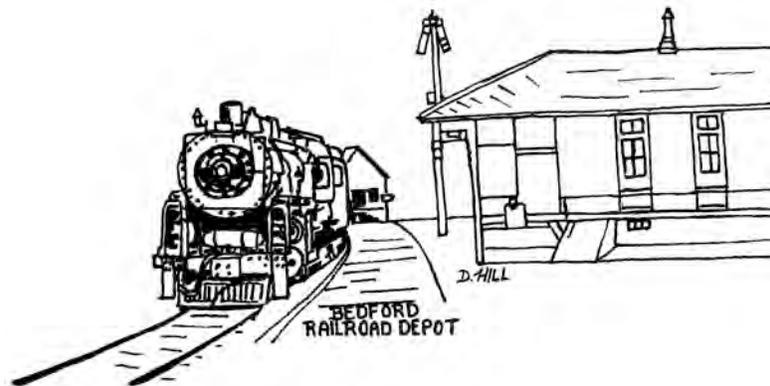


**FRIENDS OF
BEDFORD DEPOT PARK, INC.**



2017 ANNUAL REPORT

**Presented at the Annual Meeting
Saturday, October 21, 2017**

**Rail Diesel Car 6211
Bedford, Massachusetts**

Now Marking 22 Years! 1995—2017

In Memoriam

John M. Boardman

Edward C. Stickney

Ellis E. Walker

October 21, 2017

Greetings!

The officers welcome members and their guests to this 23rd **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 an **agenda** for today's meeting. After the officer and committee reports are given, officer elections are held, and other official business is conducted, any additional business that is properly presented by members in good standing will be entertained. (See *Miscellaneous New Business*.) Then, for the "entertainment" portion of today's meeting, we will hear from Bill Deen about the MBTA's mid-1970s plans to extend the Red Line to Arlington Heights via the Lexington Branch right-of-way; and then Terry Gleason will share recently found history about the development of the Minuteman Commuter Bikeway on this 25th anniversary of the popular rail-trail.

Before you leave, please take advantage of a special opportunity today to receive a 30% discount on an FBDP item of your choice at the Freight House.

The directors appreciate your attendance today!

Sincerely,

Jim Shea
President

2017 ANNUAL MEETING

AGENDA

- 1. Call to order of the business portion of the meeting
- 2. Reports:
 - a. Clerk
 - b. Treasurer
 - c. Vice President
 - d. President
- 3. Elections of officers: Clerk, Treasurer, Vice President and President
- 4. Miscellaneous new business
- 5. Adjourn the business meeting
- 6. Mid-1970s proposal to extend the MBTA Red Line to Arlington Heights
- 7. History of the Minuteman Commuter Bikeway on its 25th anniversary
- 8. Lunch

Published Reports

Report of the President..5.....

Clerk’s Membership Report ..8.....

Treasurer’s Financial Report ..9.....

Report of Freight House, Online Store and Mail Order Sales ..12.....

Report of the President

by James Shea

Freight House

FBDP operates the Freight House **welcome center** as a public service on weekends during the bikeway season, which is generally March through October. Last year, we were able to extend weekend openings into December, primarily for holiday gift shoppers. Between October and December 2016, two paid part-time shopkeepers supplemented the volunteer coverage provided by Cynthia Mork, Greg and Henry Carpenter, and Jim Shea. Donations received from FBDP's December 2015 fundraising drive provided the means to pay for shopkeeper labor.

Reopening of the Freight House this year was delayed until July 1 due to the Town's plans to reconstruct the building's platform, ramp, steps and railings. Since May and June are normally busy times at the Freight House, being closed during these two months significantly reduced the service provided and funds raised. Also, this year we have been short one shopkeeper, which means the Freight House has been open 12 out of the normal 16 hours each weekend.

Our nonexclusive Freight House license from the Town of Bedford stipulates that proceeds from food sales be given to the Town to help pay for Depot Park's operating expenses. In January, FBDP conveyed \$2,735.57 to the Depot Park Revolving Fund. This figure represents the proceeds collected during calendar year 2016 from food sales, railroad car donations, and sales of the DPW's Minuteman Bikeway map. Since 2000, the organization has raised **\$57,362.86** for the fund.

Fundraising Drive

Last November, vice president Bill Deen wrote a letter to the membership to request donations to support the organization's activities, particularly our Freight House labor expense. Forty-one members and businesses responded, donating a total of \$3,665.00. The directors are truly grateful for this important support! Another drive is planned for late November of this year to raise funds to support operation of the Freight House welcome center in 2018.

