



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of November 17, 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 3:37 P.M. at Bedford Town Hall.

RJ distributed a Depot Park Revolving Fund financial statement dated 11/17/10. The current account balance is \$40,344.98. He said that a charge for labor has been mis-categorized in the past and will be corrected on future statements. Custodial and other labor expenses are combined on the statement, he explained. RJ said that the Facilities Department does not charge the Revolving Fund for labor if it occurs during regular business hours.

JP asked whether tenant rents are up to date. RJ replied yes—the rental income shown on the report is based on when Marcia Pyles inputs the data into the KVS system.

JS asked whether the deficit of \$22,270 shown in the current financial statement is a paper loss rather than an actual loss. RJ said it is a paper loss because the Revolving Fund did not pay the DPW for parking lot snow removal.

JP inquired about the Glass Studio's rental payments that are shown on the financial statement. RJ noted that the report contains a few errors that will be corrected in a future version.

JP suggested that the financial statement show both projected and actual common area charges.

RR proposed that RJ answer financial questions that were previously posed by committee members. RJ distributed a document dated 10/17/10 that contains replies prepared by Marcia Pyles of the Facilities Department.

DC reported that he spoke with the Town's treasurer about the current balances in Community Preservation and Historic Preservation Stabilization accounts that are related to Depot Park.

- Project #1, the Community Preservation to renovate the railroad car was originally budgeted at \$125,000 and later reduced to \$115,000. The account has a balance of \$344.07.
- Project #2 to complete the railroad car restoration was for \$6,613. After a \$5,000 payment to consultant Dan O'Brien, there ought to be a balance of up to \$1,613.
- Project #3 to complete interior restoration of Freight House was for \$16,240. The balance is \$384.00.

The committee discussed questions about common area expenses that Depot tenant John Monahan, proprietor of JRM Antiques, related to JS. In particular, Mr. Monahan feels the price charged by the Town for snow removal is high. Also, he requests that the parking spaces in front of the Depot be kept clear of snow banks. RJ said that charges made to tenants for snow removal are based on the actual amount of services that are rendered. He plans to speak with the tenants about plans for snow removal this winter.

Beginning this current fiscal year, RJ said, the DPW is to be paid from the Revolving Fund for parking lot snow removal services at a rate of \$150.00 per hour. The plow drivers are to keep track of their time spent at Depot Park. JS inquired whether a contractor could provide snow removal services to the tenants at a lower cost than the price charged by the Town. Discussion followed about coordination between DPW and VFW plowing of the parking lot between the Freight House and Depot. RW commented that the VFW ought not be plowing on the Town's property.

RJ distributed an FY 2011 proposed budget for the Depot Park complex dated 4/26/10. He said that it is a work in progress and will be updated for review at subsequent meetings. RJ corrected the total FY 2011 rent collected from Babe Ruth Baseball from \$1,832 to \$5,234.

RJ commented that if Unit 4 is rented, the Revolving Fund ought to become balanced.

RJ provided an update about prospective tenants for Unit 4. JP will re-advertise the rental opportunity on Craig's List.

RJ distributed a building and maintenance plan for the Depot Park complex dated September 2009 and October 2009. He plans to fine-tune the plan for future review by the committee.

The committee discussed the merits of painting the Depot building's exterior the same cream and maroon color scheme as the the Freight House. DC said that exterior painting could be eligible for Community Preservation funding. RJ said he will get a price estimate.

JP distributed a Task List that was updated on 11/16/10. The committee reviewed the status of items on the list.

Item 1 - Rehab of Unit 4

RJ said that work is complete in Unit 4 except for dusting and cleaning of windows, which he will have accomplished soon. He does not plan to replace the dilapidated carpet until a tenant has been identified to rent the unit.

Item 9 - Install data and CATV jacks inside the railroad car

RJ said that he is acquiring materials to bring data and CATV service into #6211.

Item 10 - Extend the Freight House fire alarm system into the railroad car

RJ said he is speaking with RW about taking down the car's ceiling panels to install smoke detectors inside #6211.

Item 11 - Evaluate combining the Freight House and Depot fire alarm monitoring to save money

After checking with the Fire Department, RJ said that separate alarm monitoring is required for each building. JP inquired why the Depot and Freight House are not on the Town's existing fire alarm system. RW added that a Town fire alarm cable is on nearby Loomis Street. RR said the Town is switching over alarm monitoring in its buildings to private services.

Item 12 - Complete the Freight House data and telephone connections

RJ reported that this work is underway except for the second floor.

Item 18 - Install a card reader on the Freight House front door

RJ said that he requested a quote from a contractor.

Item 19 - Complete the railroad car's electrical connections to the night service clock

RW is attempting to schedule Baudanza Electric to meet with JS at #6211 to review the remaining electrical work.

Item 21 - Freight House exterior touchup painting

RJ plans to have this done in the spring.

Item 23 - Get quotes to paint the Depot to match the F.H. cream and maroon color scheme

RJ will get quotes.

Item 24 - Explore funding options for painting of Depot in cream and maroon color scheme

DC said that the committee could request from the Selectmen a disbursement from the Historic Properties Stabilization Fund for this proposed project.

Item 25 - Create a paper version of the kiosk map

RW distributed a draft version of the map for printing. The committee discussed the content of the map and ideas for content on its rear side (e.g., Bedford's other trails and historic sites). RR provided an update on the Bicycle Advisory Committee's DCR grant application to create new amenities along the Minuteman Bikeway and to reprint a Minuteman Bikeway map. JP clarified that the paper version of the kiosk map would be Bedford focussed, whereas the Minuteman Bikeway map is more broad in its scope and purpose.

Item 26 - Research and define parking lot usage

RW did not bring the parking lot easement plan to the meeting. He plans to bring it to next meeting. RR suggested that RW e-mail a PDF version of the plan to JP.

Item 27 - Adjust/repair the Freight House side door and railroad car interior door

RJ reported that both doors have been repaired.

Item 28 - Depot basement mold removal

RJ reported that this work has been accomplished.

Item 29 - Repair Depot bulkhead doors to prevent ingress of water

RJ reported that this work has been completed.

Item 30 - Replace 6 c.y. dumpster at Depot with a smaller receptacle

RW said that Allied Waste Services has not yet replaced the Depot dumpster.

JS provided an update about the Billerica & Bedford Railroad locomotive boiler that is in the possession of the Sandy River & Rangeley Lakes Railroad in Phillips, Maine. The committee discussed possible ways that the boiler could be preserved and displayed in Bedford should it be acquired. Also, JS mentioned that a researcher from the Midwest recently spent a week in Bedford to study the history of the Billerica & Bedford Railroad.

JS relayed information from Fay Russo about future railroad car rentals. Two regional railroad organizations plan to rent #6211 for a joint meeting in April. The board members of Town Center of Bedford, Inc., plan to hold a meeting in the car on November 22 to discuss ways to bolster its rental.

JP invited motions regarding approval of meeting minutes. He made a motion to accept the minutes of the October 27 meeting. DC seconded the motion; and it passed by a unanimous vote.

JP said the next meeting is scheduled for December 15 at 3:30 P.M.

At 5:40 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 12/15/10.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 11/17/10
- DPAC Task List, dated 11/16/10
- Depot Park Complex Maintenance Plan, dated 9/09 and 10/09
- FY 2011 Depot Park complex budget forecast
- Facilities Department replies to committee questions, dated 10/17/10
- Tenant bill for FY 2010 common area charges