



## **BEDFORD DEPOT PARK ADVISORY COMMITTEE**

Town Hall • Bedford, Massachusetts 01730

**Meeting of June 25, 2014**

### **MINUTES**

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

**Ex-officio committee members in attendance:** Taissir Alani, Facilities Director (TA); Roy Sorenson, DPW Director (RS); Rick Reed, Town Manager (RR); William Moonan, Selectman liaison (WM)

**Others in attendance:** Donald Corey; Ronald Scaltreto, Facilities Department

JP called the meeting to order at 3:40 P.M. at Bedford Town Hall. He began by requesting an update on the Depot facade and accessibility project.

TA reported that sufficient work has been done so far on the Depot project to satisfy the grant requirements of the Massachusetts Historical Commission (MHC). The contractor has invoiced the Town for about \$120,000. The contractor is awaiting custom window units are expected to arrive in mid-July. The Facilities Department will purchase four external air conditioner units that will replace window air conditioners in the four rental units.

RR joined the meeting at 3:41 P.M.

RR questioned whether the purchase of air conditioning equipment is an appropriate use of Community Preservation funds. Don Corey explained that the equipment is a proper use the these funds and drew a comparison to air conditioning equipment that was acquired for the Old Town Hall restoration project using Community Preservation funds.

RS joined the meeting at 3:43 P.M.

Ron Scaltreto reported that in addition to new window units, the contractor is also awaiting milled siding.

JP inquired whether Town labor to install the air conditioning equipment may be charged to the Community Preservation account. RR said he will check on this question. TA said the Facilities Department can proceed with the equipment purchase and installation at any time. JP proposed that the Town purchase the equipment as soon as possible, then hire a contractor to perform the installation. Mr. Scaltreto noted that paying Facilities Department employees on overtime to install the equipment would amount to approximately the same hourly labor charge of a private HVAC contractor, meaning that Prevailing Wage requirements would be met.

TA and RR reported that the MHC has awarded an additional \$53,000 to the Depot facade project. This is money the state had earmarked to historic preservation projects that did not commence during FY 2014 or otherwise did not meet requirements. The Facilities Department is completing the necessary paperwork to receive this supplemental funding, which may be used only for work on the exterior of the building. The additional funding makes it possible to accomplish the overall project with less reliance on local funding.

Mr. Scaltreto said the contractor and architect have had a conversation about replacing the Depot's rooftop signal masts with wooden masts. JP requested that a plan of action be taken soon to replace the masts. Mr. Scaltreto said he will ask the architect to spec out signal mast replacements. JP asked that the masts be replaced by September 30, the date when the contractor is obligated to complete the Depot facade restoration and handicap accessibility work.

JP distributed a draft RFP to obtain proposals from realtors who are interested in finding tenants for the Depot building. The committee discussed the terms of a proposed advertised agreement between the Town and a realtor. JP suggested that the length of such an agreement be for three to four months. RR recommended that a price proposal be included in the RFP. JP and RR are to work together on the draft RFP.

Mr. Scaltreto distributed a Depot Park Revolving Fund financial statement dated 6/25/14. The current account balance is \$57,482.68. JS requested detail on "Freight House Outside Repair" charges of \$567.60 in May and \$640.00 in June. TA said he will obtain explanations for these charges.

The committee discussed custodial charges that are assessed to the Revolving Fund. According to an e-mail from Marcia Pyles dated 6/03/14, the Town pays the weekday custodian for one hour of labor per day to maintain the Freight House public restrooms. The charges break down as follows: 30 minutes of straight time at \$11.51 that is paid by the Facilities Department, plus 30 minutes of overtime at \$17.27 that is paid by the Depot Park Revolving Fund. The total daily labor expense is \$28.78. Weekends are covered by a contractor who is paid \$17.39 per hour. JS reported that the weekday custodian is usually at the Freight House for no more than 20 minutes per day, not the 60 minutes for which the Town is paying. RR speculated that the custodian is paid in excess of time worked as an incentive to clean the Freight House restrooms. TA said he plans to investigate the matter.

JP asked that future monthly financial reports be e-mailed to committee members in advance of meetings so that they have a better opportunity to review the material.

JS remarked that restroom supplies have run out on several weekends this year, particularly in the women's restroom. He has been refilling soap dispensers and toilet paper dispensers on weekends upon receiving complaints from Depot Park visitors.

The committee discussed a proposed donation from a Depot Park visitor that would enable the Freight House restrooms to be open on weekdays during times of the year when they are normally open only on weekends, which is usually in April and November. RR said the donation could be placed in a restricted gift account and used to pay for the additional openings.

#### Ongoing tasks:

- TA said he will check the status of the Freight House double doors that do not fully meet when closed. JS said water and organic matter enter the building between the doors, particularly during heavy rains.
- RS noted that the DPW plans to do weeding and parking lot striping at Depot Park. He will speak with the Grounds Crew about the need to take care of landscaping around the Depot. JS complimented RS on the groundskeeping that has been done in front of the Freight House.
- RS said a granite bollard has been ordered to replace the one that a snowplow knocked over near the railroad car.

- A new historic marker has been installed on the Freight House railing, Don Corey said, to replace one that had deteriorated. A similar marker for the Depot has been obtained and is in storage until the building's restoration project is complete.

JS commented that the restored baggage cart that is displayed in front of the Freight House has been an attractive focal point. He has observed many people posing for photos next to it. RS anticipates that the second baggage cart will be restored by the DPW over the winter. JP plans to submit a grant application to the Bedford Cultural Council to obtain funds to purchase materials.

JP said the committee's current priorities are to rent the vacant Depot units and to complete the building restoration and accessibility improvement projects.

JP made a motion to accept the minutes of the 5/12/14 meeting. JS seconded the motion, and it passed by a unanimous vote.

JP said the next meeting is scheduled for June 23 at 3:30 P.M.

Don Corey left the meeting at 5:08 P.M.

The committee discussed how and when to add a handicap-accessible restroom to the Depot's first floor. This is a project that the Facilities Department might accomplish in-house using its staff.

WM and RS left the meeting at 5:12 P.M.

The remaining committee members continued to discuss the addition of a handicap-accessible restroom to the Depot's first floor. JP and RR discussed how the restroom might serve tenants of both Units 1 and 2, and how custodial maintenance of the restroom might be handled.

RR left the meeting at 5:23 P.M.

JP said he will send an e-mail to TA on the following subjects:

- Replacement of the Depot signals masts and charge of expenses to the MHC grant
- Freight House public restrooms custodial charges
- Installation of a Depot handicap-accessible restroom and charge of expenses to CPA
- Installation of air conditioning equipment and charge of expenses to CPA

At 5:35 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 7/23/14.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 6/25/14
- Depot Park Revolving Fund financial statement, dated 6/25/14
- Draft RFP, Real Estate Leasing Services, dated 6/25/14