



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of April 14, 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 3:52 P.M. at the railroad car at 120 South Road.

RW provided an update on the railroad car renovation project. Three of four DPW work sessions have occurred. The DPW's involvement with the project is nearing a conclusion. Two components of the sound system have not yet been received from the vendor. JS noted that patching of a roof leak and installation of a modified step between a vestibule side door and the platform have not yet been accomplished.

Although some electrical "punch list" items remain, RW feels that the contractor has exceeded the obligations of its agreement with the Town. RW said that he met with Baudanza Electric last week and that a proposal for a contract amendment is anticipated from the company. JS identified a few remaining tasks that he believes the electrical contractor was supposed to accomplish in their original scope of work. Since the electrician did not have to install a baseboard heating system that is specified in the original agreement, JS suggested, there might be some room to negotiate a tradeoff.

JS inquired about plans for a security and fire alarm system in the railroad car. RW said he expects this would be accomplished in tandem with a security system that the Facilities Department is to install at the Freight House.

JP recommended that security cameras be installed outside the Freight House and on both sides of the railroad car.

Regarding the state's Freight House renovation project, RW said he is surprised that the final exterior painting and landscaping have not yet occurred. He pointed out that "barn doors" were recently installed over the double doors between the building and platform. The outside doors will require a locking mechanism. ScreenPlay Interactive is awaiting electronics to complete the

kiosk. JP suggested that the end caps on the platform's posts be replaced with something that is not so easy to remove.

RJ reported that work is progressing on installation of the Freight House sub-floor. He has received contractor quotes for installation of a hardwood floor and has selected a vendor who quoted a price of approximately \$1,000 below RJ's estimate. The contractor is to provide all the materials for the job. A water-based poly finish is to be applied to the boards. Cabinets have been ordered and ought to arrive by the end of the month. The countertop is expected in three to four weeks. RJ said that the public restrooms would be kept locked until the Freight House is formally activated.

RR joined the meeting at 4:25 P.M.

The Committee discussed options for a Freight House reception for government officials. RJ said he does not anticipate the interior fit-out work to be completed before the end of May. RW suggested that the reception be held at a time when the Farmers' Market is in session in June. RR said that he would be in communication with state and local officials to choose a date for the reception.

JS inquired what format the reception would follow. The Committee discussed possible ways to structure the event. JP suggested that there be a recap of the project's history and an acknowledgment of the town's railroad history. JP said that he would draft a presentation for review at the next meeting.

The Committee discussed when the Freight House might be ready to be opened to the public. JS asked whether the public opening ought to occur after the proposed reception. RR said that it might be possible to have a "soft opening" of the Freight House prior to the reception as a way to generate revenue sooner. RW asked whether any thought has been given to using the railroad car's baggage room as a temporary place to sell beverages and snacks.

JP read an e-mail message from RR concerning Town Counsel's opinion that the Town may rent space inside the Depot building for a term of up to 10 years. The ability to do this is granted in Massachusetts General Laws, Chapter 40, Section 3. The state's Procurement Law, Chapter 30-B, must be followed if it is anticipated that the value of the lease would exceed \$25,000, RR explained in his message.

RR proposed re-advertising an RFP to solicit lease proposals for Depot rental space. JP asked the Committee to review the March 2008 Depot rental RFP in advance of our next meeting and to be prepared to recommend edits and improvements to the document.

RJ said that there has been no change to the Depot Park Revolving Fund except for payment of utility expenses.

DC asked what steps might be taken to establish permit parking in the Railroad Avenue parking lot. The Committee agreed on a proposition of restricting parking without a permit to a maximum of two hours, Monday through Friday, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. RR proposed a charge of \$75 per month for a parking permit. AC recommended that the proceeds be deposited in the Revolving Fund to help pay for Depot Park expenses. RR plans to check the Town's agreement with Kenneth Larson to ascertain whether any spaces would have to be reserved for his business or tenants. The task of implementing the permit system might be a job for the Transportation Committee, he added.

JS called attention to the graffiti that was spray painted on the Freight House and railroad car two days prior. He asked when it would be removed. RW said that the incident was reported to the police. The Facilities Department will paint over the graffiti on the building, RJ offered.

RR said he expects the Town to review the existing non-exclusive Freight House license with the Friends because some of the current Selectmen were not on the board when the license was granted in 2000. JP asked to be advised of the date so that he may be present.

JP invited motions regarding the meeting minutes of March 25. DC made a motion to accept the minutes of the March 25 meeting. JP seconded the motion; and it passed unanimously.

JP reminded members that the next meeting is scheduled for Wednesday, May 20, at 3:00 P.M., at the Town Hall first floor conference room.

At 4:59 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 6/03/09.