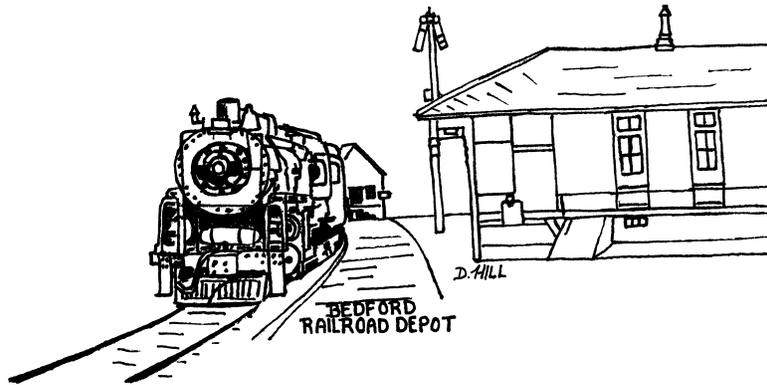


**FRIENDS OF  
BEDFORD DEPOT PARK, INC.**



**2010 ANNUAL REPORT**

**Presented at the Annual Meeting  
Saturday, October 2, 2010**

**Rail Diesel Car 6211  
Bedford Depot Park  
Bedford, Massachusetts**



October 2, 2010

Dear Friends:

Welcome members and guests to the 16th **Annual Meeting** of Friends of Bedford Depot Park, Incorporated. This meeting is conducted pursuant to Article Seven of the *FBDP Bylaws*, as amended on October 4, 1997, and October 2, 2004.

On the next page is a proposed **agenda** for today's meeting. After the officer and committee reports are given and other official business is conducted, any other business that is properly presented by members in good standing will be entertained. (See *Miscellaneous New Business*.)

After the business portion of the meeting, **Terry Gleason** of Bedford's Bicycle Advisory Committee will provide brief updates about the Reformatory Branch Rail-Trail project and a proposed project to install descriptive signage along the Minuteman Bikeway. Next, we will hear from **Arthur Ellis** about the reconstitution of the MacLean Model Railroad that is displayed inside the Freight House and a model of the narrow-gauge Billerica & Bedford Railroad that he built. Then, **Richard Conard** will speak about the history of the former B&M Central Massachusetts Branch and efforts underway in Wayland to preserve parts of its history.

I appreciate your attendance today, particularly the folks who traveled significant distances or set aside their Saturday afternoon chores to be with us. After the meeting, please take an opportunity to visit the Freight House, see the model railroad and enjoy some refreshments!

Sincerely,

Jim Shea  
President

# 2010 ANNUAL MEETING

## AGENDA

1. Call to order of the business portion of the meeting
2. Reports and updates:
  - a. President
  - b. Treasurer
  - c. Clerk
  - d. Hobby Show Committee
  - e. MacLean Model Railroad Committee
  - f. other?
3. Proposed Bylaws amendment: Article Five, Membership of the Board of Directors
4. Miscellaneous new business
5. Information and entertainment:
  - a. Terry Gleason: Updates on the Reformatory Branch Rail-Trail project and proposed Minuteman Bikeway signage
  - b. Arthur Ellis: MacLean Model Railroad and model of the narrow-gauge Billerica & Bedford Railroad
  - c. Richard Conard: Preservation of B&M Central Massachusetts Branch history in Wayland
6. Adjourn

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## Report of the President

by James A. Shea

### Depot Park Project

The long march to establish Bedford Depot Park reached a conclusion in June 2009 with the reopening of the Freight House after the building was extensively renovated. Since then, Friends of Bedford Depot Park has made steady progress to move items from storage into the building, set up displays and reactivate service to Minuteman Bikeway users and the community.

So, what is next? It is FBDP's job to play a key supporting role in the operation of Depot Park. We want the public to enjoy the complex and for its facilities to be properly maintained. Also, our mission as an educator continues. Depot Park provides a venue to inform visitors about the history of our local railroad and a means for our accumulated knowledge to be carried forward to future generations.

### Freight House

FBDP operates the Freight House on weekends between 10:00 A.M. and 6:00 P.M., April through December, and on an informal basis during Farmers' Market on Monday afternoons. This is done under a non-exclusive license granted by the Town of Bedford. Proceeds from the sale of food items are conveyed to the Town to help pay for Depot Park's energy and maintenance expenses.

