



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of November 20, 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: Stuart Trout, Bedford resident

Chairman JP called the meeting to order at 3:03 P.M. at Bedford Town Hall. He started with Item 3 on the agenda.

Item 3, Depot Restoration/Renovation Project Update:

- JP and TA toured the Depot yesterday.
- TA said that much of the building is receiving new electrical wiring.
- The new handicap-accessible restroom is roughed in.
- New flooring is to be installed in the common area and restroom on Monday. TA is to obtain a price quote to install new stairway carpeting.
- All new heating/cooling units are operational.
- JP noted that the Unit 1 tenant requests an 80 gallon electric hot water heater to serve the unit. The Facilities Department is to acquire and install a new 80 gallon electric hot water heater.
- TA said that painting in Unit 1 is complete.
- Per yesterday's inspection, JP said that the sub-flooring in Unit 1 is in okay condition.

RS joined the meeting at 3:08 P.M.

- JP conveyed a message from the Unit 1 tenant that rainwater is entering the Depot basement through the bulkhead.
- TA understands that the main power switch to the building must remain unlocked for emergency use by the Fire Department. He plans to verify this with the Fire Chief. The Facilities Department plans to place a vanity over the electrical apparatus that is mounted on the side of the building.

RR joined the meeting at 3:12 P.M.

- JP commented that the Depot exterior L.E.D. lighting looks good.
- TA has asked Verizon to clean up its wiring on the side of the building.

- JS has found one or more of the building's front doors unlocked at night on several occasions. JP is concerned that vandals might enter the building when it is unoccupied and cause damage.
- TA said that door lock cylinders have been replaced with Town locks.
- JP observed that the architect recommended pressure-treated wood for the replacement signal masts, while the originals were made of white cedar. He referenced a July 2014 letter from the architect to Ronald Scaltreto which indicates that the architect believes the originals were made of pressure-treated wood. JP proposed that a meeting take place with the architect and contractor about the signal masts. RR suggested that the cost difference between pressure-treated and white cedar wood be determined, and that the Town might pay the cost difference.
- JP is working on obtaining an interior directory sign and tenant mailboxes for the Depot foyer.
- TA said that the Facilities Department will replace the existing foyer lights with L.E.D. light fixtures.

At 3:36 P.M., JP took a phone call from the Unit 1 tenant about lease insurance requirements.

- JP commented that a tour of the Depot on 11/19 raised questions whether incomplete items are the responsibility of the contractor or are errors and omissions of the architect. Many of the issues to be corrected are on the interior.
- JS inquired whether the architect has been been in full. JP replied no. He added that it is customary to withhold 10% of the payment until the work is accepted by the Town.
- RR asked whether the architect will create a "punch list." JP said he is unsure.
- RR asked if the contractor is still working at the Depot site. JP answered that he has not seen activity there lately.

Item 2, Lease status of Units 1 and 2:

- JP said we are awaiting legal review of the Unit 2 lease.
- JP believes that O&M charges for Unit 1 ought to start on 11/17 because the tenant only recently received a key to the unit.
- It is necessary to complete the new handicap-accessible restroom and improvements to the foyer before collection of rent from Unit 1 may begin.
- JP requested that junk in the Depot basement be removed so that the Unit 1 tenant, who is renting a portion of the basement, may begin cleaning up the floor.

Item 6, Depot building signage:

- JP received a quote from Lexington Signs & Graphics for an exterior sign that identifies the Depot building and the names of its tenants. He is obtaining two additional vendor quotes for comparison.
- All vendors are to also provide quotes for a foyer directory sign.
- Lexington Sign & Graphics recommended that Dig Safe survey the location of the proposed sign and that holes be dug now for the posts before the ground freezes.

- JP suggested that the tenants be allowed one week to decide whether they wish to purchase their own signs for attachment to the exterior building sign. JS questioned whether the tenants would own the signs that they pay for.
- JP relayed that the Unit 1 tenant has requested to display a sandwich board sign outside the Depot and signs in the Unit 1 windows.
- RS displayed a large plan of Depot Park that shows property boundaries and easement areas. The committee discussed possible locations for a Depot building exterior sign and a directional sign on Loomis Street. RS asked that the committee send him information about the Depot building sign that is ultimately chosen so that he may use it as a reference when designing a directional sign.

JP reported that Unit 2 tenant Barbara Purchia feels that a two-hour parking restriction near the Depot would cause difficulty to people who work inside Unit 2 for several hours at a time. RR proposed that plans for parking restrictions at the Depot be set aside until we receive a better sense of parking lot usage. JS concurred that we ought to first evaluate how the Loomis Street parking lot is used after the hair salon becomes operational, then consider whether parking restrictions are necessary at the site. RR suggested that we have a meeting with the VFW, the 54 Loomis Street developer and Patriot Pediatrics to discuss parking lot usage.

RS left the meeting at 3:33 P.M.

Item 9, Revolving Fund Financial Statement:

- The current account balance is \$55,365.51.
- JP said he has questions for Marcia Pyles about Unit 2 rent payments.
- The committee discussed apparent O&M credits that were made to the tenants.
- JP requested that a signed memo be executed with the Unit 2 and 3 tenants about rent credits that are to be granted for disruption they experienced during construction.
- JS suggested that “Parking Lot Lighting” be added to the “Freight House Electrical” expense line of the financial report because 13 parking lot lights are connected to the Freight House electrical meter.

Item 10, Miscellaneous:

- JP noted that the Unit 2 tenant caused the Depot dumpster to overflow with trash.
- JS reiterated that the Freight House air conditioning stopped functioning in September. He is concerned that it will be inoperative when needed in the spring.
- JS said that the overhead fan in the Freight House public men’s restroom has been running continually while the fan in the women’s restroom has been off.
- JS suggested that the thermostats for restroom electric heat be covered or replaced with units that people may not tamper with. He sometimes finds them turned up excessively high.
- JS reported that the lock cylinder on the women’s restroom door appears to be loose and could be unscrewed by hand.

- JS mentioned that the pedestrian crossing signal at the South Road/Railroad Avenue/Loomis Street intersection periodically triggers on its own without being manually activated by people.

Item 12, minutes of the 11/30/14 meeting:

- JP proposed that the line in the draft minutes that reads, “JP noted that the contractor installed a wall in a wrong location, which results in wasted space in the foyer” be changed to, “JP noted that the existing wall in the foyer is in the wrong location, which results in wasted space.”
- JP made a motion to accept the draft minutes as edited. JS seconded the motion, and it passed by a unanimous vote.

At 5:09 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 12/17/14.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 11/20/14
- Depot construction items and pending tasks list, dated 11/20/14
- Depot Park Revolving Fund financial statement, dated 11/19/14
- Depot Park site plan from DPW