



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of October 30, 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: Marcia Pyles, Facilities Department; Ronald Scaltreto, Facilities Department; Robert Froehlich, Bedford resident

Chairman JP called the meeting to order at 3:16 P.M. at Bedford Town Hall.

JP made a motion to accept the regular session minutes of the 9/24/14 meeting. JS seconded the motion, and it passed by a unanimous vote.

JP made a motion to accept the executive session minutes of the 9/24/14 meeting. JS seconded the motion, and it passed by a unanimous vote.

Item 2, lease status of Depot Units 1 and 2:

- JP provided an update about the rental of Depot Unit 1. The Town has received a deposit of \$500.00 from the new tenant, Colasante Hair Studio. It will be necessary to review the entity's insurance and financial records before entering into a lease agreement.
- WM inquired whether the current Unit 2 tenant, Babe Ruth Baseball, would be willing to relocate. JP and JS said that other parties, including an architectural firm, a retail arts proprietor, the 54 Loomis Street developer and Colasante Hair Studio, recently expressed interest in renting this space. JS feels that using a first floor unit as a seasonal storage room does not well serve the potential of the space and does little to invite the public into the building. He recalled that Babe Ruth Baseball was relocated to the Depot several years ago on a temporary basis while the Town Center Building was being renovated. He questioned whether the Town might offer other storage options for the tenant, perhaps a shed at the baseball field.

RR joined the meeting at 3:22 P.M.

- JP noted that the Unit 2 lease is to expire on December 31, 2014, and that plans are being developed to execute a new one-year lease to Babe Ruth Baseball that would have a Town-held option for a one-year extension to December 31, 2016.

Item 3, Depot facade restoration and accessibility improvement project:

- JP said he observed many punch list items need to be completed on the Depot facade restoration and accessibility improvement project. TA said that a missing window unit

is to be received in a few weeks and storm windows are to arrive in a month. JP recapped his disappointed that the window design was changed by the Massachusetts Historical Commission from double pane to single pane, which he believes will lead to increased energy usage at the building. JP reviewed a task list that he prepared that outlines steps to complete both exterior and interior work at the Depot.

- Ronald Scaltreto reported that incorrect signal masts were delivered at the Depot. The contractor is to obtain the proper masts. JS suggested that the contractor provide cut sheets on the masts they intend to obtain. TA said he will check whether it will be the contractor's responsibility to paint them.

Mr. Scaltreto left the meeting at 3:31 P.M.

- TA said the white vinyl HVAC conduit on the rear side of the Depot will be painted.
- JP noted that much trash exists at the rear of the Depot. TA said that the DPW will help with landscaping the area.
- WM said many loose wires exist on the side of the building. TA will check which cables are in use.

Marcia Pyles arrived at 3:37 P.M.

- JS asked whether a punch list exists for the contractor. TA said that the architect will inspect the contractor's work next week and a punch list will be created.
- TA said the new cooling/heating systems are now functional in all for units. The common areas are to be heated to 60° by the building's main heating system. JP commented that a heating source might be needed for the new first floor handicap-accessible restroom.
- JP noted that the existing wall in the foyer is in the wrong location, which results in wasted space.
- JS suggested that unused space in the foyer be used for a custodial closet with a mop sink. JP added that the space may also be used for a coat closet.
- TA reported that plumbing work is underway in the new restroom.
- TA proposed that an enclosure or vanity be placed around the Depot's utility side-mounted electrical meters and utility wires.
- JP is concerned that the Depot's master power switch is exposed and unlocked, and that a vandal could turn off electricity to the building. TA said it is necessary that the main power switch be accessible to the Fire Department for use during emergencies.

Item 4, steps to prepare the Depot interior for occupancy:

- The Facilities Department plans to complete all first floor work by November 15, TA said.
- The Facilities Department will replace the Depot's electric hot water heater. JP suggested that an oil-fired hot water heater be considered for improved efficiency.
- The new Unit 1 tenant plans to install hardwood flooring. TA said we need to obtain sub-floor specifications.

