, dental insurance benefits—not measuring it and paying on a pay as you go basis. Mr. Sherman informed the Board of the difficulties in establishing what these benefits will be worth going forward. Mr. Sherman informed the Board that GASB stated that they want the Town to measure these benefits. Additionally, after ten years of deliberations and false starts, there is finally a statement that indicates what they would like the town to do and how to measure and come up with a number. Mr. Sherman went on to explain calculations.

Mr. Sherman informed the Board that the Town of Dedham is on a pay as you go basis and must figure out the value of benefits of employees when they retire. The Town has to determine what the value is today. Additionally, GASB states that if the Town is not going to fund this thing, you must use the interest rate on a long-term basis for short-term money—General Account. In other words, how much is being earned in the General Account—these funds have been used to pay the benefits. At this point, Mr. Sherman further analyzed and explained the accounting columns listed on Page 2 of his report.

Mr. Sherman informed the Board that four nearby communities have set up Trust Funds—Wellesley, Needham, Arlington and Bedford. A Home Rule Petition was needed. These funds can only be used for retirement benefits. Mr. Sherman informed the Board that the reason a Trust Fund is needed and not just an account is because the Trust Fund puts brick walls around it so that it can only be used for proposed retirement benefits. He further broke down the numbers in his report.

Mr. MacDonald informed all that there are two articles in the Special Town Meeting to set up the fund. Ms. Murphy commented that the set up of the fund and mechanism to fund is similar to the Town of Wellesley. Additionally, Standard & Poor's are pleased that the Town of Dedham is starting this plan. Mr. MacDonald informed all that it is the obligation of the Town to fund—Ms. Murphy and the Financial Team will put it together for the next Annual Town Meeting. Mr. MacDonald stressed the point that the Town must start immediately.

Mr. MacDonald asked Mr. Keegan to give copies of the Actuary Report to the Finance Committee. (For the record, a copy of the complete Actuary Report, prepared by Buck Consultants, is on file in the Town Administrator's Office). Mr. MacDonald thanked Ms. Murphy and Mr. Sherman for their presentation to the Board.

ISSUANCE OF BONDS

Present for discussion/vote were: Mariellen Murphy, Finance Director and Robin Reyes, Treasurer/Collector

William Keegan, Town Administrator, stated that it is a very significant milestone for the Town of Dedham to go from a AA status to a AA+ status. Mr. Keegan informed all that the Finance Team has work diligently to reach this goal. He went on to say that given the

present economic climate in the country, the Town of Dedham is considered a good investment.

Mr. Butler made a motion that the sale of the \$3,940,000 General Obligation Municipal Purpose Loan of 2008 Bonds of the Town dated November 1, 2008 (the “Bonds”), to Commerce Capital Markets, Inc., at the price of \$3,987,747.30 and accrued interest is hereby approved and confirmed; seconded by Mr. DelloIacono. **On the Vote:** Mr. Reynolds, yes; Ms. MacDonald, yes; Mr. DelloIacono, yes; Mr. Butler, yes; and Mr. MacDonald, yes.

DISCUSSION WITH COUNCIL ON AGING DIRECTOR, RITA KALCOS

Other attendees from the C.O.A. were: Leanne Jasset, Chairman, Maureen Teti, Clerk, Russ Poole, Geri Pacheco and Margot Pyle.

Attendees from the Friends of the C.O.A. were: Dot Warren, Dorothy Simmons and Francis Pearsall.

Ms. Kalcos began the discussion by thanking the Friends of the Council on Aging. Most especially she thanked Francis O’Brien, County Commissioner, for being a friend to the seniors. She stated, “He is always there for them.”

Ms. Kalcos gave a breakdown of her staff, i.e., one full-time director, one full-time assistant to director, one full-time program director and one full-time van driver. Ms. Kalcos went on to identify some of their present goals, i.e., to identify needs, evaluate the community at large and challenges of the aging, to design and implement programs to assist the community and to advance the independence and quality of life for senior citizens residing in the Town of Dedham.

Ms. Kalcos highlighted some of the service offered by her department—health and wellness, social networking, education, transportation, meals, health benefits and travel.

