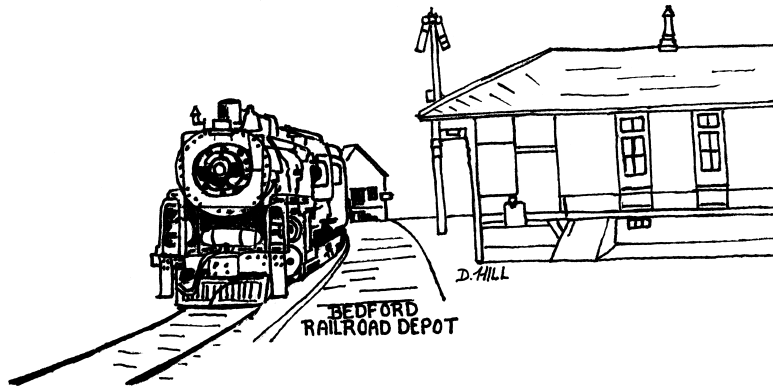


**FRIENDS OF
BEDFORD DEPOT PARK, INC.**



2014 ANNUAL REPORT

**Presented at the Annual Meeting
Saturday, October 4, 2014**

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

October 4, 2014

Dear Friends:

Welcome members and guests to the 20th **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, October 2, 2004, and October 2, 2010.

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 our meeting, guest speaker **Craig Della Penna** will give a multimedia presentation about the history of New England rail-trails; and then a complimentary lunch will be provided. Please visit the Freight House before leaving. Members will be entitled to purchase one piece of FBDP merchandise of their choosing at a significant discount.

This is our 20th year. What amazing accomplishments we have made together—and imagine what more might come. The directors appreciate your attendance today!

Sincerely,

Jim Shea
President

2014 ANNUAL MEETING

AGENDA

1. Call to order of the business portion of the meeting
2. Reports:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Clerk
 - e. other?
3. Miscellaneous new business
4. Update on Bedford Depot facade restoration project — Joseph Piantedosi
5. Guest speaker, Craig Della Penna
6. Adjourn

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Report of the President

by James A. Shea

Depot Park Project

Since April, work has been underway to restore the facade of Bedford Passenger Station and improve accessibility to the building's first floor. New tall vertical windows and reestablishment of original door openings will make the Depot better resemble its historical appearance. This project is being carried out by the Town of Bedford with approximately \$502,000 of funds from the Community Preservation Program and the Massachusetts Historical Commission. When this project is finished, all of the Depot Park project's original goals will be achieved.

Freight House

FBDP has remained committed to opening the Freight House as a **welcome center** during the bikeway season, which is generally mid-March through mid-November. Last year, we managed to extend weekend openings through December, too. Two paid part-time shopkeepers to supplement the volunteer coverage provided by Jim Shea. Donations received through vice president Bill Deen's annual fundraising drive provide the means to pay for the shopkeepers.

Our nonexclusive license from Bedford to use the Freight House requires that proceeds from food sales be given to the Town to help pay for Depot Park's operating expenses. In January, treasurer Marcia Sternberg conveyed \$4,068.11 to the Depot Park Revolving Fund. This figure represents the proceeds collected during calendar year 2013 from food sales, railroad car donations, and sales of the DPW's rail-trail map.

A wall-mounted monitor inside the Freight House displays a slide show of local railroad photos. We updated the presentation with additional images throughout this year.

Fundraising Drive

Last December, vice president Bill Deen wrote a letter to the membership to request donations to support the organization's activities, particularly our shopkeeper labor expense. Members gave \$2,575.00 and three businesses contributed a total of \$125.00. The directors are most grateful for this support! Another drive is planned for December of this year to raise funds to support operation of the Freight House welcome center in 2015.

Freight House Public Restrooms Donation

In July, a person who wishes to remain anonymous donated money to the organization so that we may pay a custodian to open the Freight House public restrooms on weekdays during November and April. Normally, these are time of the year when the public restrooms are open on weekends only.

Depot Park Revolving Fund

At Bedford's Annual Town Meeting in March, voters approved an article to reauthorize 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 the Budd Car. The fund's balance as of June 30, 2014, the end of the Town's previous fiscal year was \$56,466.04.

Merchandise Sales

Sales of literature, videos and apparel provide the greatest share of funds that FBDP needs to function. In addition to sales that occur at the Freight House, FBDP receives orders through its online store: www.BedfordDepot.org/store. Since January 1 of this year, we have received 149 web orders from people across the country. During calendar year 2013, we received 232 Internet orders that brought the organization \$5,747.78 in gross sales revenue.

Merchandise from the Bedford Historical Society and the Bedford Minuteman Company is sold on a consignment basis at the Freight House. Some of their items are also sold through FBDP's online store. A total of \$1,641.90 of BHS and BMC merchandise was sold at the Freight House during the past 12 months. Our organization retains 15% of each consignment sale to help pay for FBDP's operating and credit card processing expenses.

A summary of sales figures for the past 12 months appears on page 14.

