



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of February 15, 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; Rick Reed (RR), Town Manager; William Moonan (WM), selectman liaison

Chairman JP called the meeting to order at 3:06 P.M. at Bedford Town Hall.

JP provided a recap of a presentation about the Depot Park complex given to the selectmen on January 30. WM believes the presentation was nicely done. JP commented that Walter St. Onge asked whether income from the complex pays for its expenses.

RJ provided an update on rental of Depot Unit 4. A prospective tenant, JM Custom Creations LLC, expressed concern about what they believe is an unrestricted amount of CAM (common area maintenance) charges. RJ observed that the Unit 2 lease to Babe Ruth Baseball caps the CAM charges during the first year. RJ reported that Steve Bulloch contacted him about renting Unit 4. He plans to meet with him tomorrow.

The dilapidated carpet in Unit 4 has been removed, RJ said. He plans to have Facilities Department workers install a wood subfloor in advance of a contractor installing vinyl flooring.

JP will re-advertise the Depot Unit 4 rental opportunity on Craig's List.

RR inquired about a lease renewal of Unit 3 to the Glass Cooperative, Inc. RJ says we have until June to complete a lease renewal with this tenant.

RJ presented a Depot Park Revolving Fund financial statement dated 2/15/12. The current account balance is \$35,233.56. WM questioned Facilities Department overtime charges allocated to the Freight House. RW noted unusually high electricity charges for the Freight House in December and January. RJ will check these charges. He said most of the Freight House electricity is used to power the parking lot lights. The committee discussed options for changing the parking lot lights to L.E.D. fixtures to save money on the electric bill.

JP questioned CAM charges assessed to Depot tenants. JP suggested a method for handling CAM charges and asked RJ for a chart that shows how CAM charges are calculated. JS asked how the FY 2013 snow removal estimates were determined.

WM inquired how the groundskeeping charges are calculated. RJ explained that the charges apply to the eastern side of the Depot Park complex, not the Railroad Avenue side.

RW commented that the DPW doesn't charge other town departments for its services. He proposed that a consistent approach be taken to cross-charging town departments.

RJ feels the Depot Park Revolving Fund will not cover the committee's 20-year business plan without additional revenue. If the Depot is fully rented, JS remarked, the financial outlook would improve significantly.

RJ distributed a revised FY 2013 budget estimate for review and discussion by the committee. JP asked that a chart for CAM charges also explain custodial charges. He proposed to focus on the FY 2013 budget expenses at the next meeting.

RJ asked whether we ought to advertise RFPs for Depot rentals when leases expire. JS suggested that any future RFPs have a minimum rental price for each unit.

WM inquired when Babe Ruth Baseball might move to a new location. A clear answer was not known by the committee members.

RJ distributed an updated 20-year business plan for review by the committee.

JP asked to what extent the Community Preservation Fund can pay for Depot facade improvements that include a ramp for improved building accessibility. RJ said he will prepare a Depot facade project using as a guide the preservation plan that was created by Menders, Torrey & Spencer. JS inquired whether there would be design expenses. RW noted that the deadline for Massachusetts Historical Commission grant applications is late March.

JP distributed an updated task list dated 2/25/12.

- RJ said installation of data and CATV jacks inside the railroad car ought to be completed on Monday.
- RJ said the fire alarm system inside the railroad car ought to be tested on Thursday.
- RJ reported he hasn't made progress on a punch-pad or card reader unit for the Freight House door.
- RJ plans to work on the specs for painting the Depot exterior within the next two to three weeks.
- RJ will check whether exposed nails on the Freight House deck have been driven down.
- The memo of understanding with the V.F.W. is still being worked on by RW.
- RW is working on a Depot Park directional sign that was requested by Barbara Purchia of the Glass Cooperative, Inc.
- RJ hasn't yet got a price estimate to replace the Freight House deck with a Trex or similar product. Meanwhile, he plans to have the existing deck painted.
- RW believes the graffiti on Depot Special Places sign has been removed.
- RJ reported that the Bedford Historical Society's \$450 payment for maps has been added to the Revolving Fund.

RW said he met with Fred Gordon of the Veterans of Foreign Wars to discuss the property easement plan. He said they have agreed upon almost all aspects of the plan. JS inquired whether any easements were cancelled by virtue of Bedford's acquisition of property through an eminent domain process.

WM asked RW whether the Billerica & Bedford Railroad sign on Loomis Street can be straightened.

JP reiterated the need to fill a vacancy on the committee. WM noted that the Volunteer Coordinating Committee is being reconstituted, which could help find a new member.

JS provided an update on financial contributions received in support of operating the Freight House in 2012 with part-time cashiers. Between mid-December and February 12, \$6,778.10 has been received from donors in several states.

JP said the next meeting is scheduled for 3/21/12.

JP invited motions regarding the draft minutes of the 1/25/12 meeting. WM requested that the draft minutes delete his conversation with RW about church trash receptacles. JP made a motion to accept the 1/25/12 minutes with the proposed edit. JS seconded the motion; and it passed by a unanimous vote.

At 4:46 P.M., JP invited motions to adjourn the meeting. 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 3/21/12.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 2/15/12
- Depot Park Revolving Fund Financial Statement, dated 2/15/12
- Depot Park Complex Business Plan, revised 2/14/12
- Estimated FY 2013 budget, revised 1/30/12
- Ongoing DPAC Projects, dated 2/15/12