On May 1, FBDP employed a part-time cashier to cover half the hours of operation on weekends through October 4. The remaining hours are covered by volunteers. We are seeking additional **volunteer cashiers** to help provide coverage for the remainder of October and during November and December, a time of the year when holiday gift sales are our focus. Interested persons are encouraged to contact Jim Shea for more information. We need your help!

Gradually, historical displays have been added for the edification and enjoyment of Depot Park visitors. Of particular note is the 42-inch plasma monitor that displays a repeating sequence of images from FBDP's archives. This equipment was funded in large part by a grant from the Amherst Railway Society, Inc.

The Town completed renovations to the Freight House attic in late May that included new flooring. This enabled FBDP to move additional items from storage back into the building and to set up storage and office space.

### **Rail Diesel Car 6211**

Judging by the number of times I have seen people pose next to #6211 for photographs, I conclude this vintage railway car become a popular fixture at Depot Park. It often accessible for the public to visit at times when the Freight House is open. Also, people may rent the car for their private meetings, functions and festivities by contacting the Town Center at 781-275-4880. Rental proceeds are used to help pay for the vehicle's upkeep and utility expenses.

Cases inside the #6211's baggage room display an increasing number of historical documents and items that are related to the Budd Rail Diesel Car and the local railroad. An upcoming project is to create an illustrated wall mural in the baggage room to further highlight the Lexington and Reformatory Branches, the Billerica & Bedford Railroad and RDC 6211.

### **Depot Park Revolving Fund**

At Annual Town Meeting in March, voters approved an article to continue a revolving fund for Depot Park. This account is under the control of the Facilities Department and is intended for Depot Park expenses and future enhancements. The fund's income comes from rent collected from Depot tenants, proceeds from Freight House food sales and rentals of RDC 6211. The fund's current balance is approximately \$39,889.

### **Merchandise Sales**

Sales of goods—literature, videos and apparel—are an essential means for raising the money that FBDP needs to function. Our online store ([www.BedfordDepot.org/store](http://www.BedfordDepot.org/store)) and hobby show sales add to the total proceeds.

Merchandise from the Bedford Historical Society, Friends of the Bedford Flag and the Bedford Minuteman Company is sold on a consignment basis at the Freight House. FBDP retains 15% of each sale to help pay for our labor and credit card processing costs.

A summary of sales figures for the past 12 months appears on page 13.

### **Merchandise Produced by FBDP**

Production of a comprehensive book about the Billerica & Bedford Railroad has been on the back burner while we focus on reestablishing the Freight House and organizing the attic office. At last year's Annual Meeting, member Timothy Fillion graciously offered to help with this undertaking. More recently, new member Donald Ball, a longtime B&B researcher in the Midwest, suggested that he might be able to help with the publication, too.

William Patton has suggested that we make and sell of book of essays about the local railroad. This would also be a very worthy project. As with FBDP's other initiatives, if members are willing to lend a hand, these ideas are likely to come to fruition.

## Newsletter

The purpose of the *Bedford Depot News* newsletter is to keep members informed about Depot Park and FBDP, to share interesting articles and research about our local railroad history, and to publish news about local rail-trails. Four more issues were published during the past year at a cost of approximately \$1,400 for printing and postage. Marcia and Peter Sternberg are credited for preparing each mailing.

We thank Mr. Patton for his outstanding series of essays about the life of a Bedford Station agent that were published this year. More insightful content will be coming in future issues. As always, your letters and articles are welcomed!

Kudos go to Marcia Sternberg for organizing FBDP's collection of newsletter back issues that date to the first one in 1995. A limited quantity of back issues are available for sale.

## Board of Directors

The Board of Directors is comprised of the three elected officers plus a representative of the Bicycle Advisory Committee (open seat), the Historic Preservation Commission (Neil Leary) and the Chamber of Commerce (open seat). Jim Shea is the chairman and Edward Stickney is the secretary. The Board of Directors met five times during the past year to conduct long-term planning and to oversee FBDP's financial and legal affairs. The approved minutes of these meetings are posted on FBDP's web site.

At its meeting of July 30, 2010, the Board of Directors voted to recommend to the membership certain changes to Article Five of the Bylaws. **These proposed changed are shown in Appendix A.** In summary, the purpose of the suggested Bylaws amendment is to bolster membership in the Board of Directors with up to two at-large directors who wish to contribute to the goals of FBDP.

In August 2008, the Board directed that an annual audit be made of FBDP's finances. John Caban and Eric Michelson, both of whom have financial backgrounds, were appointed by the Board to be auditors. The previous treasurer did not succeed in preparing for the audit before he left office on October 3, 2009.