Newsletter

The *Bedford Depot News* newsletter remains a hallmark of our organization. Four additional issues were published during the past year at a cost of approximately \$400 per issue for printing and postage. We thank Marcia and Peter Sternberg for preparing each newsletter for mailing.

Marcia Sternberg and Jeffrey Lucas have indexed nearly all articles that have appeared in back issues of the newsletter. Bill Deen plans to complete and format the index so that it may be displayed on our Web site.

Back issues of the newsletter are available at a modest price by contacting Marcia Sternberg: treasurer@BedfordDepot.org.

Rail Diesel Car 6211

The cosmetically restored ex-Boston & Maine Rail Diesel Car continues to be open for the public to tour when the Freight House is open on weekends, and it remains a popular attraction to Depot Park visitors. We added additional historical exhibits to the car's baggage room.

Baggage Cart Restoration

The Bedford Cultural Council awarded FBBDP a \$488.00 grant to restore one of two antique railroad baggage carts that we received from an anonymous donor. Joe Piantedosi took the lead with this project and worked with DPW employees Roy Sorenson, Carl Silvestrone and Paul Quatralo to restore this cart for subsequent display in the plaza outside the Freight House. A ceremony was held in May to acknowledge the excellent job done by all involved. We anticipate submitting another grant application this month to obtain funds to restore the second baggage cart, which would be displayed outside the Passenger Depot Building.

Web Site

FBBDP's web site was improved with the addition of multiple photo galleries and a new menu system that works across desktop and mobile devices. Since November 1, 2013, the site recorded 66,773 visitors (unique visitor sessions). This represents an increase of about 2% over the prior 12-month period. The most frequently visited web pages are about local rail-trails, the Freight House, Depot Park, and the Billerica & Bedford Railroad.

Indexing of Historical Records and Photographs

In addition to hundreds of historic images of the local railroad in its archives, the organization has a few thousand slides and negatives that date from about 1992 to 2001. These photos cover construction of the Minuteman Bikeway, oral history subjects, railroad artifacts on the bikeway, restoration of RDC 6211, and the building of Depot Park. Two years ago, Bill Deen started a project to index FBBDP's photo library in a searchable computer database. He has made more progress this year.

Oral History Videos

Jim Shea edited additional oral history videos for display on the Web. Subjects include former Lexington Branch conductor Robert Howe, former Arlington resident and transit expert Paul Harling, and John F. Brown, a Bedford native who grew up near Shady Hill Station on the Reformatory Branch.

Board of Directors

The Board of Directors is comprised of the four elected officers plus two directors at-large. Jim Shea is the chairman and Bill Deen is the secretary. The Board of Directors met four times during the past year to conduct long-term planning and to oversee FBBDP's financial and legal affairs. The approved minutes of these meetings are posted on FBBDP's web site.

Member Jeffrey Lucas occupies an at-large seat on the Board of Directors. One at-large seat is currently vacant. Any member who is interested in serving as a director at-large is encouraged to contact Jim Shea.

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.

Arthur Ellis chairs the **MacLean Model Railroad Committee**. The committee's purpose is to restore, install and maintain an HO-scale model railroad layout of Bedford inside the Freight House. This layout was donated to FBBDP in 2002 by the family of the late Donald MacLean. Art was helped this year by Chase Green and Dave Shamlian.

Is anyone interested in representing FBBDP with a merchandise table at local railroad hobby shows? If so, we can reactivate this committee. Please contact Jim Shea for more information.

Bill Deen remains interested in publishing a book about the history of the Lexington and Reformatory Branches and the oral histories we have collected. This possible project might cause another special committee to be established.

Ongoing Tasks and Future Goals

- ▶ Continue to index our historical documents and photographic, video and audio assets
- ▶ Place an index of all published newsletter articles on FBBDP's Web site
- ▶ Fundraising drive to support operation of the Freight House in 2015
- ▶ Edit additional oral history videos for display on the Web
- ▶ Recruit a treasurer to succeed Marcia Sternberg when she retires
- ▶ Appoint a member to an at-large seat on the Board of Directors
- ▶ Publish a book about the the local railroad (B&M Lexington and Reformatory Branches)

Membership Report of the Clerk

by David J. Shamlian

Memberships (as of September 30, 2014)

Classification	Enrollment
Individual	37
Family	14
Senior/Individual	29
Senior/Family	23
Lifetime Individual	56
Lifetime Family	34
Total number of members	264

New Activity (October 1, 2013, through September 30, 2014)

Classification	Enrollment
New Memberships	3
Renewals	54

Accomplishments:

- Sent out 70+ membership renewal reminders, received 54, waiting on 16
- Placed approximately 10 memberships from prior period on “Membership Hold” status
- Received 3 new memberships
- 4 deceased members
- Updating of all paying memberships to new “Anniversary Date” system

Financial Report of the Treasurer
by Marcia L. Sternberg

CITIZENS BANK CHECKING ACCOUNT

Opening Balance - 1/01/14	\$ 12,008.03
Income 1/01/14–8/31/14	25,414.90
Expense 1/01/14–8/31/14.....	26,508.49
Total Checking Account Balance - 8/31/2014.....	10,914.44

CURRENCY ON HAND

Cash in safe	287.00
Cash in register drawer	287.00
Total currency.....	574.00

CITIZENS BANK SAVINGS ACCOUNT

Grants	4,746.79
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★ Total cash assets **16,235.23**

Friends of Bedford Depot Park, Inc.

