



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of August 15, 2007

MINUTES

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

Ex-officio committee members in attendance: Angelo Colao, Selectman liaison; Richard Jones (RJ), Facilities Director; Richard Warrington (RW), DPW Director

Ex-officio committee members not present: Rick Reed (RR), Town Manager

Chairman JP called the meeting to order at 3:14 P.M. at Bedford Town Hall.

AC asked whether the Depot rental RFP might include a provision for reduced rent if the tenant makes building improvements that are compatible with the preservation plan. JP expressed that this is worth considering, but the tenant might still have to comply with the Prevailing Wage Law when performing any such renovations.

RJ reported that Menders, Torrey and Spencer (MTS) sent him two draft copies of the final report of the Depot architectural study. So that the final report may be finalized and the architect paid, he asked that the Committee provide him with any feedback on the draft by early next week. JS and DC took copies to review. DC said he would pass along his copy to JP.

RJ distributed a cost breakdown for replacement of the Depot roof. The total estimate is \$145,325. JP proposed getting additional estimates from roofing contractors. The Committee discussed whether MTS would be hired to prepare plans for the roof work. RJ said that he would check the Town's contract with MTS on this point.

The 2007 Annual Town Meeting approved \$72,500 for the Depot roof project. DC said that he would prepare the paperwork to request an additional \$72,500 from the Community Preservation Committee's budget.

JP said that he showed the Depot to a real estate developer to get advice on ways to market the building to prospective tenants.

The Committee continued its review and editing of the draft Depot rental RFP starting with Section IX, the evaluation criteria. RW suggested that we delete Part 3, “Management Team Experience and Qualifications.” JS proposed the addition of a new criterion, “Start Date of Lease.” The Committee agreed to make these two changes.

JS said that RR sent him minimum insurance requirements for Section VII.

AC asked whether we should issue an RFI (Request for Information) in advance of the RFP. The Committee discussed the merits of doing this—but agreed that we ought to first complete the RFP before making a decision on how best to proceed.

RW left the meeting at 5:19 P.M.

JS conveyed that the Chamber of Commerce is interested in receiving an update about the Depot. JP suggested that we attend one of their meetings after the RFP is finished.

The Committee suspended its review of the draft Depot rental RFP at the end of Section IX. JP asked JS to distribute updated hard copies of the draft to Committee members in advance of our next meeting. He asked that members mark up their draft copies with any proposed edits prior to the next meeting.

Due to a scheduling conflict, JP requested that we change the date of the Committee’s next scheduled meeting from September 19 to September 12.

DC made a motion to accept the minutes of the July 24 meeting. JP seconded the motion, and it passed unanimously.

At 5:40 P.M., JS made a motion to adjourn the meeting. JP seconded the motion, and it passed unanimously.

Submitted by

Jim Shea, Clerk

The Committee accepted these minutes by unanimous vote at their meeting of 9/12/07.