On behalf of the Board, Mr. MacDonald thanked Ms. Kalcos for the overview and interaction with the Friends of the C.O.A and others. Mr. MacDonald also thanked her for providing the Board with the folder of information.

Mr. MacDonald asked Ms. Kalcos to speak about the Tax Work-Off Program. He asked her if the program was utilized to its fullest extent. Ms. Kalcos informed all that they have limited resources. Additionally, the C.O.A. is only allowed 50 senior spots; and, to date, all 50 spots are filled—seniors are chosen on a first come, first served basis. Ms. Kalcos informed the Board that in order to accommodate all, a good number of spots might be 75-80.

Mr. Butler reminded all that the Board of Selectmen do invite Department Heads in most every month as an outreach effort to encourage a better understanding of what is

happening and gives the Department Head that is presenting a chance to explain to a wider audience what they are doing. He commented that every month, the Board receives terrific presentations, including Ms. Kalcos' presentation.

Mr. Butler asked if Ms. Kalcos needs support to set up the Local Time Bank she spoke of in her presentation. Ms. Kalcos informed all that she has a person who is devoting eight hours a week to this process and training. She thought it might take a while for the program to be up and running and marketed, maybe a year's time. Due to State cuts, Ms. Kalcos thought that this type of program might be useful going forward. Mr. Butler asked how she was going to get organized relative to additional space, timeframe and what her next steps might be given the results of the election back in the spring. Ms. Kalcos commented that she had to consult with her Board on this question and get back to him later.

Ms. MacDonald asked Ms. Kalcos to speak to the Board relative to fuel assistance help. Ms. Kalcos felt that there will be a substantial volume of applicants this year given the two apartment complexes located on Rustcraft Road. She went on to say that the resources are lower; however, the demand is getting higher. She went on to say that, going forward, the criteria will have to change—not good news. Mr. Keegan commented that he is working to expand the program with the Board of Health and other Department Heads. Mr. Keegan informed the Board that they are searching for residents that might be at high risk. He went on to say that he was pleased that the fuel costs seem to be coming down in price. Mr. Keegan informed all that the Town Hall Staff is coordinating the Fuel Assistance Program for residents of the Town of Dedham.

Mr. DelloIacono asked Ms. Kalcos to further explain Activities/Programs—Game Day. He asked if the seniors got together for Patriots, Red Sox Games, etc. Ms. Kalcos commented that they sometimes meet for athletic events. Ms. Kalcos informed the Board that the seniors play are scrabble, Wii System, Board Games. Mr. DelloIacono asked her how successful the Wii System is. He went on to say that he has read articles that state more and more seniors use the Wii—he thought it was a great set up. Ms. Kalcos informed him that it was very much accepted and the great thing is that even people in wheelchairs, whatever your mobility, can be modified to the system. She commented that they have the Wii Fit and are looking into the Wii Music.

Mr. Reynolds thanked Ms. Kalcos for the presentation and folder of information and resources. Mr. Reynolds was particularly excited about Time Banking—he went on to say that this was another great example of the Board looking for best practices outside the borders of Town and Massachusetts—where is something working and how can the Town adopt it? He asked her the time line. Ms. Kalcos informed him that she just brought someone on for eight hours a week. Mr. Reynolds commented that, in general, as the demographics continue to change and there are more and more residents getting older, the population of elderly citizens continues to grow and this demographic is a big trend. Mr. Reynolds felt that this was one area that needs to be looked at as a Town to as pro-active as possible to work together to figure out how to prepare for the growing

numbers. Mr. Reynolds commented that he would like Dedham to try and be on the leading edge of thinking about the elder residents of Town who have so much wisdom to share, so many resources to give and try to make sure that all create a community where they are integrated with the rest of the population and they are included. Mr. Reynolds felt it was important to think about a facility in the future as an inter-generational learning center—a life-long learning center. Mr. Reynolds informed all that he recently put together a Memories of Dedham film and it was very exciting for him to connect with people who have lived in Town all their lives and they are now in their 80's and 90's with such amazing stories to share—he commented that it was inspirational for him personally. Mr. Reynolds circled this one as a really important initiative that the Town has to re-double the efforts to figure out how to make it work, and he knew the Senior Center was a difficult issue, however, he thought the answer was getting closer and he personally will sign up for whatever extra burst of wind needs to get in the sail to get this thing going and think of some creative solutions to get there. Mr. Reynolds was hopeful and congratulated all for their diligent work—really terrific. Mr. Kalcos thanked him. Once again, Mr. MacDonald thanked Ms. Kalcos for coming in this evening and informing them about the C.O.A.

