



## **BEDFORD DEPOT PARK ADVISORY COMMITTEE**

Town Hall • Bedford, Massachusetts 01730

**Meeting of April 1, 2014**

### **MINUTES**

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

**Ex-officio committee members in attendance:** Tassir Alani, Facilities Director (TA); Ronald Scaltreto, Facilities Operations Manager; Roy Sorenson, DPW Director; Rick Reed, Town Manager (RR)

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

**Others in attendance:** Donald Corey

JP called the meeting to order at 3:31 P.M. at Bedford Town Hall. He started with Item 3 on the agenda, the Depot facade and accessibility project.

Ron Scaltreto reported that he received word from the contractor, Campbell Construction Group, that Phase 1 of the Depot project will not be completed by June 30 because a 16-week lead time exists to obtain custom window units. Tassir Alani drafted a letter to the Massachusetts Historical Commission (MHC) to request permission for an extension of the agency's deadline. The contractor expects to complete the entire project (Phases 1 and 2) by September 30. Mr. Scaltreto said contracts have been signed with the architect and the contractor that cover both project phases. The Facilities Department plans to have a pre-construction meeting with the contractor on April 7.

JP inquired about tenant impacts. Mr. Scaltreto said that the Unit 2 tenant, Babe Ruth Baseball, will distribute its equipment to members by April 12, which is before work is scheduled to start. He has not yet heard from the Unit 3 tenant, The Glass Cooperative, about any specific needs it might have. JS inquired when the contractor would erect construction site fencing. TA said this point will be discussed during the pre-construction meeting.

RS joined the meeting at 3:38 P.M.

RR joined the meeting at 3:39 P.M.

JP asked whether any money might be coming back from the contractor due to the delay in meeting the Phase 1 deadline of June 30.

Mr. Scaltreto said that Campbell Construction Group might submit a proposal to restore the Depot's rooftop train order signal masts. Don Corey added that funds remaining in the Depot roof account could be used to pay for this restoration and to illuminate the signals. JP questioned what the structural engineer has proposed for signal mast restoration. Ron answered that the engineer proposed a metal pole enclosed by wood boxing, which would allow for wires to be run to the train order signals.

Agenda Item 2, rental of Depot units: RR provided contact information to JP from a person who has interest in renting Depot Unit 1. JP will contact this party. Don Corey inquired whether rental of Unit 1 could begin on September 30. RR said that Unit 1 might be needed as alternate storage space for existing tenants until the entire Depot facade and accessibility project is finished.

JP recounted comments that realtor John Peterson made at the last meeting about advertising the rental opportunities on MLS (Multiple Listing Service). JP proposed sending an RFP to realtors to solicit marketing services, and that a price/qualitative analysis be used to select a service provider. The committee discussed whether granting exclusivity to a realtor would be advantageous. RR said another municipality might have used a realtor for real estate marketing services, and we might learn from their experience. He noted that based on the committee's previous conversation with the Selectmen, new leases would need to be for a maximum term of 2-1/2 years. JP suggested that the committee have a discussion with the Selectmen so that new leases may be for a minimum of three years.

JP explained that four split-type air conditioners are to be installed at the Depot to replace window-type units that are currently in use. He asked TA and Mr. Scaltreto whether the Facilities Department has evaluated the Depot's electrical services to determine whether they will be adequate for the new equipment. Mr. Scaltreto said they have not yet looked into the electric service, but plan to do so soon. RR said that project contingency money would be used to purchase and install the air conditioning. The Facilities Department plans to perform the installation. RR asked about the lead time to acquire air conditioning systems. TA replied that only a couple weeks are necessary to acquire the equipment. For the benefit of the Unit 3 tenant, JS suggested using a portable air conditioner on a temporary basis, if necessary, until the new system is installed.

Item 6, baggage cart restoration project: JP said he saw the restored baggage cart at the DPW and that it looks fantastic. RS said that Carl and Paul at the DPW did a great job. He added that a little money remains in the budget. JP said this balance could be applied to the cart's signage. JP showed photos of the baggage cart's condition both before and after its restoration.

Special Places sign restoration: JP said any materials needed to repair the Special Places sign may be charged to the Revolving Fund.

#### Miscellaneous business:

- Mr. Scaltreto hopes to have the Freight House card reader operational this week.
- Mr. Scaltreto reported that procurement of the replacement Freight House front door has been delayed. The committee discussed whether the door ought to be metal or wood. JS suggested that if a metal door is chosen, it could be powder-coated in maroon to match the building's trim.
- One of two Depot Park directional signs is missing at the intersection of Loomis Street and Great Road. The DPW will replace it.
- Adrienne St. John sent Depot Park easements to the committee in care of JS, who forwarded them to JP.
- JP said that Adam Schwartz of the Chamber of Commerce asked him about placing a QR code at Depot Park to direct visitors to information about local businesses. JP noted that such a QR code already exists on the kiosk.
- Don Corey offered to order replacement historical marker signs for the Freight House and Depot.

- The committee discussed the ongoing building project at 111 South Road and the impact to the public of a trailer and a dumpster that are atop adjacent sidewalks.

JS noted the need for coordination between the 54 Loomis Street contractor and the Town's contractor on the eastern side of the Depot. JP will forward 54 Loomis Street developer contact information to RS and TA.

Mr. Scaltreto left the meeting at 4:32 P.M.

The committee reviewed a Depot Park Revolving Fund financial statement dated 4/01/14. The current account balance is \$56,527.83. JP observed that the balance decreased about \$3,000 since March 25. TS will check on the nature of recent expenses, including a charge of \$766.60 in February. RR questioned why no rental revenue is shown for February and March.

New business: The next meeting is scheduled for May 21 at 3:30 P.M. A discussion with the Selectmen about extending Depot rental terms another six months is scheduled for May 12.

JP made a motion to accept the minutes of the 2/12/14 meeting. JS seconded the motion, and it passed by a unanimous vote.

At 5:00 P.M., JP made a motion to adjourn the meeting. 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 5/12/14.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 4/01/14
- Depot Park Revolving Fund financial statement, dated 4/01/14