



## BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

**Meeting of June 24, 2009**

### **MINUTES**

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

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

Chairman Joseph Piantedosi called the meeting to order at 3:10 P.M. at Bedford Town Hall.

The Committee recapped the June 15th “ribbon cutting” event at Depot Park. JP expressed satisfaction with the way the event was carried out and thanked those who helped it to be a success. The DPW Grounds Division did a nice job with the landscaping and flowers, he noted. Members spoke of the positive feedback they received from people who attended the ceremony.

JP asked RJ and JS to work with Fay Russo of Town Center of Bedford, Inc., to make the railroad car available for rentals. JS conveyed that several people have asked him about renting RDC 6211. RW proposed that the car be rented on a test basis with one entity. He is concerned that the car might become dirty should it be rented for functions that are primarily attended by young children. JS recalled that Fay Russo previously distributed to the Committee a proposed rate sheet. He inquired when the Selectmen plan to consider setting the fees. AC replied that the Selectmen may take action on the rates during a summer meeting.

RR joined the meeting at 3:20 P.M.

RJ said that the Facilities Department has been short staff; but they will soon resume working on the Freight House interior fit-out that includes rehab of the second floor. The air conditioning problem is a warranty issue and is to be repaired this week, he reported.

RJ said that the cost estimate for a self-contained door access unit at the Freight House is \$1,000. JP suggested that installation of the electronic lock be discussed later.

RJ distributed a memo dated 6/23/09 from Patrick Guthrie of Menders, Torrey & Spencer, Inc., regarding options for Depot exterior paint colors. RW suggested that the type of enamalized gloss paint that was used on the Freight House would be a good choice for the Depot. JP said that he, DC and JS visited the site and subsequently concluded that the Depot ought to receive the same Boston & Maine “cream and maroon” paint scheme as was applied to the Freight House.

The Committee discussed which areas of the building would be painted as part of the roofing project. RJ said that he will request a price quote to paint the support brackets and beneath the soffits.

RJ said that the Code Enforcement Director requested that the Freight House platform be made less slippery under wet conditions. RW said he plans to have the platform repainted using an aggregate additive that would improve foot traction.

RW described how the DPW created mementos of the June 15th ribbon cutting event using a segment of Billerica & Bedford Railroad rail that was unearthed during the Freight House renovation project. He presented each Committee member with a memento—a painted slice of rail attached to a varnished block of wood that has an inscribed plate. The members remarked on the thoughtfulness of this gesture and the fine work done by Carl Silvestrone.

JS conveyed that Depot Park visitors have reported to him that the electric lock on the Freight House women's restroom door is not locking properly. Also, the door to the men's restroom does not close fully without manual pressure. RW said that he has asked the state contractor to adjust the locks.

The Committee reviewed the March 2008 RFP. RJ and JS took notes on changes that were proposed by members. Below are several key comments that were made during the Committee's discussion.

1. RR said that the lease term could be up to 10 years without state Legislative approval.
2. JP proposed that each tenant pay for utilities and common area charges if multiple tenants occupy the building. RJ observed that there are separate electric meters for each unit and the common area.
3. JP recommended that a method be devised to allow a Proposer to submit financial statements in a confidential way—for instance, through a meeting with the Facilities Director or Town Manager.
4. JS suggested that the lease require payment of first and last month's rent.
5. JP proposed that the lease be for terms of three or five years plus an option to renew for up to 10 years.
6. RJ said he would be less concerned about requiring a business plan from a Proposer if they have been in business for several years.
7. RJ distributed a letter dated 7/21/08 letter from resident Sharon E. Reidy with recommendations about future use of the Depot. AC observed that all the proposed uses in Ms. Reidy's letter would require that the building be ADA accessible.
8. DC suggested using each Proposer's lease term as an evaluation criterion. Longer terms would be ranked more favorably.
9. RR suggested a minimum rental term of three years.

10. RW recommended that there be language in the lease that the Town (landlord) has the right to approve any exterior signage.
11. The Committee discussed possible methods to assess common area charges. RR suggested the use of a simple system—for instance, using the past year’s expense data as a guide for setting the current year’s rate. RJ said that he would be able to calculate the common area expenses that include a share of the parking lot lighting.
12. JS asked whether it would be helpful to receive input from a commercial realtor before finalizing the lease in the RFP.

JP suggested that a subcommittee work with RJ on a revised draft of the RFP. He asked that the new draft be e-mailed to the Committee members for review. He hopes that a final draft is available for consideration at the next meeting on July 15.

JP said that he submitted a bill to RR for reimbursement of his refreshment expenses at the June 15th Depot Park reception.

JP invited motions regarding past meeting minutes.

DC made a motion to accept the minutes of the June 3 meeting. JP seconded the motion. It passed by a unanimous vote.

At 5:16 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 7/15/09.