



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of December 17, 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 (WM), Selectman liaison

Others in attendance: Ronald Scaltreto, Facilities Department; Stuart Trout, Bedford resident

Chairman JP called the meeting to order at 3:03 P.M. at Bedford Town Hall. He started with Item 12 on the agenda, approval of meeting minutes. JP made a motion to accept the minutes of the 11/20/14 minutes as edited by him. JS seconded the motion, and it passed by a unanimous vote.

Item 2, Lease status of Depot Units 1 and 2; Construction credits to Units 2 and 3:

- JP reported that the Unit 2 lease to Babe Ruth Baseball has been executed and that the Unit 1 tenant has paid a deposit.
- TA said that construction credits have been accepted by the tenants of Units 2 and 3. The Unit 2 tenant will receive a \$100 discount on rent for two months and pay no O&M charges for two months. Unit 3 will pay no rent and not be charged O&M for two months.
- JP disagreed with the construction credit arrangement. He said the committee previously agreed to grant both Unit 2 and 3 tenants the same credit of \$100 per month for two months with no O&M for those months. He is concerned that the Unit 3 tenant is receiving preferential treatment.
- TA has asked Fay Russo at Town Center Inc. to bill the Unit 1 tenant for the first month of the lease.

Item 3, Depot Building Restoration/Renovation Project:

- JP said the new air conditioning and heating units are working well. He asked whether a spare remote control can be obtained for the units.
- Ron Scaltreto said that covers will be installed over thermostats that are in the common areas and in the rental units.
- JP observed that construction of the new handicap-accessible restroom is making progress. TA added that the electrical work has been finished. Ron Scaltreto said that he will bring Larry from Facilities to the site to explore installation of a custodial closet in the restroom and to install a closet door in the foyer.

- JP questioned why an 80 gallon electric hot water heater was replaced with a 50 gallon unit. The Unit 1 tenant made clear that he needs an 80 gallon unit, he said. JS suggested that the tenant try using the new 50 gallon unit and that if it is insufficient, Facilities would replace it with a larger capacity model. JP said he does not want to see a charge made to the Revolving Fund for a second hot water heater.

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

- JP noted that the common area stairwell carpeting needs to be cleaned and the walls painted.
- JP requested that a proper threshold be installed at the stairwell on the second floor to avoid a tripping hazard.
- JP noted that new ceiling trim has been installed in Unit 1.
- The bulkhead door will receive a temporary fix for its water leak until a more permanent repair can be made in the spring.
- JP recapped a recent meeting with the 54 Loomis Street developer about their plans for improvements in the easement area on the eastern side of the Depot. RR questioned whether the developer has absolute rights within the easement area. JP suggested that the easement agreement be reviewed to gain a clearer understanding of its terms. RS said it is important that new grading in the easement area slope away from the Depot to mitigate future water ingress problems.
- JP reviewed a recent walk-through inspection of the Depot.
- Ron Scaltreto commented that the contractor was working at the Depot on Monday and Tuesday.
- JP said he told the architect that replacing the signal masts with pressure-treated wood would be an unacceptable solution. He suggests that the contractor credit the Town money for the signal mast that the contractor is responsible to replace, and that the Town obtain the appropriate white cedar masts.

RR left the meeting at 3:54 P.M.

- JP read a July memo from the architect to Ron Scaltreto about the signal masts. In the memo, the architect stated that the original masts are made of pressure-treated wood.

RR rejoined the meeting at 3:59 P.M.

Item 6, Depot building signage:

- JP presented sketches and quotes from two vendors for an exterior sign at the Depot. The low price vendor quoted \$1,256 for the sign, \$450 for installation, plus \$175 for each single-height tenant sign.
- JP said that the Unit 2 tenant does not wish to be included on the sign and the Unit 1 tenant wishes to have a double-height sign. The price of a double-height sign is \$350.
- WM cautioned that gold lettering on a sign might be difficult to read. Also, he suggested that the round element that shows “80” be well supported.
- JP received a vendor quote of \$330 for a double-sided “Bedford Depot” directional sign that would be placed at the Loomis Street entrance to Depot Park, across the

street from the Narrow-Gauge Rail-Trail. He is to request the consent of the Selectmen to locate the sign there.

