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MEETING MINUTES

Board/Committee: Facilities Master Plan Steering Committee

Meeting Date, Time: November 24, 2025, 5 p.m.

Meeting Location: Town Hall (O'Brien Meeting Room) and via Teams

Members in Attendance:

- Claudia Eaton (virtual)
- Brian Murphy
- Justin Humphreys
- Mike Emery
- Eli Bossin
- Kim Marques
- Anthony Rodriguez
- Dimitria Sullivan
- Ryan O'Toole
- Jessica Porter

Town Staff in Attendance:

- Nan Murphy
- Leon Goodwin
- Matt Haffner
- Brady Winsten
- Amber Moroney

Minutes Prepared By: Amber Moroney

Minutes Approved: Thursday, December 11, 2025

Organization of Committee

- Ms. Porter nominated Mr. Rodriguez and Ms. Sullivan to be co-chairs
 - Seconded by Mr. Brian Murphy
 - Roll call vote – Ms. Eaton, Mr. Brian Murphy, Mr. Humphreys, Mr. Emery, Mr. Bossin, Ms. Marques, Mr. Rodriguez, Ms. Sullivan, Mr. O'Toole, Ms. Porter voted in the affirmative

Review of Proposals Submitted for Facilities Master Plan

- The Town received 2 proposals
- Steering committee members need to fill out the evaluation sheet based on the written proposal, nothing outside of them should be considered
 - *Evaluations need to be submitted to the co-Chairs and Ms. Moroney by December 8th*

- Ms. Porter asked about the timing of the proposals and if we're okay with just the two submissions
 - Mr. Goodwin advised that we move forward with reviewing the two and see how the committee feels once they're reviewed.
 - Mr. Brian Murphy agreed with Mr. Goodwin
- Ms. Sullivan noted the short timeline in both proposals
 - Mr. Rodriguez noted the Ed Model will need to be included/ addressed and that could be an issue too.
- Mr. O'Toole asked at what point do we ask the firms clarifying questions
 - That will happen at the interviews
 - It was suggested that we gather questions to give to the firms prior to the interviews.
 - *Questions can be submitted to co-Chairs and Ms. Moroney by December 8th*
- References will be completed prior to the ranking
- We will try to schedule interviews between now and the holiday week.
- Motion to move forward with scheduling interviews with both firms by Mr. O'Toole
 - Second by Mr. Rodriguez
 - Rollcall vote – Mr. Humphreys and Ms. Sullivan voted no, Ms. Eaton (virtual), Mr. Brian Murphy, Mr. Emery, Mr. Bossin, Ms. Marques, Mr. Rodriguez, Mr. O'Toole, and Ms. Porter voted in the affirmative

Future Meeting Schedule

- Ms. Moroney will send out a scheduling poll for the interviews and meeting to rank and select a firm
 - Mondays tend to work best
 - School committee every other Tuesdays
 - Select board every other Thursdays
 - Planning Board on Wednesdays

Old/New Business*

Communication

- Ms. Moroney has met with Amanda Smith and Sara Erikson, Communication Director's for the Town and Schools respectively. They will be receiving updates follow committee meetings will draft communications. To help expedite the release of information, they would like to know who should be approving communications.
 - The co-chairs indicated that they would like Mr. Rodriguez, Ms. Sullivan, Mr. Goodwin, and Superintendent Murphy to review the communications

Adjournment

- Mr. O'Toole made a motion to adjourn the meeting at 5:40
 - Mr. Emery seconded
 - Unanimous roll call vote in the affirmative