



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of July 23, 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)

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

Others in attendance: Donald Corey; Ronald Scaltreto, Facilities Operations Manager; Marcia Pyles, Facilities Information and Procurement Analyst

JP called the meeting to order at 3:35 P.M. at Bedford Town Hall. An election was held to elect a chair and a clerk. JS made a motion to elect Joseph Piantedosi as chair and Jim Shea as clerk. JP seconded the motion, and it passed by a unanimous vote.

JP reported that a nail salon operator expressed interest in renting Depot Units 1 and 2. A meeting with planned with this prospective renter to show her the property. JP said if this person wishes to rent the space, a real estate RFP would not be necessary due to the length and dollar amount of the lease. He observed that the current Unit 2 lease expires at the end of December.

JP requested that the Facilities Department update the common area charges for the Depot rental units. He proposed minimum rents of \$13 per s.f. for first floor units and \$10 per s.f. for Unit 4. He noted that once new HVAC units are installed at the Depot, one for each office unit, the building's furnace would provide basic heating of about 50°—and each tenant would have the ability to increase heating within their own unit and pay for the associated energy cost on their electric bill.

TA reported that the Depot contractor, Campbell Construction, expects to receive the new window units in late July. JP recommended that the window vendor be contacted to confirm this delivery schedule. JS noted that the committee was previously told the windows would arrive by mid-June. TA said four HVAC units were purchased for future installation at the Depot by either Facilities Department employees or a contractor. Bedford Mechanical was asked to provide a quote. The equipment is currently stored in the Facilities shop.

TA said that evaluation of the Depot's electrical systems revealed they are not code-compliant. A contractor will be hired to upgrade the electrical systems. Each office unit is to be equipped with 100 amp service.

Donald Corey commented that a second set of steps to the Depot platform have not been built as he expected. Ron Scaltreto said he also noticed their absence. It appears the architect neglected to add them to the plans. JP inquired when the last communication occurred with the contractor. Mr. Scaltreto replied he last had an e-mail exchange with the contractor about one month ago.

JP asked whether the architect has developed plans for a handicap-accessible restroom on the first floor of the Depot. Mr. Scaltreto said he will ask the architect about the status of the restroom plans, and he will obtain them for the committee's review. JP proposed to meet separately with Facilities personnel because he has concerns about the interior design.

The committee discussed restoration of the Depot's signal masts. Mr. Scaltreto distributed copies of an e-mail dated 7/15/14 that he received from the architect on this subject. A crane must be brought in by the contractor to remove and then reinstall the masts. JP asked to be part of a meeting with the architect to develop plans for restoring the masts. RR proposed that the DPW use its bucket truck to remove the existing masts and signals. JS added that the Town could perform any needed repairs to the signals and attach LED light fixtures to them while they are on the ground.

RR clarified with Marcia Pyles that the contractor is required to complete the Depot project by September 30, 2014.

Mr. Corey left the meeting at 4:19 P.M.

JP requested that Ms. Pyles e-mail Depot Park Revolving Fund financial statements to the committee members in advance of meeting dates.

Ms. Pyles said that the DPW sent bills to her for restoration of a baggage cart. JP said a mixup might have occurred, and that the bills might relate to repairing the Special Places sign. Ms. Pyles said she will send the invoices to JP for his inspection.

The committee reviewed a Depot Park Revolving Fund financial statement dated 7/23/14. The current account balance is \$56,466.04. \$640 was charged to the account for Depot Park directional signs. The DPW installed one of the signs at the corner of Great Road and Loomis Street to replace one that was missing. Additional signs were purchased to be spares. \$120 was charged to the account for two wooden historic marker signs, one for the Freight House and one for the Depot. Ms. Pyles said she made corrections to the amount charged as "Freight House outside repairs" on the latest financial statement.

The committee discussed a donation received by the Friends from a bikeway user who desires to remain anonymous. This person wishes to pay custodial expenses to keep the Freight House public restrooms open on weekdays during the months of the year when they are normally open only on weekends. Typically, these months are April and November. Mr. Scaltreto said the daily custodial expense on weekdays is \$17.27 for 30 minutes of labor. It was agreed that the Friends will act as an intermediary to convey the funds necessary to have the public restrooms open on weekdays during November 2014 and April 2015. The donor intends to make a contribution on a recurring basis.

RS reported that the DPW has ordered a new granite bollard to replace one near the Freight House that a snowplow knocked over two winters ago.

JS conveyed to the committee positive comments about Depot Park and the Freight House welcome center from a fellow from Scotland who recently visited the site.

JP mentioned that handicap parking spaces in the Town's Railroad Avenue parking lot need to be properly marked. Upright signs that marked these spaces are missing.

Action items:

- JP and TA will meet on 7/24/14 at the Depot to inspect the Depot interior and discuss the contractor's progress, restoration of the signal masts, and building the handicap-accessible restroom.
- JP will schedule a meeting with a nail salon operator to show her the rentable Depot units.
- JP will contact RS to discuss the possibility of the DPW removing both signal masts. Once the masts are on the ground, the signal mechanisms may be evaluated and plans made to illuminate them.
- Ron Scaltreto is to provide the committee with copies of the final architectural plans for the Depot project.
- The contractor is to be asked to provide a change-order quote for installing a second set of steps. If the architect mistakenly omitted this feature from the plans, a decision is to be made whether the architect ought to pay for the added expense.
- JP is to attend future meetings with the contractor and architect.
- JP will follow up with Marcia Pyles about DPW baggage cart restoration charges that might have been erroneously charged to the Revolving Fund.

JP made a motion to accept the minutes of the 6/25/14 meeting. JS seconded the motion, and it passed by a unanimous vote.

The next meeting is scheduled for 8/20/14 at 3:30 P.M.

At 5:03 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 9/24/14.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 7/23/14
- Depot Park Revolving Fund financial statement, dated 6/30/14
- E-mail from Patrick Guthrie to Ronald Scaltreto, dated 7/15/14