



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of September 5, 2013

MINUTES

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

Ex-officio committee members in attendance: Richard Jones, Facilities Director (RJ); Roy Sorenson, DPW Director (RS); Rick Reed, Town Manager (RR)

Ex-officio committee members not in attendance: William Moonan, Selectman liaison

Others in attendance: Donald Corey, Historic Preservation Commission

Chairman JP called the meeting to order at 3:01 P.M. at Bedford Town Hall.

RJ reported that on September 3, the Selectmen awarded a \$12,500 contract to Spenser & Vogt for design services on the Depot accessibility and facade improvement project. To meet the project timeframe established by the Massachusetts Historical Commission (MHC), last week the architect removed a section of shingles on the rear of the building. This process allowed him to see how far the original windows extended in height. RJ proposed to not restore the removed shingles at this time. He advocates using two windows per vertical column, one tall window with a smaller window above it. JP inquired whether any communication has occurred with the tenants. RJ plans to speak with them next week.

RR joined the meeting at 3:05 P.M.

RJ intends to submit plans and specifications to MHC next week.

JP inquired about restrictions from the MHC for the Depot project. RJ said that the MHC will prepare deed restriction language for adoption at Special Town Meeting. Donald Corey and JS recalled a condition from the Transportation Enhancement Program that might already restrict the Town's ability to sell property that was acquired with grant money from the state and Federal governments. RR suggested that we obtain the MHC deed restriction language or a sample document before October 7.

Don Corey has requested a \$75,000 placeholder in the Community Preservation budget to enable completion of Phase One of the Depot facade project, which the architect has estimated to cost \$233,000. This project phase would not include the accessible restroom. Mr. Corey envisions the construction to begin in early spring and to be completed in June. JP inquired what the appetite might be to raise enough money to complete the entire facade restoration. Mr. Corey suggested we wait until the 2014 Annual Town Meeting to request additional funds and to submit another grant application to MHC. JP and RJ discussed that the construction RFP language needs to be written carefully and that it include an "add alternate" for a possible second phase of the facade work. RJ plans to advertise the construction RFP in late 2013 and to make an award in January. He anticipates that construction would begin in March or as soon as weather conditions allow.

The committee discussed options for replacing the Depot's deteriorated signal masts. About \$5,500 remains in the Depot roof project. RR said he will check on eligibility to use these funds for signal mast repairs.

JP noted that the leg supports on the Special Places sign are rotted and also require replacement.

RJ said he spoke with the tenants of Units 1 and 4 about their future plans. The Unit 1 tenant intends to close their business at the end of this year and has requested a lease extension of two additional months in early 2014 to allow time to move. The Unit 4 tenant wishes to continue on a month-to-month basis.

JP suggested that when the lease of Unit 2 expires in December 2014, consideration should be given to adding an accessible restroom before renting the space again. Mr. Corey said the entire first floor could become attractive as retail space, possibly to a single tenant who rents both Units 1 and 2. RR recommended that the committee discuss with the Selectmen future use of the Depot prior to soliciting new leases.

RR noted that he has a personal relationship with the Unit 3 lease holder. He asked that the committee members discuss the Depot accessibility and facade project with the tenants.

JP discussed a memo that the committee sent to the Selectmen in 2007 that provides recommendations about the Depot's financial model, future renovations and rental. The Selectmen accepted these recommendations, he recalled. RR commented that the current Selectmen might be unaware of what previous Selectmen discussed and agreed upon.

Mr. Corey said that uncertainty about the Depot's future use has made the existing tenants feel on edge. He suggested that the existing second floor be retained. He compared the Depot improvement project with the Old Town Hall renovations that occurred some years ago. The exterior of the Old Town Hall was restored to have an historical appearance, but the interior of the building was reconfigured for "adaptive reuse." Mr. Corey said the Historic Preservation Commission may write a letter to advocate the same approach be followed with the Depot.

The committee discussed holding a workshop for the Selectmen, possibly on a Saturday. RR said he would poll members of the Selectmen about possible dates. JS proposed placing a slide show on the Web to provide an advance orientation about the Depot Park complex.

JP said the committee has not yet seen the Larson and VFW easement agreement documents. He requested them from RR. Mr. Corey noted he was able to obtain the 54 Loomis Street easement agreement online. The committee discussed the revised 54 Loomis Street site plan for the easement area that is adjacent to the Depot.

RS said the DPW plans to obtain two old railroad baggage carts on September 10. They are to be restored by the DPW as a wintertime "fill-in" project and then be displayed at Depot Park. He requested guidance on the restoration process. JP said the Arts Council might provide a grant to purchase any needed materials.

RJ distributed a Depot Park Revolving Fund financial statement dated 9/05/13. The current balance is \$31,041.78. The committee discussed the current KVS balance and the funds held in escrow for DPW charges. JP asked how much is being collected from the tenants for common area charges. The committee discussed possible ways to simplify the format of the financial statement. JP suggested that the DPW escrow amount be on a separate sheet rather than on the

main pages. RJ commented that the Depot Park complex is not financially self-supporting if DPW charges for snow removal and groundskeeping are factored into the budget.

RJ explained that the delay on installing the replacement Freight House door is due to difficulty in programming the electronic lock. JP suggested that since the existing door has rotted at the bottom, the new replacement door be installed now and that the electronic lock be programmed later.

JP proposed a meeting on Thursday, September 26, to prepare for the upcoming workshop.

JP made a motion to accept the 7/09/13 meeting minutes. JS seconded the motion, and it passed by a unanimous vote. JP made a motion to accept the 6/28/13 meeting minutes. JS seconded the motion, and it passed by a unanimous vote.

At 4:58 P.M., JP made a motion to adjourn. JS 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 9/30/13.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 9/05/13
- Depot Park Revolving Fund financial statement, dated 9/05/13