



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of October 27, 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 3:39 P.M. at Bedford Town Hall.

JP asked DC whether the Community Preservation Committee took any action on his suggestions. DC said that the \$18,000 surplus from the roof project will roll back to the Community Preservation account. RJ intends to reserve the \$344 balance in the Historic Properties Stabilization Fund to extend the Freight House alarm system to the railroad car. DC added that the state match for Community Preservation projects is now about 36%.

DC explained that the \$5,000 charge that was erroneously charged to the Revolving Fund in late 2009 has been corrected. This charge will be assessed to the Historic Properties Stabilization Fund.

DC said he plans to ask the Finance Department for current balances on the Community Preservation and Historic Properties Stabilization accounts that are related to Depot Park.

JS reported that John Monahan and Susan Grieb informed him they are aware of interest from two parties in renting Unit 4. JS suggested that they contact Richard Jones.

RR joined the meeting at 3:51 P.M.

RR reported that an agreement is in place for rental of basement space to JRM Antiques.

RJ joined the meeting at 4:00 P.M.

RJ said that a company named CoStar is advertising the Unit 4 rental opportunity.

RJ said that Susan Grieb informed him that a pottery studio might be interested in renting Unit 4. Another person contacted him about renting the unit for use as a photo studio.

Rehab of Unit 4 is done except for carpet cleaning, RJ reported. He suggests holding off on carpet replacement until a tenant is identified. He is getting a price quote to install new carpet.

RJ related that Unit 1 tenant John Monahan spoke with him about operation of the basement sump pump and groundskeeping around the Depot building. The Glass Cooperative said they have low water pressure in their unit.

RJ said that the custodian is supposed to work two hours per week at the Depot. This labor expense is factored into common area charges that are assessed to Depot tenants.

The committee discussed FY 2010 expenses that were assessed to Depot tenants. Questions arose about the itemized charges for FY 2010 building maintenance. RJ will ask Marcia Pyles to provide detail on these expenses.

RW expressed that the Depot rents are reasonable. The committee discussed the possible advantage of combining the monthly rent and common area expenses into a single figure rather than breaking them out separately.

RJ said he will bring a long-term maintenance plan for the Depot Park complex to the next meeting.

The committee discussed the merits of painting the Depot building in cream and maroon to match the Freight House. DC said such a project could be eligible for Community Preservation funds. JP asked RJ to get a price quote.

JP reviewed the Task List dated 10/24/10:

1. RJ anticipates that given the amount of the remaining funds in the Historic Properties Stabilization account, items 9 and 12 on the list may be accomplished.
2. JP feels extension of the alarm system to the railroad car ought to be a priority.
3. RJ will check whether it is possible to combine the Freight House and Depot alarm monitoring (items 10 and 11) to save money on monthly telephone line charges.
4. RW said he will have Baudanza Electric meet with JS to get a quote on item 19.
5. RJ said he might have an idea for a card reader for the Freight House front door.
6. RW and JS discussed printing of the kiosk map. RW said he has scaled down the map to fit the paper size. JS is working on content for the rear of the map.
7. RW said he forget to bring the parking site plan to the meeting. He will bring it to the next meeting. RW has questions about how the VFW is handling groundskeeping at the site.
8. RJ will have the Facilities Department electrician replace the clock that controls the parking lot lighting with a self-adjusting model.
9. JS noted that doors at the Freight House and railroad car need adjustment.
10. JP wants to place a high priority on completing items 10 and 11.

RW said that Allied Waste Services delivered a new six cubic yard dumpster at the Depot rather than a smaller container that was requested. He intends to replace the existing 6 cy dumpster with a 2 cy unit.

JP invited motions regarding draft meeting minutes. DC made a motion to accept the minutes of the 9/20 meeting. JP seconded the motion; and it passed by a unanimous vote.

JP said the next meeting is scheduled for 11/17 at 3:30 P.M.

RJ distributed a Depot Park Revolving Fund statement dated 10/26/10. The current account balance is \$40,088.75. RJ said he will verify whether \$5,000 was returned to the Revolving Fund.

The committee discussed when to close the Freight House public restrooms. RW suggested using a portable toilet during the winter. JS recommended operating the restrooms on weekends only through November to save on custodial charges, then close the facilities during the winter.

RJ feels that if Unit 4 is rented, the Depot Park budget will be in rather good shape.

RJ distributed a FY 2011 budget forecast for the Depot Park complex.

RJ said the custodian is supposed to work at the Depot for an average of 20 minutes per day.

The committee discussed a boiler from one of the Billerica & Bedford Railroad locomotives that is displayed outside at the Sandy River & Rangley Lakes Railroad in Phillips, Maine. Bedford resident Timothy Fillion e-mailed JS to say that one of the organization's directors is open to bringing the artifact to Bedford for display. The committee wishes to pursue this possible opportunity.

RR reported on the Bicycle Advisory Committee's efforts to apply for a DCR grant for bikeway signage and to reprint a Minuteman Bikeway map. The proposal includes \$30,000 for a bikeway amenities plan. If the project is funded, municipalities would pay 20% of the cost in cash and/or in-kind services.

JP asked the committee to meet at the Depot at 3:00 P.M. on Friday, 10/29, to view Unit 4.

At 5:20 P.M., JS made a motion to adjourn the meeting. JP 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 11/17/10.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 10/27/10
- DPAC Task List, dated 10/24/10
- FY 2011 Depot Park complex budget forecast
- Tenant bill for FY 2010 common area charges