Monthly Financial Report

September 30, 2014

CITIZENS BANK - GENERAL CHECKING ACCOUNT

Bank Balance	9,563.46
Deposits outstanding	1,773.74
Checks outstanding	422.76
Checkbook Balance	10,914.44
Starting change in cash register drawer	287.00
Starting change in safe	287.00
Amounts collected and held in escrow	
Massachusetts Sales Tax (paid quarterly)	104.51
Massachusetts Meals Tax (paid monthly)	4.20
Town of Bedford: Food profits and RR car donations (paid annually)	3,838.03
Nonprofit consignments (paid quarterly)	
Bedford Historical Society	396.82
Bedford Minuteman Company	158.47
TOTAL FUNDS HELD IN ESCROW	4,502.03
TOTAL UNRESTRICTED FUNDS	6,986.41

**CITIZENS BANK - SAVINGS ACCOUNT
RESTRICTED FUNDS
GRANTS**

September 30, 2014

400	Billerica & Bedford Railroad Interpretive Track Construction H. Albert Webb Railroad Preservation Award	705.51
401	William S. Marsh donation for a sign	1,000.00
402	DPW employees bench donation For a bench in the memory of Burton Coburn	155.00
403	Preservation Fund Money added by members to their annual dues; used for expenditures related to the purchase and display of historical items	181.52
406	Amherst Railway Society railroad photos display grant For video display of historical photos inside the Freight House	101.31
407	Billerica & Bedford Railroad plaque installation	120.00
408	Interest earned on Savings Account	.28
409	Amherst Railway Society, Inc., railroad image display system	483.17
410	Freight House Restrooms Fund	2,000.00
	TOTAL RESTRICTED FUNDS	4,746.79

FBDP Actual Expenses 2014

	YTD 2014	January	February	March	April	May	June	July	August	September	October	November	December
Contract Labor	1,593.63						382.47	278.16	515.76	417.24			
Food for Resale	3,624.40				1,108.07	380.22	635.80	365.56	820.69	314.06			
Merchandise for Resale	5,366.04		888.10	396.01	514.81	94.00	1,048.99	590.20	550.58	1,283.35			
FH Furnishings/ Displays	118.84				92.90	25.94							
FH Supplies	208.32				25.23	49.19	31.44		86.06	16.40			
FH	843.55		354.23			64.47	424.85						
Consignments													
Fundraising	40.94	40.94											
FBDP Rev	4,068.11	4,068.11											
Sales	0.00												
Commissions													
I.T. Equipment/ Software	1,630.51	69.95	239.93	758.94	-28.04	99.95	69.95	209.94	69.95	139.94			
Video Equipment		93.42											
Credit Card Processing	104.92	13.43	20.10	18.99	14.88	37.52							
Communications	93.42	93.42											
Hobby Shows	0.00												
Membership Services	117.99			117.99									
Meetings	46.30					17.99				28.31			
Newsletter	989.80	50.00			485.10			454.70					
Office Supplies	773.83		579.14	20.89	24.08		47.20	21.77	5.88	74.87			
Office Postage	738.05	101.77	90.97	109.79	43.69	78.69	69.98	75.43	167.73				
Office Equipment	0.00												
Govt. Fees	0.00												
Historic Preservation	593.35		488.00		105.35								
Grant Projects	2,000.00									2000.00			
Model Railroad	0.00												
Web Site						141.92							
TOTAL	22,952.00	4,531.04	2,660.47	1,422.61	2,386.07	989.89	2,285.83	2,420.61	2,216.65	4,274.17	0.00	0.00	0.00

Note: Expenses such as Sales and Meals Taxes are not shown.

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

October 1, 2013 — September 30, 2014

by James A. Shea

Gross Sales Income*

FBDP Merchandise	\$ 9,468.73
Shipping	910.14
Charitable Contributions	5,067.21 [†]
Membership Dues	1,580.00
Consignment Merchandise.....	1,651.90
Food	7,123.01
Railroad Car Donations.....	131.42
DPW Bikeway Map	296.00 ^{††}
Total Gross Sales	26,228.41

Gross Profits*

FBDP Merchandise	\$ 3,812.00
FBDP Sales Commissions	243.06
Food	3,833.05
Total Gross Profits.....	7,888.11

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

[†] The **charitable contributions total** is comprised of (1) donations that were received from members and the public and (2) donations made by Freight House visitors.

^{††} All proceeds from the sale of the DPW Minuteman Bikeway Map are transmitted to the Depot Park Revolving Fund.