- JS inquired whether sign installation would be deferred until spring due to the ground being frozen. JP said the sign vendor would be responsible for installation.
- RR clarified that the exterior building sign need not go before the Selectmen for approval.
- JP said that vendors are to provide quotes for a foyer directory sign and tenant mailboxes.

Item 4, Depot Building Related Projects

- TA has not yet spoken with the Fire Department about whether it is necessary to keep the Depot's exterior main power lever unlocked.
- TA said that we are awaiting work by Verizon to clean up the exterior communications wiring on the building.
- JP asked whether electrical wires that protrude through holes in the building's siding have been covered.
- TA plans to obtain wireless doorbells for the building.
- RS plans to plant shrubs at the rear of the Depot in the spring.
- Painting of the white vinyl HVAC unit shrubs and the gutters and downspouts is to occur in the spring.
- TA said that all code-required work at the Depot has been completed.

Item 5, MHC Grant Status

- TA said that we must write a final report to the Massachusetts Historical Commission before the Town may receive the pledged \$53,000 in supplemental project funding from the state.
- TA said that a MHC representative toured the Depot and is pleased with the project's outcome.

Item 7, Depot Park Custodial Coverage

- JS noted that the Depot will soon need ongoing custodial cleaning.
- Ron Scaltreto said that the Freight House public restrooms will be closed for the season on Monday, 12/22.
- The committee discussed snow removal in the Loomis Street parking lot and on the steps and platforms at both buildings. JS said it is important to remove even small accumulations of snow on surfaces so that the snow does not melt and refreeze as ice. Committee members concurred that it is important to have plans in place to accomplish snow removal on weekends and holidays in a timely manner, especially since the Depot is fully rented with four tenants. Ron Scaltreto said he has the means to dispatch Facilities Department personnel to cover snow removal needs throughout the winter.

Ron Scaltreto left the meeting at 4:54 P.M.

Item 9, Revolving Fund Financial Statement:

- TA distributed a Depot Park Financial Fund statement dated 12/16/14. The current account balance is \$53,884.30.
- TA said that bills are coming in for Depot restroom and foyer work.
- TA believes the balance remaining in the Depot project budget is \$15,000 to \$16,000.
- JS observed that charges to the Revolving Fund are occurring in FY 2015 for water and sewer service. TA said that tenants have been charged for water and sewer in their O&M charge. RS observed that the Unit 1 tenant, a hair salon, would consume the most water.
- TA suggested that we revisit the formula used to establish O&M charges.
- JS questioned whether the Freight House ought to be charged for water and sewer service since the public restrooms use most of the building's water.

Item 10, Miscellaneous:

- WM said that the Chamber of Commerce wishes to have business way-finding signage at Depot Park. JS recalled that a Chamber of Commerce representative attended a previous committee meeting to make a similar request. Committee members discussed how such signage might be accommodated and whether it would be appropriate to advertise businesses on Town property.
- JS said that the Friends would soon transmit to the Revolving Fund food sales proceeds received at the Freight House welcome center during 2014. He estimated the amount would be around \$4,200.
- JS commented that January will mark the 20th anniversary of the Friends organization and a beginning of the Depot Park project.

JP scheduled the date of the next meeting for 1/21/15 at 3:00 P.M.

RR left the meeting at 5:10 P.M.

The committee continued to discuss signs that are planned for Depot Park.

At 5:20 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 at the meeting of 1/22/15.

Documents and other exhibits used at this meeting:

- Meeting agenda, dated 12/17/14
- Depot construction items and pending tasks list, dated 12/17/14
- Depot Park Revolving Fund financial statement, dated 12/16/14