Leanne Jassett, C.O.A. Chairman, asked permission to speak. Mr. MacDonald granted permission. Ms. Jassett informed the Board that the Ballot Group met and discussed their next direction. She commented that there is a great deal of work going on in their small space—Rita and the staff do a good job. Ms. Jassett commented that the Ballot Group question to one another was, “Where do they go from here.” She went on to say that everyone was in agreement that the seniors need a larger space and it is important to the Town’s senior population as it continues to grow. That being said, Ms. Jassett commented that the group thought perhaps the best jumping off point would be if they could gather together the Town’s elected officials and appointed officials to help them with “Where do we go from here.” After the election, all she heard was how sorry everyone was that the center did not pass and if they thought about this or what about here and have you looked at this. Ms. Jassett commented that there are still many great ideas and so much information that maybe the answer, the next step, could be let’s all get together who are interested. Ms. Jassett went on to say that this is what the group would like to do—get together. Ms. Jassett asked for some help from Nancy Baker, Assistant Town Administrator, who offered her assistance with facilitating, getting together—what should we do from here.

O’CONNOR & DREW EXIT INTERVIEW

Present were: David DiIulis, O’Connor & Drew, Mariellen Murphy, Finance Director, and Donna Bowse, Asst. Treasurer.

Mr. DiIulis began his discussion by thanking the Board of Selectmen for the great experience they have had working for the Town of Dedham. He reminded all of the Town By-law instituted where a CPA firm cannot stay longer than six years—this is their sixth year. Mr. DiIulis stated that it has been a great experience working with Ms.

Murphy. He commented that Ms. Murphy has a very wonderful staff--very conscientious. He went on to say that the financial strength says a lot with the fact that the Town's bond rating has been increased. Mr. DiIulis commented that he could not say enough good things—it has been a pleasure working with the Town of Dedham. Additionally, he informed the Board that whenever Ms. Murphy or Mr. Keegan needs something, any questions they have subsequent to today, his firm is willing to help out in any way that they can. He mentioned another good note—that he is friends with the CPA firm that the Town recently brought on board. He knows Tony extremely well and the transition will be spectacular. He informed the Board that the Town chose a very good firm to carry on—Mr. DiIulis wanted to comfort them in their choice given the fact that they were not familiar with the new CPA firm.

Mr. DiIulis broadly went through the Financial Statements—he commented that since the Town is a governmental entity they have to issue three reports, i.e., Report on the Financial Statements, Government Auditing Standards Report, which gives an opinion on the internal control environment, and an A133 Report Audit Report. Relative to the Financial Statements, the Town basically has an unqualified opinion with the exception of the fact that they do have a departure since the Retirement System is not audited. He went on to say that down the Road, this might be something the Board might want to look into—that way, the Town will have a totally clean audit opinion. Relative to the Internal Control Report, June 30, 2007, was the first year they had to adopt SAS112. Basically, this means that things that may have been in prior Management Letters, the threshold increased—things that may have been just typical Management Letter comments could potentially have gotten into the Town's Internal Control Report as a significant deficiency.

Mr. DiIulis commented that auditors will generally give the following comments—Management Letters, Significant Deficiency and a Material Weakness. Mr. DiIulis informed the Board that his firm did not have any significant Management Letter comments to begin with; however, he wanted the Board to know that he did not even have any significant deficiencies or material weaknesses to explain their Audit Report. Mr. DiIulis stated that basically the Town has a clean unqualified opinion on the Financial Statements with the exception of the Retirement System, a clear opinion relative to the Internal Control environment and they did not have any findings in the A133 Audit. Therefore, across the board, the Town is doing great.

