



## **BEDFORD DEPOT PARK ADVISORY COMMITTEE**

Town Hall • Bedford, Massachusetts 01730

**Meeting of February 16, 2011**

### **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; William Moonan (WM), Selectman liaison; Rick Reed (RR), Town Manager; Richard Warrington (RW), DPW Director

**Other persons in attendance:** Timothy Fillion

Chairman Joseph Piantedosi called the meeting to order at 3:33 P.M. at Bedford Town Hall.

JP asked that the committee move Miscellaneous Business to position #2 on the agenda.

JP asked JS to introduce Timothy Fillion, a Bedford resident in attendance at the meeting. JS recapped correspondence that the committee received from Mr. Fillion. It informed the committee of a boiler from one of the Billerica & Bedford Railroad locomotives that is currently displayed in Phillips, Maine. Mr. Fillion proposes that the committee acquire the artifact for display in Bedford. He has discussed this possibility with a director of the nonprofit organization that currently has possession of the artifact. Mr. Fillion said he has seen the boiler and believes it is in stable condition.

RW said it makes more sense for the boiler to be in Bedford due to its historical connection to the town. JP said his first preference is for Bedford to own the artifact and a second option would be a long-term loan or lease agreement. Mr. Fillion suggested that a wooden frame could be fabricated around the boiler to recreate the appearance of the 1877 locomotive. Wheels and drivers could be acquired from various sources, he believes. DC said that the Community Preservation program might a source of funds to transport the boiler and build a display.

RJ distributed a Depot Park Revolving Fund financial statement dated 1/26/11. The current account balance is \$37,709.03. RJ said that Marcia Pyles updated the report for past years to match figures in the KVS accounting system. He reported that Friends of Bedford Depot Park conveyed \$4,425.75 to the Revolving Fund in January. This revenue is not reflected in the current report.

RR explained to WM how the Friends utilize the Freight House under a non-exclusive license from the Selectmen. Per this license, proceeds from the sale of food items are transmitted to the Revolving Fund.

WM asked whether custodial labor is delineated on the financial report. RJ said he will ask Marcia Pyles to provide this detail in the future. JP recommended that the custodial labor expenses be divided between time spent at the Depot and time spent to clean the Freight House public restrooms.

RJ distributed a proposed FY 2011 budget dated 1/26/11. RJ explained that the Town initially pays for electricity furnished to Depot tenants—then the Town recovers these expenses from tenants through a billing process. JP clarified that the Freight House electricity bill covers the building, railroad car and parking lot lights.

RJ noted he does not yet have from the DPW a bill for groundskeeping and snow removal expenses.

JP observed that many different entities use Depot Park. Is there a way to charge for parking? Revenue to the Revolving Fund could be quite significant, he projects. WM related how Waltham uses a kiosk system to collect parking fees.

JS asked whether it would be feasible for Farmers' Market to make a financial contribution to the Revolving Fund in consideration of its use of Depot Park and the public restrooms.

RJ said he will update the budget projections for presentation at the next meeting.

JP plans to advertise the Depot Unit 4 rental opportunity on Craig's List and in the *Action Unlimited* publication.

WM asked whether Unit 4 could be used for a display space. RJ explained that the unit is not handicap accessible.

DC conveyed that at the last Community Preservation Committee meeting, Cathy Cordes reported that the Town accountant said it is okay to use surplus funds from the roof project to paint the building's exterior. RJ expects the cost to be about \$6,000.

DC and RJ discussed the Massachusetts Historical Commission's annual grant program. They pondered whether any aspect of the Depot's renovation could be funded by the program.

JP suggested that exterior renovations to the Depot be accomplished in a phased manner, one side of the building at a time, and that handicap accessibility ought to be addressed. RJ suggested placing the subject of Depot exterior renovation on the agenda of a future meeting.

JP reviewed a Project Task List dated 2/16/11.

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

RJ thinks a Facilities Department electrician could install the smoke detectors.

**Item 18 - Card reader for Freight House front door**

RJ said a contractor looked at this job and offered to provide assistance, but he has not heard from him since then. He plans to involve a new contractor.

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

RJ intends to ask Baudanza Electric to provide a quote to complete this work in tandem with connecting the Freight House fire alarm system with the railroad car.

**Item 25 - Create a paper version of the kiosk map**

DC updated the committee about making a paper version of the kiosk map. He showed a mock-up that places the map on one side and local points of interest and historical information on the opposite side. RW said he will prepare a draft. He feels it will be possible to have the final product available by May. The proposed selling price is \$2.00. Proceeds would be transmitted to the Revolving Fund.

**Item 26 - Research and define parking lot usage**

JP and RW plan to have a meeting with Fred Gordon of the VFW. RW proposes to have a memo of understanding with the VFW about groundskeeping, lighting, parking and snow removal. JP plans to set up the meeting.

JS distributed notes from a presentation on January 19 by Fay Russo and the Town Center board of directors regarding rental of the railroad car. The notes convey ideas for expanding the frequency and types of rentals.

JP scheduled the next meeting for March 16 at 3:30 P.M. in the railroad car. During the next meeting, he intends for the committee to view the Depot to consider options for painting it like the Freight House. Between now and the next meeting, JP asked the members to think about ways to approach the owner of the B&B boiler about acquiring it for display in Bedford.

DC discussed an historical marker that was purchased with funds provided by the Historic Preservation Commission and donations raised by Friends of Bedford Depot Park. It highlights the history of the Billerica & Bedford Railroad and is intended to be located near the interpretive track that exists between Loomis Street and Great Road. WM said that the Selectmen's opinion is that the plaque ought to be seen—but not necessarily readable—from the public way. RR added that the location ought to be decided by mutual agreement of the HPC and the Friends. RW offered to provide a concrete base for the monument.

JS informed the committee of a comprehensive book about the Billerica & Bedford Railroad that is being written by a man in the Midwest. The author has visited the local area on multiple occasions to perform research for this book. JS has seen a draft version of the publication and feels it is well done.

RR said the Selectmen requested that the committee meet with them to provide an update on the committee's activities. JP tentatively agreed to attend a meeting that would be held in May.

RW reported that one of the Depot Park parking lot lights was knocked over during snow removal operations. He plans to file an insurance claim to replace it.

WM left the meeting at 5:22 P.M.

JP invited motions regarding draft meeting minutes. DC made a motion to accept the minutes of the 12/15/10 meeting. JP seconded the motion; and it passed by a unanimous vote.

At 5:24 P.M., DC 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 3/16/11.

**Documents and other exhibits used at this meeting:**

- Meeting agenda, dated 2/16/11
- DPAC Task List, dated 2/16/11
- Depot Park Revolving Account Financial Statement, dated 1/26/11
- Depot Park proposed FY 2011 budget, dated 1/26/11
- Notes from presentation by Town Center, dated 1/19/11