



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of December 19, 2012

MINUTES

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

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

Others in attendance: Donald Corey

Chairman JP called the meeting to order at 3:39 P.M. at Bedford Town Hall. He began with item 4 on the agenda.

RJ said he asked the Town Accountant about using the remaining Depot roof money to pay for design services to improve accessibility to the building. He learned that the funds are not eligible for this purpose. He distributed a proposal from Menders, Torrey & Spencer (MTS) dated 12/10/12 for its design services. The company quoted a price of \$6,550 for its work. RJ proposed that we request an appropriation from the Historic Properties Stabilization Fund to pay the architect. John Peterson asked whether MTS' plans can be given to another architect. RJ answered that the Town owns the plans and can assign the work to another architect if it chooses.

JP said that handicap accessibility to the second floor ought to be an option in the design. He explained that since the proposed work pertains to code compliance, the Building Code compliance threshold would not be triggered.

RW joined the meeting at 3:49 P.M.

JP inquired about the services MTS would provide for the quoted price. RJ said a document that shows MTS's scope of work is in his office. Donald Corey believes MTS would provide a schematic and a construction estimate for the quoted price. He proposed having a placeholder in the Annual Town Meeting warrant for the Town's share of construction costs, and that the actual amount be filled in once it is known.

RR questioned how the construction cost would be paid. In view of the future artificial turf project that is to draw heavily on Community Preservation funds, he wonders whether the budget has sufficient money to accommodate the proposed Depot project. Mr. Corey suggested going forward with Depot accessibility improvements if the state provides a grant and Bedford's share of the construction cost is not greater than \$75,000.

JP recommended acceptance of MTS' proposal provided that the architect can deliver 25% schematic plans and cost estimates before the March deadline for submittal of grant applications to the Massachusetts Historical Commission.

JP invited motions regarding the MTS proposal. John Peterson made a motion: The committee requests Historic Properties funding from the Selectmen to pay Menders, Torrey & Spencer for its design services, that the design be cost efficient, and a second floor accessible restroom and improved accessibility to the second floor be provided as design options. JS seconded the motion. The motion passed by a unanimous vote.

RJ distributed a letter he received from the Unit 1 tenant that proposes a one-year lease, an option for a one-year renewal, a monthly rent of \$500, and a monthly O&M charge of \$170. The tenant's current rent is \$596.00 and the O&M charge is \$161.31. JP observed that the tenant's proposed new rent is lower than the amount it was in the first year of the current lease. WM offered an analysis of the building's current rents. He believes the Town is better off financially to have a tenant paying a lower rent than for the unit to be vacant for a few months while a new tenant is sought. RJ observed that the tenant has been using the building's foyer and sidewalk for merchandise displays, and is using a much greater portion of the basement for storage than is granted under the current lease.

JS suggested that a counter-proposal be made to the Unit 1 tenant for a price that is closer to the current rent; and that the price for a second year be higher than the first year's rent. John Peterson recommended that any second year tenant at-will lease be for a price that is negotiated at a future time. RJ suggested it might be a good idea to have all the tenants on one-year leases so that the building may be emptied to construct the accessibility improvements that are envisioned. JP said that language ought to be in the leases to allow the landlord to do construction on the building while it is occupied.

Mr. Corey left the meeting at 5:01 P.M.

After discussion, the consensus of the committee is that a one-year lease be awarded to JRM Antiques at a rent of \$545.00 per month, that the prevailing CAM assessments be maintained, and that the lease not contain an option to renew it.

RJ reported that he ordered a new door for the Freight House. The Facilities Department is to paint the door, install a card reader on it, then replace the current water-damaged door with it.

RJ distributed a Depot Park Revolving Fund financial statement dated 12/19/12. The current account balance is shown to be \$27,998.14.

JP distributed a Depot FY 2012 O&M Calculation Worksheet dated 12/01/12. RJ explained that the Depot and Freight House portions of the complex represent 60% of the DPW's proposed charges. JP plans to discuss the proposed DPW charges for grass mowing and snow plowing at a future meeting.

The next meeting is scheduled for January 16.

JP invited motions regarding the draft minutes of the 11/20/12 meeting. John Peterson said he hadn't yet read them—so JP deferred the draft to the next meeting.

JP invited motions to adjourn. At 5:34 P.M., JS made a motion to adjourn. John Peterson 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 1/16/13.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 12/19/12
- Depot Park Revolving Fund Financial Statement, dated 12/19/12
- Ongoing DPAC projects, dated 12/17/12
- Menders, Torrey & Spencer - Bedford Depot Designer Services Scope of Work, dated 12/10/12
- Depot Station FY12 O&M Calculation (revised) 12/01/12
- Letter from JRM Antiques to Facilities Department, dated 12/06/12