Since being elected last year, treasurer Marcia Sternberg has made tremendous strides to organize FBDP's financial records in the Freight House office. The progress she achieved makes it possible now for an audit to proceed.

## Billerica & Bedford Railroad Interpretive Track

In July 2009, FBDP received an \$845 donation from the Amherst Railway Society to support installation of a descriptive plaque adjacent to the Billerica & Bedford Railroad interpretive track. This bronze sign was created several years ago under the oversight of Edward Stickney.

The total cost for purchasing a granite block, attaching the plaque to it, and installing the complete unit is approximately \$1,700.

To close the gap between the funds on hand and the actual cost of this project, the Directors are reaching out to the membership for additional contributions. A flyer from Mr. Stickney was included in the most recent newsletter issue.

### **Special Committees**

Under Article 6 of the Bylaws, the president may appoint members to “special committees” and “task forces” for a term of up to one year for the purpose of carrying out specific tasks. A brief description and the membership of each special committee or task force follows.

Barry Sampson chairs the **Hobby Show Committee**. The committee’s purpose is to represent FBDP at shows and exhibits where our merchandise may be sold. Barry Sampson needs your help if FBDP is to continue attending these shows. Please let him know if you are interested. You will receive a free show pass and our gratitude! See this Committee’s report on page 14.

Arthur Ellis chairs the **MacLean Model Railroad Committee**. The committee’s purpose is to restore and install an HO-scale model railroad layout of Bedford inside the Freight House. This layout was donated to FBDP in 2002 by the family of the late Donald MacLean. Please see Arthur’s report and the names of volunteers who assisted on page 15.

The post of **Excursions Coordinator** remains open. Although railroad trips are not the primary mission of FBDP, members enjoyed the outings that were arranged by Neil Leary in previous years. Please contact us if you are interested in planning an outing for the Friends. Neil has offered to help his successor get “up to speed.” As the Excursions Coordinator, you would identify possible trip destinations, book the arrangements, determine fares, handle publicity and oversee the general operation of the outing.

### **Ongoing Tasks and Future Goals**

- ▶ Continue to organize FBDP’s financial, Board of Directors and corporate records
- ▶ Purge surplus and obsolete records and property to gain additional storage space
- ▶ Catalog historical documents and photographic, video and audio assets
- ▶ Make digital backup copies of photographic, video and audio media
- ▶ Add photos to the sequence of images shown on the Freight House plasma monitor
- ▶ Create a wall mural for RDC 6211’s baggage room that highlights our local history
- ▶ Publish books about the B&B Railroad and former B&M branch lines in Bedford
- ▶ Enroll additional volunteer cashiers

## Membership Report of the Clerk

by Edward C. Stickney

Memberships (as of September 30, 2010)

<b>Classification</b>	<b>Enrollment</b>
Individual	32
Family	34
Senior/Individual	29
Senior/Family	36
Lifetime Individual	26
Lifetime Family	44
Lifetime Senior/Individual	30
Lifetime Senior/Family	22
<b>Total number of members</b>	<b>253</b>

New Activity (October 1, 2009, through September 30, 2010)

<b>Classification</b>	<b>Enrollment</b>
New Memberships	9
Renewals	77
Membership Upgrades	2

## Financial Report of the Treasurer

by Marcia L. Sternberg

At the Annual Meeting of October 3, 2009, I was duly elected as treasurer of Friends of Bedford Depot Park, Inc., to a two-year term as provided by Article 4-F of the Bylaws.

At the beginning of my term it became abundantly clear that no reconciled financial records were forthcoming from the previous treasurer or from an Audit Committee. According to Article 4-F, paragraph three of the Bylaws, the Audit Committee should have requested the financial records from the Treasurer in order to inspect the financial transactions. That process is very essential but is particularly crucial when the treasurers change.

Since no audit was conducted, and no report was given to the new treasurer about the balances of cash, it was necessary for me to go back and reconcile the account to establish a point of beginning. I chose to go back to January 1, 2009, and work forward until such time as I reached a reconcilable balance of cash.

In addition, there were no records to indicate which returns had been filed, monthly, quarterly or yearly.