Freight House Public Restrooms Donation

For the past few years, a person who wishes to remain anonymous has donated money to FBDP so that we may pay a custodian to open the Freight House public restrooms on weekdays during November and April. Normally, these are times of the year when the public restrooms are open on weekends only. FBDP recently paid the Bedford Facilities Department \$784.98 for weekday custodial labor costs incurred in November 2016 and April 2017.

In December 2016, this same donor sent FBBDP a contribution to have the restrooms open on weekdays in November 2017 and April 2018. The organization will arrange to have a custodian maintain the restrooms during those months.

Depot Park Revolving Fund

Voters approved an article at Annual Town Meeting in March to reauthorize a revolving fund for Depot Park. This account is under the control of the Facilities Department and is intended for Depot Park operating, maintenance and capital expenses. 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, 2017, was \$32,200.56. This is a decline of about \$33,911 year over year, largely due to the expense of a Town project to rebuild the Freight House platform, ramp, steps and railings.

Merchandise Sales

Sales of literature, videos and apparel provide the greatest share of revenue that FBBDP needs to function. In addition to sales that occur at the Freight House, FBBDP receives orders through its online store: **www.BedfordDepot.org/store**.

Beginning in January, we began tracking the dollar amounts of sales received through the online store. Year-to-date, out-of-state web orders total \$1,338.78, and online orders received from Massachusetts residents total \$684.44. Web sales have accounted for 28.5% of all gross sales recorded between January 1 and September 30, 2017.

Merchandise from the Bedford Historical Society and the Bedford Minuteman Company is sold on a consignment basis at the Freight House. Some of these items are also sold through FBBDP's online store. A total of \$1,479.13 of BHS and BMC merchandise and \$60.00 in DPW Bedford Trail Guides were sold at the Freight House during the past 12 months. Our organization retains 15% of BHS and BMC consignment sales to help pay for FBBDP's operating and credit card processing expenses.

See page 12 for a summary of revenues.

Newsletter

Publication of the *Bedford Depot News* newsletter is an important mission of our organization. Three additional issues were published during the past year at a cost of approximately \$400 per issue for printing and postage. The organization has so far published 167 issues! Another issue is now being prepared for distribution in December.

A searchable index of newsletter back issues is now posted on FBBDP's web site: www.BedfordDepot.org/newsletters.

Rail Diesel Car 6211

The cosmetically restored ex-Boston & Maine Rail Diesel Car remains a popular destination for Depot Park visitors. The car is normally open at times when the Freight House is open. The Town rented the car several times during the past year for events, parties and meetings. These proceeds are deposited in the Depot Park Revolving Fund.

Web Site

The organization's web site (www.BedfordDepot.org) offers much information about our local railroad history, the Depot Park complex, the Freight House, RDC 6211, and rail-trails. The site recorded 78,525 visits between November 1, 2016, and September 30, 2017. This is a year-over-year increase of about 4%.

Accessions

We thank the family of the late Robert M. Howe, a longtime Boston & Maine conductor on Lexington Branch passenger trains, for their donation of numerous B&M documents, photos and hardware to the Friends.

Board of Directors

The Board of Directors is comprised of the four elected officers plus two directors at-large, Joseph Impellizeri and Jeffrey Lucas. Jim Shea is the chair and Bill Deen is the recording secretary. The Board of Directors met three times during the past year to conduct long-term planning and to oversee FBDP's financial affairs and general operation. Their next regular meeting is scheduled for December 10. The directors will hold a separate meeting on November 5 to discuss the organization's future directions.

Special Committees

Arthur Ellis chairs the **MacLean Model Railroad Committee**. The committee's purpose is to restore, install and maintain the HO-scale model railroad layout of Bedford that is inside the Freight House.

Ongoing Tasks and Future Goals

- ▶ Obtain additional shopkeeper help to staff the Freight House on weekends
- ▶ Begin a fundraising drive to support operation of the Freight House in 2018
- ▶ Publish a book about the the local railroad (B&M Lexington and Reformatory Branches)
- ▶ Design an interpretive sign for display next to the old steam locomotive water column foundation that is near the Freight House
- ▶ Town projects: Replacement of the deteriorated Freight House platform, ramp, steps and railings and installation of LED lights on the Depot train order signals

Membership Report of the Clerk

by Michele Herron

Since March 2016, Michele Herron has served as the organization’s clerk, processing and handling all aspects of membership renewals. This has allowed the membership database to remain in good standing and to ensure renewals are processed in a timely fashion—typically within 30 days of receiving payment.

