

**Memorandum of Understanding
Between the
Dedham School Committee And the
Dedham Parks and Recreation Commission
And the Select Board
UPDATED May 24, 2022**

The parties to this Memorandum of Understanding, the Dedham School Committee (hereinafter referred to as "the Schools ") and the Dedham Parks and Recreation Commission (hereinafter referred to as "the Commission") and the Select Board have hereby agreed to the following terms and provisions as they pertain to the use of the school property located at 322 Sprague Street; otherwise known as the "Capen" and the use of the town property located at 269 Common Street; otherwise known as the "Dolan Center".

The Schools will allow use of the classrooms located in the rear of the building on the first floor, referred to as rooms 116, 114 and 112 along with the first floor gym, also referred to as space 110 on Attachment A, for purposes of housing the Parks and Recreation including but not limited to karate, gymnastics, wrestling and volleyball programming.

This memorandum will define and put in place what each party is responsible for:

The Commission will:

- 1 Purchase and install appropriate padding for both karate and gymnastic programming,
- 2 Provide Parks and Recreation staff oversight onsite for any and all programming held at Capen,
- 3 Purchase three new HVAC ductless split systems for providing air conditioning to the three rear classrooms 116, 114, and 112 for use by the Parks and Recreation administrative staff and/or future programming needs, equipment cost not to exceed \$10,000; Facilities Department staff to augment installation with HVAC service company.
- 4 Work with the Facilities Department on a long term plan for transitioning the Nicole Ahl Dance Studio during 2023 to the Capen building in the basement level in room B06, which will require a new wooden dance floor and mirrors as well as a bathroom facility on the basement level. Capital funds of \$60,000 for these improvements were approved at Town Meeting on May 16, 2022,
- 5 Parks and Recreation staff to coordinate with the Town Information Technology department support for access to the Town Network server onsite at Capen for Parks and Recreation staff,
- 6 Parks and Recreation department to provide funding for installation of swipe card access at doors being used by Parks and Recreation staff and program attendees.

The Select Board will:

1. Allow the Parks and Recreation Department to occupy the Dolan Center under the terms and conditions of their existing MOU.

The Schools will:

- 1 Grant use of said properties as described above,

2 Dedham Facilities will provide basic maintenance needs on said property by the Facilities Trades staff. Daily custodial cleaning of the spaces specified in this MOU would need to be provided by the Parks and Recreation Department while they are occupying two buildings at Dolan Center and Capen,

3 Stage area use will be limited to storage only until such time as an approved ADA Stage Lift is installed for use during public performances,

4 Purchase and install new adult size bathroom fixtures for the unisex bathroom in the rear wing next to classroom 112 from School Facilities Operating funds (completed),

5 Potential for use of Capen building as swing space for the current Oakdale Elementary School building project as determined by the Feasibility Study, in this case the Parks and Recreation staff and programming would need to return all programming to the Dolan Center.

6. Block off all access to the current playground area unless and until it is rehabilitated to a safe, usable condition or demolished.


A more detailed description of the phasing plan and preparations needed for the use of the Capen building by Parks and Recreation and Facilities is provided in Attachments B and C.

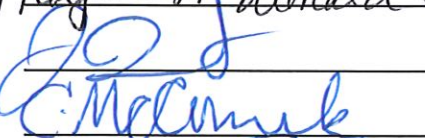
The parties agree to reexamine this Memorandum annually from the date of its execution to determine if any adjustments are needed.

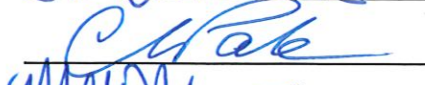
These are the terms and conditions of this Memorandum of Understanding. If additional language is needed or changes are required, the parties to this Memorandum must mutually agree to change this document. The parties agree to the terms and conditions as they are written.


For School Committee

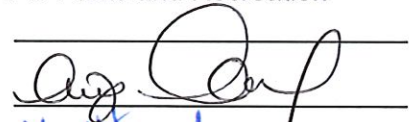
For Parks and Recreation

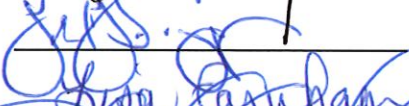


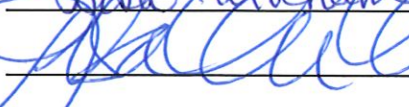
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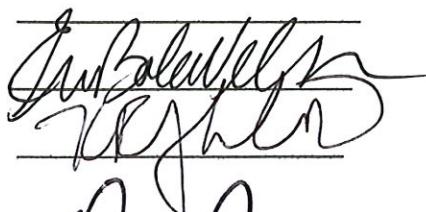
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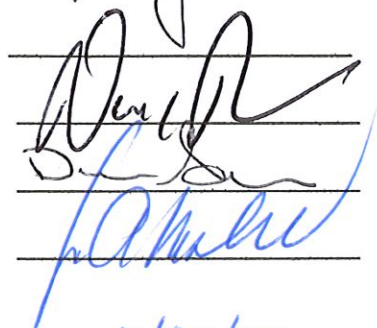
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Date : _____