Relative to the Financial Statements itself, Mr. DiIulis highlighted a few things. During June, 2007, they had to adopt the latest portion of GASB34, which was the capitalization of the infrastructure of the Town. Mr. DiIulis had to do a positive net adjustment to the Town's net assets relative to infrastructure, bridges, etc. He had to adjust the Town's opening net asset balances to reflect bringing those assets on. It was his understanding that the net adjustment was 13 million dollars. The Balance Sheet indicated that the Town had 118 million dollars worth of assets at June 30th. He mentioned that the two most significant assets are the infrastructure and capital assets at 87 million and when the cash investments are combined, the Town is at 23 million—this comprises almost 90% of

the Town's assets. He went on to say that on the other side of the Balance Sheet, the Town has 47 million dollars of liabilities of which 40 million dollars represents debt and the difference between the two are the net assets, which are 71 million. The unrestricted portion is at 11 million as of June 30, 2007.

Mr. DiIulis went over the Statement of Activities—this is basically the commercial version of an Income Statement for the Town. He mentioned changes/assets had a positive net asset increase at 7 million dollars and then the 13 million dollars for the opening re-statement for the net assets—the Town had a positive year activity wise and then they had to bring on those net assets. The combination of those two amounts increased the net assets for the year in the amount of 20 million dollars.

Mr. DiIulis stated that all in all, they had a great experience working with the Town of Dedham and Ms. Murphy specifically. He added that his firm will be very available to the new CPA firm going forward.

Mr. MacDonald asked Mr. DiIulis if he wanted to address anything specifically in the Management Letter. Mr. DiIulis made a few comments relative to Performance Bonds sitting on the General Ledger that the interest was not reflected—as a result of the audit each year, they are bringing the value up to whatever is sitting on the Balance Sheet. Mr. DiIulis informed the Board that this has no affect on net assets whatsoever-- all they are doing is bringing the cash up and liability up. He recommended that the Finance Department bring it up to where the market value is. He also commented on reconciliation of cash to the General Ledger—Ms. Murphy is aware of this and will go forward with this comment. Mr. DiIulis made a comment relative to GASB 45—post retirement employee benefits. He informed the Board that this was a big deal and a significant item coming down the pike, which the Town is probably dealing with at the present time. Mr. DiIulis stated that outside of this, everything is pretty clean.

Mr. MacDonald asked if Mr. DiIulis market to market the investments on June 30th. Mr. DiIulis stated that they bring them up to fair-market value at June 30th. Mr. DiIulis commented that any drop in any of the market value through June 30th 2007 is reflected in this report. Mr. MacDonald asked if the investments were reconciled. Mr. DiIulis stated that they were reconciled—everything was reconciled. It was just a matter of the cash reconciling to the General Ledger on a monthly basis.

Mr. MacDonald thanked O'Connor & Drew for a good job over the past six years. He commented that Mr. DiIulis and the firm have served the Town of Dedham well. Mr. MacDonald informed all that the reason the By-law was changed was because both he and Mr. Reyes, a number of years ago when they were on the Finance Committee, felt that it would be good business practice to change auditors—giving them two cycles of three years. Both gentlemen felt it was in the best interest of the Town to shift—it had nothing to do with the auditors—the Town has had excellent service from all their accountants.

William Keegan, Town Administrator, also thanked Mr. DiIulis. He commented that his firm has served the Town of Dedham very well and it has been a pleasure to work with him and members of his staff. He will miss having them around and appreciated the work they have done here. Mr. DiIulis thanked everyone.

TOWN ADMINISTRATOR'S REPORT

Mr. Keegan informed the Board relative to the following items: Upgrade in Bond Rating, Permit Software Funding Approval, Proposed Single Stream and Automated Trash Collection Program Education, Change in Administration of Storm Water Management (SMW) Procedures, Sprinkler Law Compliance, Special Town Meeting and Economic Uncertainties and Action Steps. (A complete text of the Administrator's Report is filed in the Town Administrator's Office).

For the record, Mr. Keegan read the following memorandum to Boards, Commissions and Department Heads relative to the economic uncertainties:

In an effort to brace our selves for the certainty of future revenue reductions in today's unsettling economy, I am recommending that we institute a number of steps to cushion the impact when cutbacks will likely occur. I encourage all Boards, Commissions and Departments to implement further actions that they believe to be prudent. I am further encouraging your input and the ideas of your employees in sharing your thoughts and concepts on how we can logically reduce operating costs or enhance revenues. This active discussion will be vitally important over the next several months and throughout the next fiscal year as we attempt to retain the level of services that Dedham residents have come to know and appreciate. We will be actively discussing these matters at every monthly Department Head Meeting to ensure that due diligence is paid to this effort.