As of October 16, 2017, the Friends of Bedford Depot Park has 144 active memberships with a total of 198 members, down 6% since the same time last year. This decrease is driven by three main factors: members choosing not to renew memberships, change of address issues, and/or members passing away. Additionally, unlike last year, where we added 11 new memberships, the organization has had no new members join the Friends of Bedford Depot Park in the past 12 months. Within our total memberships, numbers have shifted slightly across membership type as some Individual Memberships have become Family Memberships or vis-versa. While Lifetime memberships are no longer offered, they account for 59% of active members (57% in 2016). In addition to what is deemed “active” memberships, the FBDP also mails 54 complimentary newsletters to various people or organizations, such as the Mass Bay Railroad Enthusiasts, Amherst Railway Society, Inc, and the Beverly Historical Society.

Active Membership Summary (Excluding Complimentary Newsletters)

Membership	Membership Total			Member Total*		
	Oct 2016	Oct 2017		Oct 2016	Oct 2017	
	#	#	%	#	#	%
Lifetime	50	49	34%	50	49	25%
Lifetime Family	34	34	24%	68	68	34%
Individual	27	25	17%	27	25	13%
Family	9	6	4%	18	12	6%
Senior Individual	20	16	11%	20	16	8%
Senior Family	12	14	10%	24	28	14%
TOTAL	152	144	100%	207	198	100%

* Family memberships are multiplied by 2 to estimate the number of total members.

In an effort to increase memberships, the Board of Directors is conducting a strategy session in November to identify opportunities and approaches for attracting new members and ultimately increasing memberships moving forward.

Based on feedback from last year’s Annual Meeting, as of February 2017, the organization reinitiated the process of sending yearly membership cards to members. Since re-instating this process, of the 61 active renewing memberships, 51 have currently received new cards.

Financial Report

by Walter Weinfurt, Treasurer

The organization began 2017 with a total balance of \$19,725.32. This amount is a combination of the following FBPD bank account balances: checking \$13, 512.53 and escrow \$6,212.79.

Our delayed July 2017 Freight House opening impacted this year's revenue income projection. Recognizing an income reduction, expenses were managed to minimize their effect on our cash balance. This balance, however, was reduced by escrow payments and a recent Internet fraud occurrence. Notwithstanding these events, FBPD's cash position remains strong as reflected in the Financial Report on the following pages. Revenues from this year's fundraising effort will further solidify and enhance the organization's financial position.

Financial Report
by Walter Weinfurt, Treasurer

CITIZENS BANK CHECKING ACCOUNT

Opening Balance - 1/01/17 ..\$13,512.53.....
Total Checking Account Balance - 9/30/17 ...9,497.67.....

CURRENCY ON HAND

Cash in safe .0.00.....
 Cash in register drawer .287.00...
Total currency..287.00.....

CITIZENS BANK SAVINGS ACCOUNT

Grants and Restricted Accounts - 9/30/17.....4,213.25.....

★ Total cash assets \$13,997.92

★ Amounts collected and held in escrow

Massachusetts Sales Tax (paid quarterly)	65.05
Massachusetts Meals Tax (paid monthly)	0.61
Town of Bedford: Food profits, RR car donations and kiosk maps (paid annually)	808.67
Nonprofit consignments (paid quarterly)	
Bedford Historical Society	242.25
Bedford Minuteman Company	194.01
Bedford DPW	0.00

TOTAL FUNDS HELD IN ESCROW 1,310.59

TOTAL UNRESTRICTED FUNDS \$12,687.33

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

September 30, 2017

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
407	Billerica & Bedford Railroad plaque installation	120.00
408	Interest earned on Savings Account	1.73
409	Amherst Railway Society, Inc., railroad image display system	49.49
410	Freight House Public Restrooms Fund	2,000.00
<hr/>		
	TOTAL RESTRICTED FUNDS	\$4,213.25

Report of Freight House, Online Store and Mail Order Sales

October 1, 2016 — September 30, 2017

by James Shea

Gross Sales Income*

FBDP Merchandise	\$3,429.07	
Shipping	.547.97	
Charitable Contributions	.6,395.81	†
Membership Dues	.1,090.00	
Consignment Merchandise	.1,539.13	
FBDP Special Events	.0.00	
Food	.1,793.32	
Railroad Car Donations	.70.71	
DPW Bikeway Map	.80.00	††
Total Gross Sales	14,946.01	

Gross Profits*

FBDP Merchandise	\$1,453.67
FBDP Sales Commissions	.221.89
Food	.924.30
Total Gross Profits	2,599.86

* 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. The amount shown includes money received from the 2016 fundraising drive.

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