Date : 10/17/22

For Select Board

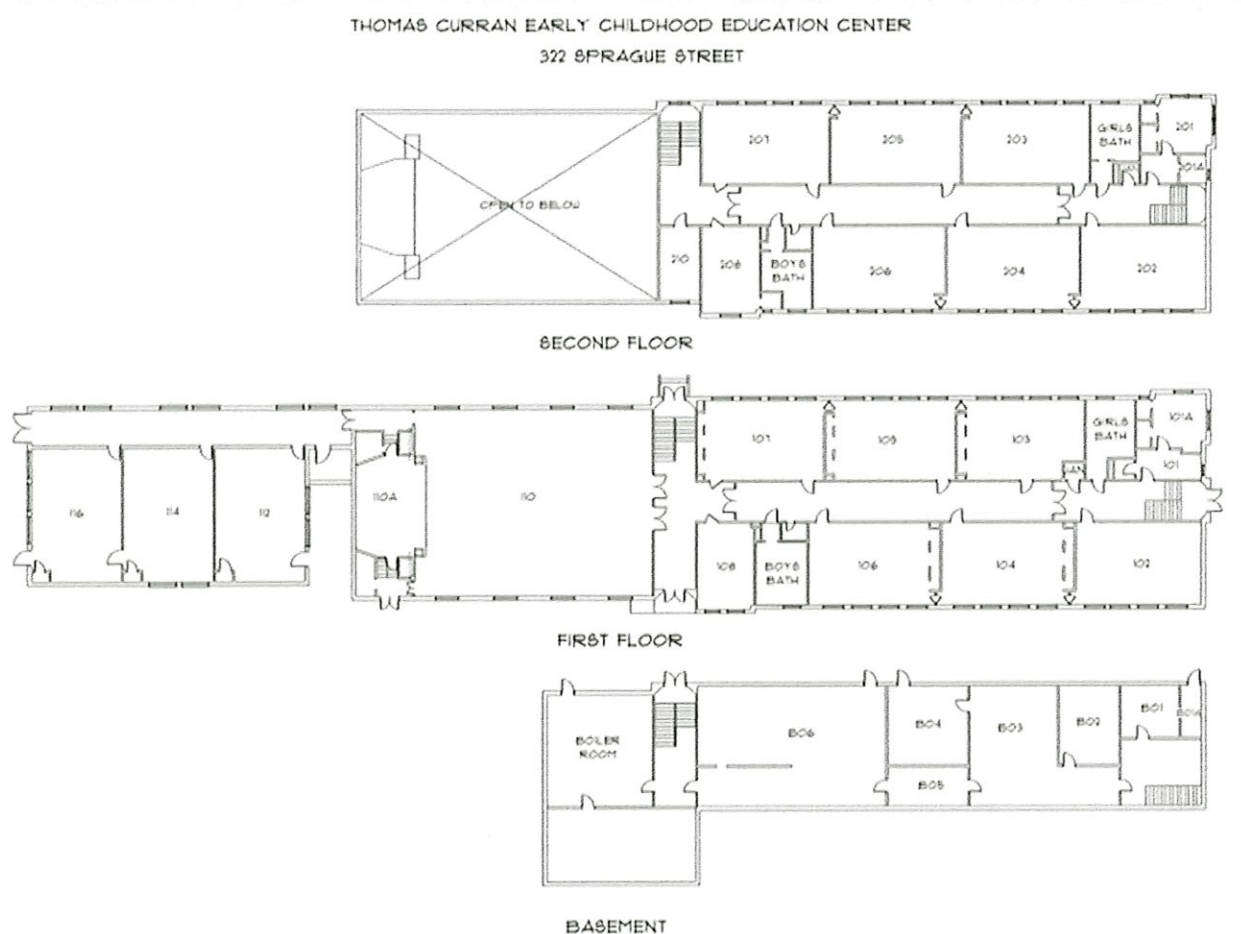




Date : 11/28/22

ATTACHMENT A:

CAPEN FLOOR PLAN



PARKS AND RECREATION STAFF PARKING PLAN:

Parks and Recreation staff will park in the rear of the building across from double entrance door near classroom 116 being careful to not block building egress.

STUDENT DROP OFF PLAN:

Karate and Gymnastics students will be dropped off alongside the building on the Etna Road side similar to the COVID testing program utilizing the Etna Road side door entrance. Additional street parking is available along Etna Road.

ATTACHMENT B:

PHASED APPROACH FOR PARKS AND RECREATION TO CAPEN

Phase 1 Planned Use – occupancy start after MOU signed:

Classrooms 116, 114 and 112 for Parks and Recreation staff use

Rear wing bathroom to be shared with Facilities Staff

Gymnasium for Parks and Recreation programming such as Gymnastics on Saturdays and Karate on Mondays

Phase 1 Preparation Requirements:

Classroom 116:

Remove Facilities Department Custodial and COVID supplies and replace ceiling tiles - completed. Parks and Recreation department to purchase partitions for desk setup. Phones and computers require installation of Town Network connection through Town IT.

Classroom 114: Remove Surplus Furniture items to basement of Capen - completed

Classroom 112: Remove Maintenance supplies inventory/new building attic stock items and relocate to basement of Capen - completed

Hallway outside rooms 116, 114, 112: Ceiling to be replaced after MOU signed.

Bathroom: Replace small preK toilet and sink with adult size fixtures - completed.

Gymnasium: Relocate DMS cafeteria tables to DMS - completed

Upon signing of this agreement, a Purchase Order will be provided by Parks and Recreation to purchase three new HVAC ductless split units for air conditioning to be installed by Dedham Facilities staff for providing air conditioning during the summer months in rooms 116, 114 and 112.

Phase 2 Planned Use – occupancy start Spring 2023:

Basement Room B06 to be used as a dance studio.

Phase 2 Preparation Requirements:

Basement Room B06 will require the installation of a wooden dance floor and mirrors, balancing railings plus code required unisex ADA bathroom in B01/B02 – approved \$60,000 in FY23 Capital Funds for Spring 2023 construction.

ATTACHMENT C:

CAPEN BUILDING USE SCHEDULE