

BEDFORD DEPOT PARK ADVISORY COMMITTEE

Meeting of April 20, 2005

MINUTES

Committee members in attendance: Joseph Piantedosi (JP); Jim Shea (JS)

Ex-officio committee members in attendance: Angelo Colao (AC), Selectman liaison to Depot Park; Rick Reed (RR), Town Administrator; Richard Warrington (RW), DPW Director; Richard Jones (RJ), Facilities Director

Chairman JP called the meeting to order at 3:38 P.M. outside Bedford Freight House, 120 South Road. The committee toured the Depot Park grounds on both sides of South Road.

At the far southwestern corner of the municipal parking lot, the committee observed approximately 12 parked cars and pickup trucks that appeared to belong to employees of Taylor & Lloyd. RR pointed out a large opening in the fence between the parking lot and Taylor & Lloyd that may provide an access way between the two properties. AC suggested that the Selectmen consider parking regulations and/or fees for the lot. RR said he will consult with the Code Enforcement Department before communicating with Taylor & Lloyd about business use of the municipal lot.

JS observed that the DPW has done a good job sweeping up sand in the parking lot. He pointed out that some of the new trees and shrubs have not been attended to this year—notably those along Railroad Avenue, adjacent to the parking lot and near the railroad car. He inquired who has responsibility for general maintenance in these areas.

The committee inspected the perimeter of the Railroad Station. The ongoing drainage problem on the eastern side of the building was reviewed by RJ. RW said that a concrete pad will be built for one of the picnic tables once the intersection project is underway. The DPW will improve the picnic area over time to make it more inviting, he added. JP asked about the status of unfinished landscaping between the Depot and Cerundolo properties. RW answered that DPW staff recently discussed this matter with Mr. Cerundolo, and it was agreed between the parties that the DPW will complete the landscaping.

Back at the Freight House, JP recapped the tour of the grounds. He asked RR to discuss with the Selectmen whether business use of the Town's parking lot is permitted. He questioned whether there are any zoning violations. RR said he will write a letter to invite Taylor & Lloyd to contact him to discuss the subject.

RJ reported that the Depot's bulkhead door and gutters should be replaced next week. The train order signal masts should be repaired soon; and the railing at the front steps still needs repair, he said. The committee discussed the condition of the Depot's chimney foundation and ways to alter the slope of the grounds to improve drainage.

RW said that the three utility poles between the Freight House and the Railroad Station will be removed once Freight House exterior renovations commence. Spring cleanup of the grounds will continue as time permits, and any dead shrubs will be removed, he stated.

JP reported that he was contacted by a Babe Ruth Baseball official about their desire to continue renting a unit inside the Depot. RR distributed a copy of a letter he wrote to the organization that proposes rental of one unit to the organization. He has offered Babe Ruth Baseball a one year lease starting on July 1, 2005, with options (at the Town's pleasure) for second and third years. There would be a small increase in rent. JP explained that he does not want to issue long-term rental agreements at this time because they might interfere with future plans to generate higher revenues from the building.

RR said that he will ask Depot tenant Don Varney to enter into a rental agreement that is similar to the type used for Town Center leases. There was discussion about which utilities Mr. Varney pays himself and which ones are paid by the Town. JP suggested that rental rates be calculated based upon square footage of the units. RJ said he will get the room dimensions for study at the next meeting.

RJ distributed a year-to-date financial statement for the Depot Park Revolving Fund. There is a positive cash flow for FY 2005 of about \$5,187. AC noted a couple errors on the statement. RJ said he will e-mail corrected statements to the committee members.

JS noted that the Freight House electric bill appears artificially high because the 13 parking lot lights are connected to the building's electrical service. He proposed that the outside lights be metered separately. Their cost of operation should be a "common area" expense, he suggested.

JS asked whether the Freight House could be better insulated during the upcoming renovation project to reduce heating costs. RW said he believes that this would be feasible.

JP requested that RJ e-mail the monthly financial statement to committee members a couple days before each scheduled meeting. This would provide a better opportunity to review the data and prepare any questions for the meeting.

JP set the next two meeting dates for Tuesday, May 10, and Wednesday, June 15, at 3:30 P.M.

JS made a motion to accept the minutes of the March 16 meeting. JP seconded the motion, and it passed unanimously.

RR left the meeting for another appointment.

RW reported that Vanasse Hangen Brustlin (VHB) is back at work on the Freight House exterior renovation plans. The DPW has paid the company the majority of its bill. JP asked RW to furnish a copy of the plans to the committee. RW said he will get a set of plans for the committee once they are at the 100% design level. The project is on target for bid advertising by September, he added. RW stated that he and RR stressed the importance of completing the Freight House project during a meeting with the Metropolitan Planning Organization (MPO).

RW said that the intersection project has been advertised for bid. Proposals are due in two weeks. He believes that 90% of the project will be completed by the end of the construction season this fall.

JP asked for a report on the Rail Diesel Car restoration project. RW said that purchase orders have been executed with Fast Track in New Hampshire for refurbished seats and replacement glass windows. These items are to be stored at the DPW until such time that they may be installed. Consultant Dan O'Brien assisted Covino Environmental with their survey of the car. Covino's report is expected soon, and then environmental remediation services may be procured. JS presented a price quote from Bedford Mechanical Company for the car's new HVAC system. The committee discussed the procurement process for materials and services.

RW said that when the DPW negotiates a new trash contract with BFI later this year, he will see about having a small dumpster located at Depot Park. He asked whether Freight House volunteers could help empty the trash barrels into the dumpster on a regular basis.

JS proposed that the Freight House web camera be positioned across the street to present a better view of the park and railroad car. Security monitoring/recording would be an added benefit. RW wondered whether the camera could be attached to a light pole.

At 5:22 P.M., JP made a motion to adjourn the meeting. JS seconded the motion, and it passed unanimously.

Submitted by

Jim Shea, Clerk

These minutes were approved by unanimous vote of the committee at its meeting of May 10, 2005.