



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of January 25, 2012

MINUTES

Committee members in attendance: Joseph Piantedosi (JP); Jim Shea (JS)

Ex-officio committee members in attendance: Richard Jones (RJ), Facilities Director; Rich Warrington (RW), DPW Director; William Moonan (WM), selectman liaison

Ex-officio committee members not in attendance: Rick Reed, Town Manager

Chairman Joseph Piantedosi called the meeting to order at 3:07 P.M. at Bedford Town Hall.

JP reviewed with WM his plans for an update to the selectmen about the Depot Park complex. JP said he received financial information from the Facilities Department for use in the report. He plans to have a printed outline for inclusion in the selectmen's packet in advance of the meeting on January 30. WM suggested that the presentation highlight reasons for the committee's continuance.

RW joined the meeting at 3:11 P.M.

RW said he received notification of another round of Massachusetts Historic Preservation grants. Funds from this program might be used towards the Depot facade restoration project.

RJ joined the meeting at 3:17 P.M.

RJ reported that he received a letter dated 1/13/12 from JM Custom Creations LLC that requests rental of Depot Unit 4 at a proposed monthly rent of \$375 to \$395. The company does light assembly of draperies. He invited input on how to proceed. The committee discussed options for replacing the dilapidated floor and the amount of rent that ought to be charged. WM suggested accepting the proposed rent simply to get a tenant into Unit 4. JP recommended a lease term of 3 to 5 years. JS observed that the proposed rent is lower than the rents paid by other tenants. He suggested offering JM Custom Creations a discount for a number of months in the first year, then full price afterward with an option to renew for a second year at full price.

JP asked RJ to get a price quote for new flooring in Unit 4.

RJ noted that the Unit 3 lease to the Glass Cooperative is coming up for renewal soon.

RJ distributed a Depot Park Revolving Fund financial statement dated 1/25/12. The current balance is \$39,481.20. This amount includes a recent contribution of \$4,380.91 from the Friends.

WM suggested to RJ that he explore converting the Depot building to gas heat to reduce energy costs.

WM asked whether the custodian who maintains the public restrooms also cleans the railroad car interior. JS answered no. The committee discussed the custodian's current duties and practices. JS said the custodian usually spends 10 to 15 minutes cleaning the restrooms each day,

then leaves. He advocated that the employee perform work for the full hour he is paid. RJ said it is difficult to find a custodian who is willing to go to Depot Park for only an hour's pay.

The committee discussed paying the DPW for snow removal and groundskeeping services at the Depot Park complex. JP inquired whether the DPW has charged for services provided to other departments. The committee discussed common area maintenance charges that are assessed to Depot tenants. JP suggested that the discussion be deferred to the next committee meeting.

RJ distributed a proposed FY 2013 budget dated 1/24/12. JS questioned some projected expenses that seem high to him. RJ said he will check the estimates.

The committee reviewed a task list dated 1/24/12.

- RJ said the Facilities Department electricians agreed to complete installation of the railroad car's fire alarm system.
- RJ said he hasn't yet acquired a punch-pad unit or card reader for the Freight House front door.
- RJ said he intends to paint the Depot exterior in May.
- RW said he plans to meet with Fred Gordon of the V.F.W. on Friday morning to define parking lot usage and maintenance. JS asked whether the property was acquired from the previous owner through a "friendly" eminent domain process, possibly canceling easements that were in effect.
- RJ will check whether exposed nails on the Freight House deck have been driven down.
- As requested by Barbara Purchia, RW is working on a Depot Park directional sign for the corner of Loomis Street and Great Road.
- WM asked whether it makes better sense to replace the Freight House deck wood with a Trex composite product rather than repainting the deck on a recurring basis.
- RJ will check whether the Revolving Fund has received a \$450 payment from the Bedford Historical Society for a carton of bikeway maps.

JS reported on the Friends' fundraising efforts in support of labor expenses for Freight House part-time cashiers in 2012. Between mid-December and the current date, donations totaling \$6,448.10 have been received. About 60% of the contributions came from out-of-town donors.

JP made a motion to accept the 12/06/11 meeting minutes. JS seconded the motion; and it passed by a unanimous vote.

The next meeting is scheduled for February 15 at 3:00 P.M.

At 4:54 P.M., JS made a motion to adjourn. 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 2/15/12.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 1/25/12
- Depot Park Revolving Fund Financial Statement, dated 1/25/12
- Estimated FY 2013 budget, dated 1/24/12
- Ongoing DPAC Projects, dated 1/24/12
- Letter from JM Custom Creations LLC, dated 1/13/12