



## **BEDFORD DEPOT PARK ADVISORY COMMITTEE**

Town Hall • Bedford, Massachusetts 01730

**Meeting of March 5, 2009**

### **MINUTES**

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

**Ex-officio committee members in attendance:** Angelo Colao (AC), Selectman Liaison; Richard Jones, Facilities Director (RJ); Rick Reed, Town Manager (RR); Richard Warrington, DPW Director (RW)

Chairman JP called the meeting to order at 3:39 P.M. at Bedford Town Hall.

JP invited motions from the Committee regarding drafts of past meeting minutes. DC made a motion to accept the minutes of the 2/05/09 meeting. JP seconded the motion, and it passed unanimously. DC made a motion to accept the minutes of the 3/01/09 meeting. JP seconded the motion, and it passed unanimously.

RJ joined the meeting at 3:41 P.M.

JP recapped the discussion that occurred at the March 2 Selectmen's meeting regarding supplemental funding for the Freight House interior fit-out and completion of the railroad car renovation project. He said that the Selectmen voted in favor of authorizing the expenditure of up to \$16,240 from the Historic Properties Stabilization Fund to pay for the Freight House interior fit-out. This money is to be added to the \$10,000 that was transferred from the railroad car account by Special Town Meeting last fall.

JP said that the Selectmen authorized the expenditure of up to \$6,613 from the Historic Properties Stabilization Fund for the railroad car renovation project. RW commented that he believes that the project can be finished by a crew of two DPW employees working four days.

JP recounted that RR said at the Selectmen's meeting that the proposed expenditure of \$4,660 for appliances may be made from the Depot Park Revolving Fund without approval of the Selectmen.

RW provided an update on the Freight House renovation project. He said that the point-of-information kiosk is currently being fabricated and will likely be the last item delivered. The handicap railing on the platform has been installed. Since the railing blocks one of the railroad car's side doors, RW will look into modifying the railing at this location. Also, RW is to find an appropriate "fitter" for a light fixture that is to be installed between the building and railroad car.

Today, a minor “punch list” was created during a meeting with the state’s contractor at the Freight House. Facilities Department staff received training on the building and its mechanical and electrical systems. RW conveyed a stack of building documentation to RJ.

RW said that the Massachusetts Highway Department (MHD) agreed to give a partial acceptance on the contractor’s work. RW will write a letter to MHD to say that the Town accepts the contractor’s interior work. He expects to receive an acknowledgement from the state in about one week. Once this approval is received, the Facilities Department would be allowed to begin work on the interior fit-out.

RW noted that he sent artwork and plans to the kiosk manufacturer today. JS helped him with the artwork that contains historical highlights and a map of the area. RW anticipates that the point-of-information kiosk will be a focal point at Depot Park.

RW discussed the restrooms addition. He said that the restrooms are now complete and functioning. The doors have electromechanical locks that are controlled by a clock. JP asked whether the clock has a battery backup. RW said he is unsure about this. JS suggested use of a self-adjusting clock like the one that controls the railroad car lighting. JP inquired when the restrooms would be put online. RW replied that portable toilets are normally placed at Depot Park beginning in April each year. JP proposed that portable toilets continue to be used at the site until the Freight House is opened.

RR joined the meeting at 3:57 P.M.

The Committee discussed when the Freight House may be opened to the public. RW cautioned against choosing a date any sooner than mid-May. The Committee focussed on May 18 as a possible opening date. RR noted that Farmers’ Market begins in June and that it might be nice to commemorate the project’s completion on a day when this event is in progress. AC suggested having two separate openings: one for the general public and another for governmental officials. RJ noted that there is a six-week lead time for ordering cabinets and countertops. JP recommended that the Committee discuss an opening date at its next meeting when more information ought to be available.

RR inquired whether consultant Dan O’Brien provided a proposal at the start of the railroad car renovation project. RW answered that a description of his services was presented in letter form. RR proposed the creation of a contract amendment or a voucher to pay Mr. O’Brien for the additional services that he provided to the Town.

AC asked whether the Health Department has to be consulted about the Freight House interior fit-out. RJ answered that he has consulted with the health inspector about this project.

The Committee discussed the loan of one or more beverage coolers from Polar Beverages for the Freight House. JS suggested placing a beverage vending machine behind the Freight House as a means of raising money for the Revolving Fund when the Freight House is not ordinarily open (i.e., weekdays). In addition to the benefit of serving bikeway users, he feels that sales proceeds might largely or fully pay for expenses to maintain the public restrooms.

RJ said that he would confer with JS next week to discuss options for cabinets and countertops at the Freight House.

JS asked how the flooring would be installed inside the Freight House. RJ said that the Facilities Department would install the sub-floor; and a contractor would be hired to install the hardwood floor using material purchased by the Town.

RJ said that he did not bring an updated Depot Park Revolving Fund statement to the meeting. He said that recent expenses include removal and disposal of a former tenant's property from the Depot, rental of a dumpster, and opening of walls in the basement. The total cost was under \$1,000.

RJ provided an update about the Depot roof project. A contract has been executed with the contractor. All material selections have been approved by the architect, Menders, Torrey & Spencer, Inc. An asbestos abatement certificate is expected next week; and work on the project is expected to begin next week. The new roof ought to be finished sometime in May, RJ said.

RW proposed that there be signage outside the Freight House restroom doors to explain the operation of the locks and the hours when the restrooms are open.

JS suggested that gates or chains be installed at the entrances of the Freight House platform to indicate when the building and railroad car are closed. JP said that a security camera ought to be at the site.

JP acknowledged a packet he received from the Charter Review Committee. RR said that since the Depot Park Advisory Committee is not referenced in the Bylaws, we do not need to take any action.

RW observed that employees of Taylor & Lloyd are increasingly using the municipal parking lot on Railroad Avenue to park their vehicles while at work. JS said he has counted 12 or more employee vehicles parked there Monday through Saturday. The Committee discussed possible options for addressing the matter including the sale of parking permits.

JP said that the next meeting is scheduled for March 25 at 3:30 P.M. at the railroad car.

At 5:06 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 3/25/09.