



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of August 16, 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

Ex-officio committee members not in attendance: Richard Warrington (RW), DPW Director

Chairman Joseph Piantedosi called the meeting to order at 3:28 P.M. at Bedford Town Hall.

RJ distributed a Depot Park Revolving Fund financial statement dated 8/16/10. The current account balance is \$40,802.89. The operating deficit for FY 2010 is \$12,378.32—however, this includes a \$5,000.00 erroneous withdrawal to the account that was supposed to be charged to the Historic Properties Stabilization Fund. JP inquired why a correction cannot be made.

RJ said that Marcia Pyles will e-mail the committee a breakdown of recent FY 2011 expenses.

The FY 2011 budget projection anticipates a deficit of \$7,891. RJ expressed that if the fourth Depot office unit is rented, the budget going forward ought to be balanced. DC noted that the projected budget includes DPW charges that total \$10,285.00 for groundskeeping and parking lot snow removal services. To date, the DPW has not cross-charged for these services.

RJ proposed to return surplus funds related to the Depot roof project to the Community Preservation account. JP suggested holding back some money as a contingency should it be necessary to hire a contractor to attach the “Bedford” sign replicas to the Depot roof fascia.

RR joined the meeting at 3:37 P.M.

RJ said that a correction was made to charge the wood material for the “Bedford” signs to the Historic Properties Stabilization Fund rather than to the Revolving Fund.

RJ reported a balance of \$6,613 in the Historic Properties Stabilization account. JP suggested that a portion of these funds be used to finish the data and phone lines in the Freight House and to extend the building’s alarm system to the railroad car.

RJ said that he received an inquiry from a Bedford resident about renting Depot unit 4.

The committee members agreed to hold their next meeting on September 20 at 3:30 P.M.

RR left the meeting at 3:47 P.M.

JP requested that Depot Unit 4 be photographed for rental advertising. He asked that RJ provide him with a proposed rental price for this unit.

RJ said that he plans to rekey the door locks in the Depot building.

RJ said that Fay Russo has three additional rentals of the railroad car planned. JS noted that there is a \$25.00 difference between the rental income reported on the June 23 financial statement and Fay Russo's accounting for rental income in FY 2010.

The committee discussed a request made by JRM Antiques in April to rent basement storage space. RJ believes that the tenant is currently paying for this additional space.

RJ will research the possibility of combining the Freight House and Depot alarm system monitoring to reduce the monthly telephone line charges.

The committee discussed the charges that are assessed to Depot tenants for groundskeeping and snow removal at Depot Park. JS inquired why tenants are charged for groundskeeping services that have not been provided this season. RJ and JS have received complaints from Depot tenants about a lack of groundskeeping at the site.

RJ intends to accomplish Task List items 9, 10 and 12 (data/CATV jacks inside the railroad car, railroad car alarm system and completion of Freight House voice/data wiring) using funds from the Historic Properties Stabilization account.

RJ will explore whether Task List items 18, 19 and 20 (Freight House door card reader, completion of the railroad car's electrical work and replacement of the parking lot lighting control clock) may be accomplished using the balance of funds in the Historic Properties Stabilization accounts.

RJ left the meeting at 4:14 P.M.

JP invited motions regarding acceptance of the June 23 meeting minutes. DC made a motion to accept the minutes as written. JP seconded the motion; and it passed by a unanimous vote.

At 4:23 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 9/20/10.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 8/16/10
- DPAC Task List, dated 8/11/10
- Depot Park Revolving Fund financial statement, dated 8/16/10