During the past fiscal year, we took steps to centralize all utility costs in an attempt to reduce the volatility of these cost centers. We are centrally monitoring these items for potential shortfalls to limit the impact on your operating departments. The only item remaining within your budget with a certain level of uncertainty should be vehicle fuels but fortunately the price appears to be trending downward. I recognize that Departments were required to make 10% cuts in their non-personnel expenditures during this last budget cycle; but based on what I foresee at this time, I am now asking that all departments cut back by at least another 10% to cushion for possible cutbacks later in this fiscal year. I am particularly concerned with what is happening at the State level. While we were fortunate enough to elude the full impact of the Governor's Budget reductions that were announced last week, I, along with many of my colleagues around the State believe that the next round of cuts (if needed) will come at the local level. Therefore, the prudent thing to remember is that, the earlier you begin to cut, the lesser the burden will be later in the fiscal year. If your department is responsible for vehicle fuels, you may offset any shortfall in the account with your additional budgetary cutbacks.

In addition to the additional 10% budget reductions that we are requesting at this time, we are asking that all departments act fiscally responsibly and not incur any discretionary expenditure in the next few months. In March, when we have a better sense as to our fiscal situation, we can re-evaluate the need for some of these expenditures.

I am recommending that we institute a hiring freeze at this time because we have certain key positions that must be filled to maintain operations and provide necessary service to taxpayers. However, I encourage all Departments to examine each opening carefully and to look for opportunities for consolidation before proceeding with a new recruitment. While generally this is the case now, I am requesting that all offers of employment be submitted to the Office for approval prior to presenting them to a prospective employee.

Every employee, Board or Commission member should continue to take common sense measures such as shutting off lights and computers & monitors at night when they leave; using existing inventory supplies rather than ordering new stock; and maintaining reasonable room temperatures at all times. Cumulatively, your energy savings actions will benefit all of us in the end.

Finally, please feel free to present any and all budget saving or revenue-enhancing ideas that may come to your attention. If we continue to work as a cohesive and professional organization that supports all of our collective efforts, I am certain we will be able to endure any challenge we are presented with in the months to come. Thank you for your cooperation and attention to this directive. (This memorandum was sent on October 22, 2008). A copy is on file in the Town Administrator's Office.

DISCUSSION WITH DISTRICT CHAIRMEN

Mr. MacDonald discussed with the District Chairmen and others some items presently going on in the community. He informed all that, if people are interested, a process to elect a Charter Commission to review the Town Charter. Mr. MacDonald commented that this does not mean that Dedham will change its form of government, go to a Mayor or something else. He went on to say that it is really no set agenda except to review the charter; and if people deem that there are areas that the Town should change, then this is the dialog that will take place over approximately 18 months. Mr. MacDonald informed all that Special Town Meeting coming up on November 17, 2008. The Finance Committee met last night. He informed all that Monday night the Planning Board had their hearing relative to Article 4/Adult Entertainment Zone—he mentioned that the Board of Selectmen are available to answer any questions relative to this matter. Mr. MacDonald informed all that from the Board's point of view, what you will see at Town Meeting the article dealing with contracts; however, there are no contracts that have been settled so that was a place holder in the event that the Board came to an agreement. The Board has not come to an agreement with any of the Town's unions. Mr. MacDonald commented that the Board respects the time line that was set a number of years ago

relative to when contracts are presented to Town Meeting and then to the Finance Committee—the Board respected that at this time. The Board knew when their cut off date was and they stuck to it. There will be no surprises at Town Meeting. There will be no last minute contracts being asked of Town Meeting to approve. Mr. MacDonald informed all that the Board has been working in concert with School Committee. They have had multiple, multiple Executive Sessions to talk about the finances of the Town and where we go for Collective Bargaining. Mr. MacDonald stated that it has been a joint effort—the relationship between the Board of Selectmen and the School Committee is probably the best it has ever been. They have open communication and talk all the time and know what is going on in each other's domain. Mr. MacDonald informed all that at a future meeting, the Board will have the Superintendent of Schools come in to talk to the Selectmen about what is going on at the school.

