



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of July 16, 2008

MINUTES

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

Ex-officio committee members in attendance: Richard Jones (RJ), Facilities Director; Rick Reed (RR), Town Manager; Richard Warrington, DPW Director

Ex-officio committee members not in attendance: Angelo Colao, Selectman Liaison

Others in attendance: Patrick Guthrie and Lynne Spencer of Menders, Torrey & Spencer, Inc.; Fay Russo, Town Center, Inc.

Chairman JP called the meeting to order at 2:41 P.M. at the Town Hall.

RJ requested the Committee's guidance on two main aspects of the Depot roof project: (1) the scope of the work, and (2) options for materials. He said that the roof and soffits are to be replaced, and that some work ought to be done on the signal masts. He proposed that work on the soffits and brackets be add-alternates in the Request for Quotes (RFQ) as a means to control the project's overall cost.

RJ introduced Lynne Spencer and Patrick Guthrie of Menders, Torrey & Spencer, Inc. Ms. Spencer said that Mr. Guthrie would be the project architect. They distributed worksheets that offer a comparison of roofing materials (shingles and gutters), their estimated lifespan, and their unit costs. The Committee discussed the advantages and disadvantages of the various materials. JS suggested that the Committee consider the long-term cost ramifications of these choices.

Mr. Guthrie said he would provide a recommendation on whether to refurbish the signal masts all the way to the ground.

RW asked whether the rooftop ventilators would be restored. Ms. Spencer said although they are not historically accurate, they are needed for proper ventilation.

The Committee agreed that there would be no roof penetrations.

Ms. Spencer suggested that red cedar shingles be used on the Depot roof to achieve historical accuracy. JP expressed concern about the premium price for this product. Mr. Guthrie proposed that there be an add-alternate in the RFQ to use less costly materials.

JP proposed that cedar shingles be in the base bid with asphalt shingles included as an add-alternate to reduce cost, should it become necessary. The Committee concurred with this recommendation.

RW asked whether the use of red cedar shingles would impact the use of the Depot. The Freight House has fire resistant cedar shingles, he said.

Ms. Spencer discussed material options for the gutters. JP expressed a concern that should copper gutters be used, they might be prone to theft. RJ proposed using galvanized aluminum gutters instead of copper gutters.

Ms. Spencer said that a decision would need to be made about the color of the underside portions of the roof that are to be painted. The Committee agreed that this question would be addressed later.

Ms. Spencer said her objective is to advertise the project for bid in late August. JP asked that the project proceed without delay so that the roof work may be completed this year.

JS asked about the labor charges amounting to \$9,204.88 that the Facilities Department assessed the Depot Park Revolving Fund in FY 2008. RJ said that the charges were made to pay for Facilities Department staff who did work on the Depot and Freight House. Approximately half the labor charges were for painting the Depot exterior, making repairs to walls that were impacted by the Depot architectural study, and clearing out the property of former tenant Varney Creative. The other half of the labor charges covered installation of a third horizontal beam and demolition work inside the Freight House.

RR and Fay Russo joined the meeting at 3:57 P.M.

RJ introduced Fay Russo, executive director of Town Center, Inc. He explained that Ms. Russo met with RJ and JS at the railroad car to tour the interior and review rental options. Ms. Russo discussed with the Committee various types of activities that might occur at the railroad car such as meetings, lectures, presentations and festivities. She proposed that the car be rented

for free to three different types of users as a means to gather useful feedback and to promote future rentals. This approach was used with success at the Town Center, she said.

JP said that when food is consumed on rented premises, a custodian is ordinarily hired to clean up. RJ said that the Facilities Department can hire custodians on an hourly basis to cover Town rentals.

JP asked whether alcoholic beverages could be served inside the railroad car. The Selectmen would have to issue a permit, RR said.

As a basis of comparison, RJ and Ms. Russo discussed rental rates that are in effect at the Town Center. The Committee contemplated what would be reasonable rental rates for the railroad car. RR said that with the Committee's input, the Selectmen would ultimately set the rates.

RR proposed that after the Freight House renovation work is done, we ought to have a ceremony to mark the completion of the Depot Park project. He suggested that state and local officials be invited, and that the event occur on a weekday afternoon in October. RW said that the Freight House work ought to be substantially complete in September.

RR left the meeting at 4:40 P.M.

RJ suggested that we have a meeting to discuss the interior buildout of the Freight House. RW and JP discussed the possibility of issuing a change order to have some of the interior buildout completed by the state's contractor. The Committee agreed to meet at the Freight House on Tuesday, 7/22, at 3:30 P.M.

RW said that the state's contractor has installed ductwork in the Freight House, the electrical conduits are in, the roof is 90% complete, window units have been installed, upstairs plumbing and electrical work are in progress, the footings for the platform are in place, and the overhead utility wires to the building were removed. The DPW is trying to help the contractor procure a point-of-information kiosk.

RW explained that the state's contractor is responsible for getting an occupancy permit for the Freight House. The floor must be installed before a permit may be issued.

RJ distributed a Depot Park Revolving Fund statement dated 6/30/08. He said that Marcia Pyles corrected errors made in previous accounting and that this statement may be considered accurate. The current balance is \$57,208.03.

RR returned to the meeting at 5:12 P.M.

RJ inquired whether the Facilities Department or the DPW would be responsible for the railroad's car's upkeep and operation once its renovation is finished. Also, he proposed having a future discussion about the interaction between the Facilities Department and the Friends regarding the railroad car and Freight House. RR suggested that these matters would be sorted out over time.

RR conveyed that a resident proposed to him that an historical clock be installed at Depot Park.

JP invited motions regarding the 6/30/08 meeting minutes. DC made a motion to accept the minutes. JP seconded the motion, and it passed by a unanimous vote.

DC recused himself from the meeting and left the room at 5:31 P.M. because the Committee would next be discussing the Depot rental RFP process.

JP said that he and RR met to discuss future rental of the Depot. RR reviewed the Selectmen's recent deliberations regarding rental proposals that were received in response to the RFP. The price proposal that the Town received for rental of the entire building is significantly lower than the minimum figure that is supported by the Financial Plan. JS articulated that a fundamental question before the Committee is whether Depot Park's expenses are comprised of only operating costs or both operating and capital costs. RJ said he is reviewing the estimated expenses that are part of the 20-year Financial Plan. JP asked RR that he be invited to any future Selectmen's meetings that cover this subject.

At 6:15 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 a unanimous vote of the Committee at its meeting of 8/20/08.