The following changes have been put in place with the enormous help of Jim Shea, our president. Together we have:

- ▶ Established a new general checking account
- ▶ Established a new savings account for the restricted funds and grants
- ▶ A new chart of accounts was created
- ▶ Developed a Cashier's Journal (instructions) for the cashiers and myself to follow
- ▶ Established that the same amount will always be the starting change
- ▶ Set a routine for the cash to be counted and deposited each Monday and on the last day of the month
- ▶ Developed a one-page monthly financial report that shows general account reconciliation, escrow accounts and restricted accounts of grants
- ▶ Moved the offices into the attic of the Freight House (At present, we are working on organizing FBDP's files—but we have yet to sort through the previous treasurer's four boxes of records)

In addition, the system for mailing the newsletters has been reviewed and some changes were made to more efficiently handle that process.

I am delighted to serve as Treasurer. It has been a long year of changes trying to set up everything that could be easily followed by anyone should I "break a leg."

**Friends of Bedford Depot Park, Inc.**

Monthly Financial Report

September 30, 2010

**CITIZENS BANK - GENERAL CHECKING ACCOUNT**

<b>Bank Balance</b>	<b>\$ 6,811.58</b>
Deposits outstanding	0.00
Checks outstanding	0.00
<b>Checkbook Balance</b>	<b>6,811.58</b>
<b>Starting change in cash register</b>	<b>287.00</b>
<b>Amounts collected and held in escrow</b>	
Massachusetts Sales Tax (paid quarterly)	158.65
Massachusetts Meals Tax (paid monthly)	5.50
Town of Bedford: Food profits and RR car donations (paid annually)	4,037.32
Federal Employment Taxes (paid quarterly)	150.66
State Employment Taxes (paid quarterly)	59.46
<b>Nonprofit consignments (paid quarterly)</b>	
Bedford Historical Society	175.73
Friends of Job Lane House	0.00
Friends of Bedford Flag	130.89
Bedford Minuteman Company	88.99
Bedford Garden Club	10.00
<b>TOTAL FUNDS HELD IN ESCROW</b>	<b>4,817.20</b>
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>\$2,281.38</b>
(Checkbook balance minus escrowed funds)	

**CITIZENS BANK - SAVINGS ACCOUNT  
RESTRICTED FUNDS**

Billerica & Bedford Railroad interpretative track construction H. Albert Webb Railroad Preservation Award	705.51
William S. Marsh donation for a sign	1,000.00
DPW employees bench donation For a bench in the memory of Burton Coburn	155.00
Preservation Fund Money added by members to their annual dues; used for expenditures related to the purchase and display of historical items	186.11
Bedford Historical Commission B&B plaque grant(s) For a B&B Interpretive Track sign/plaque	6.78
Amherst Railway Society railroad car display grant For historical displays inside RDC 6211	451.16
Amherst Railway Society, railroad image display system	243.36
Billerica & Bedford Railroad plaque installation	
Barry Sampson donation	100.00
George Dalrymple donation	100.00
Amherst Railway Society, Inc. grant 6/29/09	845.00
Anonymous	200.00
Interest earned on Savings Account	2.90
<b>TOTAL RESTRICTED FUNDS</b>	<b>\$3,995.82</b>

**Report of Freight House, Online Web Store and Mail Order Sales**

**October 1, 2009 — September 30, 2010**

by James A. Shea

**Gross Sales Income\***

FBDP Merchandise .....	\$ 11,483.21
Shipping .....	234.71
Charitable Contributions .....	609.75 <sup>†</sup>
Membership Dues .....	2,075.00
Consignment Merchandise.....	2,017.08
Food .....	8,332.45
Railroad Car Donations.....	210.21
<b>Total Gross Sales .....</b>	<b>24,962.41</b>

**Gross Profits\***

FBDP Merchandise .....	\$ 5,531.69
FBDP Sales Commissions .....	299.42
Food .....	4,284.62
<b>Total Gross Profits.....</b>	<b>10,115.73</b>

\* Gross sales and profit figures include revenues collected from external sales events (e.g., hobby shows), the online store ([www.BedfordDepot.org/store](http://www.BedfordDepot.org/store)) and merchandise mail orders.

<sup>†</sup> The **charitable contributions total** is comprised of (1) donations that were received with membership renewals and (2) donations made by Freight House visitors. This total does not include any grants.