Mr. MacDonald commented that this is the first time in a long time that the Selectmen have had the District Chairmen attend a meeting. He went on to say that the Board needs feedback from the chairmen on how they can make it work better. If they have issues prior to a meeting, maybe the Board can set up a schedule for when the Board will have them in for the rest of the year so that way the chairmen will know when it is when issues come up. He commented that the District Chairmen should let the Selectmen know what they would like to hear and what they would like to do.

Cheryl Schoenfeld, Chairman, District 7, Greenlodge Street—She has been happy with the notification of meetings. She commented that the chairmen are always kept apprised of everything that is going on in Town. She has never had negative feedback—the Board gives sufficient notice. She went on to say that people know them; and if there is a problem, they can pick up the phone and call. Ms. Schoenfeld had only positive comments relative to the relationship with the Board of Selectmen. She has always been kept abreast of everything. She informed the Board that if there is anything they can do to help, please call.

Fred Civian, Vice-Chairman, District 1—He wanted to second Ms. Schoenfeld's comment with respect to the Board needing their help. Mr. Civian went on to the Town's Website tonight. He found the agenda, found out when the item was coming up. He thanked the Board for posting the information—it is a great resource for the residents to be able to see.

Mr. Butler commented that the Board wants to reach out more to different segments of the community and different leaders formal or otherwise. This is one of the reasons why the Board asked the District Chairs here tonight. He went on to say that the Board of Selectmen would really appreciate commentary feedback ideas for better communication. He announced that the Selectmen's goals will soon be on the Town Website—maybe distributed this weekend electronically to those who have signed up for regular updates. He informed all that when they read through the Selectmen's goals, you will see quite a bit of space and commitment is about communication—better more up-to-date comprehensive information on the Town Website. This is evidence that the Board of

Selectmen are really trying to take it up a notch. He commented that the Board is always interested in more creative ideas for doing this—there is a lot good energy in Town, and they would harness in getting the word out relative to what is happening to keep the cycle building stronger.

Mr. DelloIacono commented that communication is key—the reason being is that different sections of Town have different issues and communication is vital. Precinct 1 is the courts—questions all the time relative to the Courts, what’s happening. Riverdale, what’s happening at the Shell Station, East Dedham, Plans for Dedham Square, Oakdale Square light never coming back. These questions filter through the Chairs all the way through the Selectmen and then they hit on the Town Administrator’s desk—this is the process. Once again, he reiterated, communication is key. Mr. DelloIacono thanked the chairmen for coming in this evening.

Mr. Reynolds thanked the chairmen for coming in this evening. He stated that it is an exciting time where the Board is completing the network. Mr. Reynolds complimented and appreciated the chairmen’s time commitment—people do not understand how much time commitment that there is when someone serves the Town in this capacity. Mr. Reynolds went on to say that when they find each other and connect with each other and use digital communication tools better and communicate out to the public and flow back through, the Board is going to continue to accelerate the innovation in Town Government. Mr. Reynolds informed all that the Board launched its Harvesting Fresh Ideas Campaign this summer and through the fall. He informed all that they will continue this effort. Mr. Reynolds asked the Chairs to help feed the Board’s ears for any fresh ideas to help move them toward a better place and building a channel to provide this information. Mr. Reynolds thanked the chairmen for being in partnership for change.

Ms. MacDonald commented that not only is it how can we help but how can you help the Board of Selectmen on a number of things during the next few months. She went on to say that since Mr. Reynolds and her have been doing the Trash/Recycle Meetings, they realized no matter whether the system is changed or not, a lot more educating of residents needs to be done relative to the recycling topic. The natural network that comes up when one thinks about how to get information to every resident is the District Chairmen, Town meeting Representatives to touch every part of Dedham. She felt that the Board will definitely be using the Chairs because they have realized they cannot do it by themselves.

Geri Roberts, Oakland Avenue, Precinct 3—commented that she attended the Recycling Meeting last night and thought the presentation was excellent. She thought education was the biggest thing. She commented that possibly an education process could start in the Elementary Schools going forward.

Mr. MacDonald thanked the chairmen for coming in this evening. He suggested that they meet with the Board of Selectmen quarterly—next meeting could possibly be at the Selectmen’s first meeting in January, whatever works for the District Chairmen.