- The committee discussed options for doorbells. JP recommended using a single wireless system that would sound a chime in the hallway between Units 3 and 4.

Item 5, signage:

- JP discussed placing directional signage on Loomis Street to highlight the location of Bedford Depot. He presented a draft sketch. RS inquired about the style of the sign. JS suggested that it be the same type of brown directional sign that is at the corner of Great Road and Loomis Street. After discussion, it was agreed that the directional sign would be double sided and display “Bedford Depot” text with an arrow.
- JP is getting vendor quotes and mockups for a building and tenant directory sign for outside the Depot.
- RS suggested having a tenant directory sign within the Depot foyer.
- To benefit Depot visitors, JP proposed that use of parking spaces in front of the Depot be restricted to two hours on weekdays between 8:00 A.M. and 5:00 P.M. A restricted parking sign could be attached to the front of the Depot platform, he said. RR remarked that any parking restriction should be made enforceable by the police, which would require a vote of the Selectmen.
- The committee discussed usage of the Loomis Street parking lot. JP and JS observed that it fills up at particular times of the year and day with bikeway users and VFW patrons. RR suggested that a way-finding sign be placed on Loomis Street to direct bikeway users to the Railroad Avenue parking lot. JP said he will speak with a VFW representative to request that VFW patrons first use VFW parking spaces before parking in Town spaces.

Item 6, Depot Park custodial coverage:

- TA and JP discussed Depot Park’s custodial needs that include the Freight House public restrooms, the railroad car and the Depot common area. TA is considering the hire of a non-benefitted or contract custodian to be responsible for Depot Park.

Item 7, Depot project financial reports:

- TA said that the Massachusetts Historical Commission has to do a walk-through of the Depot and the Town must complete a final report before the state will release \$53,000 in supplemental funding to the Town.
- Marcia Pyles said she shifted Depot project encumbrances from Community Preservation funds to the state grant side of the ledger.
- Ms. Pyles reported that when taking into account various placeholder items, approximately \$36,000 remains in the Depot project budget.
- JP highlighted that about \$5,000 remains in the Depot roof account and that the committee previously earmarked this money for the rooftop signals and masts.
- TA noted that there will be additional costs to paint the Depot gutters, make basement improvements, and purchase signage.

Item 8, Depot Park Revolving Fund financial report:

- Ms. Pyles distributed a Depot Park Revolving Fund financial statement dated 10/30/14. The current account balance is \$55,067.40.
- Ms. Pyles is to credit past and current tenants for previous O&M overcharges.
- JP commented that the new Unit 1 tenant is to pay O&M charges beginning with the start of their new lease.
- JP requested that Revolving Fund financial statements be sent to the committee in advance of meetings to provide a better opportunity to study them and prepare any questions.
- Ms. Pyles asked whether tenants should be directly billed for electricity in the future. JP agreed that this approach is simpler for the Town and proposed that the new procedure begin on January 1, 2015. TA said the exact date would be determined by when NSTAR makes a change on the account from the Town to the four tenants.

Item 9, miscellaneous business:

- JP has submitted a grant application to the Bedford Cultural Council for funds to restore the second baggage cart.
- JS said on multiple occasions at night, he has found Depot exterior doors unlocked and the building unoccupied. JP expressed he is concerned about vandals entering the building and causing harm.
- WM reported that the Chamber of Commerce requests a change to the informational kiosk that is in Freight House plaza so that it promotes local businesses. JS related that a Chamber representative previously attended a committee meeting to suggest ways to promote Bedford businesses through Depot Park signage.
- RR said he wishes for the Selectmen to tour the Depot building.
- JS conveyed to RS that the island in front of the Depot is overgrown with weeds, three parking lot lights are out, and the pedestrian crossing signal at South Road/Railroad Avenue/Loomis Street routinely activates on its own.

JP said the next meeting is scheduled for 11/20/14 at 3:00 P.M.

At 5:15 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 11/20/14.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 10/30/14
- Depot pending tasks list, dated 10/30/14
- Depot Park Revolving Fund financial statement, dated 10/30/14