



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of May 19, 2010

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 (RW), DPW Director

Chairman Joseph Piantedosi called the meeting to order at 3:38 P.M. at Bedford Town Hall.

RJ distributed a Depot Park Revolving Fund financial statement dated 5/19/10. The current account balance is \$32,474.70. JS noted that a charge for lumber used to make replica "Bedford" signs for the Depot roof ought to come from the Community Preservation account, not the Revolving Fund. RJ said he will have an adjustment made.

DC said that surplus funds from the Depot roof project are to be transferred to the Community Preservation budget.

JP asked RW for an update on the transfer of \$5,000 from the Historic Properties Stabilization Fund to the Revolving Fund. RW said this correction is in progress.

RJ said that the Facilities Department is rehabbing Units 3 and 4 at the Depot and that the work ought to be completed by Friday. In Unit 4, the partition is to be removed and the carpet cleaned on Monday.

The committee discussed methods for advertising the availability of vacant Unit 4. JP wishes to take photos of Unit 4 after it is rehabbed for use in rental advertising. RJ said he will notify JP when the unit is in a condition to be shown to prospective tenants.

RR joined the meeting at 3:48 P.M.

RJ advised that expenses to repair the Depot stairway railing will appear on the next Revolving Fund financial statement.

JP asked about the maximum occupancy of the railroad car for rentals. JS believes the car's fixed seating will accommodate approximately 35 persons.

RJ said that he applied to the Planning Board for the addition of "Lodge and Club" to the existing Special Use Permit for the Depot Park complex. RJ said this usage is to be an add-on to the existing Special Use Permit and would cover the entire Depot Park complex. The Planning Board is to consider the special use application on May 24.

The lease to rent Depot Unit 3 to The Glass Works, Inc., is to go before the Selectmen on July 1, RJ said. The tenant wishes to move their furniture into Unit 3 the day after the proposed amendment to the Special Use Permit is granted.

RJ said he intends to ask The Glass Studio, Inc., for documentation that they have the financial ability to pay the rent stipulated in the lease. JS noted that at the committee's April 27 meeting, Susan Grieb stated that the organization plans to save enough money to pay for six months of rent.

RR and RJ discussed when Freight House food proceeds are received. Historically, JS observed, the proceeds are transmitted to the Revolving Fund in January after the close of a calendar year. He presented a summary of food proceeds from previous years that shows a total contribution of \$29,124.27. He explained that annual proceeds declined significantly beginning in 2003 due to a drop in sales of bottled water on account of installation of a public water fountain at Depot Park. Food sales are largely driven by weekend weather conditions, JS said. If the weather is rainy or too hot or too cold, relatively few people use the bikeway or visit the Freight House. But on pleasant weekend days, activity tends to be brisk.

RR and RJ discussed whether it might be appropriate to ask Bedford Farmers' Market to contribute to the Revolving Fund since the organization utilizes the Depot Park grounds and public restrooms.

RJ and JP discussed the possibility of renting Depot basement space to JRM Antiques.

JP presented "to-do" tasks from agenda item 5 and requested status updates.

1. RJ said that Peter Pray is tasked with installing the third door closer inside the railroad car.
2. RJ said that a purchase order has been issued to a contractor to install flooring in the Freight House attic.
3. A Facilities Department electrician is to complete installation of the Freight House data wiring. RJ said a significant portion of this work has to be deferred until after the summer unless a contractor is used. JS explained that because the data jacks in the walls are inoperative, it has been necessary to run Ethernet cables along the exteriors of walls. As an option to waiting until the fall for the data wiring to be finished, JS offered to see whether a local electrician is agreeable to completing the work at reduced or no cost.
4. RJ conveyed that JRM Antiques inquired about the lack of groundskeeping around the Depot building and the winter sand in the parking lot that has not yet been swept up. RW said the DPW is busy with Memorial Day preparations and is unable to perform these tasks until mid-June at the soonest. JS asked why Depot tenants are being charged for these common area services when the Town has not delivered them. Would contracting for groundskeeping services be a better approach than relying on in-house personnel?
5. RW said that the DPW has not yet been able to fully remove graffiti from the granite Town Seal.
6. RW said he understood that Carl Silvestrone would install the replica "Bedford" signs on the Depot roof's fascia as a volunteer project. DC reminded him that at the committee's previous meeting, RW and RR said that this task must be completed on Town time. RW said he will discuss with Mr. Silvestrone when the installation may be accomplished.

RJ and JS discussed cleaning of the Freight House public restrooms. JS said that the weekend custodian spends an average of 15 minutes on the task each Saturday and Sunday. RJ expressed that the custodians ought to spend an hour each day to properly clean the restrooms. On Monday evenings, he added, the railroad car is supposed to be swept and checked for cleanliness.

JP asked the committee to consider cost-saving measures at Depot Park. Parking lot and building lighting was discussed. JS estimated the electrical cost to operate all 17 fixtures to be about 43¢ per hour. If the lighting is operated an average of 12 hours per day throughout the

year, he estimated the annual cost to be approximately \$1,855. JP proposed that the committee conduct an experiment by switching off the exterior lighting earlier in the evening and then evaluate the impact to the area.

To help pay for custodial charges, JP suggested that a means be developed to collect donations from users of the public restrooms.

JP and RR discussed the VFW's usage of the parking lot between the Depot and Freight House buildings. VFW members and customers regularly park in Town spaces when VFW spaces are available. RW explained that when he negotiated with the VFW for easements, it was understood by both parties how the lot would be divided between VFW and public parking. Signs to mark the VFW's spaces were installed when the parking lot was built in 2003, he said.

JS observed that some VFW patrons have parked haphazardly within the lot, not in marked spaces, which sometimes blocks other vehicles that are properly parked or are traveling through the lot. JP said he intends to have a meeting with the VFW manager about the organization's use of the parking lot. Institution of a 15-minute parking limit in the Town's spaces might be a way to address some of the parking issues, RR commented.

The committee discussed how Taylor & Lloyd is using the Town's Railroad Avenue parking lot as an adjunct to its parking lot. JS suggested pursuing this as a code enforcement matter since businesses are supposed to have sufficient on-site parking for employees and customers.

JP invited motions regarding meeting minutes. DC made a motion to accept the May 4 meeting minutes. JP seconded the motion; and it passed by a unanimous vote.

RR noted that William Moonan is now the committee's liaison to the Selectmen.

JP and JS highlighted changes to the Open Meeting Law and Public Records Law that take effect on July 1. JS relayed a compliment expressed by the Town Archivist about the thoroughness of the committee's meeting minutes.

At 5:06 P.M., JS made a motion to adjourn the meeting. DC seconded the motion; and it passed by a unanimous vote.

Submitted by

Jim Shea, Clerk

These minutes were approved by a unanimous vote of the Committee at its meeting of 6/23/10.