PRESENTATION GATES LEIGHTON—DEDHAM SQUARE STREETSCAPE PROJECT

Present were: Peter Reynolds, President, Dedham Square Circle
Amy Haelsen, Executive Director, Dedham Square Circle
Randy Collins, Landscape Designer
John Mostobedo, Engineer
Karen O'Connell, Economic Development Director, Town of Dedham

William Keegan, Town Administrator, informed all that there was a meeting a few months back with the Dedham Square Circle and other individuals in the community to discuss what Dedham Square could look like in the future. Everyone in attendance believed that the center could do much more and asked what can work here in Dedham.

Mr. Peter Reynolds thanked the Selectmen for inviting their group to the meeting this evening to explain the 2011 Plan. He went on to say that Dedham Square Circle has five major projects to improve Dedham Square. Mr. Reynolds explained the PWED Grant—he commented that it would make the Town more valuable. Additionally, Dedham Square Circle has chipped in for an Engineering Study to improve Dedham Square and they have raised \$25,000 to hire Architectural Design Firm to create a plan to present with PWED application.

Mr. Collins explained the project's goals. He informed all of the significant importance of Dedham Square and the need to keep it strong and vital to attract people from out of Town. Mr. Collins informed the Board of the project area—Eastern Avenue/Route 1, Washington/High Street, Bryant Street, High/Harris Street—streetscape improvements and pedestrian and traffic use of roadway. Mr. Collins commented that the Keystone Lot was its highest use of area. Mr. Collins informed all that to this point, the work on the project has been preliminary. (A complete copy of Mr. Collins' report is filed in the Town Administrator's Office).

Ms. Haelsen informed all that Dedham Square is the heart of the community and that everyone comes to meet in the square. She went on to say that the Town does not have a strong downtown, it will be detrimental going forward. Ms. Haelsen stated that working with the Town staff has been very positive and everyone she has worked with has been very professional.

Mr. MacDonald thanked Dedham Square Circle and Mr. Collins for the presentation. He also thanked Dedham Square Circle for the funds to do the plan. Mr. MacDonald asked Mr. Mostobedo how the traffic would flow through the square—he asked for their opinions.

Mr. Mostobedo commented that they are working to improve the traffic flow downtown, especially trying to improve Washington/High Streets to make it better. They took the

flow through the downtown into account. He commented that presently the flow is poor; however, he believed that they can bring it up one level of service.

Mr. Reynolds was pleased with the project and the fact that there is much community interest. Ms. MacDonald commented that that this has been a positive process and experience for her. She went on to say that she was glad to be a member of the Board of Selectmen so that she can help make these changes happen.

Mr. Butler asked Mr. Collins about sidewalk changes and if they would be larger. Mr. Collins replied that it is deceptive—it grows by a third or so, neck downs. He went on to say that the downtown is about 1/3 increase in size so that it can improve the pedestrian flow. Mr. Collins emphasized the need to strike a balance. Mr. Butler asked Mr. Collins the steps/timing and what will follow going forward.

Mr. Collins informed the Board that the first step is the grant application. Additionally, they have been meeting with the State and the ground work is laid.

Relative to the PWED Grant, Ms. O’Connell informed all that both she and Ms. Haelsen met with the State in September, 1008. She stated that the State was very impressed with the work done thus far. Ms. O’Connell went on to say that they will meet again with the State in December, 2008 and the formal process will commence in January, 2009. Ms. O’Connell informed the Board that a Public Hearing is required before the PWED application can go forward. Mr. Keegan commented that he believed the PWED program thinks favorably of the Town of Dedham; however, the Town needs to commit to the program as well. He informed the Board that Town Engineering will be actively working on this project over the next few weeks. Mr. DelloIacono asked if the plan will change the traffic direction. Mr. Collins informed him—a small section of Church Street, one-way out to High Street.

Mr. Paul Reynolds thanked all for their diligent work and input, most especially, Bill Keegan, David Fields, Karen O’Connell, Joe Flanagan and Dedham Square Circle. Mr. Reynolds commented that he was excited about the safety features of the plan and the neck downs.