**Hobby Show Committee Report**  
**October 1, 2009 — September 30, 2010**  
by Barry E. Sampson

North Shore Model Railroad Club Show • Wakefield, Massachusetts  
Gross sales: \$415.53

Amherst Big Railroad Hobby Show • West Springfield, Massachusetts  
Gross sales: \$1,511.97

Mystic Valley Railway Society Show • Mansfield, Massachusetts  
Gross sales: \$744.65

**Total gross sales: \$2,673.15**

*I hope to attend these upcoming hobby shows if I can get some assistance:*

- North Shore Model Railroad Club Show • Wakefield, Massachusetts
- Amherst Big Railroad Hobby Show • West Springfield, Massachusetts
- Mystic Valley Railway Society Show • Foxboro, Massachusetts

## **MacLean Model Railroad Committee Report**

by Arthur E. Ellis

This was our big year! We moved the railroad layout into the Freight House, reassembled it, got it running, and rehabilitated much of the scenery. Throughout the winter the members of the committee faithfully met weekly and plugged away at the necessary work to get the job done.

After so many years of telling my friends in the Hub Division of the National Model Railroaders Association (NMRA) about the coming model railroad project that is going to happen some year, the year finally arrived. They did not disappoint me. The turnout of Hub members to help with the project was impressive.

My special thanks to Chase Green and David Shamlian, whose incredible skills in carpentry and electricity made the difference in getting the project done on time and under budget. In addition, much was accomplished by others—not only by assisting Chase and Dave—but by also taking on and completing various side projects. My additional thanks go to Hub members: Claudio Topolcic, Paul Kendra, Patty Kendra, Timothy Fillion, Bill Goldthwait and George Busch. Other members of the committee who assisted are Val Asbedian, Drew Kendra, Arthur Giles and George Dalrymple. Special mention is made of the thoughtful guidance given to the committee by president Jim Shea.

What now for the committee? It is truly said that a model railroad is never actually finished. Plans are underway for next winter's Freight House shutdown that include additional scenery and painted backdrops. Many members of the committee have taken on scenery projects already and there is still room for more volunteers to take on small projects, most of which can be done at home.

E-mail: [ArtEllis@Bedford Depot.org](mailto:ArtEllis@BedfordDepot.org)

## APPENDIX A

### Proposed Changes to Article Five of the Bylaws

At its meeting of July 30, 2010, the Board of Directors voted to recommend to the membership at the Annual Meeting on October 2, 2010, that **Article 5 of the Bylaws** be amended to (1) allow the appointment of directors at-large and (2) to define the number of directors who must be present at a meeting to establish a quorum. The main goal of the proposed amendment is to bolster the board with members who want to help the Friends carry out its mission. The proposed changes occur in parts A, E and J of Article 5 and are shown below in bold type.

- a. The Board of Directors shall be comprised of ~~eight~~ **a maximum of 10** persons:
  - The four officers of Friends of Bedford Depot Park, Incorporated (President, Vice President, Treasurer and Clerk);
  - One member or designee each from the (Bedford, Massachusetts) Board of Selectmen, Historic Preservation Commission, Bicycle Advisory Committee and Chamber of Commerce;
  - **The President may appoint, for a term of one year, as many as two Directors At- Large of individuals qualified to contribute to the goals of Friends of Bedford Depot Park, Inc.**
- b. The Board of Selectmen, Historic Preservation Commission, Minuteman Bikeway Committee and Chamber of Commerce may appoint, for a period of not more than one year at a time, a member from their respective group or a designee to serve as a Director.
- c. In the event a director (that is appointed by the Board of Selectmen, Historic Preservation Commission, Bicycle Advisory Committee or Chamber of Commerce) resigns or is otherwise unable to serve either temporarily or for the remainder of his/her term, the group that made the original appointment may appoint a substitute.
- d. The Board will meet in a place that is open to the public at least once a year, to review the activities and progress of the organization in meeting its goals, to establish initiatives and to oversee the organization's overall welfare.
- e. ~~Action of the Board of Directors requires the affirmative vote of a majority of the members currently serving on the Board.~~
- e. **Action of the Board of Directors requires a minimum of three affirmative votes and a majority of the Board members attending a meeting.**
- f. The Board of Directors will elect a Chairman to call, preside at and prepare agendas for meetings of the Board of Directors. In the event the Chairman is absent from a meeting or is otherwise unable to serve, the Board members may elect a Chairman *pro-tem*.
- g. The Board of Directors will elect a Secretary to record and present minutes at Board meetings. In the event the Secretary is absent from a meeting or is otherwise unable to serve, the Board members may elect a Secretary *pro-tem*.
- h. Members of the Board will be informed of scheduled Board meetings by written or verbal notification, at least seven days in advance, except in cases of emergency.
- i. Meetings will be operated under the general guidelines of *Robert's Rules of Order*.
- j. A quorum must be present at a Board of Directors meeting for official business to be conducted. A quorum is the majority of the number of directors actively serving. **A quorum is a minimum of three directors.**