



## BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

**Meeting of March 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; Rick Reed (RR), Town Manager; Richard Warrington (RW), DPW Director

**Ex-officio committee member not in attendance:** William Moonan (WM), Selectman liaison

Chairman Joseph Piantedosi called the meeting to order at 3:41 P.M. inside the railroad car at 120 South Road.

RJ distributed a Depot Park Revolving Fund financial statement dated 3/16/11. The current account balance is \$39,848.83. Positive cash flow amounts to \$4,602.96.

RR joined the meeting at 3:43 P.M.

JS asked about the breakdown between Depot and Freight House custodial labor. RJ replied this information is shown on the financial statement.

The committee discussed when to reopen the Freight House public restrooms. RJ proposed for the next four weeks, the restrooms would be open on weekends only. Beginning May 1, they would be open on weekdays, too. RJ plans to have a sign made for the restrooms to indicate when they are open.

RJ reported current account balances: \$282.15 remains in the Freight House interior fit-out budget and \$1,613.00 remains in the railroad car renovation budget.

RJ distributed an FY 2012 budget forecast dated 3/16/11. He plans to continue work on the forecast. In FY 2012, the budget anticipates \$5,000 in revenue from Freight House food proceeds and \$500 from railroad car rentals.

JS suggested that Farmers' Market provide support to the Revolving Fund since the event uses the Depot Park grounds and restrooms.

JP inquired about the amount of FY 2012 groundskeeping and snow removal expenses that would be recaptured from Depot tenants. RJ is unsure and will check with Marcia Pyles. JP requested that the tenant share of expenses be delineated in the FY 2012 budget. JP asked that RJ e-mail the committee a revised FY 2012 budget in advance of the April meeting.

RJ noted that the Glass Cooperative's lease is the first one to expire at the Depot. He said the tenant has expressed satisfaction with the unit.

RJ said that he plans to show Unit 4 to a prospective tenant on Monday in response to an *Action Unlimited* ad. The committee discussed advertising in *The Lowell Sun* and the Town Taxi e-mail newspaper. RW suggested displaying a poster at Farmers' Market.

JS distributed color postcards and a black and white photo of the Depot as reference for painting the building. RJ said these photos will provide him with enough information to paint the building in the B&M cream and maroon color scheme. The roof underside is already painted. JP said the committee can tour the outside of the Depot after the meeting.

JP asked whether there are any exterior improvements that may be accomplished with surplus Depot roof funds.

JP distributed a Task List dated 3/16/11.

**Item 9 - Install data/CATV jacks inside the railroad car**

RJ believes Facilities Department electricians can accomplish this task.

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

RJ believes Facilities Department electricians can accomplish this task.

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

RJ plans to consult with a contractor for hardware and installation.

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

RJ believes Facilities Department electricians can accomplish this task.

**Item 21 - Freight House exterior painting touch-up**

RJ plans to touch up the paint in the spring, possibly in tandem with the Depot's painting.

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

RW is drafting a memo of understanding between the Town and the VFW.

JP reported that he and RW had a productive meeting with VFW representatives. RW is to prepare a memo of understanding based on this meeting and send it to the VFW for their signature. The memo is to include locations of property lines and maintenance responsibilities. RR asked whether there was general agreement. RW replied that Fred Gordon did not recall the VFW's responsibility for the landscaped island in the parking lot. He added that the VFW's contractor has been plowing snow onto the Town's portion of the parking lot. The memo is to request that VFW patrons fill their parking spaces before using the Town's spaces. RW intends for the memo to reference all existing site plans and documents.

DC presented a mock-up of a paper version of the kiosk map. It measures 17" by 21". He said he received feedback on the draft from the Historic Preservation Commission. The committee discussed whether to add additional images to the map. RW believes the draft looks good as-is. RW will have the DPW prepare the final version for printing. JS said a quote from one online printer for 2,000 full-color copies is about 50 cents per unit. JP said if the committee is satisfied with the draft, RW ought to take the project to fruition.

JP asked whether Timothy Fillion has provided any new information about the Billerica & Bedford Railroad locomotive boiler. JS said he has not heard from him since the committee's previous meeting.

Miscellaneous business: JP said he received a request from Depot tenant Barbara Purchia for a Depot Park sign at the corner of Loomis Street and Great Road. RW said Bedford has minimal directory signage. The committee discussed the design of a possible sign that would point towards the Minuteman Bikeway and Depot Park.

JP spoke of Taylor & Lloyd using the Railroad Avenue municipal parking lot for employee parking. Photos that JS took in the afternoon of 3/15/11 show 15 vehicles parked on the Taylor & Lloyd side of the lot. JP asked whether Town Bylaws require the company to have adequate onsite parking. RR suggested that JP and JS speak with the company about its use of the parking lot. JS suggested that parking restrictions be instituted at the lot during Farmers' Market.

JS conveyed an e-mail from Fay Russo about a photographer who wishes to rent the railroad car on a barter basis.

RW reported that one of the parking lot lights adjacent to the Freight House was knocked over by a snowplow. He plans to have it replaced.

JP invited motions regarding draft meeting minutes. DC made a motion to accept the minutes of the 2/16/11 meeting. JP seconded the motion; and it passed by a unanimous vote.

At 5:26 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 4/21/11.

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

- Meeting agenda, dated 3/16/11
- DPAC Task List, dated 3/16/11
- Depot Park Revolving Account Financial Statement, dated 3/16/11
- Depot Park proposed FY 2012 budget, dated 3/16/11