Mr. Peter Reynolds thanked the Board of Selectmen for their time. Mr. MacDonald thanked everyone and asked them to consider the next steps and what is needed from the Board of Selectmen.

ACTION BY THE BOARD

Request from the Church of the Good Shepherd, 62 Cedar Street, for a One-Day Common Victualler’s License for November 14 and 15, 2008—Mr. DelloIacono made a motion to approve the One-Day Common Victualler’s License; seconded by Mr. Butler and voted unanimously.

Request from the Friends of the Endicott Estate for a One-Day Transcient Vendor's License for November 2, 2008—Mr. DelloIacono made a motion to approve the One-Day Transcient Vendor's License; seconded by Mr. Butler and voted unanimously.

Request from the Dedham Junior Woman's Club to place a sign in Dedham Square announcing their 27th Annual Craft Show at the Dedham Middle School to be held on November 22, 2008—Mr. DelloIacono made a motion to approve the sign in Dedham Square; seconded by Ms. MacDonald and voted unanimously.

Request for a Drainlayer's License from Colantuonti Bros. Equipment Corp., One Westinghouse Place, Hyde Park, MA—Ms. MacDonald made a motion to approve the Drainlayer's License; seconded by Mr. Butler and voted unanimously.

Approval of Selectmen's Meeting Minutes of June 12, 2008—Mr. Butler made a motion to approve the meeting minutes, as amended; seconded by Ms. MacDonald and voted unanimously.

OLD/NEW BUSINESS

Mr. Reynolds wished his niece, Sarah, a very Happy 10th Birthday.

Ms. MacDonald commented on Jessica Porter and BJ's Hearing followed up ideas. Ms. MacDonald will coordinate with Nancy Baker, Assistant Town Administrator. Mr. Reynolds thanked all for their constructive feedback. Mr. DelloIacono asked if questions/e-mails can be included after the Public Hearing is closed. Mr. MacDonald responded that letters received prior to the meeting can be included in the Public Hearing—he suggested letters be sent prior to the meeting.

Due to the fact that Applebee's has been closed for almost two years, Mr. DelloIacono asked is a letter could be sent to Applebee's. Mr. MacDonald informed him that there might potentially be something happening at Applebee's—he should have a report by the next meeting.

Mr. DelloIacono informed the Board about a letter he received from Margaret and Vincent Viello—they thanked the DPW and Joe Flanagan for the work they did on the sidewalk. On another matter, Mr. DelloIacono asked Joe Flanagan, DPW Director, to send a letter to the Flatley Company requesting a copy of their Green Plan. Relative to the recently installed lights on Route 109/Bridge Street, Mr. DelloIacono asked if these particular lights could be installed around the Town. Mr. Keegan, Town Administrator, commented that it might be physically impossible to do this all over the Town. On another matter, Mr. DelloIacono informed the Board that he has received complaints relative to Russell Disposal—he asked if they were familiar with the OSHA Rules and Regulations pertaining to trash pick up—would like response.

Mr. Butler informed all that the Theater Marquise Unveiling Event will be held in the Dedham Square on November 21, 2008.

Ms. MacDonald asked Mr. Keegan for an update on the hiring of a new Town Planner. Mr. Keegan informed her that he has spoken with the Chairman of the Planning Board and their Board has not reached an agreement.

Mr. MacDonald reminded all of Halloween and asked everyone to be careful of the children in the neighborhoods. Mr. MacDonald reminded all of the election (County and State) to be held on November 4, 2008, and the impact Question #1 might have on the Town of Dedham. On another matter, Mr. MacDonald stated that the Executive Session with the Selectmen and Planning Board held on September 22, 2008, was not an illegal Executive Session—the purpose of the session was to discuss litigation and there was no violation of the Open Meeting Law.

Mr. DelloIacono made a motion to adjourn the meeting; seconded by Ms. MacDonald. **On the Vote:** Mr. Reynolds, yes; Ms. MacDonald, yes; Mr. DelloIacono, yes; Mr. Butler, yes; and Mr. MacDonald, yes.

The meeting adjourned at 9:35 p.m.

This is to certify that the above is a true and accurate record of the Minutes of the Board of Selectmen's Meeting held on October 23, 2008, which Minutes were approved on

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James A. MacDonald, Chairman