



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of May 2, 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

Other people in attendance: John Peterson

Chairman JP called the meeting to order at 3:07 P.M. at Bedford Freight House, 120 South Road.

RJ distributed a Depot Park Revolving Fund financial statement dated 5/02/12. The current account balance is \$32,319.56. The account contains an additional \$4,219.32 for Depot Park groundskeeping services that has not yet been paid out. The new Unit 4 tenant paid pro-rated rent for April since they began occupancy after the first of the month. RJ observed that the current account balance is ahead of where it was last year at this time.

RJ said the Depot roof account remains unchanged with a balance of \$18,721.69.

RJ explained a worksheet that shows how CAM (common area maintenance) charges are calculated for Depot tenants. He said that tenants are currently paying about 65% of the total CAM expense for the Depot building and the Depot side of the Loomis Street municipal parking lot. JP proposed that basement rental space not be assessed CAM charges.

The cost to rehab Unit 4 totaled \$2,375.34. RJ said we ought to recover this expense after about six months of rental income from the new Unit 4 tenant.

RJ presented a worksheet that shows the timelines of current Depot leases. JP noted that any options to renew existing leases are at the discretion of Bedford as the landlord.

John Peterson joined the meeting at 3:31 P.M.

RJ noted that a true-up of the CAM charges is to occur by July.

Mr. Peterson said he believes the current rents charged for second floor Depot units are fair to both the tenants and the landlord.

RJ reported that JM Custom Creations LLC began occupancy of Unit 4 in April.

RJ said he wishes to incorporate foundation repairs with the Depot exterior painting project. He plans to meet with Menders, Torrey & Spencer tomorrow to discuss Depot repairs and the exterior painting. He believes the entire project can be accomplished for under \$25,000. WM inquired about the value of having one contractor perform both aspects of the project. RJ plans to award the contract by the end of the month. JP will get RJ names of local masonry contractors. RW asked whether drainage ought to be improved around the Depot building. The committee discussed using buried rubber membrane to mitigate ingress of water into the basement.

RW said he is evaluating the price of a retrofit kit to test the use of LED lighting in the parking lot. He wonders whether it would be better to buy a new head that already has an LED fixture. RJ suggested using induction lighting for an improved lighting appearance.

RJ said he met with Menders, Torrey & Spencer about a revised Depot Preservation Plan. He expects to have more information and cost estimates next week.

RJ said he has specifications for the Depot exterior painting project, but will hire the architect to write specifications for masonry repairs.

The committee reviewed the status of various ongoing tasks. Reports from RJ:

- Depot Unit 4 has been rehabbed with new carpeting and minor repairs.
- Data and CATV jacks have been installed inside the railroad car. Connectors are to be attached to the Freight House end of the cables this week.
- The railroad car's fire alarm system is now operational.
- A contractor is to send RJ information about a door access unit for the Freight House.
- A Facilities Department electrician is to contact JS to complete the railroad car's night service lighting.
- The contractor hired to paint the Depot exterior is also to perform touchup painting of the Freight House exterior.
- A painting contractor is to be hired by the end of the month.
- Exposed nails on the Freight House platform have been driven down.
- Painting of the Freight House platform is to be done by a Facilities Department worker or by the contractor hired to paint the Depot exterior.

Reports from RW:

- An easement and maintenance agreement between Bedford and the Veterans of Foreign Wars is complete. RW plans to soon meet with Fred Gordon of the V.F.W. to finalize it.
- Progress has not yet been made on a Depot Park directional sign that is requested by Barbara Purchia, a Depot tenant.
- Two "Slow" signs at the South Road end of the bikeway are marked with graffiti.
- Attempts have been made to determine the location of a roof leak on the railroad car. JP suggested that a professional roofer locate and repair the leak. RW said a smoke test might isolate the opening. DPW workers will examine the radiator dome for possible points of rainwater entry.

JP discussed an e-mail he received from RJ about installing address signage at the Depot and Freight House. JS asked whether there is a requirement to have street numbers attached to the buildings. The committee discussed placement and design options for the proposed signage. JP suggested the committee view the Depot building after the meeting. Mr. Peterson said that if a monument sign is placed at the Depot, which includes the names of the tenants, the tenants ought to pay for it.

RJ plans to speak with the Facilities Department operations manager about making a change to custodial assignments at Depot Park.

RJ explained to Mr. Peterson that the committee's goal is for the Depot Park complex to be financially self-sufficient and he outlined its various sources of revenue. JP added that the site provides multiple uses that include amenities to bikeway users, public parking, public restrooms and historic preservation.

JP made a motion to accept the draft minutes of the 3/21/12 meeting. JS seconded the motion; and it passed by a unanimous vote.

JP said he will notify committee members of the next meeting date.

Mr. Peterson offered to explore whether Depot rental opportunities can be placed in MLS (Multiple Listing Service) real estate listings.

At 5:03 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 5/23/12.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 5/02/12
- Depot Park Revolving Fund financial statement, dated 5/02/12
- Estimated FY 2013 budget, revised 5/02/12
- Depot Station O&M calculation
- Depot lease timeline
- Depot [Unit 4] flooring replacement cost
- Ongoing DPAC projects, dated 5/02/12